

2026-2028

Associate Degree Nursing Handbook



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

WELCOME

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

Welcome to Cougar Nation and the Augusta Technical College School of Health Sciences. Our faculty is dedicated to supporting you throughout your academic journey and helping you achieve your educational and professional aspirations.

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 staying up to date with the profession of nursing and utilizing all available resources to provide you with a quality educational experience.

As a nursing student, you have been accepted into a highly competitive program and are expected to function in a more professional manner. Your education is explicitly designed 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 provide you with the support you need to complete the program. Please read this handbook carefully and feel free to ask questions. It is the student's responsibility to be familiar with the contents of this handbook.

If you have questions, please contact a faculty member. Office hours are posted outside each faculty member's office. You may schedule an appointment during these hours by emailing the faculty. After you have read the ADN Student Handbook, sign the acknowledgment form at the back of the handbook. Keep your handbook readily available as a reference during your enrollment in the ADN program.

PROGRAM DESCRIPTION

The Associate Degree Nursing program is designed to prepare students to practice as professional registered nurses 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 before a progressive, student-centered nursing curriculum in a learner-centered 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.

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, GA 31217

478-207-2440 or 844-753-7825

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

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SCHOOL OF NURSING FACULTY AND STAFF

Name	Position	Phone	Office	Email
Mrs. Patricia Burford	ADN Department Chair Clinical Coordinator	(706) 771-4184	Office 240	Patricia.Burford@augustatech.edu
Mrs. Paula Waugh	Administrative Assistant	(706) 771-4166	Office 227	Paula.Waugh@augustatech.edu
Mrs. Carter Brown	PN Department Chair Nursing Instructor	(706) 771- 4069	Office 238	Carter.TurnerBrown@augustatech.edu
Mrs. Melissa Gay	Nursing Instructor	(706) 771-4759	Office 244	Melissa.Gay@augustatech.edu
Mr. Robert Smith	Nursing Instructor	(706) 771-4168	Office	Robert.Smith@augustatech.edu
Mrs. Caroline White	Nursing Instructor	(706) 771-4027	Office 248	Caroline.White@augustatech.edu

PROGRAM EVALUATION

Students actively evaluate the ADN program, instructors, courses, facilities, and preceptors. Confidential student surveys are routinely conducted. Student feedback is used for ongoing program and curriculum development.

CLINICAL EXPERIENCES

The ADN program utilizes a variety of healthcare facilities to provide students with clinical experiences. The clinical coordinator assigns students to clinical rotations for each course. Student requests for specific healthcare agencies cannot be honored.

CLASS CANCELLATION OR DELAY

Classes/clinicals may be canceled by the College due to inclement weather or the individual faculty member. Classes delayed due to weather will start at the time designated by the College.

EQUAL OPPORTUNITY STATEMENT

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate based on race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, 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 equal opportunity through a positive, ongoing program of specific practices designed to ensure its full realization. The following person has been designated to manage inquiries regarding the nondiscrimination policies:

Equity/Title IX, contact: Shannon Patterson, Title IX/Equity Coordinator, (Employees), Augusta Campus-Building 100, 3200 Augusta Tech Drive, Augusta, GA 30906, (706) 771-4013, sbentley@augustatech.edu;

Amy Laughter, Title IX Coordinator (Students All Sites), Augusta Campus-Building 1300, 3200 Augusta Tech Drive, Augusta, GA 30906, (706) 771-4068, amy.laughter@augustatech.edu

Karissa D. Wright, ADA/Section 504 Compliance/Equity Coordinator (Students All Sites), Augusta Campus, Building 1300, 3200 Augusta Tech Drive, Augusta, Georgia 30906, (706) 771-4067, kdavis@augustatech.edu

EQUAL OPPORTUNITY

Special Needs/Disability Services

Special assistance is provided for students with disabilities to ensure they have an equal opportunity to enroll and 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:

Karissa D. Wright, ADA/Section 504 Compliance/Equity Coordinator (Students All Sites), Augusta Campus, Building 1300, 3200 Augusta Tech Drive, Augusta, Georgia 30906, (706) 771-4067, 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 the use of available school and community resources may help the student 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, 3200 Augusta Tech Drive, Augusta, Georgia 30906, 706-771-4031 | bjenkins@augustatech.edu

