

**Chattanooga State  
Technical Community College**

**Nursing Program  
Student Handbook**

**Fall 2008**

# **Nursing Program**

## **Chattanooga State Technical Community College**

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Approved by

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## *Notice to Students*

Information, policies and procedures common to all students at Chattanooga State are contained in the Chattanooga State Student Handbook. Copies are available in the Student Center or on the Chattanooga State website.

Information, policies and procedures common to all students in the Division of Nursing and Allied Health are contained in the Division Student Handbook.

The information, policies and procedures in this handbook are specific to the Nursing Program.

Students are expected to be familiar with and abide by the policies contained in all of these documents.

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## *Philosophy of the Nursing Program*

### *Nursing*

Each individual is a unique being, innately worthy of respect and dignity, who has the ability to contribute creatively to the environment. The individual, as a member of a family and community, interacts with the environment and utilizes intellect and free will to make decisions and thereby establish individuality. Viewed as multifaceted with physiological, psychological, sociocultural, and spiritual components, the individual responds as an organized whole to internal and/or external stressors. These stressors elicit adaptation responses that may result in movement along the health continuum.

Health is a dynamic state that reflects adaptation responses to internal and/or external stressors in order to maintain physiological, psychological, sociocultural, and spiritual well-being. Health reflects the individual's ability to maintain essential life functions, including protective, sensory-perceptual, comfort/rest, activity/mobility, nutrition/metabolism, fluid and gas transport, elimination, psychosocial-cultural, and growth and development (including reproduction) functions. Variations and/or alterations in any function potentially affect health. Wellness requires the integration of health practices by individuals throughout life in order to reach their optimum potential. Illness exists when adaptation responses are ineffective and/or incomplete.

Nursing is a caring profession whose members provide health care to diverse individuals across the life span in diverse care settings. With a broad knowledge base, nursing is both an art and a science, combining the art of caring with the science of nursing. Utilizing critical thinking in a clinical decision making process as the basis for care, nursing focuses on the response of the individual to actual and potential variations and/or alterations in health. Nurses assist in the promotion and maintenance of health, management of illness, restoration of function, education of individuals, and preservation of dignity. Through the use of interpersonal processes, nurses communicate and collaborate with individuals, significant support persons and health care providers to foster optimum health. As an ever-changing profession, nursing responds to advances in health care through the integration of evidence-based practice and informatics.

### *The Practice of the Associate Degree Graduate*

Upon graduation from an associate degree nursing program, an individual is prepared for entry level practice as a registered nurse. Associate degree nursing graduates contribute necessary and skilled competencies to individuals with actual or potential health alterations. The associate degree nurse is prepared to:

- **provide** quality direct client care in diverse settings
- **manage** care of client(s) and groups of clients
- **become** a member of the discipline of nursing.

As a provider of care, the associate degree nurse, in conjunction with the client, uses a decision making process to:

- assess the client's state of adaptation through collection and validation of data
- analyze data to identify a nursing diagnoses
- develop a plan of care based on priorities and client-centered outcomes
- implement caring interventions
- evaluate the client's progress toward meeting the established outcomes.

As a manager of care, the associate degree nurse uses communication, collaboration and coordination to facilitate the care of individual and/or groups of clients. In support of positive client and organizational outcomes, the associate degree nurse is accountable for care delegated to others and the efficient use of resources. The associate degree nurse also serves as a client advocate.

As a member of the discipline of nursing, the associate degree nurse assumes responsibility for personal and professional growth, continued learning, and self-development. The associate degree nurse is responsible for practicing within the ethical and legal framework of nursing practice and in accordance with the standards of nursing care.

### *Nursing Education*

Nursing education is a continuous, lifelong process that results in observable and measurable changes in knowledge, skills and attitudes. Learning occurs best when the learner is self-directed, an active participant in the learning process, and accountable for personal behavior and performances. Learning is enhanced when there is self-discipline and opportunity for critical thinking, decision-making and practice.

Learners bring a variety of life experiences, learning styles and personal goals to the educational setting. Learners share responsibility with the educator for identification of learning needs, selection of learning activities and evaluation of educational outcomes. Educators are responsible for facilitating an environment to meet the individual needs of the learner, giving guidance to the educational process and evaluating the educational outcomes.

Nursing education is best accomplished in an institution of higher learning where knowledge from the areas of natural sciences, social and behavioral sciences, written and oral communication, humanities, mathematics and technology is integrated with nursing theory. This provides learners with a foundation on which to develop the competencies needed to assist individuals with actual or potential health alterations. Nursing education is enhanced by the identification of educational outcomes, learning objectives and diverse learning activities.

3.14.08

## Glossary

### ***Adaptation:***

A response to a stressor through which an individual attempts to maintain health.

### ***Caring:***

Nurturing, protective, compassionate and client-centered behaviors that create an environment of trust and hope.

### ***Caring Interventions:***

Nursing behaviors and actions to assist clients in meeting their needs.

### ***Categories of Life Function:***

An organizational framework, which focuses on physical and psychosocial components essential to maintain life. The ability to function adequately in each component results in a healthy individual. The categories of function include protective, sensory-perceptual, comfort/rest, activity/mobility, nutrition/metabolism, fluid and gas transport, elimination, psychosocial-cultural, and growth and development processes.

- **Variation in Function:** Differences in function occurring within accepted ranges, often between individuals of similar age, size, etc.
- **Alteration in Function:** Changes in function that may require adaptation responses by the individual and intervention by health care providers.

### ***Clients:***

Individuals who interact with health care providers, frequently as a result of variation(s) and/or alteration(s) in function that require intervention. The client(s) may be an individual, individual and significant support persons, or group of individuals.

### ***Client Advocate:***

A nurse who assumes responsibility for informing, involving, supporting and protecting clients.

### ***Clinical Decision Making Process*** (frequently referred to as Nursing Process):

Application of critical thinking in a decision making process to nursing practice that includes five phases:

- **Assessment:** Collection and validation of data about the client's state of adaptation and ability to maintain life functions.
- **Analysis:** Categorization and interpretation of data, which leads to the identification of a nursing diagnosis.
- **Planning:** Establishment of priorities, development of client outcomes and identification of specific interventions for implementation.
- **Implementation:** Initiation and completion of interventions.
- **Evaluation:** Planned, systematic comparison of the client's state of adaptation with previously established client outcomes to determine if the outcomes have been achieved, resulting in a modification in the plan of care.

### ***Collaboration:***

Health care provider(s) and client(s) working together to deliver care and achieve positive client outcomes.

### ***Community-Based Health Care:***

Care provided to individuals or groups outside the traditional acute care/extended care settings.

***Competencies:***

Broad statements that describe nursing practice from which specific psychomotor, cognitive and affective objectives can be derived.

***Critical Thinking:***

Intellectual and disciplined process of conceptualizing, applying, analyzing, synthesizing and evaluating information.

***Cultural Sensitivity:***

Awareness of and respect for the diversity of clients and the health care systems within which care is provided.

***Diversity:***

Attitudes, beliefs, values, practices, traditions, roles, institutions, economic and/or ethnic heritage or country of origin that characterize individuals or groups.

***Educational Outcomes:***

Expected changes in student knowledge, attitudes, skills and abilities that occur as a result of a formal educational experience.

***Evidence-based Practice:***

Integration of best available research to support clinical decisions.

***Health:***

A dynamic state of physiological, psychological, sociocultural and spiritual well-being that reflects adaptation responses by the individual to internal and/or external stressors.

***Health Care Team:***

Includes faculty, peers, and clinical practice site and community agency personnel.

***Health Promotion:***

Activities directed toward attaining, maintaining or enhancing individual health, well-being or safety.

***Illness:***

A state of adaptation in which the adaptation responses are ineffective and/or incomplete, often resulting in contact with health care providers.

***Individual:***

A unique being composed of physiological, psychological, sociocultural and spiritual components.

***Informatics:***

Use of technology to store, retrieve, transmit and manipulate information relevant to nursing practice.

***Modes of Nursing Care:***

- Promotion: Nursing interventions designed to improve client health
- Maintenance: Nursing interventions designed to support client activities for health
- Restoration: Nursing interventions designed to reestablish client health

***Nursing:***

A caring profession that provides health care to culturally diverse individuals across the life span. Nursing uses critical thinking in a decision making process as the basis for planning and implementing a plan of care that is designed to promote and maintain health, manage illness, restore function, educate individuals and preserve dignity.

***Nursing Care Plan:***

A written plan of care that documents nursing diagnoses, expected client outcomes and caring interventions.

***Nursing Informatics:***

Use of technology to store, retrieve, transmit and manipulate information relevant to nursing practice.

***Nursing Interventions:***

Individualized nursing actions designed to assist the client in the achievement of outcomes identified in the plan of care.

***Outcome:***

Specific statement of measurable behaviors necessary to achieve optimum levels of function.

***Roles of the Associate Degree Nurse:***

Three interrelated roles from which are derived competencies necessary for entry level practice.

- **Provider of Care:** Use of clinical decision making as a basis for interventions to assist clients in achieving optimum health.
- **Manager of Care:** Use of clinical decision making in conjunction with individual client(s) or groups of clients to coordinate interventions.
- **Member within the Discipline of Nursing:** Demonstration of a commitment to professional growth, continued learning, self-development and accountability for practicing within the ethical and legal framework of nursing practice.

***Stressors:***

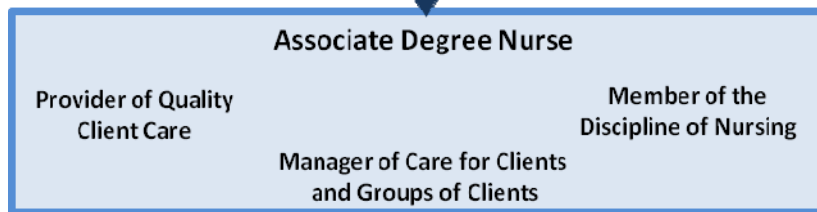
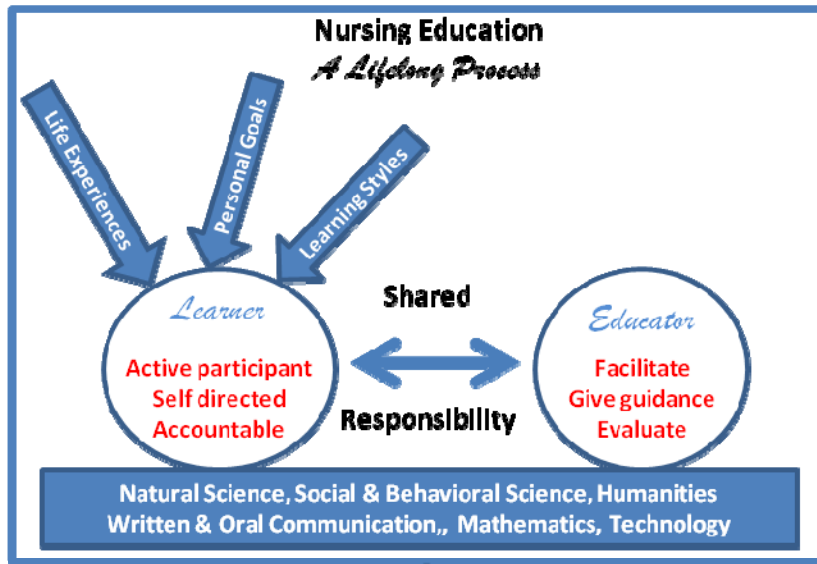
Internal and/or external factors that elicit adaptation responses.

