

# **Chattanooga State Nursing Program**

## **Student Handbook**

### **2020 – 2021**

Approved by  
**Tennessee Board of Nursing**  
665 Mainstream Drive  
Nashville, TN 37243  
1-800 -778-4123

Accredited by  
**Accreditation Commission for Education in Nursing**  
3343 Peachtree Rd. NE, Suite 850  
Atlanta, GA 30326  
1-404-975-5000  
[ACEN Website](#)

Approved by faculty 8/2020

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## **Nursing Program Contact Information**

Program Office Fax Number     (423) 493-8750

### **Assistant Dean of Nursing Allied Health/Nursing Program Director**

Dr. Martina Harris                      (423) 493-8721                      HSC 1080

### **Secretarial Support Staff**

Cynthia Long                              (423) 493-8740                      HSC 1042

Christine Porter                          (423) 493-8741                      HSC 1042

### **Nursing Faculty**

Kristi Argenbright                      (423) 493-8724                      HSC 1067

Shirley Cohen                              (423) 493-8730                      HSC 1065

Jacqui Davis                                (423) 493-8752                      HSC 1074

Angela Fuller                                (423) 493-8761                      HSC 1072

Yolanda Green                              (423) 493-8723                      HSC 1077

Yonna Jones                                (423) 493-8733                      HSC 1076

Shirley Kilgore                              (423) 493-8722                      HSC 1079

Regina Lankford                          (423) 493-8727                      HSC 1075

Marie Loisy                                  (423) 493-8735                      HSC 1041-A

Michele McCarthy                      (423) 493-8737                      HSC 1078

Dr. Cheryl Miller                          (423) 493-8728                      HSC 1073

Trina Pyke                                    (423) 493-8817                      HSC 1058

Rebecca Snyder                              (423) 493-8736                      HSC 1066

Dawn Steele                                 (423) 493-8731                      HSC 1059

Dr. Nancy Stevens                        (423) 493-8734                      HSC 1061

Ashley Thiers                                (423) 493-8732                      HSC 1069

Elizabeth Thompson                      (423) 493-8762                      HSC 1068

Brittany Williams                         (423) 493-8729                      HSC 1071

### **Skills Lab Staff**

Laurie Collier                              (423) 493-8738                      HSC 1025

Mario Brooks                                (423) 493-8753                      HSC 1025

### **Advising Support Staff**

Lisa Evers                                    (423) 493-8775                      HSC 1041-C

### **\*Important Note\***

**Information and policies in this handbook are subject to change. Students will receive written notification of any changes.**

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## Philosophy of the Nursing Program

*Nursing* is a caring profession whose members advocate for and provide health care to diverse individuals across the life span in various settings. Building on a broad knowledge base, nursing is both an art and a science.

The *individual*, as a member of a family and community, is a unique being, innately worthy of respect and dignity. Each individual is viewed as multifaceted with physiological, psychological, sociocultural, and spiritual components.

*Health* is a dynamic state that reflects adaptation responses 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. Nurses collaborate with clients and the healthcare team in the promotion and maintenance of health, management of illness, restoration of function, education of individuals, and preservation of dignity.

The art of nursing is based upon wisdom, effective communication, and respect for human dignity and encompasses the caring aspect of the profession. Caring incorporates compassion, integrity, responsibility, and ethical practices. Caring also includes advocacy for clients and families in ways that promote their self-determination, integrity, and ongoing growth as individuals. As a science, nursing utilizes critical thinking in a clinical decision-making process. The art and science of nursing are woven together in the implementation of caring interventions. Nurses make judgments based on knowledge and evidence to provide safe, quality care. The nurse uses communication, collaboration, and coordination to effectively manage the care of individuals and/or groups of clients. In support of positive client and organizational outcomes, the nurse is accountable for care delegated to others and the efficient use of resources. As an ever-changing profession, nursing responds to advances in health care by incorporating evidence-based practice and informatics, as well as current standards of practice.

The nurse demonstrates professional behavior by functioning within the ethical and legal framework of nursing practice and in accordance with the standards of nursing care. Professional behavior further encompasses the responsibility for personal and professional growth, continued learning, and self-development.

Nursing education is a continuous, lifelong process that results in observable and measurable changes in knowledge, skills, and attitudes. 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 science. This provides learners with a foundation on which to develop the knowledge, skills and attitudes needed to assist individuals with actual or potential health alterations. The curriculum of the nursing program is derived from identified program student learning outcomes (PSLOs) that are used in the development of course outcomes, learning objectives, activities, and evaluation methodologies. Upon graduation from an associate degree nursing program, the graduate is eligible to take the NCLEX-RN and prepared for entry level practice as a registered nurse.

Approved by Faculty 8.17.20

## Glossary

**Adaptation:**

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

**Caring Interventions:**

Individual actions to assist clients in achieving their optimum state of health.

**Essential Life Functions:**

The physical and psychosocial processes essential to maintain life. The ability to function adequately in each component results in a healthy individual.

**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 healthcare providers.

**Client:**

Individual who interacts with healthcare providers, frequently as a result of variation(s) and/or alteration(s) in function that require intervention. The client may be an individual, individual and significant support person(s), or group of individuals.

**Clinical Decision Making Process** (also referred to as the Nursing Process):

Application of critical thinking is a decision making process used in 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 leading 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.

**Critical Thinking:**

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

**Evidence Based Practice:**

Integration of best available research with clinical experience, client's preferences, and available resources in planning and implementing care.

**Health Promotion:**

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

**Informatics:**

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

**Program Student Learning Outcomes:**

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

**Standards of Nursing Care**

General guidelines that provide a foundation as to how a nurse should act and what the nurse should and should not do when functioning in a professional capacity. These standards are considered the baseline for quality care.

## Purpose of the Nursing Program

The purpose of the nursing program is derived from and consistent with the mission of Chattanooga State Community College. Specifically, the Chattanooga State Community College Nursing Program serves students from multiple counties in Tennessee, Georgia and Alabama by preparing them to be competent nurses who will help meet the current and emerging need of the workforce for registered nurses. The nursing program maintains state (Tennessee Board of Nursing) approval and national (ACEN) accreditation. Graduates of the program obtain an AAS degree and are eligible to take the National Council Licensure Exam (NCLEX-RN) to obtain the title of Registered Nurse (RN).

## Nursing Program Outcomes

1. NCLEX-RN State Board Pass Rate
  - Within twelve (12) months of graduation, first time NCLEX-RN pass rate will be 85% or higher
2. Graduation Rate
  - 70% of new students in each class will graduate with no interruptions (100% program length)
  - 80% of new students in each class will graduate following reentry within one year of departure from the program (150% program length)
3. Employment
  - Within twelve (12) months of program completion, at least 80% of program graduates will be employed as a registered nurse (RN) and/or enrolled in higher education

## Program Student Learning Outcomes (PSLOs)

In order to achieve the knowledge, skills, and attitudes needed to function as a registered nurse, program graduates must demonstrate identified student learning outcomes basic to the practice of associate degree nursing. Each course in the nursing program contributes to the development of these outcomes. Nursing Program Student Learning Outcomes are listed below, and are aligned with the related Institutional Student Learning Outcome(s) (ISLOs). ISLOs are the student outcomes expected of all Chattanooga State graduates.

**Knowledge:** Integrate knowledge and skills acquired from general education foundation and nursing discipline to assist diverse individuals across the life span to achieve optimum health. **(ISLOs – Information Literacy, Quantitative Literacy)**

**Assessment:** Collect subjective and objective data from diverse individuals across the life span. **(ISLO – Competency in a Specialty)**

**Clinical Decision Making:** Use a clinical decision making process to care for diverse individuals across the life span with actual and potential variations/alterations in health. **(ISLO – Critical Thinking Skills)**

**Caring Behaviors:** Implement caring interventions for clients across the life span in diverse settings that incorporate knowledge and principles of dignity, diversity, and safety. **(ISLOs – Competency in a Specialty, Global and Cultural Awareness)**

**Communication:** Communicate effectively in the healthcare environment, including written and verbal communication. **(ISLO – Communication)**

**Teaching/Learning:** Develop, implement, evaluate, and modify individualized teaching plans based on client needs. **(ISLOs – Information Literacy, Communication)**

**Management of Care:** Organize nursing care for client(s) and groups of clients using principles of management. **(ISLOs – Competency in a Specialty, Work Ethic)**

**Informatics:** Use of information technology to assist in the decision making process. **(ISLOs – Information Literacy, Competence in a Specialty)**

**Professional Behaviors:** Practice within the ethical, legal, and regulatory frameworks of nursing and the standards of professional nursing practice. **(ISLOs – Work Ethic, Competency in a Specialty)**

## Organization of the Curriculum

Both the Chattanooga State nursing program philosophy and curriculum organization are centered on the individual, a clinical decision making process, and the knowledge, skills, and attitudes of the registered nurse.

The achievement of nine (9) program student learning outcomes (PSLOs) enable program graduates to function as an entry level registered nurse. Corresponding course student learning outcomes (CSLOs) are identified in each course syllabus. These describe the level of performance expected as the student progresses through the nursing curriculum.

The program and course student learning outcomes are related to:

- Knowledge
- Assessment
- Clinical Decision Making
- Caring Behaviors
- Teaching/Learning
- Communication
- Management of Care
- Informatics
- Professional Behaviors

Development of the program student learning outcomes 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

D - Diversity

H - Health Promotion

L - Life Span

N - Nutrition

P - Pharmacology

S - Safety

Learning objectives are identified for each unit of instruction and are listed in the course syllabus, along with a content summary relevant to the objective. Each learning objective is coded to identify the associated course student learning outcomes (CSLOs) and content threads.

