RN-BSN
Nursing Student Handbook
2017-2018
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INTRODUCTION

PREFACE

This handbook provides information about major policies, procedures, and guidelines for the RN-Bachelor of Science in Nursing (RN-BSN) program in the School of Nursing (SON). This handbook is also available on your nursing courses’ Brightspace/D2L sites.

Please become very familiar with the handbook. However, remember that this handbook is not a substitute for the advising and mentoring available through the SON faculty advisors.

In addition, please read the CCGA Student Handbook and Student Affairs Policies on the College website. These references provide information for all CCGA students on the structure, policy, regulations, and procedures of the College.

DISCLAIMER

The RN-BSN Nursing Student Handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information enclosed, the RN-BSN Nursing Student Handbook is updated only once a year prior to the start of the fall semester. CCGA SON reserves the right to make changes at any time with respect to course offerings, degree requirements, services, policies, or any other subject addressed in this document. The information enclosed is provided solely for the convenience of the reader, and CCGA SON expressly disclaims any liabilities that may otherwise be incurred.

This RN-BSN Nursing Student Handbook supersedes all previous versions of the Nursing Student Handbook. Students are accountable for familiarizing themselves with its contents and for compliance with the policies and procedures contained herein.

STUDENT RESPONSIBILITY

Each student is responsible for the proper completion of his/her academic program, for familiarity with the CCGA Catalog, the CCGA Student Handbook, and the RN-BSN Nursing Student Handbook. Each student is responsible for maintaining the grade point average required, and for meeting all degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.
WELCOME LETTER

School of Nursing and Health Sciences

Dear Student:

Welcome to the College of Coastal Georgia Nursing Program. We are pleased that you have chosen a career in nursing. For many of you this has been a lifelong goal. Nursing is a respected profession and one that is valued by society. We are pleased that you are ready to begin or continue preparation for your professional Registered Nursing career with us.

This is a challenging time for the nursing profession. Provision of health care is becoming more and more complex requiring a nurse who is able to critically think and problem solve. A nurse who appreciates the uniqueness of each person can care for patients/clients in a variety of settings. Changes in the systems of delivery of health care and the nursing shortage have resulted in new opportunities for the nursing profession. A variety of options and new career choices are emerging every day.

This program requires a high level of motivation, energy, good health, good study habits and organizational skills. The faculty takes pride in its reputation for providing tutorial assistance for all students. Please read this booklet carefully and feel free to ask questions. It is your responsibility to know what is contained in this handbook.

Please let us know if there is anything we can do to assist you.

Sincerely,

Patricia A. Kraft, EdD, MSN, RN, CNE
Southeast Georgia Health System Distinguished Dean of Nursing and Health Sciences
Professor of Nursing
HISTORY

The nursing unit at the College of Coastal Georgia (formerly Brunswick College, Brunswick Junior College, and Coastal Georgia Community College) was established in 1967 offering an Associate of Science in Nursing degree. Thirty-nine students were in the first graduating class in June of 1969. The ASN program has graduated over 2,000 persons from the spring of 1969 to the present. In November 2010, the College structure moved from departments to schools with the Department of Nursing and Health Sciences becoming the School of Nursing and Health Sciences.

Following a study of the need for expanded degree program access in the region, in July 2008, the College of Coastal Georgia was designated as a state college and authorized to offer baccalaureate degrees. The Board of Regents of the University System of Georgia approved of the Bachelor of Science in Nursing (BSN) program at the College in October 2008. The Georgia Board of Nursing granted developmental approval for the Bachelor of Science in Nursing Program in May 2009 for pre-licensure BSN and RN-BSN programs. The first students began the program in January 2010. Sixteen students were in the first BSN graduating class in May 2011 including one RN to BSN student.

The average licensure examination first-time pass rate over the past 40 years has consistently been above the national average for all program types. Graduates of the program have gone on to earn higher degrees in nursing and have careers in all areas of the nursing profession.

APPROVAL AND ACCREDITATION

The ASN, BSN and the RN-BSN programs are fully approved by the Georgia Board of Nursing, 237 Coliseum Dr., Macon, GA 31217-3858 (478-207-1640).

The ASN, BSN and RN-BSN programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd. NE Suite 850, Atlanta, GA 30326 (1-800-669-1656).

SCHOOL OF NURSING FACULTY

The faculty in the School of Nursing and Health Sciences are committed to providing the best possible preparation for entry into the nursing profession. Faculty members are educated in nursing specialty areas as well as in advanced methods of teaching and learning. The RN-BSN faculty have received additional education and training in online education and teaching. The teaching methods used in this program may be different from what you are used to. They have been selected carefully in order to maximize your learning experience and prepare you for nursing in the "real world".
The Lab Coordinator/Simulation Specialist is a full-time nursing faculty member designated to the role of educating in the lab setting. With a nursing background and knowledge about simulation and technology in the lab setting, this faculty member can significantly assist in student learning.

Part-time clinical faculty (Clinical Instructional Assistants, CIAs) work with the full time faculty in clinical/lab teaching to maintain faculty-student ratios at an optimal level. The faculty will also assist you with skills acquisition in the Nursing Laboratories located in the Health and Science Building, Miriam and Hugh Nunnally Center for Nursing Education (Second Floor).

**ADMINISTRATIVE FACULTY**

Patricia A. Kraft, EdD, MSN, RN, CNE  
Southeast Georgia Health System Distinguished Dean of Nursing and Health Sciences

Lydia Watkins, DNP, MSN, RN, CPNP  
Chair of School of Nursing

Brandy Chambers, MSN, RN, CNE  
BSN Program Coordinator

Nicole Masano, MSN, RN, CNM, CNE  
RN-BSN Program Coordinator

Dawana Gibbs, MSN, RN, CNE  
ASN Program Coordinator
FACULTY

<table>
<thead>
<tr>
<th>FULL TIME FACULTY</th>
<th>CLINICAL FACULTY</th>
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<tbody>
<tr>
<td>Ashley Barnes, MSN, RN, CNE</td>
<td>Amanda Black, BSN, RN</td>
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<tr>
<td>Lauren Boardman, DNP, RN, CCRN, CNL</td>
<td>Robert Brant, BSN, RN</td>
</tr>
<tr>
<td>Brandy Chambers, MSN, RN, CNE</td>
<td>Jill Gregory, BSN, RN</td>
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<tr>
<td>Dawana Gibbs, MSN, RN, CNE</td>
<td>Marodta Owens, MSN, RN</td>
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<tr>
<td>Laura Grantham, MSN, RN</td>
<td>Nikki Pope, BSN, RN</td>
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<td>Nevada LeCounte, MSN, RN, CNE</td>
<td>Rebecca Roddenberry, BSN, RN</td>
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<tr>
<td>Nicole Masano, MSN, RN, CNM, CNE</td>
<td>Julie Smalls, MSN, RN, FNP-C</td>
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<tr>
<td>Ginger Matti, MSN, RN</td>
<td>Julianne Temples, MSN, RN, CPNP</td>
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<td>Tara Mosher, MSN, RN</td>
<td>Chris Chambers, BSN, RN</td>
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<td>Candice Overholser, MSN, RN</td>
<td>David Fernwalt, BSN, RN</td>
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<td>Beverly Rowe, MSN, RN, CNE</td>
<td>Niki Shupe, BSN, RN</td>
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<tr>
<td>Maryanne Sandberg, EdD, RN</td>
<td>Nicole Alba, MSN, RN, NP-C</td>
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<td>Donna Turner, MSN, RN</td>
<td>Jessica Poe, BSN, RN</td>
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<tr>
<td>Lydia Watkins, DNP, RN, CPNP</td>
<td>Charity Boree, BSN, RN</td>
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<td>Christie Sulkowski, BSN, RN</td>
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<td>Jessica Matheny, BSN, RN</td>
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<td>Gabri Crabb, BSN, RN</td>
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<td>Becky Samitt, MSN, RN</td>
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<td></td>
<td>William Reed Reynolds, BSN, RN</td>
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NURSING PROGRAM

VISION

The School of Nursing will provide an outstanding education for tomorrow’s nurses, who will demonstrate excellence in practice, leadership in the evolving health care environment, and enthusiastic commitment to the profession of nursing.

