



COLLEGE *of*
COASTAL
GEORGIA

College of Coastal Georgia
Departments of Nursing & Radiologic Sciences
Student Handbook
2023-2024

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Introduction

Preface

This handbook provides information about significant policies, procedures, and guidelines for the various programs in the Department of Nursing and Radiologic Sciences (DONRS). Programs include Associate of Science in Nursing (ASN), Bachelor of Science in Nursing (BSN), RN to BSN (for post-licensure RNs), and an Associate of Science in Radiologic Science (ASRS).

The College of Coastal Georgia (CCGA) Student Handbook is available on the College website for any further reference regarding college-wide policies. Please familiarize yourself with this handbook as it contains critical classroom and clinical information, policies, and procedures that students must follow while enrolled in a DONRS program. Under certain circumstances, policies in the DONRS Student Handbook supersede those in the CCGA Student Handbook. Due to healthcare provider regulations, licensure, or certification, specific expectations of the professional are expected and required for successful degree completion.

Disclaimer

The DONRS has made every effort to ensure the accuracy of the information enclosed. The DONRS Student Handbook is updated once a year before the start of the fall semester, negating all previous versions of the DONRS handbooks.

CCGA DONRS reserves the right to make changes at any time concerning course offerings, degree requirements, services, policies, or any other subject addressed in this document. Students will receive adequate notice of changes via D2L, verbal announcements, and/or email.

Student Responsibility

Each student is responsible for properly completing their academic program and familiarizing themselves with the CCGA Catalog, the CCGA Student Handbook, and the DONRS Student Handbook. Each student is responsible for maintaining the required grade point average and meeting all degree requirements. The academic advisor will provide guidance, but the final responsibility for a successful college career rests with the student.

History of DONRS

Nursing

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. 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 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. 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.

Radiologic Science

The Radiologic Technology program at the College of Coastal Georgia began in 1973 after a long successful history as a hospital-based program at the Glynn Brunswick Memorial Hospital (now Southeast Georgia Health System). The Radiologic Science program at CCGA is a department within the School of Nursing and Health Science. The program design prepares the student for entry-level radiographer positions in hospitals, urgent care clinics and health care provider offices by performing diagnostic imaging procedures and assisting providers in treating disease and injury. Once the student has completed the associate degree in radiologic science requirements, the graduate may be eligible to take the national certification examination given by the American Registry of Radiologic Technologists (ARRT).

Licensure History

In programs with licensure exams, the average first-time pass rate over the past 40 years has consistently been above the national average for all program types. The nursing programs have been ranked #1 in the country in recent years and have received other state and national accolades. Graduates of our programs often continue their education to earn higher degrees in nursing and radiologic science and have careers in all areas of the healthcare profession.

Approval and Accreditation

Nursing

The Georgia Board of Nursing fully approves the ASN and the BSN programs of Nursing, 237 Coliseum Dr., Macon, GA 31217-3858 (478-207-2440).

The Accreditation Commission for Education in Nursing (ACEN) accredits the ASN and BSN programs. 3390 Peachtree Rd. NE Suite 1400, Atlanta, GA 30326 (1-404-974-5000).

Radiologic Sciences

The Radiologic Science program at the College of Coastal Georgia is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. (1-312-704-5300)

www.jrcert.org

Department of Nursing & Radiologic Sciences Faculty

The Department of Nursing and Radiologic Sciences faculty are committed to providing the best possible preparation for entry into the nursing, radiology, and health sciences professions. Faculty members are educated in specialty areas as well as in advanced methods of teaching and learning. The teaching methods in these programs may differ from what you are used to. The faculty selects methods to maximize students' learning experiences and prepare them for health occupations in the "real world".

