Nursing Student Handbook
Associate Degree Program
2022-2023

Nursing Judgement (Safety)

Professonal Identity (Scope of Practice)

Patient Centered Care (Evidence-Based Practice)

Informatics (Healthcare Quality)
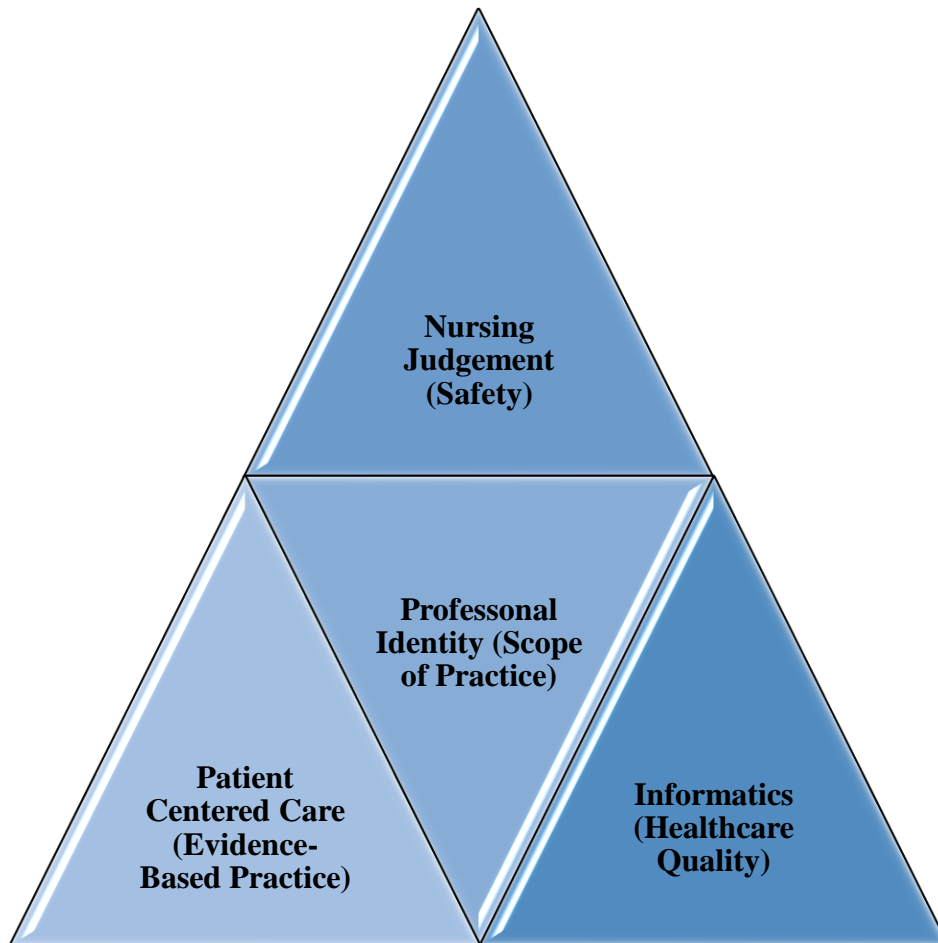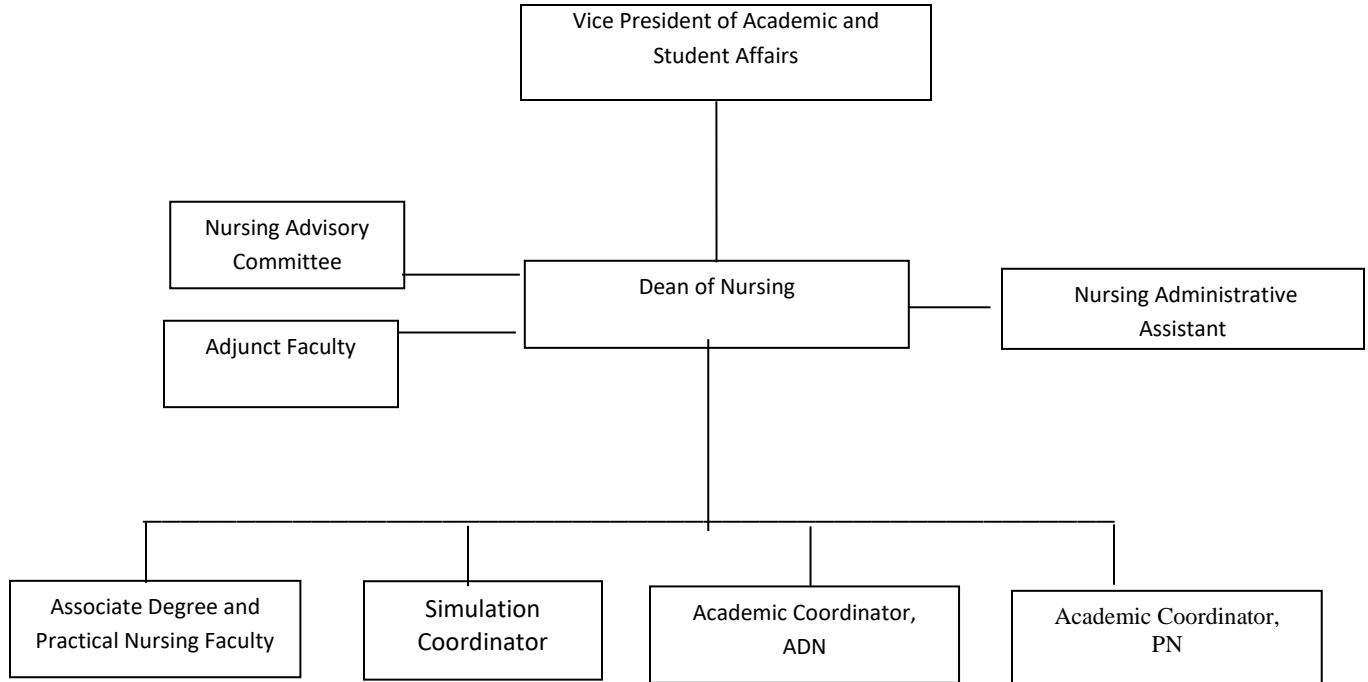
An ATC Nurse Needs No Other Recommendation

Aiken Technical College is accredited by the **Southern Association of Colleges and Schools Commission on Colleges** to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Aiken Technical College.

Aiken Technical College's School of Nursing is accredited by the **South Carolina Board of Nursing**, Phone 803-896-4550, www.llr.state.sc.us. The Associate in Applied Science with a Major in Nursing Program is accredited by the **Accreditation Commission for Education in Nursing (**3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, Phone 404-975-5000, Fax 404-975-5020, www.acenursing.org).

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Aiken Technical College
School of Nursing
Organization Chart

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┌──────────────────┐           │
│ Nursing Advisory │           │              ┌──────────────────────┐
│ Committee        ├───────┬───┴────┬─────────┤ Nursing              │
└──────────────────┘       │  Dean  │         │ Administrative       │
┌──────────────────┐       │   of   │         │ Assistant            │
│ Adjunct Faculty  ├───────┤ Nursing│         └──────────────────────┘
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| Associate Degree and Practical Nursing Faculty | Simulation Coordinator | Academic Coordinator, ADN | Academic Coordinator, PN |

SECTION 1 – WELCOME

Welcome to Aiken Technical College (ATC) and the ATC School of Nursing. The nursing faculty is committed to guiding and assisting you during your academic studies and look forward to facilitating your educational and career goals.

This handbook contains guidelines which apply to all students enrolled in the nursing program. You are free to enjoy the same privileges and responsibilities as all college students, but, by the very nature of the nursing program, there are guidelines and information that are specific to the nursing program. This handbook is designed to help you understand the nursing program, your role as a nursing student and the standards required for successful completion. The faculty will review key information with you, but it is your responsibility to read and understand the information and guidelines in this handbook. (See Appendix I)

If you have questions, please contact any member of the nursing faculty. Office hours are posted outside each faculty member's office. You may schedule an appointment during these office hours by signing your name on the schedule posted on the office door. You may also call or e-mail the faculty member. After you have read the Nursing Student Handbook, sign the acknowledgement form (Appendix I) at the back of the handbook. Keep your handbook readily available as a reference during your enrollment in the nursing program.