MISSION

The School of Nursing supports the mission of the College of Coastal Georgia and is committed to:

- A respectful and caring learning environment
- Quality, evidence-based nursing education
- Providing excellent practitioners for healthcare in Georgia and beyond
- Leadership, service, and expertise in response to needs identified by communities of interest
- An enthusiastic commitment to the profession of nursing
- Development of the professional identity as a nurse
- Integrity in nursing practice
- A passion for the pursuit of continued education
VALUES

In our commitment to creating a culture which supports the mission and implements the vision of the School of Nursing, we promote the following values:

Quality
- Excellence
- Competence
- Safety
- Evidence-based practice

Scholarship
- Lifelong learning
- Application, integration, and transmission of knowledge
- Development of evidence-based nursing
- Critical thinking

Holistic Health
- Individual
- Family
- Community
- Relationship
- Life span
- Diversity
- Spirituality
- Health-illness-death continuum
- Global awareness

Caring
- Culture of respect
- Equality
- Holism
- Advocacy
- Compassion
- Altruism

Professionalism
- Integrity
- Accountability
- Responsibility
- Passion
- Steadfastness
- Autonomy
- Social justice
PROGRAM/STUDENT LEARNING OUTCOMES OF THE BSN PROGRAM

The graduates of the School of Nursing will be prepared to promote and enhance human flourishing for patients, families, communities, and themselves; to show sound nursing judgment; to continually develop their professional identity; and to maintain a spirit of inquiry as they move into the world of nursing practice and beyond (NLN, 2017).

The RN-BSN graduate will be prepared to:

1. Integrate knowledge and skills from nursing, the arts, and sciences to help self, patients, families, and communities progress toward fulfillment of human potential.
2. Formulate clinical judgments supported by evidence from nursing science and knowledge from other disciplines in the delivery of competent, safe, compassionate, holistic, quality care to patients across the lifespan in a variety of settings.
3. Promote health and disease prevention by providing strategies to individuals, families, and communities.
4. Exhibit professional behaviors that reflect integrity, altruism, autonomy, social justice, respect for diversity and human dignity, commitment to safe, quality, evidence-based practice, and caring for diverse patients, families, and communities.
5. Provide leadership in improving care and oversight of nursing practice while advocating for equitable health care as a member of the profession.
6. Demonstrate scholarship that contributes to the development of the science of nursing practice by identifying questions for inquiry, critiquing published research, and using evidence to propose creative, innovative, or evidence-based solutions to clinical problems.
PROGRAM OUTCOMES (ACEN) BENCHMARKS

- Goal 1: Graduates will report advancement in work responsibility in current job.
- Goal 2: Graduates will report advancement in new job that requires BSN degree.
- Goal 3: Graduates will report starting a graduate nursing program.
- Goal 4: 85% of graduates from the program responding to student surveys will indicate satisfaction with the program.
- Goal 5: 85% of employers who complete “Employer Survey” will indicate satisfaction with graduates from the program.

PLAN OF STUDY FOR THE RN-BSN PROGRAM

Refer to the current edition of the CCGA Catalog. Contact your academic advisor with any questions or concerns.

GENERAL INFORMATION

ADDRESS/NAME CHANGE

It is the student’s responsibility to notify the registrar and the School of Nursing of any changes in name, address, and telephone number.

STUDENT EVALUATION OF COURSE AND FACULTY

Each semester students are provided the opportunity to anonymously evaluate each course and its faculty so that educational quality may be maintained and enhanced. All students are encouraged to respond to the evaluation with honesty, sincerity, and a sense of confidentiality. While classes are taught asynchronously online, student feedback is critical for course and program improvements. The School of Nursing will adhere to the College guidelines in administering the evaluations.
COMMUNICATION

All students are required to maintain current and accessible phone numbers and mailing addresses and to notify the School of Nursing office of any changes. Students should check college email and Brightspace/D2L e-mail and postings frequently. E-mail accounts are available through the College’s website (www.ccca.edu). Students should email faculty through college email accounts as opposed to personal email accounts such as yahoo, Gmail, etc.

GUIDELINES FOR RESOLVING STUDENT ACADEMIC CONCERNS OR COMPLAINTS

Students experiencing academic difficulty should schedule an appointment with the classroom or clinical faculty for assistance. If students are unable to resolve academic issue with the faculty, they should consult individuals in the following order:

- Course coordinator (if different from above)
- Program coordinator (if different from above)
- Chair of School of Nursing and Health Sciences (if different from above)
- Dean of School of Nursing and Health Sciences
- Office of Academic Affairs (Provost/Vice President for Academic Affairs)
(Refer to College Student Handbook for Policy)

STUDENT CONDUCT

Students at the College of Coastal Georgia are expected to conduct themselves responsibly and to pursue their studies with integrity. By enrolling at the College of Coastal Georgia, students agree to comply with the College's rules and regulations as described in the CCGA Student Handbook.

The students of the College of Coastal Georgia have established a precedent of exemplary behavior as members of the college and civic community. Individuals and groups are expected to observe the tradition of decorum and behave in no way which would precipitate physical, social, or emotional hazards to other members of the college community.

Any student, faculty member, administrator, employee, or visitor acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct any teaching, research, administrative, disciplinary, cultural or public service activity, or any other activity authorized to be held on the College of Coastal Georgia campus is considered by the College to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.
Students may be accountable to both civil authorities and to the College for acts which constitute violations of law and the CCGA Student Code of Conduct as outlined in the *CCGA Student Handbook*.

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. 
(Refer to *College of Coastal Georgia Student Handbook*).

**PROFESSIONAL BEHAVIOR & CLASS CONDUCT**

Nursing is considered one of the most highly trusted roles and therefore professionalism in dress, speech, and actions must be upheld. Students are expected to adhere to the *RN-BSN Nursing Student Handbook* and American Nurses Association (ANA) Standards of Practice. Professionalism will be reflected in classroom, lab, and clinical behaviors. Civility is a requirement and must be maintained in all college/clinical/community settings. The Faculty expect adherence to the College Conduct Code. Respect for the points of view of others, active listening, attentiveness, and lack of interruption will be the expected norm. Student feedback will be welcomed, but the instructor’s need to maintain an orderly atmosphere must be respected.

Students are responsible for keeping up with faculty announcements, college e-mail accounts and Brightspace/D2L postings.

As a student member of the nursing profession, nursing students are expected to exhibit professional appearance and behavior at all times during school related activities. This policy is based upon the fundamental principle of behavior that reflects courtesy and respect for others. Accountability for your actions is an expectation. Students should be respectful and be honest. Bullying, hostility, complaining, cheating, and insulting others are disrespectful, unprofessional, and unacceptable. In addition, being intolerant to feedback is counterproductive to the students learning and professional growth. If a student perceives they are a victim of incivility or bullying, the student is encouraged to report the situation to the course faculty and the Dean of Students as appropriate.

Students are expected to be active in class. This includes actively participating in discussions, activities and projects. Participation should be timely and thought provoking. Please see specific assignment rubrics for expectations regarding participation. Generally, students are expected to log into class a minimum of twice a week with three to four times preferred. The more active a student is in an online class, the greater the learning experience will be.

Student must be awake, alert, and able to carry out essential functions (faculty warn against working the night before clinical in order to maintain clear thought processes and patient safety). Faculty reserve the right to exclude a student from a learning experience if they cannot meet these requirements.
Students should be attentive to the faculty member, guest, and to any student recognized to speak in class. The faculty should provide reasonable opportunity for students to ask questions and make comments. Be respectful of other students and faculty during discussions and lectures.

Students and faculty share the responsibility for maintaining an appropriate, orderly learning environment. Students who fail to adhere to the behavioral expectations stated by the faculty may be subject to discipline in accordance with the procedures described in the RN-BSN Student Handbook.

Email correspondence with faculty and office coordinators should follow professional guidelines. Examples are listed below:

1. Begin with a greeting
   Always open your email with a greeting, such as “Dear Ms Smith” or “Dear Dr Johnson”. If you don’t know the name of the person you are writing to, use: “To whom it may concern” or “Dear Sir/Madam”.

2. State your purpose
   If you are starting the email communication, it may be impossible to include a line of thanks. Instead, begin by stating your purpose. For example, “I am writing to enquire about …” or “I am writing in reference to …”.
   Make your purpose clear early on in the email, and then move into the main text of your email. Remember, people want to read emails quickly, so keep your sentences short and clear. You’ll also need to pay careful attention to grammar, spelling and punctuation so that you present a professional image of yourself and your company.

3. Add your closing remarks
   Before you end your email, it’s polite to thank your reader one more time and add some polite closing remarks. You might start with “Thank you for your patience and cooperation” or “Thank you for your consideration” and then follow up with, “If you have any questions or concerns, don’t hesitate to let me know” and “I look forward to hearing from you”.