DONRS Leadership Team/Faculty

Lydia Watkins DNP, MSN, RN, CPNP, CNE
Dean of Nursing and Health Sciences

Nicole Masano DNP, RN, CNM, CNE
Assistant Dean of Nursing and Health Sciences

Laura Grantham DNP, RN
BSN Program Coordinator

Tara Mosher DNP, RN, CCRN-K
ASN Program Coordinator

Ashley Barnes MSN, RN
RN-BSN Program Coordinator

Ashleigh Spurlock, M.Ed., R.T. (R)
Radiologic Sciences Program Direct

Faculty

<p>Tara Mosher DNP, RN, CCRN-K</p> <p>ASN Program Coordinator</p>	<p>Laura Grantham DNP, RN</p> <p>BSN Program Coordinator</p>	<p>Ashley Barnes MSN, RN</p> <p>RN-BSN Program Coordinator</p>	<p>Ashleigh Spurlock, M.Ed., R.T. (R)</p> <p>ASRT Program Director</p>
<p>Ashley Barnes, MSN, RN, CNE</p> <p>Amie Gardner, MSN, RN, FNP-C</p> <p>Katie Lee, MSN, RN</p> <p>Beverly Rowe, MSN, RN, CNE</p>	<p>Niki Shupe Fullard MSN, RN, FNP-C</p> <p>Nevada LeCounte, DNP, RN, CMSRN, PCCN, CNE, CHSE</p> <p>Rebecca Long, MSN, RN, CNE-CL</p> <p>Nicole Masano, DNP, RN, CNM, CNE</p> <p>Maryanne Sandberg, EdD, RN</p>	<p>Nevada LeCounte, DNP, RN, CMSRN, PCCN, CNE, CHSE</p> <p>Rebecca Long, MSN, RN, CNE-CL</p> <p>Nicole Masano, DNP, RN, CNM, CNE</p> <p>Tara Mosher, MSN, RN, CCRN-K</p> <p>Maryanne Sandberg, EdD, RN</p> <p>Laura Grantham DNP, RN</p> <p>Robbie Brant MSN, RN, AGNP</p>	<p>Jennifer Beirdneau M.A.Ed., R.T. (R)(MR)(ARRT)</p>

Student Success Coordinator

Rene Fisler MSN, RN, AGNP-C

Nursing Simulation, Clinical, and Labs

Robbie Brant MSN, RN, AGNP, Clinical Faculty and Lecturer

Jeff Garrett LPN, Lab Assistant

Administrative Assistants

Nichol James, Department Coordinator

Kashawn Littlejohn, Nursing Program Specialist

Student Organizations

Coastal Georgia Association of Nursing Students (CGANS)

Coastal Georgia Association of Nursing Students (CGANS) is the professional nursing student organization on campus. All nursing students are welcome to join CGANS and participate in campus activities. Some of the activities and accomplishments of CGANS:

- Student organization of the year for 2017, 2018-2019, 2021-2022.
- 5-sail award for student organizations 2017-2019 (the 5-sail award was retired in 2019).
- Participation: Mariner Fest, Homecoming Tailgate, Blue and White Days, Breast Cancer Awareness Day, Sexual/Reproductive Health (combined with GSA), Beach Clean-up Day with Keep Golden Isles Beautiful, clothing and toiletry drives for the homeless and community shelters, blood drives with Red Cross and One Blood, Lunch and Learn for various healthcare topics, etc.

Student Awards, Honors, and Honor Societies

Each year, college awards and honors are presented to outstanding students at the College of Coastal Georgia: Dean's list, recognitions, and the President's award. Both nursing and radiology have student honor societies, and students are chosen based on academic performance and other criteria set forth by the national honor societies. Please see the program coordinators (ASN, BSN, RADT) for further information. The honor societies are:

- The College of Coastal Georgia Nursing Honor Society (in the process of obtaining membership as a chapter of Sigma Theta Tau International Honor Society) (BSN)
- Alpha Delta Nu Honor Society- Zeta Gamma Chapter (ASN)
- Lambda Nu Honor Society- Georgia Phi Tau Chapter (Radiology)

Representation on DONRS Committees

Students are encouraged to participate in the governance of the DONRS through representation on various committees. Good academic standing is required to serve on committees. Representatives observe and participate on the committee by offering the student perspective, giving feedback during deliberations, and conveying information from meetings to their fellow students. Student representatives do not vote on motions of any DONRS committee.

Technology

Social Media

Nursing and Radiologic Science students must understand the nature, benefits, and consequences of participating in social networking of all types.

Principles for Social Networking

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

Tips to Avoid Problems

- Remember: standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the healthcare provider-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 maintain anonymity.
- 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.

(Adapted from ANA (American Nurses Association) social media policy)

Computer Requirements

To fully participate in this program, students will need a high-speed connection to the Internet and a computer with at least the minimum computer requirements. Please ensure that your computer and internet connection will allow for the viewing of videos.