A NOTE ON SEXUAL MISCONDUCT

Our college is committed to fostering a safe, productive learning environment. Title IX and our college policy prohibit discrimination based on sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college. Our college encourages anyone experiencing

sexual misconduct to talk to someone about what happened, so he/she can get the support he/she need, and our college can respond appropriately. If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about college policies and procedures, please contact our Title IX Coordinator(s), who are listed above as well as on our college's website. Our college is legally obligated to investigate reports of sexual misconduct, and therefore, the college cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible. Our college requires instructors to report incidents of sexual misconduct and thus cannot guarantee confidentiality. Instructors must provide our Title IX coordinator(s) with relevant details, such as the names of those involved in the incident.

CAMPUS CARRY INFORMATION

For Campus Carry information, go to Campus Carry Law information <https://www.augustatech.edu/about-us/campus-carry.cms>

CHILDREN ON CAMPUS

It is the policy of the College that children are not permitted on campus due to potential legal liability and health and safety concerns. Refer to the Student Handbook and Wellness Guide policy titled Children on Campus.

ACADEMIC RESOURCES

For more information on our academic policies and procedures, please visit our Student Resources webpage. <https://www.augustatech.edu/student-resources/student-resources.cms>

VOLUNTEER OPPORTUNITIES

Augusta Technical College is a partner with Junior Achievement of Augusta. Junior Achievement focuses on high-impact programs for middle and high school students in financial literacy, career readiness, and fostering the entrepreneurial spirit. Please consider volunteering your time at Junior Achievement of Augusta. You can get more information about volunteering at <https://www.georgia.ja.org/volunteer>.

STUDENT SUPPORT SERVICES

Through Augusta Technical College's Predominantly Black Institutions Competitive Grant, students have access to free and confidential support through the Student Assistance Program (SAP) sponsored by Acentra. Services include mental health counseling, academic stress support, and legal or financial resources and can be accessed at SAP with password/school ID: Augusta Tech. Access to support is available online, through live chat, or by downloading the Acentra Connect app. For more information, contact Student Support Services or visit the Augusta Tech website Counseling Center-Wellness tab under Students dropdown menu.

MILITARY & VETERAN FRIENDLY

Green Zone training is provided to faculty and staff to create a supportive and inclusive environment for military-affiliated students who are transitioning from military to civilian life. Trained faculty and staff are located throughout campus and can be identified with the Green Zone designation outside their offices.

PURPOSE, MISSION, AND PHILOSOPHY OF THE ADN PROGRAM

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, Vietnam-era veteran, 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 NCLEX-RN licensure examination.

MISSION OF THE ASSOCIATE DEGREE IN NURSING PROGRAM

The primary mission of the Associate Degree Nursing Program at Augusta Technical College is to address the regional shortage of registered nurses by preparing competent, compassionate entry-level graduates for professional nursing practice. The program provides high-quality, affordable education that equips students with the critical thinking, clinical decision-making, and technical skills necessary to deliver safe and effective care in a variety of healthcare settings. Graduates are prepared to pass the NCLEX-RN examination successfully and are encouraged to pursue lifelong learning and ongoing professional development.

Subsidiary missions are to:

1. Provide a nursing program that 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 complete the nursing curriculum and pass the NCLEX-RN examination successfully.

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, and 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 (individuals, 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-theoretic perspective on 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 the patient's current health status and factors contributing to it. Planning outcomes encompasses working with the patient to identify desired outcomes, selecting appropriate interventions, and prioritizing how to achieve them. Implementation is the 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. The ANA Congress for Nursing Practice (1975) recommended the inclusion of the family in using the nursing process in *A Plan for Implementation of the Standards of Nursing Practice* (as cited in ANA, 2010).

CRITICAL THINKING

Critical thinking skills are required to use the nursing process effectively. Critical thinking is both an attitude and a rational reasoning process involving several intellectual skills, including conceptualization, reflection, cognitive (thinking) skills, attitudes (feelings), creative thinking, and knowledge. Critical thinking is a self-directed, rational, disciplined process that differentiates what we know from what 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 toward the development of new behaviors and the modification of environments or systems to promote health-conducive adaptive responses in 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 that foster 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 that also award 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 through secure employment prospects. It improves the quality of life for 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 socioeconomically, age, 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 believes 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.