4. End with a closing
   The last step is to include an appropriate closing with your name. “Best regards”, “Sincerely”, and “Thank you” are all professional. Avoid closings such as “Best wishes” or “Cheers” unless you are good friends with the reader. Finally, before you hit the send button, review and spell check your email one more time to make sure it’s truly perfect!
SOCIAL MEDIA

Be very careful with social media! According to the American Nurses Association (ANA), social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse’s career, but also the nursing profession. (Social Media Policy is listed later in this handbook).

Principles for Social Networking

- Nursing students must not transmit or place online individually identifiable patient information.
- Nursing students must observe ethically prescribed patient-nurse boundaries.
- Nursing students should understand that patients, colleagues, institutions, and employers may view postings.
- Nursing students should take advantage of privacy settings and seek to separate personal and professional information online.
- Nursing students should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
- Nursing students should participate in developing institutional policies governing online conduct.

Tips to Avoid Problems

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient or student-clinical facility relationships.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, clinical facilities, faculty, cohorts, and peers even if they are not identified.
- Do not take photos or videos of patients or clinical facilities on personal devices, including cell phones.
- Promptly report a breach of confidentiality or privacy.
SCHOOL OF NURSING SOCIAL MEDIA POLICY

PURPOSE

The School of Nursing supports the use of social media to reach audiences important to the College such as students, prospective students, faculty and staff. The College presence or participation on social media sites is guided by college policy. This policy applies to School of Nursing students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

GENERAL INFORMATION

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, Instagram, and SnapChat.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and college reputations.

As students you will want to represent the College and the School in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, “If you wouldn’t put it on a flier, carved into cement in the quad or want it published on the front of the Wall Street Journal, don’t broadcast it via social media channels.”
POLICY:

- If a nursing class has a Facebook or any other social media page, at least one School of Nursing faculty must have access and administrative rights. The page should be private, with no members other than current students in that class or program faculty.
- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the college, faculty, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a College of Coastal Georgia School of Nursing student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the college. For guidance, visit the College’s Libraries site or seek consultation through the Copyright Office, Libraries.
- Do not use College of Coastal Georgia or School of Nursing marks, such as logos and graphics, on personal social media sites. Do not use College of Coastal Georgia’s name to promote a product, cause, or political party or candidate.
- Use of the School of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by administration.
- **Cell phones and electronic devices are not allowed in the clinical setting.**
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary. (Cell phones however are not allowed in the clinical sites, see later policy regarding cell phones at clinical).
- Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape a professor or fellow students for personal or social media use without the expressed written permission of the faculty or fellow student.
- At NO time shall patients/clients be videotaped or photographed.
- Be aware of your association with College of Coastal Georgia in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on College of Coastal Georgia’s behalf, unless you are authorized to do so in writing.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.
PROCEDURE/CONSIDERATIONS

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

- Future employers hold you to a high standard of behavior. By identifying yourself as a College of Coastal Georgia student through postings and personal web pages, you are connected to your colleagues, clinical agencies and even clients/patients. Ensure that content associated with you is consistent with your professional goals.

- Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.

- Respect your audience.

- Adhere to all applicable college privacy and confidentiality policies.

- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).

- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block individuals who repeatedly post offensive or frivolous comments.

- Don’t use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

CONSEQUENCES

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.

- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

With social media, it is best to not post information about nursing school, clinical, jokes or messages with questionable or inappropriate content, etc. Remember that you represent the CCGA School of Nursing and must do so in a professional manner.
TECHNOLOGY REQUIREMENTS WITH BRIGHTSPACE/D2L:

COMPIDER REQUIREMENTS

Technical Requirements: To fully participate in this course you will need a high-speed connection to the Internet and a computer with at least the minimum computer requirements. Please make sure that your computer and internet connection will allow for viewing of videos. You will also need access to a webcam. See https://ecore.usg.edu/prospective/techreqs.php to see if your computer meets the minimum requirements.

You will also need the most recent version of Mozilla Firefox (http://www.mozilla.com/en-US/firefox/) or most recent version of Chrome (https://www.google.com/chrome/browser/desktop/).

Do not use Internet Explorer as there are known issues with Brightspace (D2L).

Blackboard Collaborate may be used in some courses. You will need to run a system check to ensure your computer will work correctly with Collaborate. See this site for more details and to perform a system check:
https://blackboard.secure.force.com/publickbarticlereview?id=kA770000000CbIW

Course Access and Navigation: The general course content including course information, discussions, assignment submission and grades will all be in Brightspace (D2L). From the classroom in Brightspace, students may need to access additional websites and information.

Distance Learning Student Resources: Multiple resources will be available to students for this course. As they are needed, faculty will provide information to the students.

Server Unavailability or Other Technical Difficulties:

- Contact eLearning for support with Brightspace (D2L), Respondus, and Blackboard Collaborate by calling 912.279.4543 or emailing elearning@ccga.edu
- Online support for D2L including live chat with a support person is available 24/7 at https://D2LHelp.view.usg.edu
- Contact Technology Services for support with passwords, email, and other campus systems by calling 912.279.5760
Privacy Policy: Note that the College of Coastal Georgia complies with the SACSCOC policies regarding distance education including those related to student authentication (http://www.ccca.edu/page.cfm?p=695). Each student enrolled in a distance education course is assigned a secure login and password and must use this to register for and access the distance education course. Specific course and student information is not available to any outside users. For security purposes, CCGA requires a password change every 6 months.

PRIVACY OF RECORDS
To safeguard private academic information, faculty will communicate only with a student.

GIFTS OF APPRECIATION
Students who wish to thank faculty for their classroom or clinical experience may wish to make a contribution to the Nursing Student Emergency Fund in the name of the faculty member. Faculty may not accept gifts from students.

POLICY ON CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES
The School of Nursing abides by the College policies regarding use of cell phones and other personal electric devices (see College of Coastal Georgia Catalog for specifics related to this policy). The following are program specific requirements:

- Students are not permitted to have, or bring cell phone, or electronic devices into any clinical learning activity, agency or facility. There are NO exceptions to this policy. Any violation of this policy may result in immediate dismissal from the nursing program.
- Should a cell phone or other device become disruptive, the student who possesses the device may be asked to leave the class, and/or lab immediately. If the disruption occurs during an exam, the student forfeits the opportunity to complete the exam.

If cell phones, pagers, calculators, recorders, digital cameras, PDA’s, MP3 players, or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, the students who do so will be penalized appropriately under the Academic Honesty policy of College of Coastal Georgia and the School of Nursing Guidelines.
IMPORTANT LEGAL INFORMATION

Any student who provided false information on the Nursing Program Application regarding prior failures in another nursing program, prior arrests/conviction, or information regarding other health-care related licenses may be dismissed from the program.

Admitting prior arrests/convictions does not necessarily exclude you from the nursing program or from taking the licensure exam. If you misunderstood the implications of the nursing program application or if someone advised you to withhold this information please see the Dean immediately to clarify your application information and discuss licensure/program issues. Clinical practice agencies may require background checks.

The Georgia Board of Nursing requires background checks for licensure and has the authority to refuse to grant a license to an applicant upon a finding by the Board that the applicant has been convicted of any felony, crime involving moral turpitude, or crime violating a federal or state law relating to controlled substances or dangerous drugs in the courts of this state, any other state, territory or country or in the courts of the United States, including but not limited to a plea of nolo contendere entered to the charge or any licensing board or agency in Georgia or any other state denied you license application, renewal or reinstatement; or revoked, suspended, restricted, or prohibited your license; or requested or accepted surrender of your license, or reprimanded, fined or disciplined. The application for licensure requires finger printing and contains a question regarding any arrest or conviction which must be answered. Court documents will need to be obtained and sent with an explanation to the Board with the application. Permission to take the exam and/or be licensed in Georgia rests with the Georgia Board of Nursing. Refer to the Georgia Board of Nursing website for additional information.

Students who hold or who have held a license to practice vocational/practical nursing must show a current license to School of Nursing Office. Students who hold or have ever held an encumbered, limited, or disciplined license may not be eligible to enter or continue in the program.

ADMISSION AND PROGRESSION POLICIES

Admission, progression, and graduation requirements for the nursing student at the College of Coastal Georgia are specified in the College Catalog. A copy of the catalog is available at http://www.ccga.edu. It is the responsibility of the student to be aware of, and to meet all of the requirements for progression and graduation from the nursing program at the College of Coastal Georgia. All questions regarding admission, progression, and graduation requirements should be directed to your School of Nursing (SON) faculty advisor.
ADMISSION CRITERIA

Refer to the current edition of the *CCGA Catalog.*

PROGRESSION AND GRADUATION REQUIREMENTS

- A cumulative GPA of 2.0 is required for graduation.
- All nursing courses must be completed within four years of the date of entry into the first nursing course.
- An overall grade point average (GPA) of 2.5 must be maintained in all courses required in the BSN nursing curriculum (75% minimum in all nursing courses).
- **Academic misconduct may result in removal from the Program.**

WITHDRAWAL PROCESS

During the Nursing Program, unexpected events may occur in a student’s life. The School of Nursing is cognizant of these unavoidable and sometimes unmanageable life issues and identifies that it may benefit the student to withdraw from the program.