- See <https://ecore.usg.edu/prospective/techreqs.php> see if your computer meets the minimum requirements.
- You will need the **most recent** version of **Mozilla Firefox**
 - (<http://www.mozilla.com/en-US/firefox/>) Or the most recent version of Chrome (<https://www.google.com/chrome/browser/desktop/>).
 - **Do not use Internet Explorer** as there are known issues with accessing quizzes with this browser.

The faculty use D2L throughout the program. Students will need to run a **system check** to ensure their computer will work correctly with D2L. See this site for more details and to perform a system check:

- <https://blackboard.secure.force.com/publicbarticleview?id=kA770000000CbIW>
- Visit a Configuration Room to test your computer:
<https://sas.illuminate.com/m.jnlp?sid=345&password=M.3023904BA742018E3A74A14B73098F&username=Test>.

Faculty post many course notes, slides, or readings as PDFs, so you will also need Adobe Reader. Regarding word processing software, some assignments may be submitted online to D2L or Elsevier platforms via a drop box/folder. You will need access to a computer with Microsoft Word to upload assignments as Word documents.

D2L

D2L is the online platform used by the College for all courses. The system is used daily to enhance classroom instruction and is not limited to distance learning. The software application manages online classroom activities ranging from content for courses and assignments to online discussions and communications between faculty and students, including assessments, testing, and grades. CCGA staff provide D2L training during student orientation and through the tutorial links on the D2L platform.

- It is the student's responsibility to ensure electronic submissions are timely, accurate, thorough, and in the correct location for grading consideration. Students are encouraged to utilize computer services to resolve issues before established deadlines. The faculty assumes no responsibility for electronic difficulties.

Technical Support

If you have a password issue, you may contact Technology Services at 912-279-5760 between the hours of 8 a.m. and 5 p.m., Monday through Friday.

- Alternatively, you can reset your password by going to <https://sa.ccg.edu/password/rcdpwd.asp>.

If you need assistance with D2L between the hours of 8 a.m. and 5 p.m., Monday through Friday,

- send an email to elarning@ccga.edu or call 912-279-4543.

In the evenings and on the weekends, you may call 1-855-772-0423 or search this website for answers to frequently asked questions:

- <https://d2lhelp.view.usg.edu/>

DONRS Professional Behavior Expectations

The DONRS expects students at the College of Coastal Georgia 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* and the *CCGA Student Code of Conduct*.

The College of Coastal Georgia students have established a precedent of exemplary behavior as members of the college and civic community. CCGA expects individuals and groups to observe the tradition of decorum and behave in no way that would cause physical, social, or emotional hazards to other college community members.

- The DONRS expects students to exhibit professionalism regardless of how/where they represent the College and the DONRS. Expected behaviors and conduct are not limited to classroom, laboratory, clinical, Service-Learning, or campus/community events. Failure to conduct yourself respectably and professionally may result in disciplinary action(s).

Any student, faculty member, administrator, employee, or visitor acting individually or in concert with others, who 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 the College of Coastal Georgia Student Handbook for further description.

Chain-of-Command to Resolve Student Academic Concerns

Students experiencing academic difficulty should first schedule an appointment with the course or clinical faculty for assistance. Students should refrain from discussing academic concerns with other faculty members who are not directly involved in the course. If students are unable to resolve academic issues with the faculty, they should consult individuals using the following chain of command (Do not deviate from this order):

- Program Coordinator or Program Director
- Assistant Dean of DONRS
- Dean of DONRS
- Office of Academic Affairs (VP for Academic Affairs/Provost)

Failure to follow the appropriate chain of command outlined above could result in a delayed resolution of a student issue.

Service-Learning

The DONRS designates some courses as Service-Learning. Service-Learning is a credit-bearing academic experience in which students participate in organized service experiences that respond to a broad 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 promote community interests. 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.

Student Resources

Class Resources

Faculty in the DONRS programs will provide students with various resources to encourage student success. However, faculty can choose what and when materials are made available to students. Lecture/instructional presentations are only a part of the learning process to encourage the development of clinical reasoning and critical thinking skills. The DONRS expects students to actively engage in all aspects of class and the learning process. The student is responsible for learning the course content and preparing for examinations.

Academic Advisement

Each student will be assigned a faculty advisor upon enrollment in the DONRS. Each student must obtain advisement throughout their plan of study 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 DONRS student and successfully progress to graduation.