## Program of Study – Day Program

### Summary of Required Hours

#### Prerequisites

CHEM 1010 or equivalent  
Learning Support courses, if applicable

#### First Year of Nursing Program

##### *Fall Semester*

BIOL 2010	Anatomy and Physiology	4 hours
PSYC 2130	Life Span Psychology	3 hours
NS 119	Nursing 1	9 hours
<b>Semester Total</b>		<b>16 hours</b>

##### *Spring Semester*

BIOL 2020	Anatomy and Physiology 2	4 hours
PSYC 1030	General Psychology	3 hours
NS 128	Nursing 2	9 hours
<b>Semester Total</b>		<b>16 hours</b>

##### *Summer Semester*

ENGL 1010	Composition 1	3 hours
MATH __	Mathematics Elective *	3 hours
<b>Semester Total</b>		<b>6 hours</b>

#### Second Year of Nursing Program

##### *Fall Semester*

BIOL 2230	Microbiology	4 hours
NS 238	Nursing 3	9 hours
<b>Semester Total</b>		<b>13 hours</b>

##### *Spring Semester*

____	Humanities/Fine Arts Elective**	3 hours
NS 249	Nursing 4	9 hours
<b>Semester Total</b>		<b>12 hours</b>

**Total Hours in Program = 63**

\* Approved General Education Mathematics courses will meet this requirement. The nursing program recommends one of the following:

- MATH 1010 Contemporary Math
- MATH 1530 Introductory Statistics

MATH 1410 is **NOT** acceptable for Nursing and Allied Health programs

\*\* Approved General Education Humanities and Fine Arts courses will meet this requirement. These include:

- ARTH 2010 or 2020
- ART 1035
- ENGL 2110, 2120, 2140, 2210, 2220, 2410 or 2420
- HUM 1010, 1020, 2130 or 2150
- MUS 1030
- PHIL 1030 or 2230
- RELS 2030
- THEA 1030

Complete information regarding General Education Requirements can be found in the [college catalog](#).

### 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:

<i>NS 119</i>	9 Credit Hours 5 Theory Contact Hours 12 Clinical Contact Hours
<i>NS 128</i>	9 Credit Hours 6 Theory Contact Hours 9 Clinical Contact Hours
<i>NS 238</i>	9 Credit Hours 6 Theory Contact Hours 9 Clinical Contact Hours
<i>NS 249</i>	9 Credit Hours 5 Theory Contact Hours 12 Clinical Contact Hours

### 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. (See [Reentry Policy](#))

#### Co-requisites include:

NS 119: BIOL 2010 Anatomy and Physiology 1  
PSYC 2130 Life Span Psychology

NS 128: BIOL 2020 Anatomy and Physiology 2  
PSYC 1030 General Psychology

NS 238: BIOL 2230 Microbiology

The other general education courses may be taken any semester.

ENGL 1010 Composition 1  
Humanities/Fine Arts elective  
Mathematics elective

In order to graduate, a grade of “C” or better must be achieved in all required nursing curriculum courses. An overall college GPA of 2.0 is also required for graduation.

## Program of Study – Night Program

### Summary of Required Hours

#### Prerequisites

CHEM 1010 or equivalent		
Learning Support courses, if applicable		
BIOL 2010	Anatomy and Physiology 1	4 hours
BIOL 2020	Anatomy and Physiology 2	4 hours
BIOL 2030	Microbiology	4 hours
<b>Prerequisite Total</b>		<b>12 hours</b>

### First Year of Nursing Program

<i>Fall Semester</i>		
PSYC 2130	Life Span Psychology	3 hours
NS 110	Night Nursing 1	7 hours
<b>Semester Total</b>		<b>10 hours</b>

<i>Spring Semester</i>		
PSYC 1030	General Psychology	3 hours
NS 120	Night Nursing 2	7 hours
<b>Semester Total</b>		<b>10 hours</b>

<i>Summer Semester</i>		
ENGL 1010	Composition 1	3 hours
<b>Semester Total</b>		<b>3 hours</b>

### Second Year of Nursing Program

<i>Fall Semester</i>		
_____	Humanities/Fine Arts Elective*	3 hours
NS 210	Night Nursing 3	7 hours
<b>Semester Total</b>		<b>10 hours</b>

<i>Spring Semester</i>		
MATH ____	Mathematics Elective *	3 hours
NS 220	Nursing 4	7 hours
<b>Semester Total</b>		<b>10 hours</b>

<b>Final Fall Semester of Nursing Program</b>		
NS 230	Night Nursing 5	8 hours
<b>Semester Total</b>		<b>8 hours</b>

**Total Hours in Program = 63**

\* Refer to day program curriculum (page 5) for information regarding approved/recommended Mathematics and Humanities/Fine Arts electives.

Complete information regarding General Education Requirements can be found in the [college catalog](#).

### Nursing Course Sequence Night Program

There are five (5) clinical nursing courses, NS 110, NS 120, NS 210, NS 220, and NS 249. These courses must be completed in sequence.

#### Credits and contact hours are distributed as follows:

*NS 110*    7 Credit Hours  
               4 Theory Contact Hours  
               9 Clinical Contact Hours

*NS 120*    7 Credit Hours  
               4 Theory Contact Hours  
               9 Clinical Contact Hours

*NS 210*    7 Credit Hours  
               5 Theory Contact Hours  
               6 Clinical Contact Hours

*NS 220*    7 Credit Hours  
               5 Theory Contact Hours  
               6 Clinical Contact Hours

*NS 230*    8 Credit Hours  
               4 Theory Contact Hours  
               12 Clinical Contact Hours

#### 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. (See [Reentry Policy](#))

#### Co-requisites include:

NS 110: PSYC 2130 Life Span Psychology

NS 120: PSYC 1030 General Psychology

The other general education courses may be taken any semester.

ENGL 1010 Composition 1  
 Humanities/Fine Arts elective  
 Mathematics elective

In order to graduate, a grade of "C" or better must be achieved in all required nursing curriculum courses. An overall college GPA of 2.0 is also required for graduation.

## Program of Study – LPN to RN Transition

### Purpose of Transition Option

The LPN to RN Transition Program is designed to offer an accelerated curriculum track for LPN's who wish to pursue the Associate of Applied Science Degree in Nursing and RN licensure. The LPN to RN Transition Program is adapted to recognize the knowledge and skills of the licensed practical nurse.

### Summary of Required Hours

#### Prerequisites

CHEM 1010 or equivalent

Learning Support courses, if applicable

BIOL 2010	Anatomy and Physiology 1	4 hours
BIOL 2020	Anatomy and Physiology 2	4 hours
BIOL 2030	Microbiology	4 hours
PSYC 1030	General Psychology	3 hours
PSYC 2130	Life Span Psychology	3 hours
<b>Prerequisite Total</b>		<b>18 hours</b>

**Other Required General Education Courses** (these may be taken at any time, either before entering program or concurrently with nursing courses)

ENGL 1010	Composition 1	3 hours
MATH __	Mathematics Elective	3 hours
_____	Humanities/Fine Arts Elective	3 hours
<b>Gen Ed. Total</b>		<b>9 hours</b>

#### Nursing Program Day option

*Summer Semester*

NS 024	Nursing Transition	5 hours
(upon successful completion of NS024, student is awarded equated credit for NS119 and NS128)		<b>18 hours</b>

*Fall Semester*

NS 238	Nursing 3	9 hours
<b>Semester Total</b>		<b>9 hours</b>

*Spring Semester*

NS 249	Nursing 4	9 hours
<b>Semester Total</b>		<b>9 hours</b>

**Total Hours in Program = 63**

#### Nursing Program Night option (available in even years)

*Summer Semester*

NS 024	Nursing Transition	5 hours
(upon successful completion of NS024, student is awarded equated credit for NS110 and NS120)		<b>14 hours</b>

*Fall Semester*

NS 210	Night Nursing 3	7 hours
<b>Semester Total</b>		<b>7 hours</b>

*Spring Semester*

NS 220	Night Nursing 4	7 hours
<b>Semester Total</b>		<b>7 hours</b>

*Fall Semester*

NS 230	Night Nursing 5	8 hours
<b>Semester Total</b>		<b>8 hours</b>

**Total Hours in Program = 63**

### 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.

If entering 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.

If entering 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.

Any student who fails NS 024 is no longer eligible for advanced placement in the second year of the nursing curriculum. The student must apply for re-entry to the traditional Nursing Program and take all courses in the Program Curriculum (see reentry table page 36 for timeline). The failure in NS 024 counts as the first nursing course failure.

### General Education Course Requirements

As previously indicated, other required general education courses may be taken any semester. Refer to day program curriculum (page 5) for information regarding approved and recommended Mathematics and Humanities/Fine Arts electives.

Complete information regarding General Education Requirements can be found in the [college catalog](#).

In order to graduate, a grade of "C" or better must be achieved in all required nursing curriculum courses. An overall college GPA of 2.0 is also required for graduation.

## Program of Study – Paramedic to RN Transition

### Purpose of Transition Option

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

### Summary of Required Hours

#### Prerequisites

CHEM 1010 or equivalent		
Learning Support courses, if applicable		
BIOL 2010	Anatomy and Physiology 1	4 hours
BIOL 2020	Anatomy and Physiology 2	4 hours
BIOL 2030	Microbiology	4 hours
PSYC 1030	General Psychology	3 hours
PSYC 2130	Life Span Psychology	3 hours
<b>Prerequisite Total</b>		<b>18 hours</b>

**Other Required General Education Courses** (these may be taken at any time, either before entering program or concurrently with nursing courses)

ENGL 1010	Composition 1	3 hours
MATH __	Mathematics Elective	3 hours
_____	Humanities/Fine Arts Elective	3 hours
<b>Gen Ed. Total</b>		<b>9 hours</b>

#### Nursing Program Day option

##### *Summer Semester*

NS 027	Paramedic Transition	7 hours
(upon successful completion of NS027, student is awarded equated credit for NS119 and NS128)		<b>18 hours</b>

##### *Fall Semester*

NS 238	Nursing 3	9 hours
<b>Semester Total</b>		<b>9 hours</b>

##### *Spring Semester*

NS 249	Nursing 4	9 hours
<b>Semester Total</b>		<b>9 hours</b>

**Total Hours in Program** = **63**

#### Nursing Program Night option (available in even years)

##### *Summer Semester*

NS 027	Paramedic Transition	7 hours
(upon successful completion of NS027, student is awarded equated credit for NS110 and NS120)		<b>14 hours</b>

##### *Fall Semester*

NS 210	Night Nursing 3	7 hours
<b>Semester Total</b>		<b>7 hours</b>

##### *Spring Semester*

NS 220	Night Nursing 4	7 hours
<b>Semester Total</b>		<b>7 hours</b>

##### *Fall Semester*

NS 230	Night Nursing 5	8 hours
<b>Semester Total</b>		<b>8 hours</b>

**Total Hours in Program** = **63**

### Nursing Course Sequence Paramedic to RN Transition

Paramedics accepted into the transition program will take NS 027 in the summer. This course is offered in the summer of the even years only. 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.