The School of Nursing abides by the College’s policy regarding withdrawing from courses. Please refer to the *College of Coastal Georgia’s Catalog.*

Hardship withdrawal is a college process and different from the leave of absence. (Refer to the *College of Coastal Georgia’s Catalog* and meet with your nursing advisor)

LEAVE OF ABSENCE

Under catastrophic circumstances, a student may submit a written request for a Leave of Absence from the nursing program to the Dean of the School of Nursing immediately.
LEAVE OF ABSENCE GUIDELINES

- The student must have a passing test average AND satisfactory clinical performance in the nursing courses at the time of the request.
- Student must submit a letter to the Dean requesting a leave of absence and indicating the reason for the request; describing the catastrophic circumstance.
- Additional documentation may be required for review.
- Student must notify the Dean in writing by midterm of the semester prior to anticipated return.
- Re-instatement must occur within 1 (one) academic year at the beginning of the semester the student took the Leave of Absence.
- Leave of Absence is not guaranteed; it may or may not be granted.
- Return to the program is a re-instatement, not a readmission, and is contingent on space availability.

REPEATING A COURSE

A student must repeat a nursing course in which a grade below “C” was earned or a “W” withdrawal was taken.

READMISSION

Former students who have not been enrolled within one calendar year due to a course failure must submit an Application for Readmission and official transcripts from each institution attended since last attending the College. Applications are available in the Admissions Office.

Program Readmission Applications are available from the School of Nursing and Health Sciences Office. Due dates are posted on the College website. Readmission is not guaranteed and is contingent upon space available and the professional judgment of the nursing faculty. The applicant will be required to meet the current admissions and curriculum requirements in effect at the time of readmission.
PROGRAM DISMISSAL

- A Program Dismissal is defined as immediate removal from the Nursing Program. A student will be removed from the program, if in the faculty’s professional judgment grave consequences to the student, clients, peers, or others may occur as a result of the student’s behavior. The student may receive a clinical failure and/or a grade of “F” in the course(s). A student who is dismissed from the Nursing Program is not eligible for re-admission.
- Program Dismissal will be determined by an agreement of the entire full-time BSN nursing faculty, and any involved part-time clinical instructors.
- The student will be sent a registered letter informing him/her of the dismissal and a copy will be placed in the student’s file.
- The student will be dismissed from the nursing program in the event of failure of two nursing courses.

COURSE/CLASSROOM POLICIES AND INFORMATION

ILLNESSES

If a student is ill and is going to be absent from class, they must notify the faculty prior to class (refer to course syllabus for specific expectations for that course/clinical), and faculty may request a note from the health care provider.

CLASS ATTENDANCE AND PUNCTUALITY

Students enrolled in nursing courses are responsible for class attendance and for the prescribed activities of the course. Persistent absences may result in inability to meet course objectives. Due to the nature of the learning activities, class attendance is imperative. **100% attendance is expected.** In the online environment this means logging in and participating in class activities at least twice a week and ideally, 3 to 4 times a week. Students are expected to notify faculty prior to anticipated absences. Faculty may request documentation verifying the need for the absence. If absent from class, students are responsible to get announcements, handouts, lecture notes, etc. and make arrangements for any required make-up assignments. Students are expected to review the semester calendar and not make personal plans that conflict with academic obligations.

**Any** absenteeism may result in reduction of the course grade or course failure. Presence and participation in class enhances student learning and missing these experiences could impact the course grade by lack of mastery of the course content.
TESTING

Attendance for all examinations is expected. If a student does not complete an exam at the assigned time, they receive a zero on the exam. That will give the student ample opportunity to find time to complete the exam.

In order to provide test security and enhance the testing environment, the following guidelines will be used by School of Nursing faculty:

- Exams will be open for a 72 hour period and cover at least one weekend day
- Students will be notified of exam availability window at least one week prior to when the exam opens. This allows for accommodation of work schedules.
- The amount of time allowed for testing will be established by the course faculty and communicated to the students prior to the examination.
- Once an exam is started, it must be completed within the assigned timeframe. A student cannot logout of an exam and then return to it.
- It is an expectation that exams are completed individually. Assistance from classmates, other people, notes, books, online resources, etc is considered academic dishonesty and would be subject to the standards set forth in the academic integrity policy
- Faculty have the option to implement Respondus Lockdown Browser during examinations.
- Students who are absent from a scheduled exam should expect an alternate format exam.
- Students who choose to take an exam must accept the grade earned. No exceptions. If the student is ill the day of an exam, they must determine if they want to take the exam and accept the grade earned, or if they wish to ask for a make-up exam (see handbook for that process and policy).
TESTING – MAKE-UP EXAM POLICY

Only in extreme extenuating circumstances, if a student must miss an exam, they must submit a formal written request for exam make-up as follows:

- Notification of absence prior to exam;
- Submit formal email request for make-up to course faculty;
- Include in email the specific exam and a detailed rationale for the request;
- Attach official documentation of extenuating circumstances (health care provider note).

The time and type of examination will be determined by the course faculty and no other time will be offered. The exam must be made up on the first possible day, and should go longer than one week after the missed exam. Make up exam items may be of any type including short answer and essay. This point deduction penalty applies to all exams.

Students who miss a class exam and follow the procedures listed in the handbook regarding notifying faculty appropriately and provide any requested documentation will be allowed to make-up the exam with a 5-point deduction penalty (Grade = test grade minus 5 points). This point deduction is mandatory by faculty and cannot be waived.

Students who miss an exam due to CCGA athletic commitment (i.e. game), military responsibilities, or were sent to ER or Urgent Care during the day of the exam by the faculty and thus would miss the exam will not receive point deductions with make-up exams.

TESTING PROCESS

Cognitive Level of Questions

The level of test questions is related to the expected course outcomes and course placement in the curriculum. Nursing practice requires application of knowledge, skills and abilities. As a result, the cognitive level of question increase in complexity as the student progresses through the curriculum.

- **Remembering level** questions test recall and recognition, i.e. definitions, facts, lab values, etc.
- **Understanding level** questions test, for example: (1) what does this mean; (2) which is true; (3) which shows need for further teaching, when given a set of information.
- **Applying level** questions test knowing what to do in a given situation, i.e. what should the nurse do, how should the nurse respond, nurse interventions (communication questions fit here too).
• **Analyzing level** questions test ability to draw conclusions and recognize priorities given a set of data, i.e., the nurse should first______.

• **Evaluating** questions test ability to judge, check, and even critique the value of material for a given purpose.

• **Creating** questions test ability to put parts together in a new way, or synthesize parts into something new or different.

**TEST REVIEW**

Test review may be offered by the course faculty at their discretion, but is not guaranteed. The review will occur individually and in person. Students should email faculty to make an appointment to meet. Students will not be argumentative or disrespectful during test review, and this act can result in no further test review opportunities. Test items cannot be argued with faculty.

Tests must be reviewed prior to the administration of the next test. Students may not review exams at a later date or review all exams during final exam preparation. Test reviews are not held for final exams.

**LATE ASSIGNMENTS**

Course assignments will not be accepted late. The student will receive a zero (0) if the work is not submitted on time. If clinical paperwork is not submitted on time, the student will receive a needs improvement or unsatisfactory, and possibly a clinical alert for that clinical day. Be aware of the importance of submitting work on time, plan ahead, and submit work early to ensure it is turned in by the due date.

It is the student’s responsibility to ensure electronic submissions are timely, accurate, thorough, and in the correct location for grading consideration. Faculty assumes no responsibility for electronic difficulties. Students are encouraged to utilize computer services to resolve any issues prior to established deadlines.
WRITING

There will be a multitude of written assignments throughout the RN-BSN program. These will range from answering discussion questions to writing formal, research based papers. It is imperative that students follow proper grammar, writing and formatting rules. Faculty will provide a variety of tools and resources to assist with this expectation. **However, it is the student’s responsibility to ensure that their writing skills are at an acceptable level for the program.**

All professional writing completed within the RN-BSN program will adhere to the style and formatting set forth by the Publication Manual of the American Psychological Association. The APA Manual is a required text of all courses within the program. Please see individual course syllabi for specific edition information.