SCHOOL OF NURSING FACULTY AND STAFF

NAME	POSITION	PHONE	OFFICE	E-MAIL
Dr. Hannah Williams	Dean, Nursing	508-7355	1412	williamh@atc.edu
Jocelyn Broughton	Administrative Specialist, Nursing	508-7364	1401	broughtonj@atc.edu
Katie Brown	Instructor, Nursing	508-7451	1410	brownkk@atc.edu
Angela Duffie	Instructor, Nursing	508-7450	1405	duffiea2@atc.edu
Susan Ferrara	Instructor, Nursing	508-7459	1407	ferraras@atc.edu
Donna Fortenberry	PN Academic Coordinator	508-7282	1409	fortenbd@atc.edu
Buffy Halter	Simulation Coordinator	508-7458	1004A	halterb@atc.edu
Tara Johnson	Instructor, Nursing	508-7452	1411	johnsont13@atc.edu
Carrie McDowell	Instructor, Nursing	508-7453	1404	mcdowellc@atc.edu
Dr. Kristen Welch	ADN Academic Coordinator	508-7448	1403	welchk@atc.edu
Patricia Williamson	Instructor, Nursing	508-7640	1402	williamsonp2@atc.edu

PROGRAM EVALUATION

Students play an active role in the evaluation of the nursing program, instructors, courses, facilities, and preceptors. Confidential student surveys are routinely conducted. Student feedback is used for ongoing program and curriculum development.

CLINICAL PRACTICUM

The School of Nursing utilizes a variety of accredited healthcare facilities to provide clinical experiences for students. The School of Nursing conforms to the South Carolina State Board of Nursing's requirements for student-to-faculty ratios in the clinical setting. The lead instructor for each course assigns students to clinical rotations. Student requests for specific healthcare agencies cannot be honored.

CLASS CANCELLATION OR DELAY

Classes/clinical may be cancelled by the College or the individual faculty member. Classes delayed due to weather will start at the time designated by the College. Do not come to clinical if you feel that the weather conditions are hazardous to your well-being or if the college is closed. If the college is not closed but weather is hazardous in your area, contact your clinical instructor.

SECTION 2- MISSION, ORGANIZING FRAMEWORK, PHILOSOPHY AND END OF PROGRAM STUDENT LEARNING OUTCOMES

MISSION
The School of Nursing at Aiken Technical College prepares eligible students to be safe, competent, entry-level nurses enter in the healthcare profession.

ORGANIZING FRAMEWORK
The nursing faculty of Aiken Technical College acknowledges the nursing theory of Jean Watson. The nursing faculty strives to prepare competent nursing graduates by providing a caring, diverse, and student-centered environment that fosters critical thinking and enhances holistic health care across the lifespan. Jean Watson's theory, the philosophy of science and caring, is closely related to the program student learning outcomes for ATC's nursing program. Watson's theory makes seven assumptions:

1. Caring can be effectively demonstrated and practiced only interpersonally.
2. Caring consists of carative factors that result in the satisfaction of certain human needs.
3. Effective caring promotes health and individual or family growth.
4. Caring responses accept the patient as he or she is now, as well as what he or she may become.
5. A caring environment is one that offers the development of potential while allowing the patient to choose the best action for him or herself at a given point in time.
6. A science of caring is complementary to the science of curing.
7. The practice of caring is central to nursing.

SCHOOL OF NURSING PHILOSOPHY
The philosophy of the School of Nursing evolves from the vision, mission, values, and purpose of Aiken Technical College and the nursing faculty beliefs regarding patients, health, environment, nursing, nursing education, and the role of the nurse.

PATIENT
The nursing faculty of Aiken Technical College believes the individual is a complex system with physiological, psychological, socio-cultural, developmental, and spiritual variables interacting to adapt and function as a whole. The interactions between the individual and the environment require adaptation in order to maintain health. Fluctuating levels of health and wellness occur throughout the lifespan. An individual becomes a patient when he/she seeks or is referred for assistance to promote, maintain, support, and/or improve health. A patient has dignity, worth, and basic needs that must be met. We support the belief that individuals have the right to make informed decisions about their health and to choose to receive or not to receive health care.

HEALTH
Health can vary on a continuum from optimum health to ill health and death. Optimum health is defined as the presence of structural and functional integrity reflecting a patient's physiological, psychological, socio-cultural, developmental, and spiritual variables. Health is dependent upon the patient's ability, willingness, and resources to meet and engage the environment in a manner that optimizes health. The actual and perceived health potential depends upon the patient's value system, religion, cultural influences, educational experiences, and genetics. As these variables change, so may the health status of the patient.

ENVIRONMENT
Environment is the interaction of the physiological, psychological, socio-cultural, developmental, and spiritual variables that exists within and surrounding an individual. This interaction can affect the normal lines of defense and resistance and the health of the individual, family, or community. Individuals and families form communities within a diverse population and setting. A community is a group of people who share a commonality, which may include culture. Culture encompasses groups of people who may share ethnic heritage, language, and/or a set of values.

NURSING
Nursing is a caring, collaborative, and independent/interdependent profession. Nursing requires critical thinking, a broad theoretical base of knowledge, an evidence-based approach to problem solving, and adherence to the ethical and legal standards of the profession. Utilizing the professional competencies as a framework, nursing promotes, maintains, supports and/or improves the health of individuals throughout the lifespan. The faculty believes that caring behaviors, therapeutic communication, and teaching/learning are inherent to the practice of nursing. Respect for that which is diverse in human nature creates the essence of a caring relationship, and provides the basis for successful communication.

NURSING EDUCATION
The nursing faculty believes that education is a collaborative process that seeks to maximize the potential of the student in an environment of mutual respect, responsibility and support. Student learning is enriched by diversity in knowledge, beliefs, and perspectives and is nurtured in an environment of scientific and intellectual freedom.

The student is valued as a person who is knowledgeable and worthy of faculty time and effort. The educator enhances learning by creating an environment conducive to the exploration of ideas, serving as a role model for the behaviors and values to be learned, and providing a variety of learning experiences. The educator and learner share responsibility for evaluating learning outcomes and for strengthening the teaching/learning process.

The nursing faculty encourages nursing students to pursue learning after graduation from the nursing program. Students are taught to access and utilize research, the importance of joining professional organizations, attending seminars, presenting posters and papers, and furthering their education toward a baccalaureate degree in nursing.

ROLE OF THE ASSOCIATE DEGREE NURSE
The nursing faculty believes that the role of the associate degree nurse is to provide direct nursing care to a diverse patient population in a variety of healthcare settings. The associate degree nurse demonstrates the knowledge, skills, and attitudes inherent in the three roles basic to associate degree practice: provider of care, manager of care, and member within the discipline of nursing.

As a provider of care, the associate degree graduate utilizes the nursing process as a basis for practice which is characterized by critical thinking, clinical competence, accountability, advocacy and respect for patients and their families.

As a manager of care, the practice of the associate degree graduate is characterized by leadership, communication, organization, delegation, accountability, and collaboration with other members of the healthcare team in providing care for an individual or group of patients.

As a member within the discipline of nursing, the associate degree graduate has a commitment to the nursing profession, professional growth, continuous learning, and self-development. Each nurse functions within the legal and ethical framework of professional practice and is accountable for individual and delegated actions.

ASSOCIATE IN APPLIED SCIENCE: MAJOR IN NURSING
An organizational framework guides the curricular map for the science of nursing and prepares the student to practice as a nurse within a complex healthcare system. The curricular concepts chosen reflect the faculty's belief about what is relevant to the current and future practice of nursing and are derived from current professional standards including The National League for Nursing (NLN) Educational Competencies for Graduates of Associate Degree nursing Programs, Quality and Safety Education for Nurses (QSEN) competencies, and the Domains of Healthcare Quality. The concepts in the Aiken Technical College Associate Degree Nursing Program are organized in competencies: The seven core competencies are Professional Identity, Safety, Nursing Judgment, Patient-Centered Care, Healthcare Quality, Evidence-Based Practice, and Informatics. The concepts are common threads throughout the curriculum and provide the framework for how faculty facilitate learning and how students apply, analyze, and evaluate nursing knowledge and attain the six (6) end of program learning outcomes.

PROGRAM CONCEPTS:
Professional Identity- The result of a developmental process that facilitates nurses to reach an understanding of their profession, and the current trends of the profession. This process continues as the nurse learns, grows, and gains experience in the role of a nurse, consistent with professional standards. A professional nurse has values and beliefs that guide his/her knowledge, skills, and attitudes with the patient, family, and members of the health care team. The nurse functions within the legal and ethical scope of the profession and assumes responsibility and accountability for the quality of care given and/or delegated to others (NLN).