#### If entering 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.

#### If entering 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.

Any student who fails NS 027 is no longer eligible for advanced placement in the second year of the nursing curriculum. The student must apply for re-entry to the traditional Nursing Program and take all courses in the Program Curriculum. The failure in NS 027 counts as the first nursing course failure.

### General Education Course Requirements

As previously indicated, other required general education courses may be taken any semester. Refer to day program curriculum (page 5) for information regarding approved and recommended Mathematics and Humanities/Fine Arts electives.

Complete information regarding General Education Requirements can be found in the [college catalog](#).

In order to graduate, a grade of "C" or better must be achieved in all required nursing curriculum courses. An overall college GPA of 2.0 is also required for graduation.

## Policies and Procedures Related to Professional and Academic Standards

### Nursing Policy on Academic Integrity

All students who have been admitted to the nursing program are expected to meet academic integrity expectations. The academic work of all students must comply with all policies on academic honesty as detailed in the Academic Affairs Academic Misconduct statement and Nursing & Allied Health Division policy statements. Violations of these policies are prohibited and include, but are not limited to, an attempt by one or more students to use unauthorized information in the taking of an exam; or, to submit as one's own work, themes, reports, drawings, laboratory notes, computer programs or other products prepared by another person; or knowingly to assist another student in obtaining or using unauthorized materials. Students can make copies of journal articles for personal use; however, selling of such copies is an infringement of the Copyright Act.

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" or a zero for the exercise or examination or to assign an "F" in the course. In addition to academic sanctions, disciplinary sanctions may also be imposed through the regular institutional procedures as a result of academic misconduct. In the event that the academic integrity violation is related to client data or written clinical work, an "unsafe" clinical evaluation can result.

#### 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 cell phones or other recording devices during an examination/test/quiz, examination review or in the clinical setting.
- Video or tape record any lecture, clinical session, or other schools activity for the purposes of placing it on YouTube, Facebook or any other social networking internet site. If students desire to audio or video tape for personal study use, they must request the instructor's permission to record.

It is a requirement for all students to read and abide by the Chattanooga State's Academic Affairs Academic Misconduct Policy.

The procedure for handling **violations of academic integrity** are outlined in the Division of Nursing & Allied Health Academic Integrity Statement.

### Unethical Behavior

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

Students should refer to the [Chattanooga State Student Handbook](#) and the [Nursing and Allied Health Division Student Handbook](#) for additional policies.

# Policies and Procedures Related to Admission, Grading and Progression

## Admission

Admission into the nursing program is a competitive process using an objective point system. Selection into the program is based on a comparative evaluation of test scores and transcript information. To be eligible for entry into the nursing program students must have:

- Completed admission to Chattanooga State Community College.
- Submitted complete nursing application to Chattanooga State Nursing program by published deadline.
- A nursing GPA of at least 2.5.
- A minimum overall college GPA of at least 2.0.
- Completed all four sections of the ATI-Test of Essential Academic Skills V (ATI-TEAS-V) within two (2) years.
- Completed any required learning support courses.
- Completed High School chemistry with a “B” or better or CHEM 1010 or equivalent with a “C” or better.
- Completed Anatomy and Physiology 1 and 2, and Microbiology within five years of enrollment in the first nursing course (if entering program option with these courses as a prerequisite).

## Americans with Disabilities (ADA) Statement

The college seeks to provide a safe environment for its students and clients in the clinical practice setting. During the course of the nursing program, students must demonstrate their physical and/or emotional fitness to meet the essential requirements of the nursing program. Such requirements may include but are not limited to, 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 nursing program. The requirements for the Chattanooga State Nursing Program are based on the Core Performance Standards recommended by the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing and adopted by all nursing programs in the Tennessee Board of Regents System. The standards are provided to assist program applicants and students in the determination of any need for ADA related accommodations. The information below includes required performance standards, and indications of Program Student Learning Outcome (PSLO) related to the particular performance standard.

## Core Performance Standards for Admission and Progression in the Nursing Program

- Critical thinking ability sufficient for effective clinical reasoning and judgment – **PSLO 1,3,9**
- Interpersonal abilities sufficient for professional interactions with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds – **PSLO 5,6,7**
- Communication abilities sufficient for professional interactions with others in verbal and written form **PSLO 5,6**
- Physical abilities sufficient for manipulating clients, moving from room to room and maneuvering in small spaces – **PSLO 2,4**
- Gross and fine motor abilities sufficient for providing safe, effective nursing care – **PSLO 2,4,8**
- Auditory ability sufficient for assessing and monitoring health needs – **PSLO 2,4,8**
- Visual ability sufficient for observation and assessment necessary in client care – **PSLO 2,4**
- Tactile ability sufficient for physical assessment and care – **PSLO 2,4**
- Emotional stability sufficient to demonstrate sound judgment in decision making, maintain safety and security of clients and behave appropriately with clients, staff and supervisors – **PSLO 3,4,7,9**

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, (423) 697-4452 or [dss@chattanoogaastate.edu](mailto:dss@chattanoogaastate.edu) 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 nursing course, with or without reasonable accommodations.

## Alteration in Health Status

Any existing health condition that could affect a student's progression in the nursing program must be discussed with the course coordinator and the Director of the nursing program. Health conditions might include, but are not limited to, injury, infection, surgery, birth and complications of pregnancy, and mental health issues. The student must submit a written description from his/her healthcare provider regarding any restrictions. If it is determined student can, with reasonable accommodations, meet the course objectives, the student will be given the opportunity to remain in the course. Should the student decide to attempt to complete the course he/she must submit a medical release form. If a student chooses to withdraw from the program, the student must comply with the procedures for withdrawal and readmission included in this handbook.

## General Progression Requirements

After admission to the nursing program, students must meet the following conditions to remain eligible for progression.

- Comply with the policies of Chattanooga State Community College, the Nursing and Allied Health Division, and clinical affiliates
- Achieve a minimum of 70% of the total points included in all unit and final examinations during the course. (**Note:** The minimum passing examination grade for NS 024 and NS 027 transition courses is 75%)
- Numeric scores are not rounded
- If 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
- Demonstrate satisfactory clinical performance. Any student receiving an "unsafe" final (summative) Clinical Performance Evaluation will fail the course, and be unable to progress to the next course, regardless of examination average or weighted course work grade
- Maintain required clinical documentation of health requirements
- Demonstrate safe, professional, ethical, and legal conduct at all times

## Classroom Attendance

Students are expected to be present and prepared for all learning experiences planned by the nursing program. Students enrolled in the nursing program obligate themselves to complete all course assignments. Punctual and regular attendance is vital to successfully completing the nursing program

## Grading and Examination Information

### Evaluation – Theory

Students are evaluated by a variety of objective and subjective methods. These methods include examinations, article critiques, client assessments, clinical written assignments, papers, reports, quizzes, process recordings, teaching plans, oral reports, class activities/assignments, and class participation. 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 and communicated via eLearn.

### Weighted Course Grade Calculation

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 70% or greater (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 possible during the course.

### Grading Scale

#### Day and Night Program

90% - 100% of total points = A  
80% - 89% = B  
70% - 79% = C  
65% - 69% = D  
Below 65% = F

#### Transition Courses

90% - 100% of total points = A  
80% - 89% = B  
75% - 79% = C  
65% - 74% = D  
Below 65% = F

ALL designated **course requirements** must be completed in order to successfully complete a clinical nursing course. These requirements are specifically indicated in each nursing course syllabi. The following guidelines define requirements for completion of all assignments unless prior arrangements have been made with faculty.

- All assignments are expected to be submitted on time. 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, calendar, eLearn checklist and/or are announced in class.
- A 5% point deduction will be made for each day the assignment is late, up to one week past the due date.
- No points will be awarded if an assignment is submitted more than one week past the due date.
- No required assignments will be accepted after the last official day of class in the semester unless prior arrangements have been made.
- Failure to submit required assignments will result in course failure.
- All assignments are expected to be grammatically correct. This includes the use of correct sentence structure, grammar, punctuation and spelling. Students submitting work with frequent grammatical errors must redo and resubmit the assignment. The grade for the corrected work will not be greater than 70% of the points for the assignment.

## Examination Policies

### Computer Testing

As the NCLEX-RN licensure exam is an adaptive computer exam, the nursing program will administer computerized exams as part of the preparation for students to be comfortable taking exams on the computer. The Exemplify software application is the vehicle for the nursing exams.

**Students may use their personal computers for testing. If a student does not have a computer, one will be supplied by the nursing program.** Instructions will be provided how and when the Exemplify application will be downloaded.

Exemplify can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). At this time, Exemplify only supports Mac, Windows, and iPad operating systems. **Exemplify will not run on Chrome, Android, or Linux operating systems.**

For instructions on how to check your computer's specifications, click [Here!](#)

The computer specifications required for the Exemplify application (taken from the Exemplify website) are :

Please select your operating system for a complete list of requirements:

Exemplify Minimum System Requirements:

[Windows](#)

[Mac OS X](#)

[Exemplify for iPad](#) (there is an additional charge to students for iPad software)

### Examination Make-Up Policy

Faculty recognize that occasionally unforeseen circumstances prevent students from taking examinations or scheduled quizzes at the scheduled time. In the event the student is unable to take the exam at the specified time, the student will need to contact the course instructor ASAP to make arrangements to take the exam.

Note: The make-up examination/quiz may be different from the examination/quiz given at the scheduled time.

- In most cases, examinations/quizzes **MUST** be taken within 24 hours of the original examination/quiz date (excluding Saturday, Sunday and holidays).
- When notifying faculty of the absence, it is the student's responsibility to make arrangements for the make-up examination/quiz.
- If the proper procedures are not followed, a grade of zero may be awarded for the examination.

Students are allowed to make-up only **one examination** per semester.

### Examination Scores and Examination Review

- Examination grades are posted in the online grade management system in eLearn. 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 the time of the examination review, but no later than 7 days following the review.
- Individual examination items and/or examination grades will **not** be re-evaluated or altered at the end of the semester.