LEARNING ACTIVITIES

SERVICE-LEARNING

Some of the nursing courses are designated as service-learning. By anchoring service-learning in the core curriculum, the College of Coastal Georgia is making a long-term commitment to engaged teaching, learning, and community outreach and is affirming its desire to become Georgia's College of Service-Learning. The College’s vision is to provide outstanding education for tomorrow’s leaders and citizens through service-learning, global awareness, and engaged entrepreneurship. Service-learning is a credit-bearing, academic experience in which students participate in organized service experiences that respond to a wide spectrum of community needs. Through structured reflection, students gain a deeper understanding of course content, develop skills in community leadership, and advance their appreciation of social responsibility, global awareness, and diversity. Service-learning allows students to practically apply and test their academic learning through hands-on career and professional development opportunities that also promote community interests.

Academic service-learning is experiential learning integrated into an academic course in a way that meets course objectives and fulfills community needs. Effective service-learning classes are those that use service and civic engagement to integrate and enhance academic learning, not to take the place of it.

PORTFOLIOS

Each student will be creating their own portfolio throughout the nursing program. Portfolios are organized collections of documents that demonstrate your knowledge, competency and accomplishments in a particular field over a period of time. The portfolio is used for self-growth; career development; applications for higher education; documentation of continuing hours of credit, volunteer hours, and other nursing related activities. Students should be mindful
of their portfolio throughout the nursing program, and keep track of CGANS meetings attended, professional organizations/meetings/conferences attended, volunteer experiences (date, event, organization), presentations (poster, oral, names of conferences where presented), certifications, awards and honors, employment, etc. The portfolio will be introduced during the first semester and will be explained in more detail as student’s progress through the program. The portfolio will be submitted during the fourth semester as part of a course grade.

GRADING

Grading for each course is described in each course syllabus. It is the responsibility of each student to be knowledgeable of the course requirements and grading methods.

Letter grades are computed as follows:

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\begin{align*}
A &= 90 - 100 \\
B &= 80 - 89 \\
C &= 75 - 79 \\
D &= 66 - 74 \\
F &= 65 & \text{below}
\end{align*}
\]

A student must earn a “C” in each nursing course to progress in the nursing program. Students must achieve at least a “C” average in the didactic/classroom portion of the course and a “Pass” in the clinical and/or laboratory portion in order to pass the course with a grade of “C.” A “Fail” in the clinical and/or laboratory portion will result in an “F” in the course regardless of the grade in the didactic/classroom portion. For students who achieve a “Pass” in the clinical and/or laboratory portion, the final course grade will be computed on all tests and graded course requirements. The grading requirements for each course will be published in the syllabus. A student who earns less than a “C” in any nursing course must repeat the course and all associated clinical time.

**No grades will be rounded.**

Clinical experiences are Pass/Fail. Students must pass both classroom and clinical to pass a course.

POSTING GRADES

All grades will be posted on BRIGHTSPACE (D2L).
GRADE APPEAL

A student may not appeal a School of Nursing policy. A student may appeal a grade assigned by a faculty member or the interpretation or application of an academic policy by an academic administrator, including issues related to intellectual diversity. Prior to filing such an appeal, the student should review the section entitled “Student Academic Appeal Policy” in the college catalog under Academic Regulations. Students wishing to file an academic appeal must follow the steps outlined in the CCGA policy, however the School of Nursing’s policy states appeals must be submitted by the end of the semester in which the event occurred, due to the block scheduling and available clinical space.

ACADEMIC INTEGRITY

Students are expected to comply with the Academic Integrity Policy in the CCGA Catalog and the Conduct Code, Academic Responsibilities, and Non-academic Responsibilities as outlined in the College of Coastal Georgia Student Handbook. Students who violate the Academic Integrity Policy in any manner are dealt with following the Academic Integrity Procedure as listed in the college catalog. (Please note: the underlined sections in the policy below pertaining to cheating and study aids not authorized by the instructor include using testbanks, Quizlet, etc.). The Policy states:

INTRODUCTION:

Academic and intellectual integrity is expected of all individuals at the College of Coastal Georgia. The College expects students to be honest and to present work that is only their own. Scholarship and fairness require that improper work be rejected and that violations be investigated and appropriate sanctions administered.

Academic dishonesty includes plagiarism, cheating, giving or receiving assistance not authorized by the instructor, using one's own prior work, or in any other way presenting work that is not that of the student to whom an assignment was made.

DEFINITIONS:

Cheating is using or attempting to use materials, information, or study aids not permitted by the instructor in exams or other assigned work. Cheating can occur by students obtaining materials for tests or assignments not authorized by the instructor, giving unauthorized aid to a student before or during an examination, taking an exam for another student, or submitting significant portions of the same work in two different classes without prior approval by both instructors.
Plagiarism is defined as representing another person's work (including a student's own prior work), ideas, data, or words as one's own or as original. It is expected that all work must properly credit sources of information. Instructors should explain to students their expectations with respect to sourcing and documentation.

Students may not sell papers or additional services that assist other students in their creation of academic work for course requirements. Students who are not enrolled in a particular course, but who assist students in completing work for a course, may still be found in violation of the student academic honesty policy.

PROCEDURE:

The following process outlines the steps taken to resolve issues of academic dishonesty. This process is centered on the faculty member's right to manage the classroom environment and administer course grades as well as the student's right to due process if accused of misconduct.

It is important that at the start of every semester faculty state to the class and in the syllabus the importance of academic integrity. Examples of cheating or plagiarism should be given to students. Faculty should also include on their syllabi the description of the process of resolving questions of academic integrity and honesty. This description should include the sanctions the instructor will impose for academic dishonesty in his or her course if the accused student accepts responsibility and chooses to handle the matter internally. These penalties, however, may not include a final grade of "F" in the course in question. This penalty can be assigned only by the Conduct Board.

Classroom instructors initiate the academic integrity process. Upon suspicion of an instance of academic dishonesty, the faculty member must inform the student of his or her concerns through the Academic Integrity Incident Report (Appendix A) within five business days and ultimately file a copy of the Academic Integrity Incident Report with the Dean of Students, acting as Chair of the Conduct Board, within two business days after meeting with the student.

At the point that the faculty member shares his or her concern with a student, a student may accept responsibility for his or her actions and allow the faculty to levy a sanction that should be described on the course syllabus. In a case where a student accepts responsibility and the faculty members sanction, the Academic Integrity Report remains on file with the Dean of Students for future reference in case of a repeat offense by a given student. If the student does not accept responsibility, the faculty member advises the student that the incident will be referred to the Dean of Students and within one business day, the faculty member submits the Academic Integrity Incident Report to the Dean of Students and requests that the Dean take action.

It should be noted that if a student (complainant) initiates a report of academic dishonesty of another student to a faculty member, the faculty member is obligated to follow the same process as outlined above and submit a report to the Dean of Students.
In cases where a student (complainant) reports another student, the faculty member outlines the details of the incident as reported by the complainant along with any additional information the faculty member may have regarding the accusation. The complainant needs to be identified on the report and is permitted to submit a report that is attached to the Academic Integrity Incident Report.

Upon receiving the report, the Dean of Students schedules a date for a hearing. The student, faculty member, and, if appropriate, the complainant will receive a minimum of a three-day advance notification of the hearing date and time along with a copy of the report. At the hearing, the Dean of Students reads to the student the charges and the student presents his or her perspective on what happened. At that point, the Dean of Students and members of the Conduct Board may ask questions, first of the faculty member and second, of the student(s).

After questioning is completed, the Conduct Board goes into executive session to discuss the issue and then votes "responsible" or "not responsible".

If the finding is "responsible," the Conduct Board must decide a sanction. Sanctions may include one or all of the following:

1. Academic warning - The Dean of Students sends a letter to the student (and a copy to the faculty member) stating that the student is found responsible for the alleged act. However, this finding is not used to determine the student's grade. A copy of the letter will be placed in the student's permanent file.

2. Failing grade for the assignment - The Dean of Students informs the instructor that a grade of zero should be assigned to that part of the course in question. The final course grade is to be determined as described in the syllabus with the zero included in the grade calculation. This assigned grade of "zero" may not be appealed.

3. Failing grade for the course - The Dean of Students instructs the faculty member to assign a course grade of "F" to the student(s) in question. This grade may not be appealed.

4. Academic suspension - For repeat offenses, a student may be recommended for academic suspension. This recommendation will be sent to the Vice President for Student Affairs (VPSA), who will make the final decision on whether a student will be dismissed from the College. The decision of the VPSA may not be appealed to the President of the College.