All students are strongly encouraged to communicate frequently with their advisors and to seek faculty advice when issues of personal or scholarly nature have the potential to threaten academic success. The student must meet with their assigned advisor at least once each semester before the pre-registration period to discuss and update the student's study plan.

Students with Disabilities

The Office of Wellbeing and Support coordinates and provides various 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 interested in the services available 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) 279-5806 (Brunswick) or 912-510-3300 (Camden). For further information, refer to the college catalog. You can also email the department at owbs@ccga.edu.

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 Andrews Center Building and the CCGA FATV web page www.ccgga.edu/finaid. The next step is to complete the Free Application for Federal Student Aid (FAFSA). These applications are available online at www.fafsa.ed.gov or www.GAcollge411.com.

The college catalog and the college website give specific information regarding financial assistance. Some healthcare employers may offer aid to employees. If you are currently employed in healthcare, ask your human resources department.

- There are many scholarships at the College of Coastal Georgia. Interested students may ask their financial aid counselor about the application process.

Licensing/Certification Legal Requirements

Nursing

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 fingerprinting 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.

Radiologic Sciences

Individuals previously involved in a criminal proceeding or those charged with/convicted of a crime must file a request for an American Registry of Radiologic Technologists (ARRT) Ethics Pre-Application Review. This is the student's sole responsibility. Any potential ethics violation that occurs while enrolled in an RS program must be reported according to current ARRT requirements. All offenses must be reported regardless of when they are committed (prior to and/or during the program). The student will submit information and documentation regarding potential ethics violation to the ARRT, not RS program officials. The ARRT Ethics Committee will review the submission and determine if it warrants a sanction. Although a sanction may not preclude entrance into the program, it could preclude entrance to clinical affiliates and/or from taking the national certification exam. Students are advised that the review process can take up to 12 weeks. Once the student has received their review, they must schedule an appointment with the Radiologic Science Program Director to discuss and document the implications of the review. A copy of the final decision from the ARRT must be presented to program officials no later than the first day of enrollment in the Radiologic Science program. A student who is not sure about the status or impact of any prior charges or convictions should not apply to our program until they have checked with the ARRT. It is a form of lying to submit a Radiologic Science program application with an answer of:

- "No" regarding this matter and subsequently inform program officials that there was, in truth, a charge. Being deliberately untruthful is a serious and unethical action and is grounds for immediate termination of our program. A student who has been terminated from the Radiologic Science program under such conditions is not eligible for readmission.
- Clinical education sites may require criminal background checks, drug screens, or both. The results of background checks and/or drug testing could result in denial to the clinical site and the inability to pass a course or continue in the program.
- Students are responsible for the cost of the screens and testing.
- Students should not assume that the police or court expunged documents and are encouraged to research the extent of such an assumption. Anecdotal evidence shows that some expunged information does populate ethics and background checks. Students are advised to air on the side of caution and respond accordingly.

The ethics review process can be found at <https://www.arrt.org/pages/ethics-review> or by calling the ARRT (651) 687-0048. The ARRT Ethics Committee will contact the students regarding the Pre-Application Review decision.

Current healthcare profession licenses/certifications

Students who hold or who have held a license/certification in any healthcare profession must provide a copy to the School of Nursing and Health Science office. Students who hold or have ever held an encumbered, limited, or disciplined license/certification in any healthcare profession may not be eligible to enter or continue the program.

Miscellaneous Information

Address/Name Change

It is the student's responsibility to notify the registrar and the Department of Nursing and Radiologic Sciences (912-279-5860) of any changes in name, address, and telephone number. This information will be the contact information used to communicate with the student. Incorrect information can lead to significant delays in clinical placement and delivery of information from the school.

Student Evaluation of Course and Faculty

Every semester each student is provided with the opportunity to evaluate each course and its faculty so educational quality may be maintained and enhanced. All students are encouraged to respond to the evaluation with honesty, sincerity, and a sense of confidentiality. The evaluations are anonymous, and the faculty cannot identify which students wrote which evaluation. The faculty do not receive evaluations until after the final course grades are submitted. The DONRS adheres to the College guidelines in administering evaluations.

Communication

All students are required to maintain current and accessible phone numbers and mailing addresses and must notify the DONRS office of any changes. All email correspondence must occur within the CCGA Outlook email system, and students are responsible for checking their college email and D2L postings daily. College Email accounts are available through the CCGA website (www.ccg.edu).