### **ADA Testing Accommodation**

All classroom/testing accommodation must be initiated through Disabilities Support Services office (S-113, 687-4426). If additional testing time or a restricted testing environment is approved by the Disabilities Support Services Office, **the student must:**

- Work with course coordinator to identify dates and times to take the examination with Disabilities Support Services. The exam times for the entire semester must be scheduled within the first two weeks of the semester.
- Complete the examination during the designated appointment time. If a student arrives late for an examination, the appointment time WILL NOT be extended. Tardiness will result in decreased total testing time.

### **Dosage Calculation Competency Requirement**

Accurate calculation of drug dosages is critical for safe administration of medications. Students enrolled in each nursing course (other than NS110) must achieve 90% or higher accuracy on a dosage calculation competency examination in order to meet course requirements and participate in clinical activities. Students are allowed a maximum of three opportunities to achieve the 90% competency. Students who fail to achieve 90% by the third attempt must withdraw from the course, since critical competencies for the course cannot be met (does not apply to NS 119, see below). This will count as a course failure with reference to the readmission policy.

In the first semester course of the day program option, NS 119, a drug calculation competency examination will be required. As in other courses, the student will have a maximum of 3 attempts to achieve the 90% competency, with the grade earned on the first attempt being included in the weighted course grade. However, if a student fails to achieve the 90% competency by the 3<sup>rd</sup> attempt, the student will be placed on clinical warning, rather than receiving a failing grade for the course. This process is due to the timing of the drug calculation competency examination (late in the semester) and the fact that NS 119 students do not administer medications in the clinical setting. In the first semester course of the night program option, NS 110, no drug calculation competency examination will be required, as the content is not presented until the second semester of the program.

In all other nursing courses, the 90% competency must be met by the designated date on the course calendar, but no later **than the first clinical practice experience.**

- The first competency test will be administered prior to the end of week one of the semester. The grade achieved on this first attempt will be the grade included in the calculation of the final course grade.
- Students who do not achieve the 90% competency on the first attempt must independently complete remediation work prior to the second attempt.
- The second test must be taken within one week of the first test.
- If a student fails the second attempt, the student will be required to remediate with a faculty member prior to the third attempt.

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. Basic non-scientific function calculators will be provided.

### **ATI Supreme Package**

Nationally normed assessment tests included in the ATI Supreme Package are scheduled to be taken throughout the nursing 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 proctored assessments are approximately 60-100 questions and take about 1 to 2 hours to complete. The fee for these test is included in the fees paid at the beginning of each semester and is not refundable. Procedures for taking the assessments will be described in each course syllabus. The scheduling of the tests is adapted in each program option 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 on the designated date.
- Students scoring at Level 1 or below Level 1 on specified proctored ATI Content Mastery Tests are **required** to complete review modules for the material covered on the test. Students with low scores on ATI Targeted Practice Assessments are encouraged to review material covered on the test.
- The score of the first attempt will be used in calculating course 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 any of the required assessment tests are not taken. Students cannot enter the next nursing course or graduate until the incomplete grade has been removed.

### **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, disability, or national origin, arbitrary or capricious action or other reasons not related to the academic performance of the student. In all cases the student shall assume the burden of proof with respect to the allegations. Refer to the online [Chattanooga State Student Handbook](#) for the guidelines, timeframes, and steps used to appeal a grade.

### **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. An overall college GPA of 2.0 is also required for graduation. Students who have completed required course work and been awarded the Associate of Applied Science degree are eligible to take the NCLEX-RN licensure examination.

### **NCLEX Readiness**

In the last semester of the program, students must demonstrate attainment of stated program competencies by achieving a predetermined score on the ATI RN Comprehensive Predictor test. Students not achieving this score must submit an individualized written plan to prepare for success on NCLEX-RN to the clinical advisor. At a minimum, the plan includes providing documentation of completion of the remediation plan provided by [ATI](#) and attending a live NCLEX Review Class. Students must also retake another predictor test at a scheduled time. It is the student’s responsibility to schedule an appointment with the course advisor or course coordinator to discuss the plan. **The official transcript required for licensure will not be submitted until these requirements have been met** (see nursing course syllabus for specifics).

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

## Clinical Attendance Policy

### Absence Definition

A day in which the student is not in attendance at the assigned clinical or campus laboratory location is considered an absence. There are no “excused” absences.

### Attendance Expectations

In the clinical setting, the clinical nursing instructor has the responsibility and duty to decide whether or not a student is capable of clinical performance. If the clinical nursing instructor decides that the risk to the student(s) or patient(s) is too great or that the clinical objectives and expected behaviors cannot be met within the specified timeframe, the student will be sent home for the day.

Attendance and punctuality are professional behaviors that are not only valued but expected in the healthcare industry. 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 Regarding Clinical Attendance Policy:

- Attendance at all scheduled clinical (lab) 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 appropriate practice opportunities, clinical space, and faculty resources
- Punctuality and attendance are starred (\*) critical behaviors on all nursing course Clinical Performance 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 and instructor preference**

### In the event of an Absence

The student **MUST** speak to the clinical instructor **before** clinical starts if unable to attend due to illness or other unavoidable circumstances. Voice mail messages on the office phone or email messages are not acceptable.

The student must communicate with the course coordinator to arrange make-up for the absence and complete a Clinical Absence Form.

### Steps to complete the clinical absence form are as follows:

- Step 1: Student will need to print and complete absence form (found on eLearn).
- Step 2: The student provides a detailed explanation/description of the reason for the absence on the absence form.
- Step 3: The student schedules an appointment with course coordinator/course advisor to discuss the reason for the absence and arrangements for make-up of the clinical experience. The coordinator/course advisor will complete and sign the absence form.

The Clinical Absence Form, completed by the student, must be submitted to the course coordinator/advisor **prior to the next scheduled clinical day**, or the student will not be allowed to attend the next clinical experience. A physician’s statement or release form may be required. Students must be able to meet all clinical performance expectations upon return. Most clinical agencies do not allow patient care personnel to be on crutches or use other assistive devices.

### Specific Absence Information

Clinical practice experiences covered by the absence policy are defined as all scheduled clinical laboratory time or any activity scheduled during clinical time. Clinical time/activities include lab lecture and demonstration, clinical topics, course/clinical orientation, campus skills lab, skills verification, simulation experiences and clinical practice in the community or a healthcare facility.

Due to the limited number of clinical experiences in NS024, the number of allowed absences for this course is as follows:

**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.

**Specific Absence Information for all Nursing Courses other than NS 024**

Clinical practice experiences covered by the absence policy are defined as all scheduled clinical laboratory time or any activity scheduled during clinical time. Clinical time/activities include lab lecture and demonstration, clinical topics, course/clinical orientation, campus skills lab, skills verification, simulation experiences and clinical practice in the community or a healthcare 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 AND** 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 Clinical Warning forms are completed and signed.

*3<sup>rd</sup> Clinical Absence:*

- Clinical failure.
- Exit interview process is implemented.

**A student may only be placed on clinical warning because of absence and/or tardiness in two courses.** If absence and/or tardiness for a total of two days occurs in a third course, rather than being placed on a third clinical warning, the student will immediately receive an "Unsafe" Clinical Performance Evaluation, resulting in course failure.

**Important note regarding courses with Clinical Topics:** Clinical topics class time is considered clinical time. It is the student's responsibility to sign the attendance rosters. A clinical absence form must be completed if a clinical topics session is missed. All content missed must be made up. Failure to attend two clinical topics results in one day of clinical absence that will require a clinical make-up day.

**Specific Absence Information for NS024**

As with other nursing courses, clinical practice experiences covered by the absence policy are defined as all scheduled clinical laboratory time or any activity scheduled during clinical time. Clinical time/activities include lab lecture and demonstration, clinical topics, course/clinical orientation, campus skills lab, skills verification, simulation experiences and clinical practice in the community or a healthcare facility.

Due to the limited number of clinical experiences in NS024, the number of allowed absences for this course is as follows:

**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.

### Specific Tardiness Information

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

Tardiness is defined as **late arrival** at the beginning of clinical or after breaks and **early departure** from clinical.

**Tardiness of 5-30 minutes of the designated clinical time:** Two episodes of tardiness equal one day of absence.

#### 1<sup>st</sup> Tardy (5-30 minutes):

- Student remains for clinical experience
- 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.

### Other Related Information for Attendance Policy

- On-time arrival is determined by cell phone time or facility clock
- All missed clinical time must be made up
  - For lab lectures, students are responsible for obtaining notes from a classmate
  - For skills lab demonstrations or practice, clinical topics, and other non-hospital or community-based experiences make-up may include computer programs, scheduled practice lab time or written assignments.
  - Make-up days are scheduled at a time **arranged by the course coordinator**. This may include school breaks 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 Assignments

Due to hospital scheduling issues the actual start time for hospital based clinical may be other than the time included in the published schedule of classes.

- Students need to plan ahead to schedule this time.
- Refer to uniform policy for proper attire.

- Students must only access information about their assigned client's information that is provided or approved by the faculty.
- Any client information must be used only on the unit. **Under no circumstances** may students Xerox or photograph any client patient information or remove information from the unit, even with the identifiers cut off.

Other important information regarding performance in the clinical setting include:

- Students must not be on units other than the assigned one in the facility
- Students must not obtain information on clients other than those assigned
- Students must not be on the assigned unit at any time other than when obtaining client information and during the scheduled day of clinical

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 any required Clinical Preparation assignments prior to the practice experience. All clinical prep assignments **must provide** written evidence of satisfactory, safe preparation for the experience and demonstrate consistency and increased competence over the semester and throughout the program.

- If the preparation is deemed "unsatisfactory," the student will be dismissed from the clinical practice experience. The day will count as a clinical absence.
- Students who are not satisfactorily prepared for clinical or do not demonstrate progress on assignments throughout the semester will be counseled and/or receive a clinical performance warning
- Since preparation for clinical practice is a (\*) critical behavior on the Clinical Performance Evaluation, repeated unsatisfactory clinical assignments will result in an unsafe/unsatisfactory clinical grade and course failure.

Details concerning the grading of the written clinical assignments are included in each course syllabus. Refer to course syllabi for specific guidelines.