A student may submit a letter of appeal to the VPSA within five business days of receiving a decision letter from the Dean of Students (on behalf of the Conduct Board). The appeal to the VPSA is not to rehear the matter, but rather must illustrate re-consideration of the sanctions based on missing evidence or the failure of the faculty or Conduct Board to follow the hearing process outlined above. No additional appeals are available once the Vice President for Student Affairs renders a decision.

Recordings of the hearing of the Conduct Board will be made and, if a grade adjustment or academic suspension is the resulting sanction, the results will be filed in the Office of the Registrar. All reports will be filed under the student's conduct record in the Office of Student Affairs.
A student found responsible for a violation of the academic integrity policy may not appeal the grade for that particular course under the Student Academic Appeal Policy. However, a final grade appeal that does not involve a violation of the academic integrity policy may be made to the appropriate academic dean according to normal procedures. A copy of the Student Academic Appeal Policy can be found (on the CCGA website) in the College catalog posted online as well as in the Student Code of Conduct.

Examples of **CHEATING** include, but are not limited to, working with classmates or others on an assignment or exam unless specifically indicated by the faculty that it is ok to do so, accessing test banks prior to taking an exam, having another student do an assignment and you submit it as your own and submitting an assignment you have submitted for a grade in a prior class (at any point in your academic career).

**PLAGIARISM** includes, but are not limited to not properly citing your sources of information in written work, not properly citing your own prior work and claiming another person’s work for your own.

**ACADEMIC ALERT AND WARNING**

**ACADEMIC ALERT**

This applies to a student who does not consistently meet specific performance criteria and/or does not consistently follow program guidelines at any time in relation to nursing course work or classroom behavior. The purpose of the Academic Alert is to inform the student that they are not meeting expected performance criteria and to devise strategies for success in meeting the expected school guidelines. An Academic Alert is at the discretion of the course coordinator or classroom faculty.

If appropriate, the student is verbally notified of an Academic Alert at the time of the occurrence. Working with the student, the faculty makes recommendations and/or strategies for accomplishing successful performance.
ACADEMIC WARNING

This applies to a student who received an Academic Alert and fails to complete recommendations for improvement resulting in continued unsatisfactory performance. Students may also receive an Academic Warning without prior Academic Alert, if the situation is deemed to have serious consequences.

The Academic Warning process is designed to assist the student to be successful. An Academic Warning will be initiated by the course coordinator. The course coordinator will inform the student that their performance is not satisfactory and that they are to meet with the course coordinator to discuss the Academic Warning. The meeting time and date will be scheduled as soon as possible for all parties, and will be held at a location that assures privacy. The course coordinator will inform the student of the unsatisfactory performance/behavior. The course coordinator will work with the student and write a plan to improve performance or correct unsatisfactory behavior and meet course outcomes successfully. Specific dates, times, and/or performance parameters must be listed. The written Academic Warning will be in effect until the end of the semester in which it is issued. At the end of the conference, course coordinator and student will review and sign the Written Academic Warning. The student will receive a copy of the Written Academic Warning at the time of the meeting, and a copy will be placed in the student’s file.

If a student does not satisfactorily complete all learning outcomes and/or activities of the Written Academic Warning within the designated time frame, the student may not successfully meet the course outcomes and therefore, receive less than a passing grade in the course.

CLINICAL/LABORATORY POLICIES

A variety of clinical agencies provide clinical experience for the Nursing Program. Students are notified each semester about the schedule of the clinical experience and any facility specific requirements. Students are expected to locate and secure their own clinical sites. Students will schedule their clinical time in accordance with what is available at the site. Clinical days and times may vary based on clinical site and/or student availability (may be evenings, weekends, etc.). Laboratory experiences are considered part of the clinical requirements.

BACKGROUND CHECK

Criminal background checks and/or drug testing may be required by individual agencies. The cost will be the responsibility of the student. Results of background checks and drug testing could result in denial to the clinical site and inability to pass a course.
PREPARATION, ATTENDANCE, AND PUNCTUALITY

Students are expected to be prepared for each clinical session. If faculty determine that a student is not prepared for clinical, the student will not be allowed to attend the clinical session for that day and an absence is recorded.

- Students report and track their clinical experiences on the calendar provided by the course faculty. If a date is placed on the calendar, it is expected that the student is attending that clinical session. If for some reason there was a change to the schedule, it is the student’s responsibility to change the calendar accordingly.
- This clinical calendar will be used by course faculty to contact, meet with and evaluate students in the clinical environment. If clinical faculty go to or call a clinical site in order to meet with the student and the student is not present, it may result in an unexcused absence and disciplinary action.
- Students must be prompt and attend ALL clinical sessions. Student clinical experiences will be in a variety of settings and locations and may be on various days and times. Students are required to attend all clinical experiences. If an absence is unavoidable, follow the instructions given by the assigned clinical instructor. Failure to properly notify faculty according to guidelines will be reflected in clinical evaluation and may result in the student not meeting the clinical learning outcomes. Clinical make-up experiences may not be possible. Students with clinical absences/tardiness are at risk for not meeting clinical outcomes, which may result in clinical failure.
- Students must be afebrile without use of antipyretic medications for 24 hours prior to any clinical experience.
- Being tardy or absent from laboratory and/or clinical experiences is not acceptable. Repeated tardiness or absences may result in a clinical failure.

LABORATORY

The nursing laboratory augments classroom theory by teaching skills which are necessary in the application of theory. The following instructional methods are utilized in the laboratory: demonstration, supervised practice, individual practice, simulation, independent viewing of assigned resources, student videotaping, computerized instruction, and skills check-offs.

At the beginning of the semester, the nursing student may receive a list of skills to be completed during the semester. In addition to the scheduled laboratory times, open lab times may be provided for supplemental practice and skill building. RN-BSN students are welcome and encouraged to attend open lab sessions to practice various clinical skills.
CLINICAL

Clinical hours may consist of on-site clinical experiences (Health Science Lab: simulation, role play, case studies, concept maps, etc.) or off-site clinical experiences at off-site agencies.

CLINICAL AGENCY REQUIREMENTS

A variety of clinical agencies provide clinical experience for the Nursing Program. Students are notified each semester about the schedule of the clinical experience and any facility specific requirements.

All students are required to maintain copies of required health and CPR information: annual TB/PPD, chest x-ray and/or tuberculosis screening results; documentation of immunizations; and documentation of current American Heart Association CPR Health Care Provider level - BLS.

A student must be able to provide such documentation at the request of a facility or the nursing program. Failure to produce evidence of current health information and/or CPR certification will result in exclusion from clinical sites. Prior to starting the first week of each semester, the student is responsible for making sure all elements listed are updated. Failure to maintain current clinical documentation will result in clinical exclusion with the possibility of a clinical failure. Students will upload documentation onto the electronic management system (my Clinical Exchange, fee $36.50/year) and may be requested to also bring copies to the School of Nursing office and to course faculty as well. When uploading documentation into my Clinical Exchange, it is the student’s responsibility to ensure electronic submissions are timely, accurate, and thorough. Faculty assumes no responsibility for electronic difficulties. Students are encouraged to utilize computer services to resolve any issues prior to established deadlines/expiration.

Clinical make-up may not be possible. During the first week of each semester, you will be asked for copies of TB/PPD results and CPR card during lab. The student must be free from any infectious or contagious diseases, and be able to perform all core standards. If a change of health status (e.g. surgeries, back injury, pregnancy) occurs, the student will submit a written health care provider release on approved form (see faculty member) for return to clinical/laboratory experiences. The release with no restrictions must be given to a full-time faculty member PRIOR to returning to the experience. All students must sign the “Health Insurance Statement”. Personal comprehensive health insurance is required for each student. The nursing profession carries an inherent risk of contact with persons with communicable diseases. There is also risk of injury from sharp and/or contaminated objects. The College of Coastal Georgia does not have an infirmary or insurance that covers illnesses or injury of students in the clinical area. Clinical facilities do not assume responsibility for injury or illnesses of students. The student must assume responsibility for the cost of any care required.

Students must obtain agency specific ID badge, parking pass, computer access codes, etc. as assigned by faculty. Failure to secure these elements on the assigned date may result in clinical exclusion and/or clinical failure.
HIPAA (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT)

The School of Nursing requires all students and instructors to appropriately safeguard the protected health information of patients/clients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Protected Health Information includes health information relating to:

- Past, present or future physical or mental health or condition; provision of healthcare; or past, present or future payment for healthcare.
- Identifies the individual, or presents reasonable basis to believe that the information can be used to identify the individual.
- Any form. For example: paper, verbal, or electronic (such as photographs, video, photocopying, texting, electronic recording, web postings, emails, etc.).