Radiologic Sciences Communication

Those who have been formally admitted to the Radiologic Science program are enrolled in RADT 1000, The Radiologic Science Program Access Point within D2L. This is the page that all program faculty use to communicate general program information and updates. Students are required to log into RADT 1000 and/or RADT courses at least once per day. Failure to participate as required and/or communicate within 24 hours' weekdays and 48 hours on the weekend (or as posted on the assignment) is considered unacceptable professional behavior.

If a student has a question or assignment that is regarding a specific RADT course, the student must submit their course communication via the appropriate D2L course. The RADT 1000 portal is not appropriate.

Radiologic Sciences students can find current programmatic forms in D2L under RADT 1000 or from RS faculty.

Student Image/Photo Release

The DONRS frequently updates their webpage, provides the College with advertisement materials, submits work for publication, and presents at conferences. Faculty or staff may take photos, videos, or audio recordings during classroom, laboratory, simulation, or Service-Learning activities.

The DONRS assumes the student agrees to release their photo for public view. If this is NOT the student's wish, the student must notify the DONRS office coordinator and complete a *No Release of Image/Photo* form. Once completed, the staff will place the form in the student's file, and faculty/staff will be updated as needed.

Privacy of Records

The Family Educational Rights and Privacy Act of 1974 (FERPA (Family Educational Rights and Privacy Act)) ensures that office staff, faculty, and administration protect the educational information of our students. To safeguard private academic information, faculty will communicate only with the student. Students' family members, friends, spouses/partners, etc., are not to contact faculty members to address concerns regarding a student enrolled in a DONRS program.

Gifts of Appreciation

Faculty are not allowed to accept gifts from students but are always appreciative of written thank you notes if students want to thank faculty for their classroom or clinical experience.

Academic Policy and Procedure

Professional Behavior

As members of nursing and radiologic sciences professions, the DONRS always expects students to exhibit professional appearances and behaviors during school-related activities to ensure career readiness upon graduation. Personal accountability for actions is an expectation. Students should be respectful and honest. Students must be civil in all College, clinical, and community settings. Bullying, hostility, cheating, and insulting others are disrespectful, unprofessional, and unacceptable behaviors. Students must adhere to the *College Code of Conduct*. Students are encouraged to report such behaviors to course faculty and the Dean of Students as appropriate.

Classroom Conduct

Nursing and Radiologic Science providers are some of the most trusted professionals identified by the public. As such, students must uphold professional dress, speech, and actions. Students must maintain professional behavior in the classroom, lab, and clinical environments. The faculty encourages student interaction during educational sessions. However, faculty will minimize unnecessary or recurrent interruptions to maintain a conducive learning environment for all students. Students should avoid arriving late to class, participating inside conversations, and leaving class early to minimize distractions in class. Faculty reserve the right to ask a student to leave the class if the behavior is disrupting the learning environment. Students may not audio record or videotape classroom activities without the permission of the faculty. Students are not allowed to take pictures of faculty's power points without their permission.

Students must prepare before and arrive on time for class. Students should utilize class break periods appropriately and return to the classroom on time. Students must be awake, alert, and able to perform essential functions during class and clinical activities. Faculty reserve the right to exclude a student from a learning experience if the student cannot meet these requirements.

Learning occurs when students are actively engaged in class. To foster engagement, there are limits on the use of various technologies. Students may use electronic equipment (laptops, audio recorders) with faculty member permission and for course-specific purposes (taking notes, reading, research, and class activities). Cell phone use is not permitted during class time unless needed for a faculty-approved classroom activity.

Clinical and Laboratory Conduct

DONRS partners with a variety of clinical agencies to provide clinical opportunities. Faculty notify students each semester (as applicable) about the clinical experience schedule. Faculty may schedule students for evenings, nights, and

weekends depending on site availability. The faculty will educate students on any facility-specific requirements. Laboratory experiences are subject to the same expectations and requirements as clinical experiences. Students are responsible for knowing their clinical, lab, and simulation schedules. If a student fails to attend a scheduled clinical, lab, or simulation activity without proper notification, they will receive disciplinary action.

Students must prepare for each laboratory and clinical session. Faculty may discharge unprepared students. Students must make up the experience later, and such action may result in a clinical alert, warning, contract, or further penalty. The student is responsible for contacting and working with faculty to schedule the required make-up hours.