### Clinical Evaluation

Students are expected to apply the theory learned in class to practice in a variety of clinical settings. These experiences provide students with the opportunity to apply theory in a practice setting, which contributes to the achievement of all program learning outcomes (PSLOs). Clinical practice is a learning process that involves continuous sharing of information between the student and faculty. Students are evaluated using the Clinical Performance Evaluation form included in the course syllabus. Clinical performance is evaluated in both a formative (throughout the semester) and summative (at the end of the course) manner.

A clinical evaluation form is included in each course syllabus. This form provides the criteria used by faculty in the evaluation of clinical performance. The form is completed by faculty at intervals during the semester, as needed, and at the conclusion of each clinical course. In order to continue in the nursing program, all students are required to meet with their advisor at designated times each semester to review the Clinical Performance Evaluation. 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.

It is expected that all students will receive a "Safe" final Clinical Performance Evaluation for the course. Any student receiving an **"Unsafe"** rating for any rotation, or on the summative Clinical Performance Evaluation, will fail the course, and be unable to progress, regardless of examination average or weighted course work grade.

### Clinical Evaluation Criteria

There are four (4) categories used to rate behaviors on the Clinical Performance Evaluation form:

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

Students are evaluated during each clinical rotation, and will receive a “Safe”, “Marginal” or “Unsafe” rating on the Clinical Performance Evaluation Form for each rotation (see below for more details). “Marginal” and “Unsafe” scores are validated by counseling records and anecdotal notes that are dated and signed by the student and clinical instructor. At the end of the semester, the ratings for all rotations are combined to determine the summative (final) Clinical Performance Evaluation rating for the course.

If a student receives a counseling and/or clinical warning resulting in a “Marginal” rating for a clinical rotation early in the course, the student may still achieve a “Safe” summative (final) Clinical Performance Evaluation if improvement is demonstrated within an appropriate time frame. If a student receives a counseling and/or clinical warning leading to a “Marginal” rotation evaluation late in the semester, the student will receive a “Marginal” summative Clinical Performance Evaluation, as the student will have no time to demonstrate improvement before the end of the semester. Any student receiving a “Marginal” summative Clinical Performance Evaluation will be able to progress to the next nursing course, but a specific improvement plan will be developed by faculty, and the student will be required to meet indicated criteria by a specified date early in the next course in order to continue in the nursing program.

A student can only receive a “Marginal” summative Final Clinical Performance Evaluation **once** during the nursing program. If student performance is less than “Safe” in any subsequent nursing course, a second “Marginal” summative Final Clinical Performance **cannot** be assigned. The student will receive an “Unsafe” summative Clinical Performance Evaluation, which will result in course failure and inability to progress. The criteria for Final Clinical Evaluation are:

**Safe:** A score of 3 or higher on all critical (\*) behaviors **AND** an average of 2.9 or higher for all behaviors.

**Marginal:** A score of 2 on any critical (\*) behavior **OR** an average of 2.0-2.9 for all behaviors.

A student who does not consistently demonstrate safe clinical performance/behaviors will receive a marginal clinical evaluation. An improvement plan will be developed by faculty in conjunction with the student. Reevaluation will occur after a designated time period. If a student obtains a marginal final evaluation 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 marginal final clinical evaluation, a safe evaluation in all subsequent nursing courses must be obtained. Continuing marginal performance in the next course, **OR** any subsequent course, will result in an **UNSAFE** clinical evaluation, rather than a repeated marginal evaluation.

Students **MUST** receive a safe evaluation in NS 249/NS230, the final course in the nursing program of study, in order to successfully complete the course.

**Unsafe:** A score of 1 on any critical behavior **OR** an average of less than 2 on all behaviors. An unsafe clinical final course evaluation results in course failure and inability to progress.

Students **must** receive a “safe” evaluation in the final course in the nursing program in order to successfully complete the program and graduate.

### **Clinical Warnings/Repeated Warnings**

Students are expected to maintain a high level of performance in all clinical settings. Students must attend and be prepared for each clinical practice experience; communicate effectively with peers, faculty and healthcare personnel; and demonstrate the skills outlined on the clinical performance evaluation. If deficiencies indicate that the student is not performing at an expected level following feedback from faculty, the student will be placed on clinical warning.

At any time during the semester, a student with clinical performance problems may receive a written counseling record, which identifies problem area(s) and recommendations for improvement. Failure to improve the behaviors within the designated time frame will result in the student being issued a clinical warning (formative evaluation). On rare occasion, if the behavior is extreme and requires immediate faculty interventions, the student may receive a clinical warning without a prior counseling record.

When a clinical warning is issued, specific criteria for improvement as well as a time frame will be included. The student can still receive a “Safe” Clinical Performance Evaluation (summative evaluation) if the indicated criteria are met. If the student fails to meet all criteria included in the warning within the designated time frame, the student will receive an “Unsafe” Final Clinical Performance Evaluation, resulting in course failure.

### **Clinical Performance Warning Limits**

A student can only be placed on a clinical warning two (2) times related to lack of preparation or other clinical performance issues while enrolled in the nursing program. If a third clinical warning related to performance is warranted, an “Unsafe” Clinical Performance Evaluation and course failure will result (clinical warnings related to attendance/tardiness are covered under the attendance policy).

This can occur regardless of whether all three clinical warnings occur during one semester or are spread throughout the duration of the program.

**Important Note:** If a student exits the program and reenters, any clinical performance warnings received prior to exiting the program will remain on the student’s record and are included under this policy.

### **Clinical Attendance Warning Limits**

A student can only be placed on clinical warning because of absence and/or tardiness in two courses. If absence and/or tardiness for a total of two days occurs in a third course, rather than being placed on a third clinical warning, the student will immediately receive an unsafe clinical performance evaluation, resulting in course failure.

**Important Note:** If a student exits the program and reenters, any clinical attendance warnings received prior to exiting the program will remain on the student’s record and are included under this policy.

### **Other Clinical Information**

#### **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. Refer to the Uniform Policy for information on proper attire for Community Experiences.

#### **Criminal Background Check and Drug Screenings**

Following acceptance, and prior to entering the first nursing course, each student must undergo a criminal background check and drug screen, in order to comply with policies of affiliating clinical practice agencies. It is the student’s responsibility to comply with instructions provided upon acceptance and provide the results by a designated date. The background and drug screen will be at the expense of the student. Students who do not meet this requirement in a timely manner or whose background check and/or drug screening results do not meet agency standards cannot attend clinical, and therefore, will be unable to successfully complete all program requirements.

Individuals who have been convicted of a crime other than a minor traffic violation may be ineligible for licensing as an RN, even though they successfully complete the nursing program of study. Questions and/or concerns regarding this issue should be addressed with the Nursing Program Director. See [N&AH Division Student Handbook](#), for specific details.

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 the program of study for any reason.

The Tennessee Board of Nursing also requires mandatory background checks as part of the application for licensure in the State of Tennessee. Therefore, all graduates must comply with the guidelines defined by the Board of Nursing and complete the required background check prior to submitting the application for licensure.

#### **Confidentiality of Protected Health Information (HIPAA)**

In the process of performing one’s assigned duty in a healthcare facility, Nursing & Allied Health students will come in contact with confidential patient/client information. The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that was enacted to ensure that all patient/client protected health information (PHI) is privileged information. This applies to PHI that may be in written, electronic, photographic, radiographic, verbal, or in any other format. PHI **must not** be disclosed without proper, written authorization from the patient/client and in accordance with directed clinical practice. The law provides guidelines as to how healthcare providers, including students, must treat confidential patient information. Unauthorized disclosure of health information is a breach of confidentiality punishable by state or federal law. Refer to N&AH Division Student Handbook for specific details.

Violation of HIPPA guidelines will result in an “UNSAFE” Clinical Performance Evaluation and dismissal from the nursing program.

### **Joint Commission Hospital Orientation Requirements – Tennessee Clinical Placement System (TCPS)**

All employees of affiliating clinical agencies that are accredited by the Joint Commission must have **annual** updates on specific topics common to the healthcare environment. These include, among 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.

Chattanooga State contracts with the Tennessee Clinical Placement System (TCPS) to provide this orientation. Therefore, students must complete all of the designated orientation modules on the TCPS website by a specified date prior to clinical practice each year. In addition, students are expected to complete orientation modules specific to each individual hospital. These modules are also located on the TCPS website.

Students cannot participate in clinical practice until these requirements are met. Any absence that results from failure to meet the TCPS orientation requirement is included in the clinical attendance policy.

- First year students will complete the requirement as part of NS 119 (day) or NS 110/120 (night) course assignments
- Transition students in NS 024 (LPN's) and NS 027 (Paramedics) must complete the requirement prior to the first day of class in the summer course.
- Since TCPS updates the orientation modules each summer, all second year students (NS 210, NS 230 & NS 238) will complete the requirements in August, prior to returning for the fall semester (Note: NS 024/027 students entering these courses must follow these guidelines, even though they completed the modules in the spring)
- Students reentering the program must complete the modules prior to the beginning of the semester in which they return
- Specific dates by which TCPS modules must be completed will be included in course orientation material, course calendars and/or reentry information letters
- Students upload documentation of completion of TCPS requirements to the [My Record Tracker](#) website.

It is expected that students will establish only one individual TCPS access account (required for testing). Since the nursing program is charged for each individual student account, the student will be charged for the establishment of a second account. To prevent this, students should use their college identification number (A-number) as the user name, and then create a unique password. A link is available on the TCPS website in case a student forgets his/her password.

### **Liability Insurance**

Students must purchase liability insurance annually. Application and payment are completed online by clicking the [myChattState](#) link on the Chattanooga State home page then selecting Market Place from the drop down menu after July 1 each year. A copy of the receipt obtained from the Bursar's Office must be uploaded to the [My Record Tracker](#) account by the designated date prior to the beginning of the first semester, and annually thereafter. The approximate cost is \$11.05 per year.

### **Physical Examination and Health Requirements**

Beginning students and re-entry students must submit a completed health verification (physical exam) form, signed by a healthcare provider, to the nursing program by the date designated in the program/course orientation material. In addition, students must submit the results of a Tuberculosis (TB) skin test or chest x-ray; documentation of immunity or vaccination for specific communicable diseases (Tdap, MMR, varicella, hepatitis B); a negative drug screen; and evidence of tetanus booster within the last ten years.

Students returning for the second year (NS 210, NS230 and NS 238) must submit a new completed health verification form. These students must also provide proof of an updated annual TB skin test.