Safety- The act of minimizing the risk of harm to patients and providers through both system effectiveness and individual performance (QSEN). Providing safe, quality care, based on evidence and standards of care, that promote the health of patients within the context of the family and community (NLN). Safety directs nursing actions and the priorities of care including protection from health and environmental hazards.

Nursing Judgment- A critical thinking process, guided by the nursing process, in which the nurse decides on data to be collected regarding a patient, makes an interpretation of the data, arrives at a nursing diagnosis and identifies appropriate nursing actions to develop a plan of care that will render positive patient-centered outcomes. This is achieved by using the best available evidence, tools and standards, while collaborating with members of the health care team, to implement and/or adjust the plan of care (NLN).

Patient-Centered Care- The focus of providing care that is respectful of and responsive to individual patient-family preferences, needs and values and ensuring that their values are communicated to members of the health care team and guide all clinical decision making. The nurse provides holistic care that is considerate of the patient's culture, spirituality, gender, sexual orientation, race/ethnicity, disability, and socioeconomic status (QSEN).

Healthcare Quality –The degree to which health services for individuals and populations increase the likelihood of desired outcomes and are consistent with current professional knowledge (IOM). There must be a therapeutic interface between clients, families and other members of the health care team to create an environment where teaching and learning can occur at various levels of health care.

Evidence Based Practice-The act of applying the best available research results (evidence) when making decisions about health care. Summaries of health care research results provide information that aids in the process of evidence-based practice (AHRQ). The nurse who performs evidence based practice uses research evidence, clinical expertise and the value system to manage client needs. The professional nurse values the need for continuous improvement in clinical practice based on new knowledge (QSEN).

Informatics- The integration of nursing science, computer science, and information science to manage and communicate data, information, knowledge and wisdom in nursing practice" (Agency for Healthcare Research and Quality, 2014). The nurse must be able to use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN).

END OF PROGRAM STUDENT LEARNING OUTCOMES
Upon completion of the Aiken Technical College Nursing Program, the graduate will demonstrate a mastery of entry level nursing behaviors. These behaviors include:

EOP-SLOs	Associate Degree Nursing
Transition to the role of the professional nurse functioning within the legal and ethical scope of the profession, and assuming responsibility and accountability for the quality of care given and/or delegated to others.	Transition to the role of the Registered Nurse functioning within the legal and ethical scope of the profession, and assuming responsibility and accountability for the quality of care given and/or delegated to others.
Apply knowledge, skills, and attitudes to make safe nursing judgments, provide patient-centered nursing care to clients and their families; and to maintain or promote safety for clients and healthcare professionals.	Apply knowledge, skills, and attitudes to make safe nursing judgments, provide patient-centered nursing care to clients and their families that is consistent with the RN Scope of Practice; and to maintain or promote safety for clients and healthcare professionals.
Establish therapeutic relationships that teach and assist clients and families in meeting outcomes related to health promotion, recovery from acute illness, management of chronic illness, and end of life care.	Establish therapeutic relationships that teach and assist clients and families in meeting outcomes related to health promotion, recovery from acute illness, management of chronic illness, and end of life care that is consistent with the RN Scope of Practice.
Demonstrate respect for the client and family's dignity, privacy, ethnicity, spiritual and cultural beliefs, while providing holistic collaborative care.	Demonstrate respect for the client and family's dignity, privacy, ethnicity, spiritual and cultural beliefs, while providing holistic collaborative care that is consistent with the

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	RN Scope of Practice.
Utilize evidence based nursing practice in a variety of client care environments to enhance safety and quality of care.	Utilize evidence based nursing practice in a variety of client care environments to enhance safety and quality of care that is consistent with the RN Scope of Practice.
Utilize current technology and informatics in the delivery of client care.	Utilize current technology and informatics in the delivery of client care that is consistent with the RN Scope of Practice.

ATC's Critical Thinking Definition -
"Critical thinking is the open-minded, deliberate, dynamic, and reflective process of collecting, analyzing, evaluating, and applying information in order to reach a reasonable position, decision, and/or plan of action."

ATC's Core Educational Outcomes –
Aiken Technical College endorses and promotes the following core educational outcomes for all degree and diploma students:
- Graduates will demonstrate effective oral communication skills.
- Graduates will demonstrate effective written communication skills.
- Graduates will solve problems using critical thinking skills and formulate strategies to identify, collect, analyze, develop, and evaluate information.
- Graduates will demonstrate quantitative skills and analysis appropriate to their area of study.

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SECTION 3 – PROGRAM OVERVIEW AND CURRICULUM

The School of Nursing at Aiken Technical College (ATC) offers **three** tracks: Diploma in Applied Science with a Major in Nursing **(DAS:PNR)**, **Generic** Associate in Applied Science with a Major in Nursing (AAS:NUR), and **LPN to ADN** transition (AAS:NUR). A student officially enters the Nursing Program when he/she begins the first nursing course.

- The generic student must complete the nursing curriculum within 6 consecutive semesters. There is a part time option for the generic student; however, all courses must be completed within the designated time frame. Once the student is program ready and accepted into the program, the nursing program is 4 semesters.
- The LPN to ADN Articulation Program is designed for Licensed Practical Nurses interested in completing the educational requirements for obtaining an AAS:NUR. The LPN to ADN Articulation student must maintain an active, unrestricted LPN license in the state of South Carolina while in the program and complete the nursing curriculum within 5 consecutive semesters. There is a part time option for the LPN to ADN student; however, all courses must be completed within the designated time frame. Once the student is program ready and accepted into the program, the nursing program is 3 semesters.
- Upon graduation, the generic ADN or LPN to ADN Articulation student is eligible to apply to take the NCLEX-RN.

CURRICULUM
LPN to Associate in Applied Science: Major in Nursing

Prerequisites
BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
ENG 101	English Composition	3
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3

First Semester
NUR 201	Transition Nursing	3
NUR 101	Fundamentals of Nursing**	Exemption Credit 6
NUR 131	Intro to Pharmacology	1
NUR 165	Nursing Concepts and Clinical Practice I	6
BIO 225	Microbiology	4
SPC 205	Public Speaking	3
Humanities/Fine Arts Elective		3

Second Semester
NUR 265	Nursing Concepts and Clinical Practice II	6
NUR 212	Nursing Care of Children	4

Third Semester
NUR 267	Nursing Concepts and Clinical Practice IV	6
NUR 162	Psychiatric Nursing	3

TOTAL SEMESTER HOUR CREDITS   **65**

** Exemption credit will be awarded as prior learning credit after successful completion of standardized testing in NUR 201.

CURRICULUM

Associate in Applied Science: Major in Nursing (Associate Degree Nursing)

Prerequisites		Credits
BIO 210	Anatomy & Physiology I	4
ENG 101	English Composition	3
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3

First Semester (Fall)		Credits	First Semester (Spring)		Credits
BIO 211	Anatomy & Physiology II	4	BIO 211	Anatomy & Physiology II	4
NUR 101	Fundamentals of Nursing	6	NUR 101	Fundamentals of Nursing	6
NUR 106	Pharmacologic Basics	2	NUR 106	Pharmacologic Basics	2
NUR 131	Intro to Pharmacology	1	NUR 131	Intro to Pharmacology	1

Second Semester (Spring)			Second Semester (Summer)		
BIO 225	Microbiology	4	SPC 205	Public Speaking	3
NUR 165	Nursing Concepts and Clinical Practice	6	PSY 203	Human Growth and Development	3
NUR 211	Nursing Care of the Childbearing Family	4	Elective Humanities/Fine Arts		3

Third Semester (Summer)			Third Semester (Fall)		
SPC 205	Public Speaking	3	BIO 225	Microbiology	4
PSY 203	Human Growth and Development	3	NUR 165	Nursing Concepts and Clinical Practice I	6
Humanities/Fine Arts Elective		3	NUR 211	Nursing Care of the Childbearing Family	4

Fourth Semester (Fall)			Fourth Semester (Spring)		
NUR 265	Nursing Concepts and Clinical Practice II	6	NUR 265	Nursing Concepts and Clinical Practice II	6
NUR 212	Nursing Care of Children	4	NUR 212	Nursing Care of Children	4