Students must not contact clinical agencies, staff, or patients independent of course Faculty. Doing so will result in disciplinary action.

NOTE: Students may be required to apply touch to classmates while learning assessment skills or how to apply/place medical devices. Students will perform similar actions in a clinical environment and for skills demonstration before applying them in the clinical setting. If a student is uncomfortable with this, they need to make an appointment with the appropriate course faculty to discuss their concerns immediately.

Laboratory

Laboratory augments classroom instruction by teaching skills necessary for applying theory to practice. Faculty may use the following instructional methods in the laboratory setting.

- Demonstration
- Supervised practice
- Individual practice
- Simulation
- Independent viewing of assigned resources
- Student videotaping
- Computerized instruction
- Skills checkoffs
- Role-playing

Clinical Agency Requirements

- The DONRS office has access to student information in Castle Branch, PSI, including medical records, drug screenings, and background checks.
- Students must adhere to the Clinical Agency Requirements at their assigned facility.
 - A student must be able to provide any required documentation at the request of the clinical agency or the DONRS program.
 - *Failure* to produce evidence of required health information and/or CPR certification will result in exclusion from clinical agency site(s), an immediate clinical warning, and possible clinical failure unless an accommodation or exemption request has been submitted timely (see below).
 - Students must upload documentation to the electronic onboarding system (ex: Castle Branch or My Clinical Exchange) and a hard copy provided to the DONRS before the start of each semester.
 - All students must sign the *"Health Insurance Statement."*

- Personal comprehensive health insurance is required for each nursing and radiologic science student and may include other health science students soon. Health professionals carry an inherent risk of contact with persons with communicable diseases. There is also the risk of injury from sharp and/or contaminated objects. Neither the clinical agencies nor CCGA assume or accept responsibility for the injury or illnesses of students. The student will be responsible for the cost of any care required.
- Students are generally required to comply with all CCGA's Clinical Agency Requirements. These include the following:
 - *Current* documentation of required health, TB, and CPR information.
 - Annual TB/PPD, chest x-ray and/or tuberculosis screening results.
 - Documentation of immunizations including, but not limited to, Chicken Pox, Diphtheria, Tetanus, MMR, Hepatitis B, Influenza, and Covid -19.
 - Documentation of current American Heart Association CPR Health Care Provider level - BLS
- Before starting the semester, the student is responsible for ensuring all elements listed above are updated and current. Failure to maintain current clinical documentation in the electronic onboarding system will result in clinical exclusion with the possibility of a clinical failure.
- DONRS personnel will assist students to obtain clinical agency ID badges, parking passes, computer access codes, etc., for clinical facilities as required by the clinical facility. Failure to secure required elements by the assigned date will result in a written warning and clinical exclusion and could result in a clinical failure.
- Please review the information below if a student requires accommodation or exemption from the above requirements.
- The DONRS may update this policy at any time in response to revised Clinical Agency Requirements.

Requests for Exemptions or Accommodations

- If a student wishes to request an exemption or accommodation from any of the clinical agency requirements as described above¹ (Collectively referred to herein as an "exemption") from Clinical Agency Requirements, including required vaccinations, those exemptions and accommodation requests must be submitted to the student's assigned clinical agency.
 - Students must notify the DONRS that they plan to seek an exemption prior to the start of the semester.
 - Students seeking exemptions are solely responsible for completing the exemption process with the assigned facility.
 - If an exemption is granted by the assigned facility, the student must provide the DONRS office with a copy of the exemption acceptance form.
 - The exemption acceptance form must be provided to the DONRS office as soon as it is received. If the clinical agency has not finalized its review of the student request by the start of the current semester, DONRS must be notified by the first day of the semester and a copy of the request to the clinical agency should be provided to DONRS.
 - If insufficient spaces are available for all the student's seeking exemptions, students who are not placed in a given academic term will be placed on a waiting list for the next time the course is offered.
 - To maintain fair and objective prioritization of students who will request exemptions, assignment to clinical facilities will be based on the date that students first provided the DONRS with completed, accepted exemptions from the clinical agencies.

¹ This policy only addresses clinical agency requirements. should a student require other accommodations or exemptions, please refer to the student handbook.