All students are required to have an annual flu vaccine each fall while enrolled in the Nursing Program.

Documentation of all physical exams and health requirements must be uploaded to the [My Record Tracker](#) website, and a copy of the health verification form submitted to the Nursing Office. Costs associated with health requirements are the responsibility of the individual student.

### **Drug Free Policy**

It is the policy of Chattanooga State that the unlawful manufacture, distribution, possession or use of alcohol and illicit drugs on the Chattanooga State campus, on property owned or controlled by Chattanooga State or as part of any activity of

Chattanooga State is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Any violation of this policy will result in disciplinary actions.

Chattanooga State will impose the appropriate sanction(s) on any student who fails to comply with the terms of this policy. Possible sanctions for failure to comply with the terms of this policy may include: warning, reprimand, probation, suspension, expulsion, mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program, or referral for prosecution.

In order to assure client safety, all affiliated clinical agencies require that nursing students have a negative urine drug screen prior to participating in clinical activities. Beginning students (NS 110, NS 119, NS 024, NS 027) will be required to submit a minimum twelve (12) panel drug screen with negative results. The drug screen must be completed after acceptance to the program, but prior to entering the first nursing course. Refer to the [Nursing and Allied Health Division Student Handbook](#) for more specific information.

### **Impaired Functioning**

Chattanooga State must not only maintain a safe, efficient classroom environment for students but must provide for safe and effective care environment while students are in practice labs or any clinical practice settings. Students must not be under the influence of alcohol or drugs, which may pose safety and health risks while in a student role.

The following policies and procedures must be followed:

- If a student appears to be under the influence of alcohol or drugs (including prescription drugs) or is functioning in an impaired manner, the faculty or clinical personnel responsible for that student have the responsibility of dismissing the student from the clinical experience that day. A random drug screening may be required. Any absence(s) must be made up according to the Attendance Policy.
- A student's consent to submit to such tests is required as a condition of acceptance into the nursing program. A student's refusal to submit to such tests may result in disciplinary action, including dismissal from the program, for a first or any subsequent refusal.
- **All drug testing expenses are paid by the student.**

Any violation of these program policies will be reported to the Chattanooga State Judicial Affairs Officer. Possible disciplinary actions may include dismissal from the program, even for a first offense. Students remaining in the program may be required to provide evidence of routine or random drug screening tests and counseling.

### **CPR Certification**

Nursing program students must complete an American Heart Association CPR course for Healthcare Providers prior to entering the nursing program. The certification must be maintained throughout enrollment in the program. Documentation of current CPR certification must be uploaded annually to the [My Record Tracker](#) website.

### **N95 Fit Testing**

Due to COVID-19 the hospital agencies are not requiring students complete N-95 Fit Testing for the 2020-2021 academic year.

### **Student Responsibility**

All health requirements, liability insurance, CPR certification, TB testing must be kept current throughout enrollment in the nursing program. CPR certification must be valid for two (2) years. Liability insurance, TB testing, and Health Physical must be done annually. All documents are to be uploaded to [My Record Tracker](#). Students who fail to submit proof of up to date requirements **will not** be allowed to attend clinical. Absences resulting from this are covered under the clinical attendance policy.

### **Nursing Skills Lab**

The campus nursing skills lab is located within the Nursing Program building (HSC). 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 personnel.
- 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 Skills Lab personnel prior to returning to a clinical practice setting.

**Nursing Skills Pack**

New nursing students must purchase a Nursing Skills Pack. Students will receive information as to how to order the pack from the Nursing Skills Lab Coordinator. The pack contains consumable supplies that are used to practice nursing skills in the practice lab. Upon purchase of the pack, students should check the supplies in the pack against an inventory list. Missing items must be identified at that time. Any student withdrawing from the program will not be eligible to return the Nursing Skills Pack for a refund.

**Personal Injury**

If a student injury occurs during clinical practice, emergency medical treatment may be obtained at the clinical facility. Treatment will be at the expense of the student. Students are encouraged to have individual health insurance coverage. Refer to the [N&AH Division Student Handbook](#), section on Safety and Well Being in the Clinical Setting for specific details on the procedure to follow in the event of an injury.

**Transportation**

Students must provide their own transportation to clinical practice experiences. Carpooling is recommended.

## Uniform Policy

The Chattanooga State Nursing Uniform is to be worn during clinical experiences (including campus lab) unless otherwise instructed. The basic color scheme of the Chattanooga State nursing student uniform is royal blue and white. Only the designated brand name and style numbers for the pants, shirt and lab jacket are to be purchased.

### The uniform for both females and males includes

- Royal blue pants (or skirt option for females)
- White Scrub top, monogrammed with Chattanooga State Nursing logo
- White lab jacket, monogrammed with Chattanooga State Nursing logo

### Note:

- Uniform pants must be at least ½ inch above the floor with shoes on. For safety reasons, pants must not drag on the floor
- The Chattanooga State Nursing Program photo ID badge must be visible at all times, whether in full uniform or in street clothes and lab jacket

Hospital personnel are authorized to deny student access to client records if not appropriately dressed. Any report by facility staff of a student in inappropriate dress will be reflected on the student's clinical evaluation.

### Experiences in the Community and Psychiatric Nursing Setting

Dress for clinical experiences in community based setting, will vary according to agency policy. Students will be instructed by course faculty if uniforms or street clothes are to be worn. Denim (regardless of color), sweat pants, shorts, tank tops, short skirts, or sandals of any kind are not to be worn during clinical experiences in community agencies.

### Additional uniform guidelines

Short sleeved, round or V-necked, white t-shirts can be worn under the scrub top, but should not be seen.

### Hair

- Hair must be neat, clean, and **off the neck and collar**. It must be restrained to keep it from falling around the face or in client/working areas.
- Hair accessories must be small, simple and conservative. No sparkles, beads or bows.
- Facial hair must be trimmed and neat. Beards and mustaches must be within the guidelines of affiliating agency.
- Hair should be a natural color (no purple, blue, orange, pink, etc.).
- Headbands may be worn (white, blue or black)

### Shoes

- Plain white nursing shoes or all white leather athletic shoes (with inconspicuous logos) may be worn.
- The surface of the shoes must be solid with no holes or mesh fabric.
- Shoes must have closed toes. Clogs or other open back shoes **are not** acceptable unless there is a heel strap.
- Plain white hose (support hose recommended) or solid white socks must be worn.
- Shoes must be polished with clean laces and worn only for nursing clinical practice, not every day wear.

### Jewelry

- Watch with a seconds indicator is required.
- Wedding bands may be worn (plain with no large stones).
- One pair of small stud/post earrings may be worn in the **earlobe**. No hoop or dangling earrings are allowed
- Other jewelry, such as bracelets or necklaces are not to be worn.
- No visible body piercing/jewelry, (including spacers, tongue, eye brow, nose or lip jewelry) should be worn during clinical experience. The student may wear a small clear stud during clinical.

### Tattoos

- Tattoos must be covered.
- If tattoos are on the arms, students must wear lab jacket when not providing direct patient care.
- When providing direct patient care, sleeves should be above the elbows.

### Equipment

- A stethoscope, pen with black ink, pen light, and bandage scissors are to be carried as appropriate for the clinical setting.
- Additional equipment will be determined by the faculty in individual nursing courses.

#### Nails

- Nails should be kept short, natural and well groomed.
- No artificial or gel nails are to be worn.
- Only **clear (non-chipped)** nail polish may be worn.

#### General Appearance

- The midriff and back must remain covered.
- Chest hair and cleavage must not be visible.
- Undergarments must be worn and should not be visible through the uniform.
- Make-up must be conservative.
- Colognes, perfumes, and aftershave lotions are to be avoided in the clinical setting due to potential patient allergic responses.
- Students are expected to adhere to any dress policies of an assigned clinical agency or specific nursing unit if other than described above.

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 will factor into the clinical attendance policy.

#### **Smoking on campus and in uniform**

Effective July 1, 2016 the use of any tobacco product is prohibited on Chattanooga State campus. This policy applies to all forms of tobacco products, as well as e-cigarettes (vaping) . Smoking is also prohibited on health care facility campuses. Student uniforms must not smell of smoke when in the clinical setting. Violations will be reported to the Director of Nursing Program and Dean of Students.

## Policies and Procedures Related to Dismissal/Withdrawal/Readmission

### Nursing Program Dismissal

Students are allowed to repeat only one nursing course following a failure or an unsuccessful attempt. After the second course failure/unsuccessful attempt, the student will be dismissed from the nursing program and will not be eligible for reentry for a minimum of five (5) years.

Students are allowed two clinical warnings for clinical performance during enrollment in the nursing program. A third clinical performance warning results in clinical failure and dismissal from the nursing program (see Clinical Requirements and Clinical Grading section of Nursing Student Handbook for further details). Students dismissed from the nursing program due to three clinical performance warnings will not be eligible for reentry for a minimum of five (5) years.

### Return Following Two Course Failures

#### As an LPN/Paramedic through Transition

Any student, who, after failing two nursing courses, obtains licensure as a practical nurse or licensed paramedic, will be eligible to apply for admission to the nursing program. If admitted to the nursing program through the RN summer Transition option, students will not be allowed to continue in the nursing program following failure of any nursing course. The previous course failures count as the first failure and only two failures are allowed.

#### Students Previously Enrolled in a Nursing Program and Accepted into the ChSCC Nursing Program as a New Student

Any student accepted into the nursing program after receiving a failing grade in a nursing course from another school of nursing in the past five (5) years will not be allowed to continue in the program following a nursing course failure at Chattanooga State. The failure in the previous nursing program counts as the first failure and only two failures are allowed.

#### After Five (5) Years

Any student who has failed two nursing courses at any other nursing program is not eligible for admission to the Chattanooga State nursing program for a period of five (5) years following the last unsuccessful course attempt. After the five years, students may apply for admission and must meet all application requirements for admission. This includes submitting a nursing program application, TEAS test scores within two years of the application deadline, and completion of Anatomy and Physiology (I, II) and Microbiology courses within five (5) years of the application deadline. Waivers of the five (5) year limit on the biology courses will NOT be considered.

### Withdrawal/Failure

**Policy:** 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.

**Procedure (Exit Interview):** In order to be eligible for readmission consideration, 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. 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 must 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.