***Wellness:***

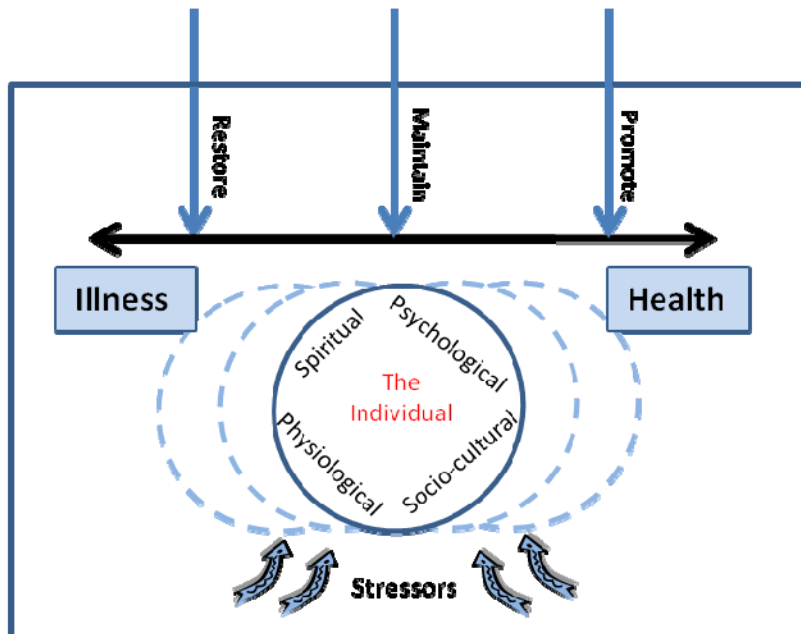
A state of optimal health or potential achieved by individuals through the integration of health practices.

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# Nursing Program Philosophy



## Use of Clinical Decision Making Process and Caring Interventions



## *Purpose of the Nursing Program*

The purpose of the nursing program is derived from and consistent with the statement of purpose of Chattanooga State Technical Community College, which is to transform lives and develop the capacities of business, industry and the communities within the Chattanooga State service area and beyond through the power of technical and postsecondary education. Specifically, the Chattanooga State Technical Community College Nursing Program transforms individual student's lives by preparing them to be competent nurses who will help to meet the current and emerging needs of the workplace for registered nurses.

Graduates of the program are prepared to write the National Council Licensure Exam (NCLEX-RN) to obtain the title of Registered Nurse (RN).

## *Nursing Program Goals*

Upon completion of the Associate Degree Nursing Program at Chattanooga State Technical Community College, the graduate is eligible for licensure as a registered nurse and able to assume the roles of the associate degree nurse.

1. As a provider of client care, the graduate will use a clinical decision making process to assist the client to achieve optimum health.
2. As a manager of care, the graduate will use communication, collaboration and organizational skills to facilitate the care for individual(s) and groups of clients with health care needs.
3. As a member within the discipline of nursing, the graduate will assume responsibility for personal and professional growth, continued learning, self-development and accountability for practicing within the ethical and legal framework of nursing practice and in accord with the standards of nursing care.

## *Central Competencies*

In order to achieve the goals of the nursing program, graduates must perform central competencies basic to the practice of associate degree nursing. Each course in the nursing program contributes to the development of these competencies. The central competencies include the ability to:

1. **KNOWLEDGE:** Integrate knowledge and skills acquired from general education foundation and nursing discipline to assist diverse individuals across the life span to promote, maintain and restore optimum health.
2. **ASSESSMENT:** Collect data from diverse individuals across the life span.
3. **CLINICAL DECISION MAKING:** Use a clinical decision making process in caring for diverse individuals across the life span with actual and potential alterations in health.
4. **CARING BEHAVIORS:** Implement caring interventions for clients across the life span in diverse settings that incorporate principles of dignity, diversity, safety and knowledge.
5. **COMMUNICATION:** Communicate effectively with the client, significant support persons and healthcare providers.
6. **TEACHING/LEARNING:** Develop, implement, evaluate and modify an individualized teaching plan based on client needs.
7. **COORDINATION:** Coordinate nursing care for client(s) and groups of clients using management principles
8. **COLLABORATION:** Collaborate effectively with the client, significant support person(s) and health care team to achieve positive outcomes.
9. **PROFESSIONAL BEHAVIORS:** Practice within the ethical, legal and regulatory frameworks of nursing and the standards of professional nursing practice.

## *Organization of the Curriculum*

The philosophy and organization of the curriculum for the Chattanooga State Nursing Program are centered on the individual, a clinical decision making process and the roles basic to associate degree nursing practice.

The roles of the Associate Degree nurse form the three goals of the Chattanooga State Nursing Program. Nine (9) central competencies have been identified that enable program graduates to assume the identified roles. The competencies are developed as students complete each course in the nursing curriculum.

The central competencies are:

1. Knowledge
2. Assessment
3. Clinical Decision Making
4. Caring Behaviors
5. Teaching/Learning
6. Communication
7. Collaboration
8. Coordination
9. Professional Behaviors

Development of the central competencies is achieved through the instructional process. Inherent in this process is an understanding of content threads. These threads are integrated throughout the curriculum and identified in all course syllabi.

Content threads and appropriate coding symbols include:

- A - Adaptation
- C - Diversity
- H - Health Promotion
- L - Life Span
- N - Nutrition
- P - Pharmacology
- S - Safety

Learning objectives are identified in each unit of instruction and listed in the course syllabus. Each instructional unit objective is coded to identify the central competency to be developed and appropriate content threads.

## **Nursing Program Faculty and Staff**

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### **Program Director**

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### **Skills Lab Coordinator**

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Program Fax Number 493-8750

## *Program of Study – Day Program*

### Summary of Required Hours Day Program

#### Prerequisites

CHEM 1010 or equivalent  
Transitional Studies courses, if applicable

Course #	Course Title	Semester Hrs		
		FALL	SPR	SUM
<b>1<sup>st</sup> Year</b>				
BIOL 2010	Anatomy and Physiology I, II	4	4	
BIOL2020				
BIOL 1430	Nutrition	3		
NS 119	Nursing I	9		
NS 128	Nursing II		9	
PY 101	General Psychology I		3	
PY 217	Human Growth and Dev.	3		
ENGL 1010	Composition I			3
MATH __	Math elective *			3
		19	16	6
<b>2<sup>nd</sup> Year</b>				
BIOL 2230	Microbiology	4		
NS 238	Nursing III	9		
NS 249	Nursing IV		9	
_____	Humanities Elective		3	
		13	12	

**Total Hours = 66**

Recommended MATH electives include:

- MATH 1010 (Contemporary Math)
- MATH 1530 (Introductory Statistics) or
- MATH 1710 (College Algebra)

MATH 1410 not acceptable for Nursing/Allied Health programs

Humanities electives include:

ART 1010, 1020	HUM 2130
ART 1030	MUS 1030
ENGL 2110, 2120	PHIL 1030
ENGL 2140	PHIL 2230
ENGL 2210, 2220	RELS 2030
ENGL 2410, 2420	THEA 1030
HUM 1010, 1020	

### Nursing Course Sequence Day Program

There are four (4) clinical nursing courses, NS 119, NS 128, NS 238, and NS 249. These courses must be completed in sequence.

Credits and contact hours are distributed as follows:

	Credit Hours	Contact hours	
		Theory	Clinical
NS 119	9	5	12
NS 128	9	6	9
NS 238	9	6	9
NS 249	9	5	12

### General Education Course Requirements

NS 119, NS 128, and NS 238 have co-requisite general education courses. Because nursing courses build on the content presented in general education courses, all co-requisite courses must be completed prior to or during the appropriate semester in order to progress through the nursing course sequence.

Failure of a co-requisite while enrolled in a nursing course will result in the inability to continue in the nursing program.

Co-requisites include:

NS 119: BIOL 2010 (Anatomy and Physiology I)  
BIOL 1430 (Nutrition)  
PY 217 (Human Growth and Development)

NS 128: BIOL 2020 (Anatomy and Physiology II)  
PY 101 (General Psychology)

NS 238: BIOL 2030 (Microbiology)

The other general education courses may be taken any semester.

Effective Fall 2004, in order to graduate, a grade of "C" or better must be achieved in all required nursing curriculum courses.

## *Program of Study – Night Program*

### Summary of Required Hours Night Program

#### Prerequisites

CHEM 1010 or equivalent	
Transitional Studies courses, if applicable	
BIOL 2010, 2020 (Anatomy and Physiology I, II)	8
BIOL 1430 (Nutrition)	3
BIOL 2230 (Microbiology)	<u>4</u>
Prerequisite Total Hours:	15

<u>Course #</u>	<u>Course Title</u>	<u>Semester Hrs</u>		
		<u>FALL</u>	<u>SPR</u>	<u>SUM</u>

#### 1<sup>st</sup> Year

NS 110	Night Nursing I	7		
NS 120	Night Nursing II		7	
PY 101	General Psychology I		3	
PY 217	Human Growth and Dev.	3		
ENGL 1010	Composition I			3
		<u>10</u>	<u>10</u>	<u>3</u>

#### 2<sup>nd</sup> Year

NS 210	Night Nursing III	7		
NS 220	Night Nursing IV		7	
_____	Humanities Elective	3		
MATH ____	Math elective *		3	
		<u>10</u>	<u>10</u>	

NS 230      Night Nursing V                      8

**Total Hours = 66**

Refer to day program curriculum information for list of approved/recommended MATH and Humanities electives.

### Nursing Course Sequence Night Program

There are five (5) clinical nursing courses, NS 110, NS 120, NS 210, NS 220 and NS 230. These courses must be completed in sequence.

Credits and contact hours are distributed as follows:

	<u>Credit Hours</u>	<u>Contact hours</u>	
		<u>Theory</u>	<u>Clinical</u>
NS 110	7	4	9
NS 120	7	4	9
NS 210	7	5	6
NS 220	7	5	6
NS 230	8	4	12

### General Education Course Requirements

Because nursing courses build on the content presented in general education courses, all co-requisite courses must be completed prior to or during the appropriate semester in order to progress through the nursing course sequence.

Failure of a co-requisite while enrolled in a nursing course will result in the inability to continue in the nursing program.

Co-requisites include:

NS 110:      PY 101 (Human Growth and Development)

NS 120:      PY 101 (General Psychology)

The other general education courses may be taken any semester.

Effective Fall 2004, in order to graduate, a grade of “C” or better must be achieved in all required nursing curriculum courses.

## *Program of Study – LPN to RN Transition*

The purpose of the LPN Transition Program is to offer an accelerated curriculum track for LPN's who wish to pursue the Associate of Applied Science Degree in Nursing and RN licensure for upgrading of both degree and professional skills. The LPN Transition Program is an adaptation of the associate degree nursing curriculum that recognizes the knowledge and skills of the licensed practical nurse.

### Summary of Required Hours LPN to RN Transition

#### Prerequisites

CHEM 1010 or equivalent	
Transitional studies courses, if applicable	
BIOL 2010, 2020 (Anatomy and Physiology I, II)	8
BIOL 1430 (Nutrition)	3
PY 101 General Psychology	3
PY 217 (Human Growth and Development)	3
BIOL 2230 (Microbiology) – Nights only	(4)

#### Required General Education Courses

ENGL 1010 (Composition I)	3
Math elective	3
Humanities Elective	3

Nursing Course	Course Title	Semester Hrs		
		SUM	FALL	SPR
<b>FALL</b>				
<b>1<sup>st</sup> Year</b>				
NS 024	Nursing Transition	4		
<b>Day Program - 2<sup>nd</sup> Year</b>				
NS 238	Nursing III		9	
NS 249	Nursing IV			9
<b>Night Program - 2<sup>nd</sup> Year</b>				
NS 210	Night Nursing III		7	
NS 220	Night Nursing IV			7
<b>Night Program - 3<sup>rd</sup> Year</b>				
NS 230	Night Nursing V			8

**Total Curriculum Hours = 66**

### Nursing Course Sequence LPN to RN Transition

LPNs accepted into the transition program will take NS 024 in the summer. NS 024 is not accepted towards any degree program at Chattanooga State. Following successful completion of the theory and clinical components of the course, the student will receive credit for the first year nursing courses.