When in doubt, consult instructor/preceptor and facility policy.

UNIFORMS AND DRESS CODE

Nursing is considered one of the most highly trusted roles and therefore professionalism in dress, speech, and actions must be upheld. The purpose of this dress code provides for safety of the student and patient, use of best practices, sound judgment, and an overall professional appearance.

The student official uniform and equipment must be purchased and worn as directed by faculty. When in uniform, students must meet all uniform guidelines at all times regardless of setting (i.e. no caps, flip-flops, hoodies, hair down, jewelry while walking around campus, at the cafeteria, etc.).

Only approved uniforms and equipment are worn for designated clinical experiences. The uniform and dress code applies to all lab experiences as well as clinical sites. The only exception is during “open lab” time; uniform is not required when students drop by during “open lab” time to practice skills, but closed toe/heel shoes are still required.

The uniform includes a lab coat with patches on each sleeve, bandage scissors, a stethoscope, a pen light, a watch with a second hand, a pen with black ink, official college name tag and facility ID if issued, business casual shirt, pants, skirt or dress. Dress shoes with no open toe. Uniforms are to be wrinkle-free, stain-free, and are not to be worn to class or to other activities prior to being worn in the clinical area. Exceptions may be made in certain circumstances. **If the official uniform changes or is updated, the student is responsible for purchasing the most current style. Students will be notified by the School of Nursing Office if the uniform has been updated.

RN-BSN Student Handbook, 2017-2018;
Revised: 9/29/2017
Excessive make-up, perfume, scented aftershave or other offensive odors (includes smoking odor) are not acceptable. No artificial nails or nail polish including overlays, acrylcs, or gels. Nails must be kept short and clean.

Hair must be neat, clean, and off the collar, either short or pinned up with white or neutral hair clip and/or pins. No bows or wide headbands. Established mustaches and/or beards are to be neatly groomed, trimmed, and clean. Otherwise, men are to be clean-shaven.

Engagement and/or wedding rings and one pair of small stud earrings may be worn in the ear lobe with the uniform (no studs in other facial piercings). Bracelets and necklaces are not allowed.

No gum chewing. No stethoscope covers allowed. All tattoos must be covered. The student must adhere to the clinical agency policies. If you need clarification consult your instructor.

**CLINICAL EXPECTATIONS**

1. It is the responsibility of the student to report, update and maintain their clinical schedule on the course calendar. The information provided should include clinical site, name of preceptor, date, hours, and preceptor contact information.
2. Faculty will make periodic visits to clinical sites to meet with and evaluate the student’s clinical experience.
3. It is the responsibility of the student to provide his/her own transportation to designated facilities. Facilities may be in a various cities and counties surrounding Glynn County.
4. Student parking areas and regulations are provided by each facility and it is an expectation that all students abide by these policies.
5. Students practice in clinical areas under the direction and supervision of faculty, clinical instructors, and preceptors.
6. Photocopying, photography or any other reproduction of client clinical/agency documents is prohibited.
7. Smoking is not permitted during any clinical experience, including breaks. Violation will result in a clinical warning. A second offense can result in exclusion from the clinical area and a possible clinical failure.
8. The clinical instructor reserves the right to exclude from clinical any student for offensive odor.
9. Students are not to make or receive personal telephone calls while in the clinical area except in extenuating circumstances and with the instructor’s approval. No cell phones, pagers or beepers, or other electronic devices are allowed in the clinical facility. There are NO exceptions to this policy. Any violation of this policy may result in immediate dismissal from the nursing program.
10. Student must be awake, alert, and able to carry out essential functions (faculty warn against working the night before class/clinical in order to maintain clear thought processes and patient safety). Faculty reserve the right to exclude a student from a learning experience if they cannot meet these requirements.
11. Mind altering substances, including alcohol, are not to be consumed less than 12 hours prior to the beginning of the clinical experience. If, in the clinical judgment of the instructor, possible evidence exists related to the intake of mind altering substances, the instructor may remove the student from the clinical area and may request that the student submit to a screening for drugs and alcohol at the student's expense. In the event that evidence of such exists, the student will be subject to disciplinary action and possible dismissal from the program.

12. Prior to leaving the clinical area for meals and/or end of clinical experience, the student will complete all required documentation and give a report to the charge nurse and/or the nurse responsible for his/her patients.

13. Clinical paperwork must be submitted on time and per course expectations. It is the student’s responsibility to ensure electronic submissions are timely, accurate, thorough, and in the correct location for grading considerations. Faculty assumes no responsibility for electronic difficulties. Students are encouraged to utilize computer services to resolve any issues prior to established deadlines/expiration.

**CLINICAL PROGRESSION**

1. Specific criteria for clinical performance are provided in individual course syllabi and clinical evaluation tools.

2. Clinical laboratory and clinical practice experiences are designed to assist the student in meeting the stated learning outcomes.

3. Student evaluation is a joint activity between the student and clinical instructor that informs the student of his/her progress and competency in meeting the clinical outcomes.

The nursing student is expected to demonstrate safe professional behavior in all laboratory and clinical experiences. A faculty member may remove a student from the laboratory or clinical practice experience if he/she demonstrates unsafe, unprofessional, unethical, and/or unlawful behaviors. If an incident occurs in the clinical setting that the BSN faculty determine significant, the student will receive a clinical failure for that course, and it may be necessary that the student be administratively withdrawn from all clinical courses for the remainder of the semester.

**STUDENT INJURY OR ILLNESS**

1. The following procedure needs to be followed when students are injured or become ill in the clinical area:
   
   Arrange for immediate care of the student as necessary. The student is responsible for any charges, and has the right to refuse care but may be dismissed from the clinical experience at the discretion of the instructor. College of Coastal Georgia/School of Nursing is NOT responsible for any health costs incurred by students.

2. Complete an agency variance report according to agency policy, if appropriate.
BODY FLUID EXPOSURE

As part of their clinical nursing courses, students will be taught to use standard precautions to prevent exposure to pathogens. It is the student's responsibility to put those techniques into practice when caring for clients. If exposure occurs despite scrupulous technique, the student must inform his/her clinical instructor IMMEDIATELY. The clinical agency policies and procedures will be followed. The School of Nursing does not assume responsibility for costs of any resulting health care.

CLINICAL ALERT AND WARNING

CLINICAL ALERT

This applies to a student who does not consistently meet specific clinical performance criteria and/or does not consistently follow program guidelines at any time during a laboratory or clinical experience. The purpose of the Clinical Alert is to inform the student that they are not meeting expected performance criteria and to devise strategies for success in meeting the expected school guidelines. A Clinical Alert is at the discretion of the clinical faculty.

If appropriate, the student is verbally notified of a Clinical Alert at the time of the occurrence. A written clinical alert will be utilized and issued by appropriate course faculty. Working with the student, the clinical faculty makes recommendations and/or strategies for accomplishing successful performance.

CLINICAL WARNING

This applies to any student who receives a Clinical Alert and fails to complete recommendations for improvement resulting in continued unsafe or unprofessional practice. Students may also be placed on Clinical Warning without a prior Clinical Alert, if the situation is deemed a serious safety or professional issue by the course faculty.

The Clinical Warning process is designed to assist the student to be successful. The written Clinical Warning will be determined by an agreement of the clinical faculty in consultation with the course coordinator. The clinical faculty will inform the student that clinical performance is not satisfactory and that the student is to meet with the involved faculty and the course coordinator to discuss the Clinical Warning. The meeting time and date will be scheduled as soon as possible for all parties, and will be held at a location that assures privacy. The clinical faculty will inform the student of the unsatisfactory behaviors that were observed and the corresponding clinical outcomes not being met. The faculty will discuss the remediation plan with the student to correct unsatisfactory behaviors and meet clinical outcomes. Specific dates, times, and/or performance parameters must be listed. The written Clinical Warning will be in
effect until the end of the semester in which it is issued. At the end of the conference, the clinical
faculty, course coordinator, and student will review and sign the Clinical Warning. The student
will receive a copy of the Clinical Warning at the time of the meeting, and a copy will be placed
in the student’s file.

If a student does not satisfactorily complete all learning outcomes and/or activities of the Clinical
Warning within the designated time frame, the student may not successfully complete the clinical
component of the course, resulting in a grade of “F” for the course. A clinical alert or warning
during the last week of clinical may result in a clinical failure.