## Readmission

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

**Important Note:** If a student received any attendance warnings, clinical warnings or marginal summative Clinical Performance Evaluations prior to exiting, these will remain on the student's record upon readmission to the program, and will factor in to the total number of repeated warnings allowed during the program. See the Clinical Requirements and Clinical Grading section of Nursing Student Handbook for further details on repeated Clinical Performance and Absence Warnings.

**Procedure:** The following paragraphs outline the readmission process for students who have exited the program.

### Request to Reenter:

The student desiring to reenter the nursing program must submit a written request to the Nursing Program Director no later than the date specified on the **Reentry Requirement and Recommendation** tables located at the end of this handbook. The request must include an explanation of factors that contributed to the unsuccessful first attempt and a description of actions taken to enhance your success if the opportunity for readmission is granted. When submitting the request for reentry, students must hand deliver the request to the front office of the Nursing Department. At that time, the student will receive a receipt for the request, indicating the date the request was submitted. It is the student's responsibility to retain the receipt as proof of the request submission. The Nursing Program Admissions and Progression Committee will act on each request for reentry.

### Placement Upon Reentry:

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

The placement option available to a student requesting to reenter the nursing program is summarized on the [Reentry Requirements and Recommendations](#) tables at the end of this handbook. The placement option available to a student requesting to reenter the nursing program is based on the length of time between exit and reentry.

### Time:

Placement depends on whether the request to reenter is the next time the course is offered (within 1 year) or if there is another intervening year (2 years). If there are more than two intervening years, reentry into NS 110/119 is the only available option.

Any student who fails two nursing courses will be required to wait five (5) years before reapplying. The student must meet all application requirements for admission. This includes submitting a nursing program application, TEAS test scores within two years of application deadline, and completion of Anatomy and Physiology and Microbiology courses within five (5) years of the application deadline. Waivers of the five (5) year limit on the biology courses will NOT be considered. Any student returning after a five (5) year wait period will be considered a new student and prior nursing course failures, clinical warnings, and marginal evaluations will be disregarded.

The readmission recommendation will be made by the Nursing Program Admissions and Progression Committee and forwarded to the program director. The decision for reentry will be based on the original accrued application points, completion of required general education courses, point of exit from the course, theory exam grade in prior nursing course, length of time between exit and reentry, clinical attendance, clinical warnings and other evaluation information. 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. An interview with the Admissions and Progression Committee may be required.

### **Reentry Enrollment Documentation:**

Upon receiving final approval to reenter, the student must provide the following documentation by date specified in the reentry notification:

- Data update form
- TCPS Hospital Joint Commission and orientation requirements for current year
- Health Verification (Physical Exam) form
- Current TB test (within one year)
- Proof of current CPR certification
- Proof of liability insurance payment
- Updated criminal background check
- N95 Fit testing
- Drug test
- Handbook signature forms

Students re-entering any course other than NS 119, NS 110, NS 024 or NS 027 will also be required to complete content remediation prior to readmission. Details regarding the verification of remediation will be provided with the re-entry notification. In addition, students are encouraged to review drug dosage calculation and nursing skills as a mandatory drug dosage calculation examination and skill competency verification (check-offs) occur during the first two weeks in the semester.

Failure to complete the reentry enrollment requirements by the date specified in acceptance notification will prevent reentry.

### **Transfer/Advanced Placement**

Only individuals who have completed nursing coursework in an accredited registered nursing program will be considered for transfer and/or advanced placement on a space available basis only. 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 two (2) years old must apply to enter the program as a new student. Advanced placement is not an option.

### **Return After More Than Two (2) Years**

Any student who has been out of the program for more than two years is not eligible to reenter with advanced placement. The student must apply to the program for initial acceptance and be included in the applicant pool for selection. This requires a nursing program application, current TEAS test score, and Anatomy and Physiology and Microbiology courses completed within the past five (5) years.

See [Reentry Requirements and Recommendations](#) Tables at the end of this handbook for more details.

## 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 or an assigned course faculty. Students needing advisement are encouraged to seek assistance before a problem becomes critical.

### Cell Phones and Other Personal Communication Devices

Personal mobile devices are to be turned off or set to silent/vibrate during class and while in any clinical practice experience. In addition:

- Students must not interfere with another student's learning by sending and/or receiving text messages, phone calls or emails during class or clinical
- To minimize disruptions of the class, students are expected to wait until break to respond to incoming calls
- It should be stressed to individuals who are able to contact students using one of these devices that it must only be used for emergencies during the time when the student is in class or clinical practice
- No communication devices are allowed during an examination or examination review

Students must not use personal cell phones, including text messaging, on the clinical units during clinical practice. Smart phones may be used to access health related information based on hospital policy and faculty approval. Students will be informed of the policies and procedures regarding their use during orientation to a specific clinical unit.

### Channel 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 order in which discussion should occur is as follows:

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

### Children in the Nursing Facility

Chattanooga State prohibits children from accompanying adults into classrooms, offices or other work-spaces as a baby-sitting function, and does not assume responsibility for unsupervised children.

### Code of Conduct

Students in the nursing program are expected to abide by the Chattanooga State Student Disciplinary Policy that includes the Student Code of Conduct. This document describes disciplinary and academic and classroom misconduct offenses, as well as disciplinary procedures and sanctions. This information can be found in the Chattanooga State College Student Handbook, under the [Student Code of Conduct](#).

### Resource Room (Computer Lab) (HSC 1002, Corridor C)

The Resource Room houses selected textbooks and reference materials, study tables, student copy machine, and 60 computers with Internet connections and a print management printer. This area is available for student use whenever the building is open or other activities are being held in HSC.

- There is no eating or drinking allowed in this room
- The Resource Room computers are loaded with Microsoft Office. Internet access provides direct access to the Chattanooga State website, online library resources, eLearn and ATI Testing.
- When using the computer lab, always carry a flash drive, if you do not have a cloud storage account, in case there is a problem with the printer or internet access. This is for your protection in case of problems.
- The textbooks are available for use in the Resource Room on an honor system. It is expected that students will return used material to the appropriate location on the shelves prior to leaving the area.

- This room is a place for computer use and study, not for social gatherings. Please keep casual conversations and cell phone use to a minimum.
- Occasionally the room is reserved for online testing or other instructional purposes. Signs will indicate if students are not to enter or can enter quietly to use computers not involved in testing activities.

## Computers

Students will be using computers in all nursing courses. This includes access to eLearn and various Internet resources, as well as proctored tests. Although a home computer is not required for the day program, students must realize that if they do not have a home computer with Internet access, arrangements must be made to frequently obtain information via the computers in the HSC Resource Room or other computers with Internet access, such as those in the library and open computer labs on the college campus or computers in the public library. Students in the night program must have a laptop computer with Internet access.

## TigerWeb

Most of the functions of the Chattanooga State offices of admissions, records, and financial aid can be performed via TigerWeb. 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 TigerWeb.

## College Communication through TigerMail

For all college related communication, other than information related to instruction and course specific work, the official college email system is through TigerMail. The college regularly sends out college-wide messages related to registration, fee payment, financial aid, and other reminders. Students are encouraged to check their TigerMail email on a regular basis. Quick access is available by clicking the TigerWeb link on the Chattanooga State home page.

## Online Course Management System

**eLearn**, the college course management system, is used to support the instructional process in all nursing courses. For help on how to use eLearn, go to the [eLearn Assistance](#) site.

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

- Messages are sent to the class regarding assignments and changes in the class schedule/calendar.
- Study guides and lecture handout updates are posted on course content pages
- All communication with instructors about course work should be through the eLearn email system.
- Students are expected to submit assignments via computer in the course drop box.
- Students must complete required course surveys posted in eLearn
- 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

Nursing students should **access eLearn via the Internet** on a daily basis either through a computer at home, in the Resource Room, college library, or any public computer usage site.

## Recording and Social Media

Students must maintain professional boundaries in the use of electronic media. Students **are prohibited** from recording and posting any classroom, laboratory, or clinical activity, assignment, and experience on any social networking site, unless authorized by the instructor of that particular classroom or lab activity. Further, students are prohibited from recording (audio or video) and sharing any learning activity on **any** form of digital or electronic device, unless explicitly authorized by the instructor of the classroom or lab activity.

A student who engages in any of the above acts of misconduct will be subject to the provisions of the Student Code of Conduct. Violation of the Student Code of Conduct will be reported to the college Judicial Affairs Officer and is grounds for dismissal from the nursing program and college.

## Course Syllabus and Calendar

The faculty reserve the right to adjust the course calendar as circumstances may dictate. All changes will be announced in class and communicated through eLearn. Students not attending class are responsible for obtaining this information via eLearn or from classmates.

## Emergency Messages

Students who need to provide a number where they can be reached in case of an emergency should provide the following: contact the Nursing Program office: (423) 493-8740. Only emergency messages will be relayed to the student. *Students should not use phones in faculty or division offices except in emergencies.*

## Grievance/Complaints

The nursing program strives to resolve any issue or complaint that nursing students may have regarding issues within the nursing program. However, the Judicial Affairs Office assumes the task of upholding the rights, as well as the responsibilities of students of the college in an effort to maintain an atmosphere which is conducive to learning. A student who wants to file an official complaint against the college, its processes or procedures, faculty and staff or against another student or condition of the college should contact the Office of Judicial Affairs, HPF-106, 423-697-3276.

## Inclement Weather Policy

Chattanooga State attempts to offer classes on a regular basis unless weather conditions are extremely severe area-wide. In the event of severe weather, a determination regarding the delayed opening or cancellation of classes and activities at Chattanooga State will be made independent of other local schools' decisions. Notification will be made by the following procedures:

Announcements will be made as soon as possible in order to give all personnel adequate notice.

Announcements will be made via:

- Rave Tiger Alert system sent by text message and email. Directions for registering for these alerts can be found on the [Chattanooga State website](#).
- Chattanooga State website, Facebook, or Twitter
- Local TV channels 3, 9, and 12
- On the main campus phone line at (423) 697-4400

If the school opening time is delayed:

- **Class day:** Report at the delayed start time if during a scheduled class day
- **Clinical day:** Do not report unless contacted by your clinical instructor

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 clinical on days other than the scheduled day.

If there is inclement weather and Chattanooga State is open, students are urged to use their best judgment regarding attendance based on conditions in their specific geographic area.