Fifth Semester (Spring)			Fifth Semester (Fall)		
NUR 267	Nursing Concepts and Clinical Practice IV	6	NUR 267	Nursing Concepts and Clinical Practice IV	6
NUR 162	Psychiatric Nursing	3	NUR 162	Psychiatric Nursing	3

TOTAL CREDITS 68   **TOTAL CREDITS 68**

SECTION 4 – PROFESSIONAL BEHAVIOR AND ACADEMIC PROGRESSION

Aiken Technical College requires students to represent the college in a manner that reflects high standards of personal integrity, clinical competence, and caring, compassionate behaviors. Students in the Nursing Program will conduct themselves according to the standards published in the American Nurses' Association Code of Ethics, the South Carolina Nurse Practice Act, (www.llr.state.sc.us/pol/nursing) and the Health Insurance Portability and Accountability Act (HIPAA). Students shall not violate ATC guidelines, municipal, state, or federal law and shall not interfere with or disrupt the orderly educational processes of the college or of the clinical institution. The following guidelines apply in both the classroom and clinical areas. **FAILURE TO ADHERE TO ANY OF THESE STANDARDS WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM THE NURSING PROGRAM.**

PROFESSIONAL STANDARDS AND DRESS

CLINICAL

The School of Nursing dress code provides a uniform standard for professional appearance. Students who fail to meet the dress code standards will be removed from the clinical area and will receive an Unsatisfactory (U) for the clinical day. **The clinical instructor reserves the right to allow or disapprove a student's appearance.** Upon entering the clinical area, leaving the clinical area, and during those times designated to wear uniforms, all students will comply with the following guidelines:

- The uniform shall be clean, in good condition, and neatly pressed. The School of Nursing logo patch is worn on the left sleeve two inches from the top of the sleeve. Uniforms may be purchased from any uniform vendor, but it must be the same style, brand, and color as the uniform designated by the School of Nursing. Uniforms should be sized and worn in a manner that assures no skin will be exposed between the top and the pants.
- If tee shirts are worn underneath tops, they must be plain, solid white. Short-sleeved and long-sleeved tee shirts are acceptable.
- A white lab coat with at least two front pockets is mandatory throughout the program. The lab coat is the ONLY acceptable cover for the uniform scrubs. The ATC patch must be worn on the left sleeve two inches from the top of the sleeve.
- White shoes with non-permeable uppers are required. Shoes with open toes or open heels are prohibited. Shoes and shoelaces are to be kept clean and white at all times. Socks/stockings shall be solid white or flesh color and must cover the ankle.
- Hair shall be worn off the face and collar while on duty. Barrettes, or other devices, worn to maintain the hair off the face and collar shall be the same or similar color of the hair. Head covering such as those worn in operative services are not allowed in the clinical setting. Head coverings for religious purposes must be pre-approved. Devices used to keep hair off the face and collar shall be conservative and non-obtrusive. Ponytails must be pinned in place. Make-up should be natural looking and hair color must be a natural hair color.
- Beards and mustaches on male students shall be neatly trimmed. Facial hair must be covered in some specialty areas; otherwise male students shall be clean-shaven.
- Fingernails for both men and women must be clean, short, and without polish. Artificial nails of any type are strictly prohibited.
- Jewelry shall be limited to a wedding band, engagement ring, or as specified by the clinical agency. NOTE: The clinical instructor reserves the right to allow or disapprove a student's jewelry. A watch with a second hand is required, and the use of a smartwatch of any form is strictly prohibited during clinical. **All other visible jewelry, earrings, skin art, or body**

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piercings are strictly prohibited.
- Students shall not wear scents, colognes, aftershave, or perfumes but must use deodorant.
- **Smoking (to include electronic cigarettes) and/or chewing gum are not allowed while in uniform.**
- Students are not allowed in the clinical area without permission from the clinical instructor.
- Students entering clinical agencies on school-related business, e.g. pre-planning, obtaining clinical assignments, etc., should wear ATC uniform or appropriate street clothes (i.e. dress or dress pants), covered by a white, lab coat with the ATC student ID badge.
  - Inappropriate attire includes, but is not limited to: denim jeans of any color, shorts, short skirts, leggings, sweats, revealing blouses or tops, tee shirts, sandals, flip-flops, or tattered/dirty attire.

EXPECTATIONS FOR CLINICAL EXPERIENCE
Students and instructors are guests of the cooperating clinical facilities and must conduct themselves in an appropriate manner while adhering to institutional policies and guidelines.
- Students must have proof of current American Heart Association Healthcare Provider BLS certification, immunizations, and malpractice insurance (provided by the college) to enter and participate in the clinical care setting.
- **Clinical facility assignments are made at the discretion of the instructor based on the availability of the clinical facilities. Students must be willing and able to go to clinical as assigned for their clinical experience. Individual requests for schedule and placement considerations cannot be honored.**
- The student is required to obtain his/her clinical assignment the day prior to his/her first scheduled clinical day for the week at the hospital/agency to which he/she is assigned, unless otherwise specified by the instructor. Students must contact the instructor with any questions or concerns regarding the clinical assignment.
- The student must arrive on time for clinical experiences with the necessary equipment. The required preparation and equipment for the clinical experience varies with each course and is described in the course syllabus. Standard supplies for most courses includes: stethoscope, penlight, bandage scissors, manual blood pressure cuff, and watch with second hand.
- **If a student is not properly prepared for the clinical day he/she will not be allowed to participate in the clinical experience and will receive an Unsatisfactory (U) evaluation for that day.**
- The student must be well rested and alert in order to provide safe and competent nursing care. If the instructor determines that the student is too fatigued to function safely, he/she will be asked to leave the clinical area and counted absent.
- Students are not to make or receive personal phone calls while in the clinical area. Personal devices such as cell phones, MP3 players are forbidden in the clinical area. Select devices may be used at the discretion of the clinical instructor.
- If the student is ill, he/she may be sent home at the discretion of the clinical instructor.
- The student is NOT to act as legal witness for consent forms or permits.
- The student is NOT to take verbal or telephone orders.
- The student is NOT to leave the clinical area without the permission of the instructor or preceptor.
- The student will be present at all pre-conference and post-conference sessions.
- Client requests for assistance of a student not assigned to that client must be referred to a staff member.

CLASSROOM
- Hats, caps and head coverings of any type are prohibited during testing.
- Nursing students must retain all required textbooks from all prerequisite and co-requisite courses as well as all nursing courses for the duration of the program.
- All electronic devices such as cell phones, pagers, and cameras must be turned off, removed from your physical person, and out of sight during class unless permission has been previously granted by the instructor. **If an electronic device such as a cell phone is activated during class, the student will be placed on probation.** The second occurrence will result in dismissal from the course. If a cell phone or pager activates during a test, the student will be required to turn in the test and leave the room. The test will be graded based on the questions completed.
- Smartwatches, Fitbits, or any other arm worn electronic device are strictly prohibited during testing, exams, quizzes, etc. All smart devices should be removed and off your physical person while testing. Failure to adhere to this requirement can be viewed as academic dishonestly, can or will result in failure of the test, exam, quiz, etc., and will be handled at the discretion of the individual instructor.
- Breaks are given during classes that last more than one hour. Students who leave during class are counted as tardy. **ANY STUDENT WHO LEAVES DURING A TEST WILL FORFEIT THE REMAINDER OF THE TEST.** The test will be graded based on the number of questions answered.
- Computer with webcams are required for proctored exams and if courses are shifted to virtual instruction.
- **Additional class and clinical guidelines are at the discretion of the instructor.**

SKILLS LAB
- Students are not allowed in the skills labs without an instructor at any time for any reason.
- **Food and drinks are not allowed in the skills lab.**

SIMULATION
- Simulation is a simulated clinical experience.
- Students are expected to arrive on time.
- Students are expected to come prepared as one would for a clinical day.
- Supplies such as uniform, penlight, stethoscope, pen are required.
- Drug book and any other resources that might be needed in clinical are required.

EMERGENCY CONTACT: In the event of an emergency contact Public Safety (803) 508-7911, 24 hours a day or the Administrative Assistant for Nursing at (803) 508-7364.

NAME OR ADDRESS CHANGE
The student must notify the Admissions and Records Office, the Nursing Dean, and the instructor(s) of any change in address, phone number, email address, or name. If the student is receiving financial aid, he/she must also notify the Financial Aid Office. Student contact information must remain accurate and current.