END-OF-PROGRAM STUDENT LEARNING OUTCOMES

Student Learning Outcomes (Program Level)	
	Demonstrate an understanding of ethical/legal values and foundational concepts for nursing, grounded in the arts and sciences.
	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.
	Provide caring and compassionate nursing care to the patient.
	Demonstrate therapeutic communication techniques when interacting with the patient and family.
	Provide culturally competent care to the patient.
	Deliver therapeutic and safe competent care that is based on current evidence as the scientific rationale.
	Collaborate with other members of the healthcare team in planning, providing, and evaluating care for the patient.
	Demonstrate effective principles of teaching and learning when educating the patient and family.
	Demonstrate a commitment to lifelong learning and career development.
	Demonstrate behaviors consistent with professionalism.

CORE PERFORMANCE STANDARDS

The Southern Council on Collegiate Education for Nursing (SCCEN) task force (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, Phone Number (706) 771-4067. The core performance standards listed were adapted from SCCEN (1993, reapproved 2004).

Performance Standard	Examples of Functional Abilities (The examples are an inclusive list)	
Gross Motor Skills	•	Sit and maintain balance
	•	Stand and maintain balance
	•	Reach above and below the waist
Fine Motor Skills	•	Grasp small objects with hands, such as a pencil and IV tubing
	•	Squeeze with fingers
	•	Write using a pencil
Physical Endurance	•	Work an 8 to 12-hour 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 a verbal report
	•	Interact with other health care workers

PROGRAM OVERVIEW AND CURRICULUM

NURSING PROGRAM CURRICULUM/GUIDED PATHWAY

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

AWARD: Associate Degree Nursing:

SITE: Augusta

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	1101	Introduction to Humanities	3
ARTS	2130	(OR)	3
ENGL	1101	Art Appreciation	3
MUSC	1101	(OR)	3
THEA		American Literature	3
		(OR)	
		Music Appreciation	
		(OR)	
		Theatre Appreciation	

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	COURS E #	COURSE TITLE	CREDITS
RNSG	2210	Adult Nursing II	6
RNSG	2270	Pediatric Nursing	4

YEAR 2 SUMMER SEMESTER SUBJECT	COURS E #	COURSE TITLE	CRED ITS
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	CREDI TS
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

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 of the College, the specific policies outlined in this handbook, and course syllabi. 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 requirements, students must complete an exit portfolio and complete the specified number of clinical hours in the program.

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

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

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 falls between 69.1% and 69.9%, the grade will not be rounded to 70. The student will receive a "D", which will result in a failure of 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 the Augusta Technical College ADN nursing program for at least 5 years from the last semester and year of the failing course. The student is not eligible for remediation or readmission.

College Academic Grading Scale

A	90 -- 100
B	80 -- 89
C	70 – 79
D	60--- 69
F	59 – Below

COURSE REQUIREMENTS:

The final grade in each nursing course will be calculated based on the student's achievement in theory, lab, and clinical performance. A student must meet a minimum score of 70% in theory and a minimum score of 70% in clinical to progress in the nursing program.

Grades will not be rounded up. If a student's earned grade is 69.5, they will be unsuccessful in the course and may apply for reentry if they meet the criteria.

GRADING POLICY:

To be eligible to take the Final Exam, a student must earn a minimum average of 70% on unit exams. The clinical grade is excluded from this calculation. Students who fail to meet this requirement will receive a zero for the Final Exam.

THEORY GRADE:

Students must achieve a minimum average of 70% on all unit exams within each nursing course to be eligible to take the final exam. Students who do not meet this requirement will receive a grade of zero (0) for the final exam.

Students must earn a minimum overall theory grade of 70% to progress in the nursing program. Students who do not achieve a minimum average of 70% in Theory will not progress forward in the nursing program.

CLINICAL GRADE:

Students must achieve a minimum overall clinical average of 70% in each nursing course to progress in the nursing program. For the Pharmacology and Dosage Calculation course, the clinical component consists of skills checkoffs and simulation activities. Students who do not achieve a minimum average of 70% in clinical or these clinical components will not progress forward in the nursing program.

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 expected to complete nationally normed tests in each semester. The percentage of the award based on scores is specified in the syllabus for each course. The standardized testing system assists the nursing department in providing consistency in the education of common concepts with national standards. The use of the nationally normed testing system helps the nursing department improve and develop academic achievement. Students are asked to purchase additional materials to support their education and to obtain certification of their 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.