#### Day Program

Students will receive credit for NS 119 and NS 128, (total 18 credit hours) and must then complete the last two clinical nursing courses, NS 238 and NS 249.

#### Night Program

Students will receive credit for NS 110 and NS 120, (total 14 credit hours) and must then complete the last three clinical nursing courses, NS 210, NS 220 and NS 230.

A student who fails NS 024 is not eligible for advanced placement in the second year of the nursing curriculum. The student has the option of repeating NS 024 or entering the program in the spring semester of the first year (NS 128, day program; NS 120, night program). The failure counts as the first nursing course failure.

### General Education Course Requirements

Because nursing courses build on the content presented in general education courses, all co-requisite courses must be completed prior to or during the appropriate semester in order to progress through the nursing course sequence.

Failure of a co-requisite while enrolled in a nursing course will result in the inability to continue in the nursing program.

The only co-requisite course for LPN students who have already met the prerequisites for the LPN transition program is: Day Program  
NS 238: BIOL 2230 (Microbiology)

All other general education courses may be taken any semester. Refer to day program curriculum information for list of approved/recommended MATH and Humanities electives.

Effective Fall 2004, in order to graduate, a grade of "C" or better must be achieved in all required nursing curriculum courses

## *Program of Study – Paramedic to RN Transition*

The purpose of the Paramedic to RN Transition Program is to offer an accelerated curriculum track for licensed paramedics who wish to pursue the Associate of Applied Science Degree in Nursing and RN licensure for upgrading of both degree and professional skills. The associate degree curriculum is adapted to recognize the knowledge and skills of the licensed paramedic.

### Summary of Required Hours – Paramedic to RN Transition

#### Prerequisites

CHEM 1010 or equivalent	
Transitional studies courses, if applicable	
BIOL 2010, 2020 (Anatomy and Physiology I, II)	8
BIOL 1430 (Nutrition)	3
BIOL 2230 (Microbiology)	4
PY 101 General Psychology	3
PY 217 (Human Growth and Development)	3

#### Required General Education Courses

ENGL 1010 (Composition I)	3
Math elective	3
Humanities Elective	3

Nursing Course	Course Title	Semester Hrs		
		SUM	FALL	SPR
<b>FALL</b>				
<b>1<sup>st</sup> Year</b>				
NS 027	Nursing Transition	4		
<b>Day Program - 2<sup>nd</sup> Year</b>				
NS 238	Nursing III		9	
NS 249	Nursing IV			9
<b>Night Program - 2<sup>nd</sup> Year</b>				
NS 210	Night Nursing III		7	
NS 220	Night Nursing IV			7
<b>Night Program - 3<sup>rd</sup> Year</b>				
NS 230	Night Nursing V			8

**Total Curriculum Hours = 66**

### Nursing Course Sequence – Paramedic to RN Transition

Paramedics accepted into the transition program will take NS 027 in the summer. NS 027 is not accepted towards any degree program at Chattanooga State. Following successful completion of the theory and clinical components of the course, the student will receive credit for the first year nursing courses.

#### Day Program

Students will receive credit for NS 119 and NS 128, (total 18 credit hours) and must then complete the last two clinical nursing courses, NS 238 and NS 249.

#### Night Program

Students will receive credit for NS 110 and NS 120, (total 14 credit hours) and must then complete the last three clinical nursing courses, NS 210, NS 220 and NS 230

A student who fails NS 027 is not eligible for advanced placement in the second year of the nursing curriculum. The student has the option of repeating NS 027 or entering the program in the spring semester of the first year (NS 128, day program; NS 120, night program). The failure counts as the first nursing course failure

### General Education Course Requirements

All other general education courses may be taken any semester. Refer to day program curriculum information for list of approved/recommended MATH and Humanities electives.

Effective Fall 2004, in order to graduate, a grade of “C” or better must be achieved in all required nursing curriculum courses

## *Policies and Procedures Related to General Expectations*

### *Americans with Disabilities*

Because the college seeks to provide, in as much as possible, a reasonably safe environment for its students and clients in the clinical practice setting, students may be required during the course of the program to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Such requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness.

In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. The Core Performance Standards of Admission and Progression developed by the Southern Council on Collegiate Education for Nursing and adopted by all nursing programs in the Tennessee Board of Regents system include:

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities sufficient to interact with individuals, families and groups.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to move from room to room and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to provide safe and effective nursing care.
6. Auditory abilities sufficient to monitor and assess health needs.
7. Visual abilities sufficient to monitor and assess health needs.
8. Tactile abilities sufficient for physical examination.

Students who have educational, psychological and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at Chattanooga State. The student should contact Disabilities Support Services, S-113, 697-4452 within the first two weeks of the semester in order to discuss individual needs. The student must provide documentation of the disability so that reasonable accommodations can be requested in a timely manner. All students are expected to fulfill essential course requirements in order to receive a passing grade in a course, with or without reasonable accommodations.

To file a complaint regarding ADA compliance, contact the AAO/ADA Director at 697-4457.

### *Academic Integrity*

Chattanooga State is committed to integrity in the academic setting. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of an academic integrity violation, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class.

In addition to compliance with Chattanooga State's Academic Integrity Policy, it is expected that students in the nursing program will meet the following expectations:

- All school related work should be done individually. This includes clinical preps, assessments and daily plan of care, class assignments, formal papers, study guides and other assigned work.
- When working together, submitted work should be done in the student's own words.
- Specifically, students will not:
  - Commit plagiarism. (Defined by Webster as passing on the ideas or words of another as one's own without crediting the source.)

- Submit another individual's work in whole or part as one's own.
- Provide assignments for another student to copy.
- Copy answers from another individual during an examination/test/quiz.
- Make one's answers available to others during an examination/test/quiz.
- Conceal information during an examination/test/quiz which can be used to answer questions.
- Pass on information about an examination/test/quiz to others.
- Use of cell phones or other recording devices during an examination/test/quiz, examination review or in the clinical setting.

In addition to other possible disciplinary sanctions that may be imposed through the regular institutional procedures as a result of an academic integrity violation, the instructor has the authority to assign an "F" or a zero for an activity, or to assign a grade of "F" for the course.

### *Other Behaviors*

Other forms of dishonesty will not be tolerated. This may include, but is not limited to, breaches of confidentiality and falsification of records.

### *Unethical Behavior*

The nursing faculty expect students to conduct themselves according to ethical standards. This includes the demonstration of integrity in the academic, as well as the clinical setting. In the clinical setting, standards of practice, codes of ethics and HIPAA provide the guidelines for expected behaviors.

Students should refer to the Chattanooga State Student Handbook and Nursing and Allied Health Division Handbook for additional policies.

*Policies and Procedures Related to*  
***Grading - Progression - Retention – Graduation***

*Theory Component of All Nursing Courses*

***Attendance - Class***

Students enrolled in the nursing program obligate themselves to complete all course assignments. Punctual and regular attendance is vital to fulfill this obligation and is expected.

- Attendance rosters are used to record student attendance in class. It is the student's responsibility to record their attendance on the roster when circulated.
- Students are responsible for all assigned work in a course. Absences, excused or unexcused, do not absolve students of this responsibility.
- Classroom activities, including quizzes, are used to reinforce learning and encourage attendance. Points awarded for these activities are incorporated as part of the final course grade.
- Graded work or quizzes that occur during the normal class period may not, in most instances, be made up, resulting in a "zero" for the activity.
- Designated/scheduled quizzes must be made up.
- Class preparation assignments and study guides may be used to help students prepare for class or consolidate learning. Faculty have the discretion to accept or not accept assignment/study guides for points if submitted after the assignments have been collected in class.
- In order to prevent interruption of the class, students entering the classroom once class has begun enter the classroom quietly and take the nearest seat in the back or side of the room and relocate at the next break if desired.

***Evaluation – Theory***

**Theory – Examinations, Quizzes and Written Assignments**

Students are evaluated by a variety of objective and subjective methods. These methods include examinations, article critiques, client assessments, plans of care, papers, reports, quizzes, observation records, process recordings, teaching plans, oral reports, class activities/assignments and class participation/presentations. The number of points awarded for each activity varies from course to course. The weighting of the final course grade is described in each course syllabus. The components of the weighted grade and number of points assigned to any activity may vary from that included in the syllabus. Any changes will be announced in class.

**ALL graded course requirements must be completed in order to successful complete a clinical nursing course.** The following guidelines define requirements for completion of all fieldwork unless prior arrangements have been made with faculty.

- All written work is expected to be submitted on time as defined in the course syllabus. Points will be deducted for late work.
- The due dates for written assessments, plans of care or other written clinical assignments following the practice experience are designated in the course syllabus or calendar.
- A 5% point deduction will be made for each day the assignment is late, up to one week past the due date.
- No written assignment will be accepted for points if it is more than one week past the due date.

- No assignments will be accepted after the last official day of class in the semester, unless prior arrangements have been made.
- Failure to submit required written assignments will result in course failure.
- All written assignments are expected to be grammatically correct using principles of basic writing. This includes the use of correct sentence structure, grammar, punctuation and spelling. Students submitting written work with frequent grammatical errors must rewrite and resubmit the assignment. Offensive language will not be tolerated.

## *Grade Calculation*

### **Theory Competency Achievement**

In order to pass a clinical nursing course, the student must achieve a minimum of 70% of the total number of points included on all unit and final examinations during the course. (**Note:** The minimum passing examination grade for NS 024 and NS 027 transition courses is 75%).

- Numerical scores are **NOT** rounded.
- Quiz grades and other course requirements are **NOT** included in this calculation.

If the 70% (75% in NS 024/027) of the total examination points is not achieved, no other course work will contribute toward the final course grade. The letter grade equivalent to the total examination points will be awarded as the grade for the course.

Student grades are posted on eLearn. Students are encouraged to continually monitor their theory grade throughout the course. Course faculty are available throughout the semester to counsel with students who are experiencing low examination grades.

### **Weighted Course Grade**

The final weighted course grade is determined on the basis of the total points accumulated during the semester. Specific criteria included in the weighted course grade are identified in each course syllabus. Once it is determined that the theory examination average is greater than 70% (75% in NS 024/027), a final course grade is calculated based on the total number of course points awarded during the semester. The actual number of points may vary depending on the number of questions on each examination and the number and types of written assignments and class activities. The grade is determined by dividing the points earned by the total number of points awarded during the course.

### **Grading Scale**

<b>Day and Night Program</b>				<b>Transition Programs</b>					
90%	-	100% of total points	=	A	90%	-	100% of total points =	A	
80%	-	89%	=	B	80%	-	89%	=	B
70%	-	79%	=	C	75%	-	79%	=	C
65%	-	69%	=	D	65%	-	74%	=	D
Below		65%	=	F	Below		65%	=	F

A grade of C or better is required in each nursing course for progression (minimum of 70% of the total points included in the grade calculation). Students who achieve a minimum 70% examination grade average but whose final course grade, including other course requirements, does not equate to a minimum grade of 70% will not pass the course. (**Note:** The minimum passing weighted course grade for NS 024/NS 027 transition courses is 75%). Numerical scores are not rounded. It therefore behooves the student to complete all course requirements in a timely and professional manner.

## *Examination/Testing Procedures*

### Examination Environment

- Students must leave pocketbooks, textbooks, cell phones, excess clothing and all other personal belongings either in their car or in the front of the classroom during an examination and examination review.
- Food and drinks are **NOT** allowed during an examination.
- Students are expected to attend to personal needs prior to the beginning of the examination and remain in the classroom throughout the duration of the examination.
- The only items allowed at the student's desk are pencils. Basic non-scientific function calculators will be provided if needed.
- Following completion of the examination, students are expected to quietly leave the room and hallway immediately outside the classrooms. Students will not be allowed to access personal belongings left at the front of the classroom until all students have completed the examination and examination review.