CRIMINAL BACKGROUND CHECK (CBC): All students must have a CBC completed before admission and annually thereafter. Depending on the result of the CBC, a student may not be allowed in the clinical area. Therefore, he/she will be withdrawn from the nursing program.

DRUG AND ALCOHOL TESTING: Upon admission and annually, a drug screen is required and must be completed before the first day of the clinical Nursing Course. Random, supervised drug and alcohol testing may be required at any time while in the nursing program or by the clinical agency. Depending on the result, a student may not be allowed to proceed in the nursing program. A student may apply for re-admission or re-entry with no guarantee of acceptance. If a repeat positive drug screen occurs, the student will be removed from the program and is permanently ineligible for reentry into any nursing program at ATC.

All financial costs related to the criminal background checks and drug/alcohol testing are the sole responsibility of each student.

CHILDREN IN THE CLASSROOM
The student must make arrangements for reliable child care. Children are not allowed in the classroom, lab, or clinical settings.
STUDENT EMPLOYMENT
Students must fulfill all obligations and meet the standards of the Nursing Program regardless of employment status. A student is not permitted to be in clinical while "on call" for his/her employer. Class and clinical times cannot be tailored to meet individual situations. Due to competition for clinical sites, clinical may be scheduled for any shift, including weekends, evenings, and nights.

BLACKBOARD
Blackboard is an online communication tool used in all nursing courses. Please refer to each course syllabus for instructions regarding the utilization of Blackboard. Computer access is required for nursing courses. Computer labs are located throughout campus.

CONFIDENTIALITY
- Students shall not disclose any confidential information obtained in the course of the student's participation in the clinical rotation.
- Confidential information includes but is not limited to, the client's name or other identifying information, and any information regarding the client's condition.
- Students shall not discuss clients or any identifying data in public settings such as cafeterias, elevators, hallways, telephone conversations, with family or friends, with other clients or anywhere the student may be overheard.
- Students shall not take any photographs of or with a client while in the clinical setting.
- Discussion of clients should only occur in approved settings such as giving or taking a report or in a clinical conference.
- Students shall use client's reversed initials in all discussions and on written documents such as clinical preparation or clinical paperwork.
- Students shall not remove documents from the clinical facility that contain identifying client information.
- Students shall destroy all notes and computer generated documents regarding clients upon completion of the nursing care plan.
- Students shall protect the integrity of medical records and shall not photocopy material from medical records.

SOCIAL MEDIA

Student nurses have a responsibility to understand the benefits and consequences of participating in social media. Social media is a general term to describe all kinds of internet platforms or forums whose contents are created, published, improved and commented on by the users themselves. Such platforms include Facebook, Twitter, YouTube or any other virtual site where users interact. It is in this context that the student nurse may face potentially serious consequences for inappropriate use of social media as outlined in the Student Code of Conduct Section III: Proscribed Conduct.

- Account holders must adhere to all applicable College policies for property, privacy and civility outlined in the Student Code which sets forth the rights and responsibilities of individual students.
- Content should be posted with the understanding that it may be redistributed through the Internet and other media channels and may be viewed by the general public. If deleted or modified, older versions may continue to exist online. Content should not be posted unless it furthers the College's education, teaching or professional mission. Share only information that is appropriate for the public.
- Content directed at individual fans or page users should be written in a respectful manner. Content should never be written in a manner that can be interpreted as combative, demeaning or otherwise negative.
- Rules surrounding Academic Dishonesty and HIPPA adherence apply to social media content.

 Student nurses have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority—including, but not limited to, an instructor or dean.

ATTENDANCE

Due to the rapid pace of the nursing programs, any absence jeopardizes the student's mastery of critical content and essential clinical skills. The faculty views absences as extremely deleterious to a student's progress in the program and require the highest levels of written and validated justification for any absence. There are no excused absences or allowed cuts from class or clinical. Serious illness, death in the immediate family, accidents and other untoward events will be evaluated 1:1 with the lead teacher. Notification to the lead instructor prior to the known absence is expected and is considered professional behavior.

A single absence (class or clinical) will result in probation; two absences will constitute failure of the course. Absence from a test will result in a "0". Absence from clinical will result in an "unsatisfactory" for that clinical day. Make-up work for missed lecture time is at the discretion of the lead instructor. Any clinical time missed must be made up prior to progressing to the next semester courses per instructor stipulation. Tardy is defined as one minute late by the instructor's watch. If a student leaves class or clinical early or is late returning from break this will be counted as a tardy. Two tardies to class, clinical, or skills lab constitute one absence. If a student will be tardy for any reason it is the responsibility of the student to notify the instructor prior to the time for the session to start.

STUDENT EVALUATION AND GRADING

Unit exams, standardized testing, and final exams may constitute no less than 80% of course grading criteria. The student must average 80% or higher on all unit exams, standardized tests, and final exam before any other criteria are considered towards the final grade.

The following grading scale applies to all nursing courses:

A	93 – 100	Clinical performance is graded as Progressing, Satisfactory or Unsatisfactory. Maintenance of a satisfactory level of competence in the clinical/lab components of each nursing course is required. A summative clinical evaluation of unsatisfactory will constitute a failure in the course. Unsatisfactory (U) clinical performance will result in failure of the course, regardless of the theory grade. Clinical failure is defined as failure to achieve clinical requirements that demonstrate a level of competency commensurate with current placement in the program. Required clinical hours must be completed prior to progressing to the next semester nursing courses per instructor stipulation. **Unsatisfactory evaluations for any two clinical days will result in failure of the course.**
B	86 – 92	
C	80 – 85	
D	70 – 79	
F	0 – 69	Details for calculation of the course grade and clinical grade are provided in the course syllabus. Test grades are based on the items selected on the Scantron, if applicable. No grade changes will be made by any instructor based on a student's alleged selections on a copy of the test.

STANDARDIZED ACHIEVEMENT TESTS

All nursing students take standardized achievement tests throughout the curriculum. The ATI Content Mastery Series (CMS) program is utilized in the ATC Nursing Program. ATI stands for Assessment Technologies Institute (ATI). ATI is an Assessment-Driven Review (ADR) designed to increase student pass rates on the nursing licensing exam and lower program attrition. These standardized exams will count between 10 and 20% of the grade in the class and will be included in the exam component of the class which constitutes a minimum of 80% of the course grade. Grading will be specified in the course syllabus. A Level 2 will be the benchmark for all Content Mastery exams that are level scored. Students in specific courses throughout the curriculum who do not achieve the benchmark on the 1st Proctored Exam must remediate and retake the exam as dictated in the course syllabus. A standardized exam which tests critical thinking is administered after a student has been admitted to the ADN program and is re-administered later in the curriculum.

TESTING CENTER

The ATC Testing Center is used throughout the nursing program for testing. Students must adhere for the below policies whenever utilizing the Testing Center

- Valid photo ID is required for ALL testing. The current (valid) official photo ID must be issues by Aiken Technical College or city/state/federal government (such as driver's license, passport or student ID) on which both your first and last names and photo appear.
- No personal items or electronic devices are allowed in the testing room. Prohibited personal items include, but are not limited to: purses, backpacks, outerwear (coats, jackets, scarves, hoodies, hats, etc.), firearms, knives, weapons, briefcases, books, reading material, calculator, notebooks, umbrellas, pencils, pens, erasers, watches, and wallet. Keys, without any electronic or photographic component attached must be stored with the test proctor on site or remain under the candidate's chairs while testing. Head coverings of any kind are not allowed in the testing room unless it is being worn for religious or cultural purposes. The religious garment will be visually inspected before the student will be admitted into the testing room. Unless there is evidence that

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suggests the student is bringing another prohibited item into the testing room, the student will not need to remove the garment for inspection. Once inside the testing room, the head covering MUST remain in full view at all times and may not be removed. Prohibited electronic devices include, but are not limited to: cell phones, mp3 devices (iPods, etc) mobile tablets (iPad, etc.) PDA organizers, cameras, recording devices, paging devices, etc. Possession of these items will result in immediate failure of the test and removal from the center.

COURSE SYLLABUS
In any Nursing course, more stringent guidelines, requirements, restrictions and expectations stated in the Course Syllabus will be enforced in addition to those stated in the Nursing Student Handbook

HEALTH CALCULATIONS TESTING
Students must pass a series of comprehensive health calculations exams throughout the nursing program. A minimum score will be identified in the course syllabus for those nursing courses that contain a pass/fail Health Calculations exam. Students who fail the required Health Calculations exam (after two attempts) will receive a grade of "D" in the course. Should the student elect to remain in the course after the second failure, then the student will receive a grade no higher than a "D".