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.

DRUG CALCULATION AND ADMINISTRATION

Students are expected to increase proficiency in medication and drug calculation problems as they progress in the program. If the minimum grade for the course is not obtained on the drug calculation exam, one chance to retake the exam to meet the minimum grade will be allowed. If the minimum grade is not obtained on the second attempt, a zero will be given for the drug calculation exam.

NCLEX READINESS EXAM

The associate degree nursing program uses a standardized NCLEX readiness examination in the final semester to assess students' preparedness for licensure. A minimum benchmark score is required on these assessments. Students who do not meet the established benchmark will be required to complete a mandatory structured remediation plan designated by the Department Head. Remediation must be completed within the timeframe specified. Successful completion of remediation is required for graduation approval.

WITHDRAWAL POLICY

Students may re-enter the nursing program **once** after withdrawing from the nursing program, including for documented hardships. The student will need to declare their desire and understanding of the re-entry process to return to the nursing program at Augusta Technical College. Students are responsible for any associated costs. Re-entry is not guaranteed and is based on availability. Re-entry students will **only** be allowed to retake the course following the semester the course is next offered.

UNSUCCESSFUL ATTEMPT POLICY

Students may re-enter the nursing program **once** after failing **one** course in the nursing program. The student will need to declare their desire and understanding of the re-entry process to return to the nursing program at Augusta Technical College. Students are responsible for any associated costs. Re-entry is not guaranteed and is based on availability. Re-entry students will **only** be allowed to retake the course the next available term.

READMISSION POLICY

Students who withdraw from the program a second time, regardless of the reason or who has had a second unsuccessful attempt at a course, including those in the same semester, will not be eligible for reentry into the associate degree of nursing program at Augusta Technical College. The student may apply five years from the semester and year of the last withdrawal or unsuccessful attempt.

GRADE AND ACADEMIC APPEALS

A student may appeal a final grade. Grade appeals are not considered grievances as outlined in 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 grade being awarded. If the consultation with the instructor does not satisfy the student, the student 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 (a form is 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 Dean's decision, the student may appeal in writing to the Provost. This appeal should occur within six weeks of the contested grade or decision. The Provost's decision regarding the approval of a grade change is final.

ATTENDANCE

The ADN program must meet the Georgia Board of Nursing's minimum course-hour requirements. 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 attend all classes and clinicals, as is required in the "world of work." All clinical hours must be completed prior to progressing.

CHAIN OF COMMAND

Students should notify the lead instructor of any complaint and proceed as follows:

1. The course instructor begins the chain of command.
2. Department Chair Nursing Programs (*Mrs. Patricia Burford*)
3. Dean, School of Health Sciences (*Dr. Kristie Searcy*)
4. Provost (*Dr. Melissa Frank-Alston*)

It is a student's right to voice concerns and follow the chain of command, as listed. Verbalizing concerns appropriately will not affect academic standing. Please refer to the online Student Handbook and Wellness Guide, as well as the College Catalog, for the procedure for filing a grievance or complaint.

GRIEVANCE PROCEDURE

Students should notify the instructor and proceed as follows:

1. The current instructor begins the chain of command
↓
2. Department Chair of Associate Degree Nursing Program (*Mrs. Patricia Burford*)
↓
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 appropriately will not affect your academic standing. Please refer to the college handbook for the grievance policy.

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

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

DISCIPLINARY ACTION

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. 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 determine that 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 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 textbooks, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrators, or faculty members.
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.

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 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 the 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 issued to a student and the student has not corrected their behavior, or if a faculty member believes that more significant corrective action is appropriate, the student will be referred to the Disciplinary Officer for the College.

PROBATION

The student may be placed on probation for disciplinary action prior to further action for poor academic performance, disciplinary problems in clinical or classroom settings, 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.

COLLEGE HONOR CODE

"It is my honor to be an Augusta Technical College student. I pledge to honor myself, my classmates, and the College by doing my best and 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).

CONFIDENTIALITY

The 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 will be maintained confidentially 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 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. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) also applies to the use of social media.