### Timed Examinations

Unit examinations and final examinations are timed, usually allowing approximately 1.5 minutes for each multiple choice question. All students will be required to submit their examination materials at the end of the designated examination period.

The time allowed for each examination is announced at the beginning of the examination period. Students will be notified when there is 10-15 minutes remaining. When final time is called, students are expected to submit the examination booklet and Scantron form. Transferring answers from the examination booklet to the Scantron form should be completed prior to the end of the examination period.

It is to the student's benefit to be on time for an examination in order to receive the maximum time allotted for the examination.

### Examination Make-Up Policy

The faculty realize that occasionally unforeseen circumstances prevent students from taking examinations or scheduled quizzes at the scheduled time.

- Permission to postpone taking an examination/scheduled quiz must be granted by a course instructor **PRIOR TO** the time of the examination or quiz. Office e-mail or voice mail messages are not acceptable.
- In most instances, examinations/quizzes must be taken **WITHIN 24 HOURS** of the original examination/quiz date (excluding Saturday, Sunday and holidays) unless other arrangements are made with the course coordinator.
- As a rule, the make-up examination is taken in the Testing Center on the 2<sup>nd</sup> floor of the Student Center.
- **The make-up examination/quiz may be different from the examination/quiz given at the scheduled time.**

It is the student's responsibility to make arrangements with the instructor for the make-up and verify the schedule for taking make-up examination in the Testing Center. If the proper procedures are not followed, a grade of zero may be awarded for the examination. **A student is allowed only one make-up examination in each course.**

### Examination Scores and Examination Review

- Examination grades are posted in the online grade management system. It is the student's responsibility to verify the accuracy of the posted grade.

- Students have the opportunity to review examinations at a designated examination review time. Questions concerning examination items or examination results should be made at examination review, but no later than 7 days following examination review.
- Computer Scantron forms are used for most examinations. Only pencil is to be used to record answers on these forms. The Scantron forms, not answers recorded in the examination booklet, are used for scoring. Examination booklets are routinely shredded following examination review.
- Individual examination items and/or examination grades will **NOT** be re-evaluated or altered at the end of the semester.

### **ADA Testing Accommodation**

Students who have provided information to the Disabilities Support Services office (S-113, 687-4426) that documents the need for testing accommodation must make appropriate arrangements to take their examinations. If additional time or restricted environment is needed, **the student must:**

- Schedule a time to take the examination with Disabilities Support Services at least 4 days in advance of the examination date. The examination must be taken at the same time as that of the class.
- Notify the course coordinator of the arrangements for testing prior to the time of the examination.
- Take the examination at the designated time.

### ***Dosage Calculation Competency Requirement***

Accurate calculation of drug dosages is critical for safe administration of medications. Because of this, students enrolled in each nursing course must achieve 90% or higher accuracy on a drug calculation test. Students are allowed a maximum of three opportunities to achieve the 90% competency. The grade earned on the 1<sup>st</sup> attempt will be included in the calculation of the weighted final course grade. **Failure meet this requirement by the designated date will result in a failing grade for the course since critical competencies for the course cannot be met.**

In the first semester course (NS 119, NS 110, NS 024 or NS 027), the drug calculation requirement must be met by the date designated on the class calendar.

In all other nursing courses, the 90% competency must be met prior to the first scheduled clinical practice experience.

- The first competency test will be administered during the first or second week of classes. The grade achieved on that test will be the grade included in the calculation of the final course grade.
- Students who do not achieve the 90% competency, must independently complete remediation using the online ProCalc computer program as described in the course syllabus.
- The second test must be taken within one week of the first test.
- In the unlikely event that a third attempt is needed, the same procedure will be followed as described above.
- **THE COMPETENCY MUST BE MET BEFORE THE FIRST DAY OF SCHEDULED CLINICAL PRACTICE.**

Students not achieving the 90% on one of three attempts by the designated date must withdraw from the course or a grade of "F" will be awarded. This will count as a course failure with reference to the readmission policy.

Clinical drug dosage calculations are also integrated into the content and evaluation in all nursing courses. Quizzes, unit examinations and the final examination may include drug calculation items.

The use of a **basic, non-programmable calculator** is allowed when doing drug calculations and will be provided to all students.

## *Related Retention and Graduation Information*

### *Appeal of a Grade*

According to the Chattanooga State college catalog, grades assigned by faculty members are final unless there is evidence that the grade was influenced by consideration of race, color, religion, sex, marital status, handicap, or national origin, arbitrary or capricious action or other reasons not related to the academic performance of the student. In all cases the complaining student shall assume the burden of proof with respect to the allegations. See Chattanooga State Student Handbook for the steps used to appeal a grade.

### *ATI Comprehensive Assessment and Review Program (CARP)*

Nationally normed assessment tests included in the ATI Assessment Program are scheduled to be taken throughout the curriculum, particularly at the completion of major theory content areas and/or at the end of nursing courses. It is expected that all assigned assessment tests will be completed in a timely manner. The tests are approximately 60-100 questions and take about 1 to 2 hours to complete. The fee for these tests is included in the fees paid at the beginning of each semester and is not refundable. Procedures for taking the tests will be described in each course syllabus.

The scheduling of the tests is adapted in each program based on course content. The required tests are identified in each course syllabus.

The results of the assessment tests provide students with feedback concerning content mastery and provide faculty with vital information for continued program improvement.

- Students must complete the required assessment tests by the designated date.
- Students scoring at or above a designated score will be awarded incentive points.
- Students scoring below the national average are encouraged to complete review modules for the material covered on the test
- The first test score will be used for incentive points.
- Unit/final examination scores will not be released until the assessment tests required during the semester have been completed.
- A grade of incomplete (I) will be awarded if all of the required assessment tests are not taken. Students cannot enter the next nursing course or graduate until the incomplete grade has been removed.

### *NCLEX Readiness*

In the last semester of the program students must demonstrate attainment of stated program competencies by achieving a predetermined score on the RN Comprehensive Predictor test. Students not achieving this score must develop an NCLEX preparation plan and discuss this plan with the course faculty or director of the nursing program prior to the end of the final semester. The application for licensure will not be submitted until this requirement has been met.

### *Graduation Requirements*

All courses in the nursing curriculum must be completed with a grade of "C" or better in order to receive the Associate of Applied Science degree. Only students who have completed required course work and been awarded the Associate of Applied Science degree are eligible to sit for the NCLEX-RN.

*Policies and Procedures Related to*  
***Clinical Component of All Nursing Courses***

***Clinical Requirements and Grading***

***Attendance - Clinical***

Registered nurses are the major provider of health care in most hospitals and health care facilities. Care cannot be provided when the nurse is either absent or tardy. Attendance and punctuality are professional behaviors that are not only valued but expected by health care employers. In order to develop the behaviors expected of the professional nurse, the Nursing Program has defined the following Attendance Policy for Scheduled Clinical Time.

**Basic Assumptions:**

- Attendance at all scheduled clinical practice days is required to achieve the competencies of each clinical nursing course.
- All missed clinical experiences must be made up.
- The ability to provide clinical make-up experiences is limited by the availability of practice opportunities, clinical space and faculty resources.
- Punctuality and attendance are starred (\*) critical behaviors on all nursing course clinical evaluations.
- Patterns of tardiness or absence can result in failure of a clinical nursing course.
- The start and stop time for clinical may vary from the time in the college schedule of classes based on requirements of the clinical agency or instructor preference.

In the event of an absence,

- The student **MUST** notify the instructor **BEFORE** clinical starts if unable to attend due to illness or other unavoidable circumstances.
- The student must meet with the instructor to arrange make-up for the absence and complete a Clinical Absence Form.
- The Clinical Absence Form, signed by the program director, must be submitted to the clinical instructor prior to the next scheduled clinical day.

**Clinical Absence Policy**

- A day in which the student is not in attendance at the assigned clinical location is considered an absent day. There are no “excused” absences.
- Because of the types and number of scheduled clinical practice days in nursing courses, the policy is specific to each course.

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**NS 024**

Clinical practice experiences covered by the absence policy are defined as community or hospital-based clinical practice experiences as designated on the course calendar.

Number of Absences

- 1<sup>st</sup> Clinical Absence
  - Student is placed on **clinical warning** and counseled that any further absences will result in failure to achieve starred (\*) critical clinical competencies resulting in course failure.

- Clinical Absence/Tardy and Clinical Warning forms are completed and signed.
  - 2<sup>nd</sup> Clinical Absence:
    - Clinical failure. Exit interview process is implemented.
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### **NS 119 and NS 110N**

Clinical practice experiences covered by the absence policy are defined as clinical practice experiences that are community-based or in a health care facility as designated on the course calendar.

Number of Absences

- 1<sup>st</sup> Clinical Absence
    - Student is counseled that repeated absences can result in failure to achieve course competencies and a clinical failure.
    - Clinical Absence/Tardy and Student Counseling Record forms are completed and signed.
  - 2<sup>nd</sup> Clinical Absence:
    - Student is placed on **clinical warning** and counseled that any further absences will result in failure to achieve starred (\*) critical clinical competencies resulting in course failure.
    - Clinical Absence/Tardy and Clinical Warning forms are completed and signed.
  - 3<sup>rd</sup> Clinical Absence:
    - Clinical failure. Exit interview process is implemented.
- 
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### **All Other Clinical Nursing Courses (NS 027, 128, 238, 249, 120, 210, 220 and 230):**

Clinical practice experiences covered by the absence policy are defined as all scheduled clinical laboratory time. This includes clinical topics, course/clinical orientation, skills lab, skills verification, and clinical practice in the community or a health care facility.

Number of Absences

- 1<sup>st</sup> Clinical Absence
  - Student is counseled that repeated absences can result in failure to achieve course competencies and a clinical failure.
  - Clinical Absence/Tardy and Student Counseling Record forms are completed and signed.
- 2<sup>nd</sup> Clinical Absence:
  - Student is placed on **clinical warning**.
  - Clinical Absence/Tardy and Clinical Warning forms are completed and signed.
- 3<sup>rd</sup> Clinical Absence:
  - Student is counseled that any further absences will result in failure to achieve starred (\*) critical clinical competencies resulting in course failure.
  - Clinical Absence/Tardy and Student Counseling Record forms are completed and signed.
- 4<sup>th</sup> clinical absence:
  - Clinical failure. Exit interview process is implemented.

### **Tardiness**

Punctual attendance at clinical practice experiences is as important as attendance and therefore is factored into the attendance policy for all nursing courses.

Tardy is defined as late arrival in the morning, after lunch breaks and early departures.

**Tardies of 5-30 minutes of the designated clinical time:** Two tardies equal one day of absence.

- 1<sup>st</sup> Tardy (5-30 minutes):
  - Student is counseled that repeated tardiness will result in a clinical absence.

- Clinical Absence/Tardy and Student Counseling Record forms are completed and signed.
- 2<sup>nd</sup> tardy (5-30 minutes): The second clinical tardy (5-30 minutes) equals an absent day.
  - For hospital-based practice experience: The student is dismissed from practice experience, requiring a clinical make-up day.
  - For all other scheduled clinical time: Student participates in the remaining clinical time or activity and makes-up the missed time content. However, the second tardy counts as a day of absence.
  - Clinical Absence and Student Counseling Record (or Clinical Warning, as appropriate) forms are completed and signed.

**Tardy >30 minutes after designated start time**: Tardy counts as a day of absence. The absence is then factored into the absence policy.

- For hospital-based practice experience: Student is dismissed from practice experience, requiring a clinical make-up day.
- For all other scheduled clinical time: Student participates in the remaining clinical time or activity and makes-up the missed time and content. However, the tardy counts as a day of absence.