PROGRESSION CRITERIA
The following must be met in order for a student to progress in the Nursing Program:
- Final grade of "C" (80%) or better in all required courses for the Nursing Program.
- All required courses must be completed prior to or at the time they are shown in the curriculum display for the student to progress.
- A student who has attempted and/or failed (defined as "W", "D", "F", "WF") a single nursing course twice or any two nursing courses (either LPN or RN course) is not eligible to progress in the Nursing Program.
- A student who has withdrawn from any two nursing courses (W) in separate semesters is not eligible to progress in the Nursing Program.
- Maintenance of a satisfactory level of competence in the clinical/lab components of each nursing course. A summative clinical evaluation of unsatisfactory will constitute a failure ("F") in the course.
- Cumulative grade point average may not fall below 2.0.
- Health calculations competency tests throughout the program must be passed (See section below).
- Current American Heart Association Healthcare Provider BLS and Annual PPD maintained.

OUT OF SEQUENCE
A student is considered out of sequence when an interruption occurs in the progression of the nursing program curriculum plan, as cited in the college catalog, due to a withdrawal or a grade below a "C". An out of sequence student must seek re-admission or re-entry. The student requesting re-entry must apply for re-entry by submission of REQUEST TO RE-ENTER form (Appendix B). Re-entry is not guaranteed.

RE-ADMISSION/RE-ENTRY
Re-entry or re-admission to the nursing program is only allowed one time and is not guaranteed**.** The student cannot apply to any ATC nursing program while currently enrolled in an ATC nursing program.

RE-ADMISSION INTO THE ADN PROGRAM

The first semester is a critical foundation to the nursing program. If the student receives a D, F, W, or WF in the **first** semester of nursing courses, he/she must apply for readmission to the program and will be considered with the pool of applicants for that admission period. NUR 201, NUR 131, and NUR 165 are considered first semester courses for LPN-to-RN students and will require readmission if the student is unsuccessful.

RE-ENTRY INTO THE ADN PROGRAM

Re-entry into the second semester or any term thereafter is not guaranteed, but is contingent upon factors such as space availability, time required for program completion, and approval by the Nursing Admissions Committee.

- Nursing courses must be completed in no more than 1 1/2 times the intended duration of the program. By these requirements, the ADN courses must be completed in no more than 6 consecutive semesters. The LPN-to-RN student must complete the program within 5 semesters.
- A student who receives a grade of "W", "WF", "D", or "F" in the second semester or beyond must seek
  re-entry into the program at the level in which the student failed or withdrew.
- A student who achieves less than a "C" (W, D, F, WF) in **two** separate nursing courses (LPN or RN) or **two** separate attempts at one required course is not eligible to re-apply for five years from the beginning of the semester in which the second failure occurred.
- A student who has withdrawn (W) from any two courses in separate semesters is not eligible to re-apply for five years from the beginning of the semester in which the second withdrawal occurred.
- A student who has withdrawn (W) from any two nursing courses in the same semester is eligible to re-apply (if in first semester) or seek re-entry (if 2nd semester or later) x 1 for those courses. If the student then withdraws from this course or another nursing course, the student is not eligible to progress in the nursing program and may not re-apply for five years.
- Cumulative GPA must be 2.5 or greater.
- Students requesting re-entry must meet current requirements and follow the Nursing Student Handbook published for the semester in which they are requesting re-entry.
- Students requesting re-entry may be required to submit an updated background check and drug screen.
- Students must achieve a grade of "C" or above in all required courses.

PROCEDURE FOR RE-ENTRY INTO THE ADN PROGRAM

- The student must initiate re-entry by completing the Request for Re-Entry form (See Appendix B).
- The student must submit the re-entry form to their assigned advisor no later than seven (7) days after completion of the semester in which the failure or withdrawal occurred.
- Re-entry request is presented to the Nursing Admissions Committee for reconsideration and the Chair of the Admissions Committee will notify the student in writing of the status of his/her request.
- Due to space availability, curriculum changes, or other critical factors, re-entry is not guaranteed.

WITHDRAWAL

- A student who chooses to withdraw from or drop any required course must notify both his/her instructor and advisor. A student who drops a required course without approval of both the instructor and the advisor will not be allowed to progress in the nursing program. The student must initiate the ATC ADD/DROP/WITHDRAWAL FORM. This withdrawal counts as an attempt in the Nursing Program.

SECTION 5 – DISCIPLINARY ACTION

Any behavior that endangers patient safety, patient confidentiality or behavior in direct opposition to the clinical instructor's direction may result in termination from the course. Failure to adhere to ATC policies and procedures, the Student Code, and/or ATC nursing standards will result in disciplinary action and possibly include termination from the Nursing Program.

EXAMPLES of behavior, which may result in disciplinary action include, but are not limited to the following:
- Deliberate or careless damage or misuse of materials or institutional property.
- Suspicion of intoxication or being under the influence of alcohol or other controlled substances (legal or illegal) while in the clinical area. (Random drug testing is at the discretion of the instructor.)
- Falsifying personal, institutional or agency records.
- Behavior that is in direct opposition to instructions given by the instructor.
- Unprofessional, rude, crude, or distasteful behavior while in class or clinical.
- Refusal by an agency to permit a student to continue clinical in their institution.
- Academic Dishonesty: Plagiarism, copying another student's work, use of electronic devices to supply answers or other information, and/or misrepresenting same as one's own work. (Refer to the Student Code, Sections III C and IV B, in the online Student Handbook available at www.atc.edu.)

PROGRESSIVE DISCIPLINE
The nursing program and ATC utilizes a progressive discipline system, failure to adhere to ATC rules and regulations or nursing standards will result in disciplinary action and may include dismissal from the nursing program. A first offense can result in probation and may warrant dismissal from the nursing program based on severity. A second offense results in failure of the course. Repeated occurrences of inappropriate or unsafe practice result in disciplinary action up to and including termination from the nursing program.

PROBATION - A student will be placed on probation for the following:
- Nursing course midterm test grade average <80%.
- Failure of the 1st attempt Health Calculations exam.
- Attendance or conduct violation(s).
- One unsatisfactory (U) clinical performance evaluation.

FAILURE - A student can fail a nursing course due to the following:
- Final course grade <80%.
- Repeated attendance or conduct violations.
- Two unsatisfactory (U) clinical performance evaluations.
- Failure to pass required health calculations test as outlined under "Health Calculations Testing"

DISMISSAL- A student will be dismissed from the nursing program for a period of 5 years per the Admission policy for the following:
- Failure (D, F, WF) of two nursing courses (LPN or RN) or the same nursing course twice.
- Continued attendance or conduct violations.
- Continued unsatisfactory (U) clinical performance evaluations.
- A critical incident (See Appendix A).

CRITICAL INCIDENT
A critical incident is defined as a potentially life-threatening event which compromises a patient's health or safety. This includes performance of an illegal act, intentionally acting outside the scope of the student's practice, falsifying medical records, and/or repeated occurrences of unsafe practice after correction. Any student who fails a nursing course due to a critical incident will be terminated from the program without the option of returning. Termination from the nursing program due to a critical incident shall be by majority vote of the nursing faculty.

AFTER A CRITICAL INCIDENT
- The instructor completes the appropriate documentation (if any) for the clinical facility.
- The instructor may dismiss the student from the class or clinical.
- A follow-up meeting is scheduled for the student, the instructor and Dean of Nursing (within 72 hours).
- The instructor completes the ATC Critical Incident Form (Appendix D) detailing the event. This form is signed by the instructor, the student, and the Dean of Nursing. The nursing faculty vote on the incident.
- Final documentation is placed in the student's permanent file.

TERMINATION
Termination is defined as permanent removal from the nursing program. A student that is terminated will receive a failing grade of F in all currently enrolled nursing courses. A student does not have the option of returning to any ATC nursing program once terminated.

SECTION 6 – HEALTH AND WELLNESS

STUDENT OBLIGATION TO PERFORM TASKS REQUIRED BY THE NURSING PROGRAM
Students enrolled in clinical nursing courses are expected to be fully capable of performing all skills as required by the nursing program without endangering a patient or self. Students are expected to complete all requirements of all nursing courses regardless of disability, illness, or other conditions.