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 are mandatory. Regardless of where or when students use these media, they are responsible for the content they post or promote. No student shall abuse or violate the 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 entrusted to the student will be maintained confidentially 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). The content you host can have the same effect as the 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 result in the loss of a 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, 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

HEALTH REQUIREMENTS

The Nursing department utilizes several companies to obtain and manage the students' background checks, drug screens, and immunization records. Students are required to sign an authorization form allowing Augusta Tech faculty members to release health information to clinical sites. Students are responsible for all costs related to the clinical health requirements. Health and other requirements must be met before beginning the clinical rotation.

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

Clinical agencies require a background check and/or drug screen before a student attends a clinical practicum. Students must accept clinical sites as assigned by the program clinical coordinator. Students’ failure to consent to background checks, drug screens, or the release of personal information will result in placement failure at a clinical facility, thereby preventing the student from completing 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 responsibility for evaluating 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 with 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.

CODE OF CONDUCT

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 observing 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 deep concern for students experiencing educational or personal difficulties and provides counseling or referrals to appropriate agencies to aid them. 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 students adults and expects them to obey the law and take personal responsibility for their conduct.

EMPLOYMENT OF UNLICENSED STUDENT

Practicing as a registered professional nurse without a license is prohibited and violates 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.

CLINICAL AND LAB 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 tasks and exercise clinical judgment. 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 to enhance the student's learning and increase their knowledge. This corrective action plan can include online simulation, additional lab or clinical hours. After the remediation, students will be able to demonstrate their further understanding through either a practicum or a written paper. If a student is unable or unwilling to complete the remediation, they may fail the course.

DRESS ATTIRE

Students in the Associate Degree Nursing program are expected to maintain a professional appearance. To arrive at a consistent standard of appearance, the following guidelines have been developed. Students who do not meet the appearance standard will be excused from lab or clinical and will receive a U (Unsatisfactory) grade.

1. Uniforms must be of washable, permanent-press fabric, and always clean and in good repair.
2. Uniforms, 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.
3. Uniforms are to be worn in ALL lab, practicum, and simulated clinical environments.

When visiting the clinical facilities for workshops or orientations, students should present themselves in professional dress. Jeans, shorts, T-shirts, tennis shoes, or provocative outfits are not permitted. Students should wear casual business dress attire unless otherwise indicated.

UNIFORM

The student should arrive at the scheduled clinical facility in the appropriate uniform. No joggers are permitted.

1. The uniform should be clean, well-pressed, and well-fitting with proper undergarments that do not draw attention to the pants.
2. 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 have no visible skin when sitting or standing. Support hoses 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 who have the smell of smoke on their hair, breath, or uniform.
5. No drinking of alcoholic beverages while in uniform.
6. Lab coats and student uniform tops must have the school patch on the left upper sleeve.

IDENTIFICATION

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.

JEWELRY

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

Tattoos must be covered and not visible through clothing.

HAIR

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 headbands are allowed. Buns, braids, and secured ponytails work best for long hair. Beard/mustache must be neatly groomed. Extreme hair color is not allowed (i.e., orange, green, blue, etc.)

COSMETICS

Perfume, perfumed lotion, or cologne **is not allowed**. Effective deodorants are mandatory to ensure that no body odor is 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. Makeup should not be excessive (No eyelash extensions or bright colored eye makeup).

NAILS

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

Electronic devices (i.e., MP3 players, beepers, iPods, Smart watches, 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

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

CLINICAL CONDUCT

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. All students will follow hospital safety, emergency codes, and infection control practices 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 classmates should be limited to lunch or after clinical hours, not during the day. Also, visitors picking you up from the clinical site 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 Technical College 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 Technical College student. Fees for services provided by the student accident insurance policy should be covered there. If another facility is used, the student will be responsible for filing their own insurance and assuming the costs of any service not covered under the student’s accident insurance policy. **Accident forms must be completed, and the clinical coordinator will submit them to the Business Office at Augusta Technical College on the next business day.**
4. Obey all parking regulations for students at clinical facilities. Students will be held accountable for parking violations incurred for failing to follow 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 for the next business day with the clinical instructor and the Department Chair.
6. Students will not be allowed to be in clinical without the required health forms being completed. 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 complete your clinical course successfully.** Please schedule an appointment with the clinical coordinator to discuss any activity limitations that may influence your ability to achieve the clinical competencies.