### **Related Information for Attendance Policy**

- On-time arrival is determined by the time on the classroom or hospital clock.
- All missed clinical time must be made up.
  - For clinical topics, skills lab practice and other non-hospital or community-based experiences make-up may include computer programs, scheduled practice lab time or written assignments.
  - For hospital or community-based clinical practice experiences, make-up is much more difficult to schedule due to limited clinical resources and availability of faculty. Make-up days are scheduled at a time arranged by the course coordinator. This may include school breaks and/or the week of final examinations.
  - All clinical make-ups must be completed with a satisfactory clinical practice evaluation and passing course grade awarded before the student can progress to the next clinical nursing course.
- If a student is aware of unusual circumstances or life altering events that will require absence from scheduled clinical practice, the student must discuss the situation with nursing faculty prior to the absence or as soon as the circumstances are made known to the student in the case of an emergency. The student and faculty will develop a plan to make-up all missed clinical practice. The student must then submit a written request to the Program Director that describes the reason for the clinical absences and the plan for make-up. An attempt will be made to schedule clinical make-up prior to the absence, pending availability of clinical resources and faculty and approval of the plan. At the time the plan is approved, a determination will be made as to how these absent days will be factored into the attendance policy.
- All Clinical Absence/Tardy and Clinical Warning forms are included in the student's clinical folder with attendance information recorded on the course clinical evaluation form and reflected on the summative clinical evaluation used as a basis for employment references.

Clinical absences must be made up. However, due to limitations in scheduling clinical practice experiences and faculty workload, the number of days that can be made up is limited. If adequate arrangements for make-up cannot be arranged, failure to meet course competencies will result in a clinical failure.

### **What To Do If Absent From Clinical**

Should a clinical absence occur, the student must notify the instructor **AND** the assigned clinical site **BEFORE** the beginning of the clinical experience. Office E-mail or voice mail messages are **NOT** acceptable as faculty do not access this information each morning prior to the beginning of clinical.

**Prior to the next clinical experience**, the student and instructor will meet to complete a clinical absence form that will identify what action is necessary to ensure that the clinical time is made up and the clinical objectives are met.

- Scheduled clinical make-up time and/or an assignment, either written or computer, may be required to meet clinical objectives as identified by the instructor.
- The student must complete the Student Clinical Absence form for each clinical absence (see appendix A).
- The steps to complete the absence form are as follows:
  - Step 1: Faculty place a clinical absence form in student's mailbox with date of absence and description of the notification efforts.
  - Step 2: The student provides a description of the reason for the absence on the form.
  - Step 3: The student schedules an appointment with clinical instructor to discuss the reason for the absence and arrangements for make-up of the clinical experience. The instructor will complete and sign Step 3.
  - Step 4: The student schedule an appointment with the nursing program director **prior to the next clinical practice experience**. If the director is not readily available, check with the secretary for further direction.

The complete, signed form is then returned to the clinical instructor and placed in the student's clinical folder.

The forms are used to monitor attendance throughout the program of study. Absences are totaled and may be provided to potential employers upon request as part of an employment reference.

### *Clinical Assignments*

Throughout the program students will have clinical practice experiences in the care of adults and children in the acute care setting. These experiences provide students with the opportunity to apply theory in a practice setting. It is expected that students in each clinical nursing course will be prepared for each clinical practice experience. Students must complete the required Clinical Prep forms prior to the practice experience. **All** clinical preps must provide written evidence of satisfactory preparation for the experience and demonstrate consistency and increased competence over the semester.

- If the preparation is deemed “unsatisfactory,” the students will not be allowed to participate in the clinical practice experience. The day will count as a clinical absence.
- If a second “unsatisfactory” clinical preparation is received during the semester, the student will be placed on clinical warning with the expectation that all clinical preps for the remainder of the semester will be “satisfactory.”
- Since preparation for clinical practice is a (\*) critical behavior, a third “unsatisfactory” prep in one course will result in an “unsatisfactory” clinical grade and course failure.
- If the student goes on clinical warning during the last clinical practice experience of the semester, the warning will carry over to the next semester. If an “unsatisfactory” prep is submitted during the first four days of clinical in the next semester following the feedback week, an “unsatisfactory” clinical performance and course failure will result.

Details concerning the grading of the written clinical assignments are included in each course syllabus.

Because written communication is essential to the healthcare professions, all written assignments are expected to be grammatically correct using principles of basic writing. This includes the use of correct sentence structure, grammar, punctuation and spelling. Students submitting written work with frequent grammatical errors will be required to rewrite and resubmit the assignment. The grade for the corrected work will not be greater than 70% of the points for the assignment.

### *Evaluation - Clinical*

Students are expected to apply the theory learned in class to practice in a variety of clinical settings. Clinical practice is a learning process that involves continuous sharing of information between the student and faculty.

Individual student conferences and written counseling records are used to share and document evaluative information with the student.

**A student must receive a "safe" evaluation on the Clinical Performance Evaluation form to successfully complete a nursing course.** (See information below related to clinical warning) **An "unsafe" clinical evaluation results in course failure regardless of the examination average or weighted course theory grade.**

A clinical evaluation form is included in each course syllabus. This form provides the criteria used by faculty in the evaluation of clinical performance. It is completed by faculty at the conclusion of each clinical course and at intervals during the semester as needed. It is the student's responsibility to schedule an appointment with the clinical instructor at the end of the semester to discuss the final clinical evaluation and sign the evaluation form.

There are four (4) rating categories on the clinical evaluation form:

- 4 = excellent
- 3 = effective
- 2 = marginal
- 1 = unsafe

- **Safe:** To merit a "safe" clinical evaluation the student must achieve a score of 3 or higher for all critical (\*) behaviors AND an average of 2.9 or higher for all behaviors.
- **Unsafe:** A score of 1 on any critical (\*) behavior OR an average of less than 2 on all behaviors results in an "unsafe" evaluation. An unsafe final clinical evaluation results in course failure and inability to progress.
- **Clinical Warning:** A "clinical warning" will be given if the student's performance is considered to be marginal - receives a score of 2 on any critical (\*) behavior OR an average of 2.0-2.9 for all behaviors. An improvement plan will be developed by faculty in conjunction with the student. Reevaluation will occur after a designated time period. If a student receives a clinical warning at the completion of a course, significant improvement in the next course must be demonstrated within the time specified in the plan. Failure to demonstrate improvement will result in an unsafe clinical evaluation and course failure.

Once a student receives a clinical warning at the completion of one course, a "safe" evaluation in all subsequent nursing courses must be received. A marginal clinical evaluation in the next course OR any subsequent course results in a clinical "unsafe" evaluation, course failure and inability to progress.

Students MUST receive "safe" evaluation in the last clinical course, the final course in the nursing program of study, in order to successfully complete the course and graduate. "Marginal" and "Unsafe" scores are validated by counseling records and anecdotal notes that are dated and signed by the student and clinical instructor.

Examples of critical (\*) behaviors include, but are not limited to:

- obtains assessment data
- uses effective communication skills
- maintains a safe care environment
- maintains confidentiality
- ensures security with client information
- follows directions and policies
- prepared for clinical practice
- absence/tardiness

The student is responsible for scheduling a conference with the clinical instructor at the completion of each course to discuss the clinical evaluation and sign the evaluation form.

## *Clinical – General Expectations and Information*

### *Clinical Facilities*

The following are the major health care facilities that may be used for clinical experiences:

- Alexian Village
- Erlanger Medical Center
- Erlanger – East Campus
- Erlanger – North Campus
- Hutcheson Medical Center
- Life Care of Chattanooga
- Life Care of East Ridge
- Life Care of Red Bank
- Memorial Health Care System
- Memorial North Park
- Moccasin Bend Mental Health Institute
- Parkridge Medical Center
- Parkridge – East
- Parkridge – Valley
- Rhea Medical Center
- St. Barnabas Nursing Home
- T.C. Thompson Children's Hospital

While in the nursing program, students will be exposed to several of these facilities. Students may also be exposed to day, evening and weekend clinical experiences.

In the day program, because of hospital scheduling issues and/or instructor preference, the actual start time for hospital based clinical may be other than the time included in the published schedule of classes. Problems arising from this change must be addressed with the clinical faculty or course coordinator at the beginning of the course.

### *Clinical Assignments and Clinical Preparation*

Students may be required to go to a clinical agency the day or evening prior to a clinical practice experience to "pick up" their client assignment and obtain information needed to prepare for the clinical experience.

- Students need to plan ahead to schedule this time.
- While on the unit to get assignments, students may introduce themselves to the client as their care provider the next day, but should **not** use the time to interview or assess the client to obtain assessment data for the plan of care.

Students who are inadequately prepared for a clinical practice experience will be dismissed from the clinical experience. A clinical absence form must be completed and the time made up. Since clinical preparation is a starred (\*) critical behavior, repeated incidents of lack of adequate preparation for clinical will result in a clinical "unsafe" evaluation and course failure. (See clinical grading section)

While in student uniform or with Chattanooga State identification, students should only be on the assigned unit obtaining information for the assigned client.

- Students must be on other units of the facility.
- Students should not obtain information on clients other than assigned.
- Students should not be on the assigned unit at anytime other than the night before and the scheduled day of clinical practice.
- Any clinical make-up will be scheduled by the faculty.

### *Community-Based Clinical Practice Experiences*

With the integration of community-based nursing practice, students will have some clinical practice experiences in a variety of settings in the community. Because the opportunity for these experiences may occur at times other than the scheduled clinical/class meetings, students may be requested to participate in clinical practice experiences at times other than scheduled class time. Sufficient notice will be made to allow for adequate pre-planning.

### ***Criminal Background Checks***

Following acceptance and prior to entering the first nursing course, each student must undergo a criminal background check in order to comply with policies of affiliating clinical practice agencies. It is the responsibility of the student to comply with instructions provided upon acceptance or reentry into the nursing program and provide the results by the designated date. The check will be at the expense of the student. This is a requirement of the clinical agencies, not Chattanooga State. Students who do not meet this requirement in a timely manner or whose background does not meet agency standards will not be able to complete the clinical requirements of nursing courses.

Only one background check will be required if there is continuous enrollment in the nursing program. A repeat check will be required if there is an interruption in program of study for any reason.

Beginning June, 2006 the Tennessee Board of Nursing instituted mandatory background checks as part of the application for licensure in the State of Tennessee. Therefore, all graduates will have to comply with the guidelines defined by the Board of Nursing and have a background check prior to submitting the application for licensure.

### ***Dress Code***

#### Clinical Assignments:

When in a clinical facility to obtain assignments, students must wear either a lab coat or uniform tunic top and the Chattanooga State Nursing Program photo ID badge. **Because students will be in the nursing station reading client charts and readily observed by visitors, students cannot wear denim jeans, shorts, short skirts, tank tops, or other attire that might be considered by any clinical facility as inappropriate professional attire.** Hospital personnel may deny student access to client records if not appropriately dressed. Reports of inappropriate dress by the staff will be reflected in the clinical evaluation process.

#### Clinical Experience:

The complete student uniform is to be worn during clinical experiences unless otherwise instructed. The complete uniform and related requirements include:

- Student Uniform - Uniforms should be clean and pressed.
  - Female: white skirt or pants with either royal blue polo shirt AND white lab coat OR royal blue tunic top; school logo patch and photo ID badge.
  - Male: white pants and either royal blue polo shirt AND lab coat OR royal blue zip front jacket; school logo patch and photo ID badge.
- White hose for females (support hose recommended). Solid white socks may be worn with pants.
- White nursing shoes or all white leather athletic shoes (no colored logo etc.) **Shoes should be polished with clean laces and worn only for nursing clinical practice, not everyday wear.** Clogs without a heel strap are not allowed.
- Watch with seconds indicator.
- For infection control purposes and client safety, wearing jewelry is discouraged. Many hospitals allow only one pair of stud or small hoop earrings. Multiple piercings or other facial jewelry are NOT allowed.