PROGRAM HEALTH REQUIREMENTS
As a student in a clinical setting, **it is the student's responsibility to maintain current health records while in the nursing program**. For admission to the clinical agency, the student must have documentation of a current physical examination and required immunizations/laboratory tests (see below) in their file in the School of Nursing. Failure to provide medical information and/or immunizations/laboratory tests may result in dismissal from the Nursing Program.

- Physical Examination: A student must submit a complete physical examination report to the School of Nursing Office prior to entrance into the first clinical course. The physical examination must confirm that the student is capable of performing all duties necessary for the safe care of patients. A physician or other health care provider may complete the physical examination. A physical exam form may be obtained from the School of Nursing administrative assistant's office.
- Tuberculosis testing: Students must provide a negative result annually. A previous positive TB test will require an annual questionnaire and a chest x-ray every two years or as required by the assigned clinical facility indicating that the student is free of active TB symptoms.
- For students born after 1957, documentation of immunization for MMR must be provided. If MMR documentation cannot be obtained, an immune titer report may be substituted.
- Proof of COVID-19 vaccination may be required by the clinical facility.
- The physical exam must include evaluation for color blindness.

REQUIRED IMMUNIZATIONS AND LABORATORY TESTS
In addition to routine vaccinations and screening tests, nursing students must present evidence of having had the following communicable diseases or appropriate vaccinations prior to beginning nursing classes:

- MMR (Measles, Mumps, Rubella) – two immunization dates or positive titers
- Evidence of chicken pox disease by immune titer or Varicella vaccination
- Hepatitis B (takes several months to complete the series – must have started series- and will require a verification titer). If a student chooses not to receive the Hepatitis vaccine/series, a signed waiver MUST be submitted for the student record and also blood testing showing a negative history of the disease PRIOR to entering the first day of class.
- Tetanus (within the last 10 years)
- Tuberculosis testing: Students must provide a negative result annually. A previous positive TB test will require an annual questionnaire and a chest x-ray every two years or as required by the assigned clinical facility indicating that the student is free of active TB symptoms.
- A 10 Panel Urine Drug screen is required before the first day of the nursing course and annually throughout the program.
- A flu shot may be required based on the clinical facility.
- COVID-19 requirements for testing, screening, and vaccination will vary based on the assigned clinical facility for the course. Please note, students and faculty must meet the facility requirements in order to attend clinical

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It is the sole responsibility of the student to obtain, maintain, and pay for all required immunizations, titers, and tests. Students must provide a copy of all documentation to the School of Nursing. A student will not be allowed to enter the clinical setting without the required documentation of immunizations/ laboratory tests. The attendance policy will be enforced regarding absences. Individual clinical facilities may have more stringent requirements. **Students need to keep a copy of all health information including drug screening results for their own records.**

STUDENT HEALTH GUIDELINES
Grades may be affected by absences and missed learning experiences. If a situation occurs in which the student's or patient's health is endangered, the student is required to disclose this information and the instructor will determine the outcome. Students who become ill or have surgery must provide documentation to the lead instructor verifying medical follow-up and approval to return to the clinical setting.

SERVICES FOR STUDENTS WITH DISABILITIES
The College complies with the American with Disabilities Act (ADA) regarding accommodations for students with disabilities. The Student Wellness and Accessibility Manager coordinates the provision of reasonable accommodations for students with disabilities. To receive accommodations based on a disability, a student must submit documentation from a qualified professional. The Student Wellness and Accessibility Manager will review the documentation, determine the appropriate accommodation(s), and provide a Faculty Notification Form to the student. Students eligible for reasonable accommodations are responsible for submitting a Faculty Notification Form to their instructor(s) at the beginning of each academic term.

FACULTY RIGHT TO REQUEST MEDICAL CLEARANCE
If circumstances warrant, a request may be made for a physician statement verifying that a student's health condition allows the student to continue in the nursing program. Nursing faculty have the right to request written medical clearance from the student's healthcare provider if there is reason to believe that a known or suspected condition or illness (physical or mental) may compromise patients, staff, faculty, peers or the student's own health, welfare and safety. The student will not be allowed in the clinical area and/or classroom until such written documentation is obtained. A copy of this verification will be kept on file in the student record and a copy must be given to the course lead instructor. All expenses related to the medical clearance are the sole responsibility of the student.

SECTION 7 – STUDENT GRIEVANCE GUIDELINES

Aiken Technical College School of Nursing student grievance guidelines conform with the ATC Student Handbook, located at the back of the College catalog, which details the Student Code for the South Carolina Technical College System.

All grievances must be submitted in writing. Appendix E: NURSING STUDENT APPEAL FORM

Any student considering filing a grievance should first attempt to resolve the issue with the course instructor. If a resolution is not reached, the student may request, within five (5) working days, a conference with the Dean of Nursing. If the matter remains unresolved, the student may, within 5 days, request a conference with the Chief Academic Officer (VP of Academic and Student Affairs). The decision of the Chief Academic Officer is final.

The process for appeals is outlined in the online Aiken Technical College Policy Manual SECTION 5: Standards of Academic Progress Policy for Grade Review-Procedure Number 4-5-109.1 at www.atc.edu.

SECTION 8 – PINNING, GRADUATION, AND LICENSURE

Pinning: A very special privilege is granted to the student who successfully completes the requirements for the Nursing Program. All students graduating with an AAS:NUR or DAS:PNR diploma are given the opportunity to purchase the Aiken Technical College Nursing Pin. The nursing pin can be purchased from the Aiken Technical College bookstore. After graduation, the pin is worn with dignity and pride in its rich tradition and symbolism. When the Aiken Technical College pin is worn, it is easily recognizable and gives fitting testimony that the bearer of the Nursing Pin has graduated from Aiken Technical College. The pinning ceremony is celebrated with the student's family, friends, colleagues, faculty and staff. The ceremony is an institutional and departmental tradition celebrating entry into the profession of nursing. All nursing graduates are required to abide by pinning guidelines if he/she plans to participate in the pinning ceremony. Students are required to wear the ATC graduation gown to the pinning ceremony. The gown can be purchased at the ATC bookstore during the Spring semester. Dress code for the pinning ceremony is dark clothing under graduation robe. Shoes must be black. No flip flops, cowboy boots, or crocs will be allowed.

Graduation: Graduation requirements for ATC students can be found in the Aiken Technical College Catalog and Student Handbook. The application for graduation must be completed early in the semester in which the student anticipates graduation. The application for graduation can be obtained from the Admissions and Records Office. The student is responsible for initiating and completing the graduation application. The completed application is submitted to the Nursing Academic Coordinator or advisor one week prior to the deadline date for processing. Deadline dates are found on MY ATC. Students are required to wear the ATC graduation cap and gown to the graduation ceremony. The cap and gown can be purchased at the ATC bookstore during the Spring semester **The graduation ceremony is a joyful occasion. Nursing students and their families are expected to be thoughtful of all other graduates and behave with dignity and restraint.**

Licensure: The requirements to take the NCLEX-RN exam can be found on the South Carolina Board of Nursing website at www.llr.state.sc.us/pol/nursing.

Articulation Agreements: Aiken Technical College currently has articulation agreements with USC-Aiken, Claflin University, Aspen University, Grand Canyon University, and the Medical University of South Carolina.   Graduates of the Nursing Program at Aiken Technical College, who have passed the NCLEX RN and are licensed to practice nursing in the State of South Carolina will be eligible to apply for admission to RN to BSN Completion Track programs at these universities. Students that are interested in obtaining a Bachelors of Science in Nursing are encouraged to meet with their ATC nursing advisors regarding requirements.

SECTION 9 – APPENDICES AND FORMS

APPENDIX A – Definitions

Admission The first acceptance into a nursing program.

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

Critical Incident A critical incident is defined as a potentially life-threatening event which compromises a patient's health or safety. This includes performance of an illegal act, intentionally acting outside the scope of the student's practice, falsifying medical records, and/or repeated occurrences of unsafe practice after written correction. Any student who fails a nursing course due to a critical incident will be terminated from the program without the option of returning. Termination from the nursing program due to a critical incident shall be by majority vote of the nursing faculty.

Probation Written communication between student and instructor regarding violations that put the student at risk for failure of the course. Probation is for each independent course and does not follow the student semester to semester.

Program Ready A student is considered program ready when he/she has completed the necessary requirements for admission, including pre-requisite courses.