**CLINICAL FAILURE**

A Clinical Failure is defined as immediate removal from the clinical area and a grade of “F” in
the course. Any student who receives a Clinical Warning and fails to satisfactorily complete any
criteria and/or activities may receive a Clinical Failure. A student may also be removed from
clinical and receive a Clinical Failure without prior Clinical Warning or Clinical Alert, if in the
faculty’s professional judgment serious consequences to the student, clients, peers, or others may
occur as a result of the student’s behavior.

The course coordinator will meet with the BSN faculty to determine if clinical failure is deemed
necessary. If an incident occurs in the clinical setting that the BSN faculty determine significant,
it may be necessary that the student be administratively withdrawn from all clinical courses for
the remainder of the semester. The course coordinator will meet with the student to inform the
student that their performance is not satisfactory and that they are receiving a Clinical Failure.
The student will receive written notification of the Clinical Failure at the time of the meeting,
and a copy will be placed in the student’s file.

**GRADUATION POLICIES**

**GRADUATION**

Students should apply for graduation in the Registrar’s Office at least one semester in advance of
the semester in which completion of the degree program is anticipated. The Registrar evaluates
each nursing student's record noting requirements needed for graduation. A copy of these
requirements is sent to the student and to the student's file. It is the student's responsibility to
evaluate his/her graduation status with his/her faculty advisor and to communicate with the
Registrar to make sure all graduation requirements are met. This should be done by the due date
listed on the College Calendar to make certain all requirements are met and that all transcripts
have been evaluated for graduation.
STUDENT RESOURCES/ORGANIZATIONS

Coastal Georgia Association of Nursing Students (CGANS) is the professional nursing student organization on campus. Students are strongly encouraged to join and participate in the social, community service, peer support, and professional growth activities in CGANS.

Many extra-curricular activities are available at the College of Coastal Georgia. Further descriptions are in the College of Coastal Georgia catalog and the College of Coastal Georgia student handbook for all students.

Nursing students have the same opportunities to participate in campus activities as do all other students, and the nursing faculty encourages you to do so.

REPRESENTATION ON CCGA AND SCHOOL OF NURSING (SON) COMMITTEES

In order to facilitate institution-wide participation in, understanding of, and acceptance of policies, representatives of the student body may act through participation in committees established by the Senate of the College of Coastal Georgia. If you are interested in being on a college committee contact the Director of Student Life.

The nursing student body is encouraged to participate in the governance of the School of Nursing through representation on School of Nursing committees. Representatives are invited to attend the meetings to participate in selected portions of the agenda (in order to preserve student privacy). Students may be asked to volunteer to serve or be elected by their peers. Students may volunteer to serve on committees after they successfully complete their first semester of the nursing program. Good academic standing is required to serve on committees.

Representatives may observe and participate by offering the student perspective, by giving feedback during deliberations, and by conveying information to the nursing student body. Student representatives may not vote on motions of a committee.

PROFESSIONAL DEVELOPMENT

In The Essentials of Baccalaureate Education for Professional Nursing Practice (2008) one of the broad areas in the role of the professional nurse is that of member of the profession. As a member of the profession of nursing, each individual needs to “develop personal goals for professional development” and “participate in professional organizations, working to support agendas that enhance both high quality, cost-effective health care, and the advancement of the profession” (AACN, 2008). Faculty will encourage and help provide opportunities for students to begin their professional development such as with community service, CGANS meetings and activities, service-learning projects, and poster/podium presentations at the college, local, regional, and national level.
ACADEMIC ADVISEMENT

Each student will be assigned a nursing faculty advisor upon enrollment in the School of Nursing. It is essential that each student obtain advisement throughout his/her plan of study in order to progress smoothly through the sequence of courses.

The process of academic advisement is one of information exchange, communication, teaching, and guidance. The advisor/advisee relationship enables the student to obtain information needed to maintain enrollment as a nursing student, to stay abreast of the rules and regulations of the School of Nursing and College, and to provide the student with a trusted guide. The advisor should be the student’s most accurate source of information and be available on a regular basis to answer questions or address concerns.

Faculty members will have posted office hours for assistance or to advise the nursing student during the semester. If you are unable to meet during posted hours, contact your advisor via e-mail or telephone and set up an appointment.

All nursing students are strongly encouraged to communicate frequently with their advisors, to develop healthy advisor/advisee relationships, and to seek faculty advice when issues of personal or scholarly nature have the potential to threaten academic success. The student must meet with his/her assigned advisor at least once each semester prior to the pre-registration period to discuss and update the student’s plan of study.

STUDENTS WITH DISABILITIES

The Office of Disability Services coordinates and provides a variety of services for students with physical and learning disabilities. Qualified students with documented disabilities are eligible for reasonable accommodations under the Americans with Disabilities Act. Students who need information should contact the Director of Counseling and Disability Services, located in the Campus Center, 2nd floor. Camden students may get information from the Student Services coordinator at Camden. For more information, call (912) 279-5802 (Brunswick) or 912-510-3300 (Camden). For further information refer to the College Catalog.
FINANCIAL AID

Financial Aid may be available. The first step in seeking financial assistance of any kind is to visit the college Financial Aid Office, located in the Student Services Building and the CCGA FATV web page www.ccga.edu/finaid. The next step is to complete the Free Application for Federal Student Aid (FAFSA). These applications are available on-line at www.fafsa.ed.gov or www.GAcollege411.com.

The college catalog and the college web site give specific information regarding financial assistance. Additional information will be posted on the college digital signage as it becomes available. Some healthcare employers may provide assistance for employees. If you are currently employed in healthcare, be sure to ask your human resources department.

There are a number of College of Coastal Georgia scholarships. Students must apply for those at the Financial Aid Office.

STUDENT AWARDS AND HONORS

Each year college awards and honors are presented to outstanding students at College of Coastal Georgia: Nursing Honor Society, Dean's list, the President's Award, and other recognitions. The School of Nursing presents the following awards and scholarships: W.H. and Madeline Bloodworth Scholarship, The Art and Science of Nursing Award, and Outstanding Student in Nursing Program Award.
## Core Performance Standards for Admission and Progression*

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Standards</th>
<th>Examples</th>
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<tbody>
<tr>
<td>Critical thinking</td>
<td>Critical-thinking ability sufficient for rapid clinical judgment and decision making.</td>
<td>• Identification of cause/effect relationships in clinical situations Use of the scientific method in the development of patient care plans • Evaluation of the effectiveness of nursing interventions</td>
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<td>Interpersonal</td>
<td>Interpersonal abilities sufficient for interactions with individuals, families and groups from various social, emotional and intellectual backgrounds.</td>
<td>• Establishment of rapport with patients/clients and colleagues Capacity to engage in successful conflict resolution • Peer accountability</td>
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<tr>
<td>Communication in English</td>
<td>Communications abilities sufficient for verbal and written interaction with others to include note taking abilities and the ability to rapidly interpret and disseminate information.</td>
<td>• Explanation of treatment procedures, initiation of health teaching. • Documentation and interpretation of nursing actions and patient/client responses</td>
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<tr>
<td>Mobility</td>
<td>Physical abilities sufficient for movement from room to room in small spaces</td>
<td>• Movement about patient's room, work spaces and treatment areas • Administration of rescue procedures-cardiopulmonary resuscitation</td>
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<tr>
<td>Motor skills</td>
<td>Gross and fine motor abilities sufficient for providing safe, effective nursing care</td>
<td>• Calibration and use of equipment • Therapeutic positioning of patients</td>
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<tr>
<td>Hearing</td>
<td>Auditory ability sufficient for monitoring and assessing health needs</td>
<td>• Ability to hear monitoring device alarm and other emergency signals • Ability to discern auscultatory sounds and cries for help</td>
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<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in nursing care</td>
<td>• Ability to observe patient's condition and responses to treatments</td>
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<tr>
<td>Tactile Sense</td>
<td>Tactile ability sufficient for physical assessment</td>
<td>• Ability to palpitate in physical examinations and various therapeutic interventions</td>
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STUDENT SIGNATURE PAGE

Please read your handbook. Any questions may be directed to your academic advisor.

NOTE: There may be more stringent requirements for clinical agencies that may preclude the student’s progression in the nursing program.

Signing this sheet indicates that you have read, understand, and agree to comply with the 2017-2018 College of Coastal Georgia School of Nursing BSN Nursing Student Handbook. Give this signature page to one of your faculty members.

I have read, understand, and agree to comply with the 2017-2018 College of Coastal Georgia School of Nursing BSN Nursing Student Handbook.

Name (Print) ______________________________________________________________

Signature_______________________________________________________________

Date_________________________

Failure to comply with guideline policies and procedures may result in progressive disciplinary action up to and including program dismissal.