- Hair must be neat, clean and restrained to keep it from falling around the face or in client/working areas. Hair accessories must be small, simple, conservative clips, barrettes, combs or headbands without attachments.
- Beards and mustaches must be within the guidelines of affiliating agency. Some affiliating agencies do not allow beards, long-handled mustaches or whiskers because of the problems they pose in the establishment of a facial seal for masks used in caring for clients with TB.
- Only subdued make-up may be worn.
- Tattoos must be covered by clothing or bandages.
- Colognes, perfumes, after shave lotions are to be avoided in the clinical setting as they may be offensive or irritating to clients.
- Nails should be short, clean and trimmed. Nail polish is strongly discouraged. Most affiliating agencies prohibit artificial nails (wraps, acrylics or tips) because these nails harbor bacteria and fungi. If nails are inappropriate, the student will be asked to cut long nails or remove polish or artificial nails before practicing in the clinical setting.
- Students are expected to adhere to any dress policies of an assigned clinical agency or specific nursing unit if other than described above.

The following additional items are **required** in the clinical practice setting:

- bandage scissors
- stethoscope
- pen light
- black pen

**If students report to the clinical area in inappropriate dress or otherwise not in compliance with the above policies, they will be dismissed for the day. The day will count as a clinical absence and covered by the clinical attendance policy.**

### *HIPAA*

According to HIPAA, confidentiality and security of protected health information (PHI) is protected through state and federal laws. The unwarranted disclosure of patient information is in violation of legal authority, and may result in civil and criminal penalties.

In order for students to participate in clinical practice in a clinical agency, they must have been informed of the policies and procedures regarding protected health information and have on file a signed agreement to abide by the state policies.

**Any infraction of HIPAA is a serious violation of confidentiality. Students should not discuss clients in open areas, record any information such that the client can be identified or copy/photograph any hospital documents.**

### *JCAHO – HealthStream*

All employees of affiliating clinical agencies that are accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) must have annual updates on specific topics common to the health care environment. These include, amongst other topics, confidentiality (HIPAA), body mechanics and prevention of back injury, fire and accident prevention, and standard precautions. As care providers, students are expected to meet the same requirements as facility personnel.

All students must complete all of the designated HealthStream online modules by a specified date prior to clinical practice. Students cannot participate in clinical practice until this requirement is met. Any absence

that results from failure to meet the HealthStream JCAHO requirement is covered by the clinical attendance policy.

Second year students must complete the same HealthStream programs prior to the beginning of the second year. Night students entering the final semester must complete the programs again prior to the final semester.

Any student employed in a health care setting that provides JCAHO training may provide written documentation from their employer that all of the requirements have been met.

### *Liability Insurance*

Students are required to purchase liability insurance annually. Application and payment are completed in the Bursar's Office on campus after July 1 each year. A copy of the receipt obtained from the Bursar's Office must be submitted in the enrollment or reentry packet/folder by the designated date prior to the beginning of the first semester, and annually thereafter. The approximate cost is \$15 per year.

### *Nursing Skills Lab*

The campus nursing skills lab is located within the Nursing Program complex. Use of the skills lab enhances refinement of psychomotor skills necessary for effective delivery of nursing care. **Students are strongly encouraged to utilize this facility for independent skills practice.**

Faculty assistance is available during scheduled campus laboratory hours and at practice times scheduled by the clinical lab coordinator. Individual assistance is available on request.

- Students are encouraged and expected to study and prepare prior to scheduling review/practice time with the Skills Lab Coordinator.
- Working in pairs or groups is also encouraged.

If a weakness is identified in the performance of skills in the practice setting, students may be required to schedule remediation activities with the skills lab coordinator prior to returning to clinical practice.

### *Nursing Skills Pack*

New nursing students must purchase a Nursing Skills Pack. The pack contains consumable supplies that will be used to practice nursing skills in the practice lab. Upon distribution of the packs, students should check the supplies in the pack against an inventory list. Missing items should be identified at that time. Any student withdrawing from the program may not be eligible to return the Skills Pack for a refund, depending on the date of withdrawal. Instructions regarding safe use of the supplies included in the pack are provided at the time the packs are distributed.

### *Personal Injury*

In case of student injury suffered during clinical practice, emergency medical treatment may be obtained at the clinical facility. However, such treatment will be at the expense of the student. Students are encouraged to have individual health insurance coverage. An optional student health insurance is available to cover such expenses in the event the student does not have another form of health insurance. Information concerning this insurance can be obtained through Student Services on campus.

### *Transportation*

Students must provide transportation to clinical practice experiences. Car pooling is recommended.

## *Policies and Procedures Related to Withdrawal - Readmission*

### ***Withdrawal/Failure***

If a student withdraws from a nursing course after completion of at least two unit examinations and has a failing theory grade and/or an unsatisfactory or marginal clinical evaluation at the time of withdrawal, this will count as an unsuccessful attempt.

**Note: It is the student's responsibility to officially withdraw from a course through the Records Office in order to prevent the awarding of a grade of "F" for the course.**

### ***Exit Interview***

Students who withdraw from a nursing course or who are terminated for academic or other reasons must have an exit interview at the time of exit to be eligible for readmission. **This exit interview is mandatory; no student will be considered for readmission unless a completed Exit Interview Form is on file.** It is the student's responsibility to schedule this interview with their clinical instructor, course coordinator or program director in a timely manner.

- If the student withdraws during a semester, the exit interview should be completed prior to the end of the semester.
- Students who fail a course or withdraw after completing the semester must complete the exit interview no later than four weeks following the end of the semester.
- Failure to comply with this timeline will prevent the student from being considered for readmission in a future class.

### ***Repeat Policy***

Students are allowed to repeat only one clinical nursing course following a failure or an unsuccessful attempt. Subsequent failure of the repeated course or any other clinical nursing course, results in termination. After the second unsuccessful attempt, the student is not eligible for reentry.

### ***Readmission***

**Readmission is always on a space available basis.** Students are eligible to reenter only if an Exit Interview Form is on file.

A student desiring to reenter the program must submit a written request to the Program Director. Included in the request should be:

- an explanation of factors that contributed to the unsuccessful initial attempt
- description of actions taken to enhance the chances for success if the opportunity for readmission were to be granted.

The date of the request is dependent on the length of time out of the program. Refer to the reentry table for details.

Because nursing courses build on the knowledge in previous nursing courses, mastery of content and up-to-date clinical competence is vital. Therefore, students requesting readmission to the Nursing Program may be required to participate in remediation and/or validation of previous nursing course content.

The decision to readmit will be made by the Nursing Program Admissions Committee. The decision is based on entrance test scores, overall GPA, completion of required general education courses, point of exit from the

course and clinical evaluations. Additionally, a thorough analysis of the applicant's reasons for leaving and the completion by the student of any recommended and/or remedial action will be considered.

The date of the request for reentry, point of reentry and required remediation is determined by the length of time between exit and reentry and the status at the time of exit. The definition of time and status are described as follows:

<b>Length of Time Between Exit and Reentry</b>	<b>Status at Time of Exit</b>
One year: Student returns to course the next time it is offered	Failing is defined as:
Two years: One intervening class between exit and reentry	<ul style="list-style-type: none"> <li>• Theory examination average on one or more unit examinations or course grade below 70</li> </ul>
>two years: Two intervening classes between exit and reentry	<ul style="list-style-type: none"> <li>• Marginal (clinical warning) or unsafe clinical performance evaluation at time of exit.</li> </ul>

The reentry table describes the due dates and options for students enrolled in the day program. This schedule is adapted for students enrolled in the night and transition programs.

**Transfer Students**

Any student transferring into the Chattanooga State Nursing Program after receiving a failing grade in a nursing course from another school of nursing will not be allowed to repeat any nursing course. The failure in the previous nursing program counts as the first failure.

***Advanced Placement***

Only individuals who have completed nursing coursework in an NLNAC or AACN accredited nursing program will be considered for advance placement, other than LPNs entering through the transition program. Nursing courses completed at other colleges or universities will be evaluated on an individual basis for equivalency to Chattanooga State nursing program courses. In keeping with the readmission policy for Chattanooga State nursing students, any student with nursing coursework over 2 years old must apply to enter the program as a new student.

## Reentry Requirements and Recommendations (Day Program)

Course and Status	Time - Return within	Request Due Date	Return To	Requirements/Recommendations
<b>NS 119</b>				
Passing	1 year	March 15	NS 119 Reapply, do not go back into the applicant pool	<ul style="list-style-type: none"> <li>Exit interview</li> <li>Continue to complete remaining gen. ed. courses</li> <li>Submit application update form and letter requesting reentry</li> </ul>
Passing	2 years	March 15	NS 119 Reapply, include in applicant pool	<ul style="list-style-type: none"> <li>Exit interview</li> <li>Continue to complete remaining gen. ed. courses</li> <li>Submit application update form</li> <li>Update or improve NET score if desired</li> </ul>
Failing or failed	1 or 2 years			
<b>NS 128</b>				
Passing, failing or failed	1 year	Sept. 15	NS 128	<ul style="list-style-type: none"> <li>Exit interview</li> <li>Complete remaining gen. ed. courses</li> <li>Submit application update form and letter requesting reentry</li> <li>Drug dosage calculation – 90% competency</li> <li>Skills verification</li> </ul>
	2 years	March 15	NS 119 Reapply, include in applicant pool	<ul style="list-style-type: none"> <li>Exit interview</li> <li>Complete remaining gen. ed. courses</li> <li>Submit application update form</li> <li>Update or improve NET score if desired</li> </ul>
<b>NS 024 – LPNs and Paramedics</b>				
Passing	1 or 2 years	January 15	NS 024	<ul style="list-style-type: none"> <li>Exit interview</li> <li>Complete remaining gen. ed. courses</li> <li>Submit application update form and letter requesting reentry</li> <li>Drug dosage calculation – 90% competency</li> <li>Skills verification</li> </ul>
Failing or failed	1 year	Sept. 15	NS 128	<ul style="list-style-type: none"> <li>Exit interview</li> <li>Complete remaining gen. ed. courses</li> <li>Submit application update form and letter requesting reentry</li> <li>Drug dosage calculation – 90% competency</li> <li>Skills verification</li> </ul>
	2 years	March 15	NS 119 Reapply, include in applicant pool	<ul style="list-style-type: none"> <li>Exit interview</li> <li>Complete remaining gen. ed. courses</li> <li>Submit application update form</li> <li>Update or improve NET score if desired</li> </ul>
<b>NS 238</b>				
Passing	1 year	March 15	NS 238	<ul style="list-style-type: none"> <li>Exit interview</li> <li>Complete remaining gen. ed. courses</li> <li>Submit application update form and letter requesting reentry</li> <li>Drug dosage calculation – 90% competency</li> <li>Skills verification</li> </ul>
	2 years	January 15	NS 024	
Failing or failed	1 year	January 15	NS 024	
	2 years	Sept. 15	NS 128	
<b>NS 249</b>				
Passing	1 year	Sept. 15	NS 249	<ul style="list-style-type: none"> <li>Exit interview</li> <li>Complete remaining gen. ed. courses</li> <li>Submit application update form and letter requesting reentry</li> <li>Drug dosage calculation – 90% competency</li> <li>Skills verification</li> </ul>
	2 years	March 15	NS 238	
Failing or failed	1 year	ASAP after failure	NS 238	
	2 years	January 15	NS 024	

05/23/07

## ***General Information for Nursing Students***

### ***Academic Advising***

Nursing program faculty are available to students for advisement and maintain regular office hours for this purpose. Office hours are posted outside faculty offices; appointments with individual faculty should be scheduled during these hours. Nursing students are advised by their clinical instructor for that semester. Students needing advisement are encouraged to seek assistance before a problem becomes critical.