## Mail File Folders/Carts

Each student has a file folder located in a rolling mail cart. The mail folders are used to distribute information to students, return written work, and transmit other individual communications to students. Students must check and remove items only from their assigned folder. Any folder content left at semester end will be shredded.

## Parking

Student parking is provided in a lot adjacent to the Health Sciences Center (HSC). The lot is frequently full during peak class hours, requiring students to park in more distant areas. Students should plan accordingly when calculating time needed to park and arrive at class on time.

- Do **not** park in orange lined spaces that are reserved for faculty and staff
- Do **not** park in green lined spaces that are reserved for visitors and dental clinic clients
- Students should only park in white lined spaces.
- Students must have a Chattanooga State student hang tag when parking on campus.

- Tickets are issued for students parking in faculty/staff/visitor reserved parking areas or creatively engineering other parking spaces.

### **Pinning Ceremony**

Graduates are expected to attend the annual Pinning Ceremony, which is held in May for day program graduates and December for night program graduates. Other enrolled nursing students who are not graduating are invited to the Pinning Ceremony and encouraged to attend.

### **Tobacco/Smoking on Campus**

Smoking or use of tobacco products, including e-cigarettes, is prohibited in any buildings, on all grounds, and in all open air areas owned or leased by the college. Additionally, smoking or use of tobacco products will not be allowed in any college owned or leased vehicles. Smoking and use of tobacco products are permitted in a personal vehicle legally parked in college parking areas. Smoke and tobacco usage must be confined within the vehicle.

The policy applies to all campuses and to the entire college community, including employees, students, and visitors. It is the responsibility of all faculty, staff, and students to adhere to, enforce, and inform visitors of the College's tobacco policy. See the [Smoking and Tobacco Use Policy](#) for more details.

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

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

### **Student Representation**

Students are elected by their classmates to represent each nursing class at student/faculty liaison meetings. The student representatives attend scheduled meetings with the course coordinators and program director to communicate problems, concerns, and comments to the faculty. The faculty, in turn, use this as a channel of communication to relay information back to the student body. Student representatives are asked to consult with their classmates individually or in scheduled class time prior to the meeting to identify any topics for discussion. After the meeting students are provided class time to report the outcomes from the meetings.

### **Students Rights and Responsibilities**

According to the Chattanooga State Student Handbook, "Students enrolled at Chattanooga State assume an obligation to conduct themselves in a manner that is civil and compatible with the college's function as an educational institution. Students are expected to obey the law, to show respect for properly constituted authority, to meet contractual obligations, to be honest in their communication with the college, to maintain integrity and individual honor in scholastic work and to observe standards of conduct appropriate for a community of scholars."

### **Violations of Policies**

Violation of stated policies and expectations is a violation of the Division of Nursing/Allied Health and Chattanooga State Student Code of Conduct and is grounds for dismissal from the program and college.

## Nursing and the Law

### Section 63-7-103 – Practice of Professional Nursing Defined

1. Practice of professional nursing means the performance for compensation of any act requiring substantial specialized judgment and skill based on knowledge of the natural, behavioral and nursing sciences, and the humanities as the basis for application of the nursing progress in wellness and illness care.
2. Professional nursing includes:
  - A. Responsible supervision of a patient requiring skill and observation of symptoms and reactions and accurate recording of the facts;
  - B. Promotion, restoration and maintenance of health or prevention of illness of others;
  - C. Counseling, managing, supervising and teaching of others;
  - D. Administration of medications and treatments as prescribed by a licensed physician, dentist, podiatrist or nurse authorized to prescribe pursuant to 63-7-123;
  - E. Application of such nursing procedures as involve understanding of cause and effect; and
  - F. Nursing management of illness, injury or infirmity including identification of patient problems.

### 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,
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 from an approved school of nursing 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 completes 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

Any 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 "nurse," "registered nurse," or the abbreviation "R.N." 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 or any lawful order of the board issued pursuant thereto.

(Source: [Tenn. Code Ann. § 63-7](#), LexisNexis, retrieved 8/06/20; selected information included)

## Campus Facilities and Services

### Bookstore

The bookstore is located on the first floor of the Student Center. The bookstore sells textbooks, nursing course syllabi, school supplies, and logo clothing. Posted hours of operation include Monday – Thursday, 8:00 AM – 5:00 PM and Friday, 8:00 AM – 3:00 PM. Hours are generally extended at the beginning and end of each semester.

### Career Services and Counseling Department

Services to help students explore career and life planning needs and prepare to enter the workforce are provided by the Career Services and Counseling Department, located in the Student Support Center, IMC-124, 423-697-4483. Refer to [Career Services webpage](#) for more detailed information. Notices of ongoing activities are sent via TigerMail.

### Dental Clinic

Student-rendered dental hygiene 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 HSC. 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 notify the instructor immediately, and should contact Disabilities Support Services in order to discuss individual needs. All students are expected to fulfill essential course requirements, with or without reasonable accommodation, in order to receive a passing grade in a class. Disabilities Support Services (Wanda Gocher-Johnson, Coordinator) is located in the Student Center room 113, phone 423-697-4452, e-mail: [dss@chattanoogastate.edu](mailto:dss@chattanoogastate.edu).

### Financial Aid and Scholarships

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

Students must meet satisfactory academic progress guidelines to continue to receive financial aid. 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 completed online. Transcripts will not be released following graduation until this requirement is met.

Other scholarships sponsored by healthcare and civic organizations are also available for students enrolled in the nursing program. Information concerning scholarships is posted as it becomes available. Students are encouraged to apply for these scholarships.

### Food Services

The Chattanooga State cafeteria, located in the Albright Omniplex, is open from 7:00 AM – 2:00 PM Monday – Friday. Limited snack food and beverage vending machines are located in the HSC student lounges.

### Library

The Augusta R. Kolwyck Library is located on the first floor of the Instructional Media Center (IMC). Hours of operation during the school year are posted on the Chattanooga State webpage. Students must present a current, validated Chattanooga State identification card in order to check out books. Books are due on the date printed on the check-out receipt. 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.

[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 student's username and password may be required to access the resources. Online library resources frequently used by nursing students include the [Student Tech Support](#) page and the [Nursing Lib Guide](#).

### **Math Center and Donald F. Andrews Reading and Writing Center**

The [Math Center](#) is located on the second floor of the IMC, in Room 225. Tutoring services and assistance with math related to drug calculation is available. The [Donald F. Andrews Reading and Writing Center](#) is located in IMC-215, and provides assistance with various aspects of preparing written papers for any class.

### **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 also available via TigerWeb.

### **Student Support Center**

The Student Support Center (SSC) is located in IMC 124 and provides a starting point for a variety of services, such as counseling, academic support, veterans services, and adult student services. See the [SSC webpage](#) for more information.



## Reentry Requirements and Recommendations

### Day Program

#### NS 119

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Passed Course Returning in 1 year	September 1	NS 128 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter.</li> <li>• Submit reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Passed Course Returning in 2 years	March 1	NS 119 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter.</li> <li>• Submit reentry documentation by deadline.</li> </ul>
Withdrew or Failed	March 1	NS 119 Applicant Pool	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter.</li> <li>• Option to retake TEAS test. Must be within 2 years of application deadline date.</li> </ul>

## NS 128

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Passed Course Returning in 1 year	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Passed Course Returning in 2 years	September 1	NS 128 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 1 year	September 1	NS 128 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 2 years	March 1	NS 119 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit reentry documentation by deadline.</li> </ul>

## NS 238

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Passed Course Returning in 1 year	September 1	NS 249 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Passed Course Returning in 2 years	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 1 year	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 2 years	September 1	NS 128 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit reentry documentation by deadline.</li> </ul>

## NS 249

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Withdrew or Failed Returning in 1 year	September 1	NS 249 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 2 years	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit reentry documentation by deadline.</li> </ul>

## NS 024 and NS027 LPNs and Paramedics Only

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Passed Course Returning in 1 year	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Passed Course Returning in 2 years	September 1	NS 128 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning at any time	March 1	NS 119 applicant pool	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• If not returning within 1 year, ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit reentry documentation by deadline.</li> <li>• Option to retake TEAS test. Must be within 2 years of application deadline date.</li> </ul>

## Reentry Requirements and Recommendations

### Night Program

#### NS 110N

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Passed Course Returning within 2 years	September 1	NS 120N space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit reentry documentation by deadline.</li> <li>• Review prior nursing skills.</li> </ul>
Withdrew or Failed Returning within 2 years	March 1	NS 110N Applicant Pool	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Option to retake TEAS test. Must be within 2 years of application deadline date.</li> </ul>
Withdrew or Failed Returning within 1 year to Day Program	March 1	NS 119 Applicant Pool	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter.</li> <li>• Option to retake TEAS test. Must be within 2 years of application deadline date.</li> </ul>

## NS 120N

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Passed Course Returning in 1 year	September 1	NS 128 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Passed Course Returning in 2 years	March 1	NS 210N space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses. .</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Passed Course Returning in 3 year	September 1	NS 128 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 1 year	March 1	NS 119 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 2 years	September 1	NS 120N space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 3 year	March 1	NS 119 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>

## NS 210N

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Passed Course Returning in 1 year	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Passed Course Returning in 2 years	September 1	NS 220N space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses. .</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Passed Course Returning in 3 year	March 1	NS 128 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 1 year	September 1	NS 128 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 2 years	March 1	NS 210N space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 3 year	September 1	NS 128 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>

## NS 220N

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Passed Course Returning in 1 year	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Passed Course Returning in 2 years	March 1	NS 230N space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses. .</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Passed Course Returning in 3 year	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 1 year	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 2 years	September 1	NS 220N space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 3 year	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>

## NS 230N

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Withdrew or Failed Returning in 1 year	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 2 years	March 1	NS 230N space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit remediation and reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>
Withdrew or Failed Returning in 3 year	March 1	NS 238 space available basis	<ul style="list-style-type: none"> <li>• Complete exit interview within specified time frame (see handbook).</li> <li>• Continue to complete general education courses.</li> <li>• Ensure science lab courses will meet 5 year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade.</li> <li>• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt.</li> <li>• Submit reentry documentation by deadline.</li> <li>• Review drug dosage calculation and prior nursing skills.</li> </ul>