7. You will not be permitted to leave clinical for lunch. Most areas do not allow enough time to leave and return 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. **Recording videos or taking pictures of or with patients in the clinical setting is prohibited.**

CLINICAL ATTENDANCE AND GRADING POLICY

To complete this program successfully, students are required to participate in clinicals, complete assignments on time, 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 failure of the course. If an absence occurs, the student is responsible for notifying the clinical instructor and course instructor at least 1 hour before the clinical start time.

All clinical assignments must be submitted on time to Blackboard and the clinical instructor. Late assignments will not be accepted.

Please note that more than 2 unsatisfactory clinical days constitute failure of the clinical rotation. If a student has a documented Critical Incident, he or she will receive an automatic unsatisfactory (U) for the day and for any corresponding clinical assignments. Critical Incidents will also incur a 40-point deduction from the overall Clinical Evaluation grade.

The student must obtain at least a 70% overall average for the clinical grade AND satisfactory performance in all required standards on the Summative evaluation to continue on in the nursing program.

CRITICAL INCIDENTS

A critical incident is defined as a potentially life-threatening event that compromises a patient's health or safety and/or could result in termination of employment. A critical incident is at the discretion of the instructor and includes, but is not limited to:

- Arriving tardy to clinical
- A clinical absence
- 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 behavior
- Inappropriate dress
- Inappropriate cell phone use
- 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
- Incomplete clinical requirements, CPR Certification, Drug Screen, Background Check, or Health Requirements
- Failure to carry out physician orders safely and competently
- Failure to comply with the instructions of agency staff or clinical instructors
- Failure to perform patient care safely and completely
- Failure to administer medications safely with a clinical instructor
- Any observation of unprofessional communication (verbal or written) in the clinical setting
- Use of personal email for clinical assignments or communication with clinical instructors



**Augusta Technical College/Clinical
Facility Student Confidentiality
Agreement HIPAA In-service
Requirement**

I have received training regarding the Health Insurance Portability and Accountability Act (HIPAA) and agree to abide by the HIPAA requirements as outlined in the policies and procedures of Augusta Technical College and the facility for which I will be attending clinical rotations.

I understand that failure to comply with these policies and procedures will result in dismissal from my program of study.

I further understand that my clinical facility and/or any patient/client involved may take further actions. I understand that Augusta Technical College will have no responsibility for any possible legal action (s).

Student Signature

Date

Print Student Name



AUGUSTA TECHNICAL COLLEGE

Student Information Form

Program _____

Name _____ Age ____ Date of Birth _____

Last 5 of SSN # _____ Sex ____ Race _____

Address _____ City State _____ Zip _____

Phone (Work) _____ (Home) _____ (Cell) _____

IN CASE OF EMERGENCY, NOTIFY:

Name _____ Relationship _____ Phone _____

Family Physician _____

Address _____ City _____ State _____ Zip _____

Do you have personal health insurance (circle one) Yes No

I hereby certify that all information on this form is correct and will be used in emergencies only. I understand that this information is confidential.

I further understand that this information is occasionally requested by area clinical agencies prior to any clinical education assignment required in my program of study, and I hereby give my permission to allow the College to share this record with appropriate agency officials.

Student Signature: _____ Date: _____



DRESS CODE ACKNOWLEDGEMENT FORM

I have read and received a copy of the Dress Code and Clinical Guidelines (including the individual program requirements listed on separate form (s)). I understand that if I fail to follow the dress code and clinical guidelines in any way, I will not be allowed to attend class or clinical for that day. I could also receive a failing grade for that clinic or class. I understand that repeated failure to adhere to this code will result in disciplinary action. I also understand that Augusta Technical College will not be held responsible for any personal items that may become lost or stolen during class, clinics, or community events.

Student Signature

Date

Instructor Signature

Print student name



**AUGUSTA TECHNICAL COLLEGE STUDENT HANDBOOK
ACKNOWLEDGMENT FORM**

I, _____
(Please Print Name)

Certify that I have received a copy of the *Student Handbook and Manual*. I have reviewed the information carefully. I further understand that I am accountable for and must abide by all information, rules, and regulations in the *Student Handbook*.

I further understand that I am responsible for clarifying any areas I do not understand with my Instructor.

I have been given the opportunity to ask any questions I have about the *Student Handbook*.

I understand that at the end of one year, I will need to submit all new handbook forms, etc., to be eligible for further participation in the Augusta Technical College Associate Degree of Nursing program.

Signature

Date