### ***Beepers and Cell Phones***

All audible beepers or cellular phones must be turned off or set to silent/vibrate during class. Students should not send and/or receive text messages during class or clinical. Students are expected to wait until break or excuse themselves from the classroom in the event of an incoming call. No communication devices are allowed during an examination or examination review.

Students should not use personal cell phones, including text messaging, on the clinical units during clinical practice.

It should be stressed to individuals who are able to contact students via one of these communication devices that it should only be used for emergencies during the time when in class or clinical practice.

### ***Bulletin Boards***

Bulletin boards for each level or program are located in the hallways close to the classrooms. Students should check the bulletin boards frequently for class information/updates, clinical section assignments, rotation schedules and other course specific information.

The large gray bulletin board is used for posting items of general interest to all students. This includes scholarship and employment opportunities, publication information, news items, etc.

### ***Channel of Communication***

As in any organization, there are appropriate lines of authority and channels of communication. If there is any problem that arises during your time in the nursing program the following lines of communication should be followed:

The lines are as follows:

- Clinical instructor
- Course coordinator
- Nursing program director
- Dean for Division of Nursing/Allied Health
- Vice President for Academic Affairs
- President of the College.

When this line of communication is not used, and a higher positioned individual is contacted, the communication moves back down the chain until the person with the most direct knowledge of the issue is contacted. If problems arise, please save everyone time and energy and use the proper line of communication.

### ***Children in the Nursing Facility***

TBR policy 3:02:02:00 states that: The safety of children requires that children may not accompany adults into classrooms, offices or other work spaces as a baby-sitting function nor be left unsupervised in the hall or grounds of the school.

### ***Classroom Response System (Clickers)***

The classroom response system is a teaching/learning technology in which students are assigned a numbered handheld response device (clicker) for use during class. The clicker enables the student to electronically record attendance, take quizzes, respond to survey/opinion and critical thinking questions posed during class, etc.

For classes in which the clickers are used, students are expected to:

- Pick up the assigned clicker, and only the assigned clicker, from the storage case upon entering the classroom.
- Return the clicker to the appropriately numbered space at the end of class.

Students are responsible for their numbered clicker if not returned at the end of the class period. The cost of a replacement clicker is \$40.00.

Students are to use only their assigned clicker. Use of another student's clicker to record attendance, respond to questions or take a quiz is in violation of the college academic integrity policies and will be reported to the Chattanooga State Judicial Officer.

### ***Code of Conduct***

Students in the nursing program are expected to abide by the Chattanooga State Code of Conduct. This document describes the rights of the student and outlines a code of conduct expected of all students enrolled at the College. Policy statements include those related to: academic dishonesty, assault, harassment, sexual assault and harassment, alcohol and other controlled substances, disruption, misuse of computers, false information, bribery/extortion, forgery, theft, unauthorized entry/use of keys, destruction of property, weapons, fire safety violations, failure to comply with proper order and judicial order, and off-campus violations. Sanctions and the judicial process are defined in this document.

### ***Computers***

Students will be using computers in all nursing courses. This includes programs loaded on the computers in the Resource Room, as well as access to various Internet resources. Although a home computer is not required, students must realize that if they do not have a computer at home connected to the Internet, arrangements must be made to frequently access information via the computers in the nursing Resource Room or other computers with internet access, such as those in the library and open computer labs on the college campus and computers in the public libraries.

Many of the applications require a user name and password. Students are encouraged to:

- Consistently use the same user name and password if possible.
- Maintain a record of all user names and passwords for future reference.

### **eLearn**

eLearn is used to support the instructional process in all nursing courses. Therefore, **students must access eLearn via the Internet on a regular basis (3-4 times each week) either through a computer at home, in the Resource Room, college library or any public computer usage site.**

eLearn is the major mechanism for communication between faculty and students.

- Messages are sent to the class regarding assignments, changes in the class schedule/calendar, and updates on lecture handouts are posted.
- Faculty and students can communicate directly via the mail function.
- All nursing examination grades are posted on eLearn following each examination; other class assignment grades and course activity points are posted on a regular basis.
- Students can access individual course grade information at all times during the semester. Prior to the end of the semester, students are expected to verify that all course points are included on their individual grade record.

### Banner Self Service

Many of the functions of the admissions and records offices of Chattanooga State can be performed via Banner. These include student contact information updates, access to the schedule of classes each semester, drop and add registration functions, course grade posting and reviewing and requesting copies of the college transcript. The College no longer sends grade reports at the end of the semester. It is the students' responsibility to check their grades via Banner. The website can be accessed from the Chattanooga State website at: [www.chattanoogastate.edu](http://www.chattanoogastate.edu) .

### Tiger Mail

The Chattanooga State student email system is called Tiger Mail and each student has access to an email account. The College will send college-wide email messages and reminders on a regular basis. The Nursing Program will use Tiger Mail to conduct various program surveys and communicate with students between semesters and in the summer when eLearn is not available.

### HealthStream

A variety of online modules are required during the program in order to comply with the Joint Commission on Accreditation of Healthcare Organization's accreditation requirements for all personnel providing care in affiliating clinical practice agencies.

### ATI Comprehensive Assessment and Review Program

The assessment program includes a series of comprehensive assessment tests, NCLEX preparation tests, and remediation modules. Completion of required assessment tests are required for successful completion of each nursing course.

### ***Costs***

The cost of registration, uniforms, nursing books, liability insurance, nursing pin, and membership dues in the Student Nurse's Association averages approximately \$6500 for the two year nursing curriculum. The greatest expense can be expected at the beginning of the first semester due to the cost of meeting the physical examination requirements, textbooks and uniforms and again in the last semester with the expense for the nursing pin, NCLEX-RN applications, nursing licensure, and other graduation expenses.

At the time of fee payment each semester, nursing students will be charged a nursing lab fee of \$25 and the cost of the ATI Assessment and Review Program. The ATI assessment fees vary by program and semester.

### ***Course Syllabus and Calendar***

The faculty reserve the right to change course requirements and adjust the course calendar as circumstances may dictate. All changes will be announced in class, posted on student bulletin board and/or sent via eLearn. Students not attending class are responsible for obtaining this information.

### ***CPR Certification***

American Heart Association CPR for Health Providers must be maintained throughout the program. All students are required to present proof of current CPR certification prior the beginning of first semester in the program or upon reentry, and annually thereafter. Students who fail to submit proof of CPR certification will not be allowed to attend clinical. Absences resulting from this are covered under the clinical attendance policy.

### ***Dress Code - Class***

Students are expected to use good taste in considering appropriate dress for the classroom environment, remembering that the Nursing Program is located in a building that is shared with administrative offices of the College. Dress may be casual, but should reflect a position as nursing students preparing for professional employment.

### ***Emergency Messages***

Students who need to provide a number where they can be reached in case of an emergency should provide the office number – 493-8740. **Only emergency messages will be conveyed.** Personal phone calls should not be made to students while in a clinical practice setting.

### ***Inclement Weather Policy***

Chattanooga State attempts to offer classes on a regular basis unless weather conditions are extremely severe area-wide. In cases of inclement weather, a decision to delay or cancel classes will be announced on local TV channels and most local radio stations by 6:00 AM.

If the school opening time is delayed:

**Class:** Report at the announced time if opening is during a scheduled class time

**Clinical:** Do not report unless contacted by your clinical instructor

Students are expected to use their best judgment when determining if it is safe to travel, depending on weather conditions in their area. If time is missed because of inclement weather, students must be prepared to attend class or clinical at times other than the scheduled times. This might involve extending the clinical or class day or attending clinicals on days other than the scheduled day.

### ***Mail Boxes***

Each student has a student mailbox located in the hallway leading to the classrooms. The mailboxes are used to distribute information to students, return written work and transmit other individual communications to students. Students should check and remove items only from their assigned mailbox.

### ***Parking***

The Nursing Program student parking area is located behind the CBIH building. Spaces under the building and those lined in orange are reserved for faculty and staff. If the designated student lot is full, overflow parking is available in the Olan Mills parking lot closest to the CBIH building. A walkway through the woods is provided. Be sure to allow sufficient time on days when the regular lot may be full. Students must have a Chattanooga State student hang tag when parking in any of these areas

### ***Physical Examination***

Beginning students must submit a completed health verification form to the nursing program office by the designated date. Included must be the results of a TB skin test or chest x-ray, documentation of two MMRs if born after 1956, rubella titer, drug screen, and evidence of tetanus booster within the last ten years. Students are also encouraged to have the vaccination for chicken pox and a hepatitis B vaccination series. A signed waiver or proof of hepatitis B vaccination must be included in the student file.

Students returning for the second year (and final semester in the night program) must submit proof of an annual TB skin test or chest x-ray at the beginning of the fall year.

### ***Pinning Ceremony***

Graduates are expected to attend the annual Pinning Ceremony. A small non-refundable fee may be collected to help defray the costs of this ceremony.

### ***Resource Room***

The Nursing Resource Room is located in the nursing complex and houses multiple resources for supplemental learning experiences, including: computers with Internet access and software on selected nursing topics, nursing journals, books, and other reference materials.

Independent use of all the resources in this area is encouraged. The honor system is utilized. Students who desire to take a book or journal from the nursing facility should check it out with one of the secretaries and return in a timely manner.

- **Please return all journals and textbooks to the proper place on the shelves. Do not leave them on the tables.**
- **Food and drinks are prohibited in the Resource Room.**

### ***Resource Room – Computers***

Thirty-six multimedia computers are located in the Resource Room for independent student use. All computers are Internet connected and loaded with instructional software and MS Office/Word.

- Some instructional software applications require a CD-ROM. The CD disk must be signed out from the secretary and returned in the same day. A valid driver's license or student ID must be left as a deposit when a CD-ROM is used.
- Templates for the forms used during the program are on these computers. Students may copy these forms onto disks for use at school or home.
- Individual student work should **NOT** be saved on the hard drives of these computers as they are periodically purged, removing all individual files.
- Computers are to be used for educational purposes only. Abuse of this privilege may result in disciplinary action. See Chattanooga State Student Handbook.
- Due to excessive costs of print cartridges, students are encouraged to limit printing in the Resource Room to only school related needs. "Junk" paper is provided; good paper must be provided by the student.

A student copier is available at 25 cents per copy in the Resource Room.

### ***Scheduling Campus Classes***

The time immediately following nursing lecture may be used for examination review, make-up for missed snow days, etc. Therefore any student needing to take general education classes should allow sufficient time for after class activities, travel and parking.

### ***Smoking***

All Chattanooga State building have been designated as non-smoking environments. There is to be no smoking within 50 feet of any building or in the CBIH underground parking lot. A covered smoking area is located adjacent to the student parking lot. Cigarette butts should be discarded in proper receptacles.

In the past, clients have requested that students who have been smoking not care for them, as the lingering smell of smoke is offensive to them. Therefore, smoking during clinical hours even in designated areas is strongly discouraged.

### ***Student Organization - NSNA and CSSNA***

Students are encouraged to join the local chapter of the National Student Nurses' Association.

### ***Student Representation***

Students are elected by each lecture section (day) or class to represent their class/section at student/faculty liaison meetings. The student representatives attend scheduled student/faculty meetings to communicate problems, concerns, and compliments to the faculty. The faculty, in turn, use this as a channel of communication to relay information back to the student body. Student reps are given time to meet with students before and after the meeting with faculty to obtain input and discuss outcomes from the meetings. Minutes of the meetings are posted on student bulletin boards.

Students may be elected or appointed to nursing or college-wide committees. Students so designated are encouraged to accept and fulfill the responsibilities and requirements of committee participation.