Readmission Second admission through the general application pool to the first semester nursing courses.

Re-entry Returning to the nursing program at a level higher than a first semester nursing course.

Tardy Tardy is defined as one minute late or greater according to the instructor's watch. Leaving class early or returning to class late after a break is counted as tardy. Two tardies to class, clinical, or skills lab constitute one absence. If an absence occurs, or a student will be tardy for any reason it is the responsibility of the student to notify the instructor prior to the time for the session to start.

Termination Termination is defined as permanent removal from the nursing program. A student that is terminated will receive a failing grade of F in all currently enrolled nursing courses. A student does not have the option of returning to any ATC nursing program once terminated.

APPENDIX B
REQUEST FOR RE-ENTRY
This form is to be used after completion of the first semester only.

Name (Please Print): _____

Date: _____   Student ID #:_____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

County: _____ GPA: _____

1. Reason for leaving Nursing Program_____

_____

_____

_____

2. When was your first day (month and year) of admission into an ATC nursing program? _____

3.   Is this your first attempt for re-entry? (If no, indicate the previous semester that was attempted.)

       YES _____ NO _____

4. Last semester attended: _____

5. What class are you applying for re-enter? _____

6. Semester requested for Nursing Program re-entry: _____

7. Have you received a "D", "F", "W", "WF" in any other nursing class (LPN or RN) YES ___ NO ____

8. I acknowledge that re-entry into the nursing program is based on space availability. _____
                                                                            Initials
9. Do you have a GPA cumulative of 2.5 or greater? YES _____ NO _____
    If you are a transfer student, please attach an unofficial transcript.

10. I acknowledge that I will be subject to the regulations of the nursing student handbook for the semester in which I
    re-enter _____
                     Initials

Advisor's Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Re-entry Selection Criteria Form
(To be completed by the Nursing Admissions Committee)

		Point Value	Points Earned
1. GPA (based on curriculum classes only)			
4.00 - 3.00		3	
3.00 - 2.50		2	
2. NUR 165/NUR211	Grade of A	3/3	
	Grade of B	2/2	
	Grade of C	1/1	
NUR 265/212	Grade of A	3/3	
	Grade of B	2/2	
	Grade of C	1/1	
NUR 267/162	Grade of A	3/3	
	Grade of B	2/2	
	Grade of C	1/1	
3. Math Competency Exam	100%	3	
	90%	2	
	85%	1	
4. Clinical Simulation Exam U=Unsatisfactory S=Satisfactory (S Required)		U/S	
MAXIMUM POINTS =		12-18	Total Score
Comments:			
Students with identical point totals will be admitted in order of their (highest) cumulative GPA within the last 10 years.			
Student selection will be made based on the total score beginning with the maximum and descending until the class capacity is met.			

Re-entry form has been reviewed by:

Chair of Nursing Admission's Committee: _____
                              Signature

Nursing Dean: _____
                       Signature

Nursing Admissions' Committee Members:

APPENDIX C

PROBATION NOTICE

Student_____   Today's Date:_____

Educator: __ _____   Class: _____

You are hereby notified that you are placed on probation for the remainder of this semester because:

_____

Contributing factors per student:_____

_____

Strategies/plan to improve performance per student:_____

_____

This is in accordance with the Nursing Program Student Handbook dated _____
page number(s) _____.

_____   _____
Chair, Nursing Department Signature   Date

_____   _____
Faculty Signature   Date

I have read this notice and I understand that I am currently on probation for the course and will be until the end of this current semester. I also understand that further infractions may result in dismissal from the nursing program.

_____   _____
Student Signature   Date
File: Student permanent file

APPENDIX D

CRITICAL INCIDENT FORM

Student: _____ Today's Date: _____

Clinical Site: _____ Educator: _____

Incident and Date/time of Incident: _____

    A. Detailed description of incident.

    B. Handbook violation reference:

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

    D. Was the physician contacted? _____ Yes _____ No   Explain:

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

        2. Error committed

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

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

Dean of Nursing: _____ Date: _____

Faculty Voted on Incident: _____

▪▪

Original: Student File

APPENDIX E

NURSING STUDENT APPEAL FORM

Any student considering filing a grievance should first attempt to resolve the issue with the course instructor. If a resolution is not reached, the student may request, within five (5) working days, a conference with the Dean of Nursing. If the matter remains unresolved, the student may, within 5 days, request a conference with the Chief Academic Officer (VP of Academic and Student Affairs). The decision of the Chief Academic Officer is final.

The process for appeals is outlined in the online Aiken Technical College Policy Manual SECTION 5: Standards of Academic Progress Policy for Grade Review-Procedure Number 4-5-109.1 at www.atc.edu.

Student: _____   Semester: _____

Course: _____

Choose one: Class appeal   Clinical appeal

Instructor: _____   If clinical appeal, list clinical instructor: _____

Date of Occurrence: _____   Date of Appeal: _____

Explanation of appeal:

_____

_____

_____

_____

_____

_____

_____

Supporting document attached: Yes   No

Student signature and Date: _____

Instructor signature and Date: _____

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APPENDIX F

POSSIBLE EXPOSURE TO BLOOD BORNE PATHOGENS
RELEASE OF RESPONSIBILITY

I, _____ am aware that Aiken Technical College requires participation in patient treatment and clinical procedures during the course of nursing classes. I am also aware that as a result of my voluntary participation, I may be exposed to infectious diseases and am participating in the clinical work voluntarily.

I have been informed by my clinical instructor/preceptor, _____, that on this date I have been involved in an incident that my have resulted in my being exposed to infectious disease. I understand that it is the policy of Aiken Technical College to release me from clinical practicum in order that I have the opportunity to seek medical evaluation of risk status and further treatment. It is my decision to refuse to seek medical evaluation for risk status and further treatment. By my signature below, I release Aiken Technical College, any of its employees, and all participating clinical agencies from any liability for injury, illness or infection that may be contracted as a result of this incident.

I am aware that I am responsible for following the clinical agency policies with regards to reporting and documentation of the exposure incident, regardless of my decision to seek medical attention. I understand that I am responsible for any future financial expenses resulting from my decision not to seek medical evaluation at this time, or any expenses resulting in the future should I elect to change my mind and seek care in the future.

_____   _____
Student's Signature   Date

_____   _____
Clinical Instructor/Preceptor   Date

APPENDIX G

STUDENT NURSE AGREEMENT AND
AFFIRMATION OF INFORMED CONSENT

I hereby consent to submit to a criminal background check, drug tests or other screenings as shall be determined by Aiken Technical College or the clinical agencies in preparation for or during participation in clinical practice. I understand and agree that all costs associated are my responsibility.

I understand that the current use of drugs and/or alcohol may prohibit me from participating in clinical practice. I understand that clinical courses are required in order to graduate from the School of Nursing at Aiken Technical College. I further understand that I will be subject to the same rules and requirements as the health care employees in the facilities were I will be participating in clinical practice.

I have carefully read the foregoing and fully understand its contents. I acknowledge that by signing this consent and release form, I am performing a voluntary act and that I have not been coerced by anyone to sign this document.

_____   _____
Student's Signature   Date

_____   _____
Witness Signature   Date

File: Student permanent file

APPENDIX H

CONSENT TO TAPE GRIEVANCE

I, _____, consent to have my statements at this meeting concerning my grievance audio/videotape recorded.

Name: _____

Witness:

Date: _____

File: Student permanent file.

APPENDIX I

ACKNOWLEDGEMENT FORM

I, _____, acknowledge that I have received a copy of the Nursing Student Handbook, Associate Degree Program. I recognize that I am responsible for abiding by the standards within the most current nursing student handbook. My signature below attests to the fact that I have been given an opportunity to ask questions and clarify any concerns about the following specific topics within the Nursing Student Handbook, Associate Degree Program for 2021-2022 including:

- o   Mission
- o   Professional standards and Dress
- o   Attendance
- o   Health Requirements
- o   Re-entry/Re-admission
- o   Progressive Discipline
- o   Critical Incident
- o   Progression Criteria

Comments:

I understand and accept the above standards. I authorize Aiken Technical College School of Nursing to release my health information including tuberculosis testing, immunizations, urine drug screens, criminal background checks, and any other aspects of my health record as requested to clinical agencies.

Print Name: _____

Student's Signature: _____

Student I.D. Number: _____   Date: _____

File: Student permanent file