## *Nursing and the Law*

### **Section 63-7-104 - Registered Nurse Qualifications**

An applicant for a license to practice professional nursing shall submit to the Board evidence in such form as the Board may prescribe that such applicant:

1. is in good physical and mental health,
2. holds a diploma from a four-year accredited high school, or the equivalent thereof, as determined by the Board, and
3. has successfully completed a course of study in an approved school of nursing, as defined by the Board, and the applicant holds a diploma or degree therefrom, or the approved school has certified to the Board that the applicant has met all requirements for a diploma or degree.

### **Section 63-7-105 - Registered Nurse Licensure**

- a. *By Examination:* An applicant for a license to practice professional nursing shall be required to pass an examination in such subjects as the board may determine. The board shall issue a license to practice professional nursing to an applicant who successfully completed the examination.
- b. *Without Examination:* The board may issue a license to practice professional nursing to a professional or registered nurse who has been duly licensed in another state or territory if, in the opinion of the board, the individual meets the professional nurse qualifications which, at the time of the applicant's graduation, were in effect in this state.

### **Section 63-7-107 - Use of Registered Nurse Title**

A person who holds a license to practice professional nursing under this chapter shall, during the effective period of such license, be entitled to use the title Registered Nurse or the abbreviation RN. No other person shall assume such title or use such abbreviation or any other words, letters, or signs to indicate that the person using the same is a professional or registered nurse.

### **63-7-115 Grounds for Denial, Revocation or Suspension of License**

1. The board shall have power to deny, revoke or suspend any certificate or license to practice nursing or to otherwise discipline a licensee upon proof that the person:
  - a. is guilty of fraud or deceit in procuring or attempting to procure a license to practice nursing;
  - b. is guilty of a crime;
  - c. is unfit or incompetent by reason of negligence, habits, or other cause;
  - d. is addicted to alcohol or drugs to the degree of interfering with nursing duties;
  - e. is mentally incompetent;
  - f. is guilty of unprofessional conduct; or
  - g. has violated or attempted to violate, directly or indirectly or assisted in or abetted the violation of, or conspired to violate, any provision of this chapter of any lawful order of the board issued pursuant thereto.

(Source: Law Regulating the Practice of Nursing in Tennessee; April, 1990)

## *Campus Facilities and Services*

### *Bookstore*

The bookstore is located on the first floor of the Student Center. Hours of operation are posted. The bookstore sells textbooks, nursing course syllabi, school supplies, and logo clothing.

### *Campus Computer Lab*

Additional computer labs, as well as computers in the library, are open for independent student use. Check for the hours of operation before planning to use these computers at night, on weekends and over holidays.

### *Career Planning Center*

Services to help students explore career and life planning needs are provided by the Career Planning Center. See Chattanooga State catalog for detailed information.

### *Counseling Services*

Counseling services are available on campus to meet the personal and academic needs of students to help enable them to succeed in college life.

- A variety of student success and job preparation seminars are presented on a regular basis. Information is posted on the KIM TV monitors and student bulletin boards in the nursing program facility.
- For the convenience of nursing students, a counselor maintains office hours in the nursing facility one day each month. An open invitation is extended to any student in need of counseling assistance.
- Free tutoring services are available to students through Student Services for many campus courses.

Refer to the Chattanooga State catalog for detailed information.

### *Dental Clinic*

Student-rendered dental hygienist services and a full range of dental procedures performed by a licensed dentist are available for a nominal fee through the Dental Clinic located on the second floor of the Albright Omniplex. Call the Dental Clinic at 697-4444 to schedule an appointment.

### *Disabilities Support Services*

Students who have educational, psychological, and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at Chattanooga State. These students should contact Disabilities Support Services (S-113, phone 697-4452) in order to discuss individual needs. The student must provide documentation of the disability so that reasonable accommodations can be requested in a timely manner. All students are expected to fulfill essential course requirements in order to receive a passing grade in a class, with or without reasonable accommodations.

Students who have complaints or feel that they have not received equal access to educational programming should contact the AAO/ADA director at 697-4457.

### *Financial Aid*

Many forms of student aid are available to students at Chattanooga State. For general information, refer to the Chattanooga State college catalog. Specific information and applications may be obtained through the Student Aid Office in the Student Center or by calling 697-4402.

Other scholarships sponsored by participating health care agencies and various health care and civic organizations are also available for students enrolled in the nursing program. Information concerning scholarships is posted on nursing student bulletin boards as it becomes available.

Any student who participates in a federal loan program while at Chattanooga State must have an exit interview prior to graduation. The purpose of this process is to ensure that students understand their fiscal obligation to repay the loan. The exit interview can be accomplished online by accessing [www.Mapping-Your-Future.com](http://www.Mapping-Your-Future.com)

### *Food Services*

The Chattanooga State cafeteria, located in the Albright Omniplex, is open from 7:30 AM - 5:30 PM.

Limited snack food and beverage vending machines are located in the CBIH cafeteria/student lounge area. A refrigerator for student use and microwave ovens are also available. Students are encouraged to only bring food for each class day as the refrigerator is emptied on a weekly basis. Occasionally the cafeteria is used for administrative functions and luncheon meetings. When in use, quietly obtain desired food items and leave the area.

In some affiliating agencies, students wearing a uniform and photo ID badge may receive a discount in the employee cafeteria.

### *Health Services*

Limited emergency health services are available on the Amnicola campus. Please refer to the Chattanooga State catalog and posted procedures for specific information.

### *Library*

The library is located on the first floor of the Instructional Media Center. Hours of operation during the school year are:

Monday - Thursday	7:30 AM - 9:00 PM
Friday	7:30 AM - 4:30 PM
Saturday	11:00 AM - 6:00 PM
Sunday	1:00 PM - 6:00 PM

Summer hours are:

Monday - Thursday	8:00 AM - 9:00 PM
Friday	8:00 AM - 4:30 PM
Saturday	None
Sunday	1:00 PM - 5:00 PM

Hours of operation may change from semester to semester and vary immediately prior to the beginning of a semester and during exam week, holidays and breaks. Check each semester to verify the hours of operation.

Students must present a current, validated CSTCC identification card in order to check out books. Books are due on the date printed on the check-out receipt. Check-out period is three weeks. All books must be returned no later than the end of each semester and any fines paid in order to receive grades or transcripts and be eligible to register for classes.

Books on reserve for particular classes are located at the circulation desk. Students must sign the card to use them in the library.

Online library resources can be readily accessed from any computer on the Chattanooga State campus. If used from a computer at home or other off-campus location, the current library username and password must be entered to access the resources.

Photo copy is available at a cost of \$.25/ per copy.

### *Library Facilities - Additional*

Additional library facilities are available in the medical libraries of some affiliating agencies. Check with your instructor regarding use of these facilities.

### *Math Center*

The Math Center is located on the second floor of the IMC on the Amnicola Campus. Tutoring services and assistance with math related to drug calculation is available.

### *Media Services Center*

Viewing of audiovisual material may be required or recommended for nursing courses. Required videos may be scheduled by faculty to be shown for group viewing in the nursing program facility during periods of heavy use. Students desiring to view videos other than at the scheduled times must do so via closed circuit television in the Instructional Media Center on the Amnicola campus.

Closed circuit viewing in the IMC is not always available during the evening hours, on weekends and during holidays and breaks. Please check with Media Services (697-4405) prior to making a special trip to campus during these times.

### *Placement Office*

This office provides assistance to students who are looking for jobs upon graduation.

### *Records Office Services*

The Records Office supplies information regarding academic procedures and requirements, transcripts, student schedules, transfer credits, and graduation requirements. Note – many of these services are currently available via Banner Self Service on the Chattanooga State website.

### *Student Services in Student Center*

Student services can provide help in the following areas:

- Disciplinary problems
- Tutorial services
- Issuance and replacement of student ID cards
- Processing of incoming student emergency phone calls
- Disbursement of lost and found items

## *Testing Center*

Students who miss a unit or final examination will usually makeup the examination in the Testing Center, located on the second floor of the Student Services.

Hours available for make-up include:

Monday	8 AM -1 PM and 4 -7 PM
Tuesday	8 AM - 5 PM
Wednesday	Close for GED testing
Thursday	8 AM-12 and 4 -7 PM
Friday	8 AM - 4:30 PM

Hours are subject to change without notice.

CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE  
Nursing Program

**CONTRACT OF AGREEMENT**

**Nursing Program Student Handbook**

Student (Please print) \_\_\_\_\_

Term \_\_\_\_\_

By my signature below, I acknowledge that I have read this Student Handbook and indicate my willingness to comply with, and acceptance of, the material herein contained.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A signed sheet must be submitted in the signature packet the first week of class.

CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE  
Nursing Program

**Clinical Absence Form**

Student's Name \_\_\_\_\_ SSN \_\_\_\_\_

Course \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

**Step 1. To be completed by Faculty**

Date of Absence	Class/Clinical/Activity missed <input type="checkbox"/> Acute care <input type="checkbox"/> Community <input type="checkbox"/> Clinical topics <input type="checkbox"/> Lecture/demo/practice <input type="checkbox"/> Unit examination	
Did the student provide proper notification of the absence? <input type="checkbox"/> YES <input type="checkbox"/> NO		

**Step 2. To be completed by the student.**

Describe the reason for the absence:	
Student Signature _____	Date _____

**Step 3. Make an appointment with your clinical instructor to discuss arrangements for make-up.**

Describe the arrangements for make-up:	
Faculty Signature _____	Date _____

**Step 4. Obtain signature of the program director.**

Comments:	
Director Signature _____	Date _____

**Step 5. Return signed form to clinical instructor.**

CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE  
Nursing Program

**Clinical Warning Form**

Student's Name \_\_\_\_\_ SSN \_\_\_\_\_

Course \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

1. **CRITICAL BEHAVIOR** - What critical (\*) behavior is not being met at the present time?

2. **DESCRIPTION OF STUDENT PERFORMANCE AS IT RELATES TO THE CRITICAL BEHAVIOR** - What is the student doing/not doing that indicates the behavior is not being met?

3. **SUGGESTIONS/REQUIREMENTS FOR IMPROVEMENT** - What must the student do to achieve a safe evaluation?

4. **TIME FRAME FOR IMPROVEMENT** - When must improvement be shown?

5. **CONSEQUENCES** - What will happen if improvement is not shown?

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE**  
**Nursing Program**

**Exit Interview**

Student's Name:	
Address:	Phone #:
Marital Status:	Number of children at home:
Employment:	Financial Assistance: <input type="checkbox"/> none sought <input type="checkbox"/> assistance sought, not received <input type="checkbox"/> receiving financial assistance Describe:

**Nursing Course Status**

Nursing Course:	Semester/Year:
Status:	
<input type="checkbox"/> Course (NS _____) - Completed	<input type="checkbox"/> Failed course - theory average: _____ <input type="checkbox"/> Failed course - total points <input type="checkbox"/> Failed course - clinical unsafe <input type="checkbox"/> Failed drug calculation (NS 119, 024) <input type="checkbox"/> Failed prerequisite course(s) <input type="checkbox"/> Passed course
<input type="checkbox"/> Course (NS _____) - Did not complete	<input type="checkbox"/> Passing at time of exit <input type="checkbox"/> Failing examination average at time of exit: _____ <input type="checkbox"/> Marginal/clinical warning at time of exit

**Interview Summary**

**1. Reason for Departure**

Why are you exiting from the program at this time?
--

**2. If due to academic or clinical deficiencies . . .**

What factors interfered with your ability to successfully complete course requirements?

**3. Student Support Services**

Have you received any special academic assistance or services, such as financial aid, tutoring, counseling, etc.?

**4. Future Educational Plans**

Do you plan to apply for readmission to the nursing program in the future?

**5. Recommendation - Action Plan**

What are the faculty recommendations for student planning to reenter?

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date