- Students who apply for and receive exemptions must follow the clinical agency policy regarding exemption status. Please be aware that a clinical site may limit a student's involvement in the clinical program, and such limitations may make it difficult or impossible to complete all clinical course outcomes and objectives.
- DONRS does not determine what exemptions and restrictions will be offered by clinical agencies. Should the clinical agency make a change, such change could have an impact on the academic progress of the student. While DONRS will seek to avoid the academic impact of any such changes, it cannot guarantee that the exemption will continue throughout the academic term in question.

Maintenance and Documentation of Clinical Agency Requirements in Castle Branch

Clinical Requirements

Students must maintain 100% compliance with all required clinical requirements. Please review the DONRS handbook and webpage for requirements.

Castle Branch & Clinical Requirements

Castle Branch is an online database that tracks clinical requirements that include but are not limited to drug screening, proof of health insurance coverage, current immunizations and titers, CPR completion, and fingerprint clearance cards. Students will be interfacing with this online tracking system to maintain and store their records and clinical requirements. The Office of the School of Nursing and Health Sciences will provide each student with detailed instructions regarding setting up an account.

Compliance

Castle Branch sends automated reminders of items that are near expiration. Students are responsible for monitoring the email communication from Castle Branch and complying with all requirements before and during their clinical rotations. If a student is not in compliance before the start of each semester, they may not be permitted to start their clinical rotations. If students are not in compliance during their clinical rotations, the DONRS will immediately remove them from clinical. Students cannot start or resume their clinical rotation until they are compliant with all Castle Branch requirements. If the student cannot complete clinical hours due to noncompliance, they will receive a failing grade in their clinical course.

Additional Clinical Requirements

Some sites will require students to provide additional items and complete online training or orientation before starting the clinical rotation. The clinical placement coordinator will advise students of this requirement. Failure to complete clinical site required applications, documents, or orientations will result in a delay in the start of the clinical rotation or removal from the clinical rotation if any of the above requirements are out of date during the semester and may jeopardize student progression in the program.

Trajcsys for Radiologic Sciences students

Trajcsys is a cloud-based system utilized to track student time records, competency, evaluations, etc. Students will need a 4G tablet (any brand) with Wi-Fi and GPS capability. Students will also be required to purchase a subscription to Trajcsys extending through their graduation date.

HIPAA (Health Insurance Portability and Accountability Act)

The Departments of Nursing and Radiologic Sciences requires all students and instructors to safeguard the protected health information of patients/clients appropriately, under applicable provisions of the HIPAA Act of 1996.

Protected Health Information (PHI) includes health information relating to items such as:

- Names (Full or last name and initial)
- Addresses
- Dates (other than year) directly related to an individual
- Phone and Fax Numbers
- Email addresses
- Social Security numbers
- Medical record and account numbers
- Health insurance beneficiary numbers
- Certificate/license numbers
- Vehicle identifiers (including serial numbers and license plate numbers)
- Any patient photographic images and any comparable images
- Please use the following link for additional information <https://www.hhs.gov/answers/hipaa/what-is-phi/index.html>

Students should consult clinical faculty if unsure. Students are not to, under ANY circumstance, leave the clinical site with PHI. If it is determined that a student fails to comply with HIPAA regulations, they may be subject to legal implications and is grounds for clinical failure and/or program dismissal. To comply with HIPAA regulations

- Do not take any photographs at or outside clinical facilities.
- Remove identifiable patient information in handwritten, computerized, or printed form from the clinical sites.

Uniforms and Dress Code

Health professionals are considered some of the most highly trusted roles, so professionalism in dress, speech, and behavior is essential. The purpose of the dress code is to ensure the safety of the student and the patient, use best practices, and maintain an overall professional appearance.

Student program uniforms and equipment must be purchased and worn as directed by faculty. When in uniform, students must always meet all uniform guidelines regardless of the setting. The DONRS has individualized uniforms for various programs. The uniforms may include school patches, bandage scissors, stethoscope, pen light, watch with a second hand (no smart watches are allowed in lab or clinical facilities), a pen with black ink, an official college name tag, and facility ID. The dress code applies to all lab and clinical experiences. Uniforms are to be worn for all off-campus clinical experiences unless otherwise instructed. Students will be sent home from lab or clinical experiences if out of approved uniform.

- Uniforms and shoes must be neat and clean: wrinkle-free, stain-free, odor-free, and are not to be worn in class or other activities prior to being worn in the clinical area.
- Nursing students must wear a plain white t-shirt (or similar type shirt) under their student nursing uniform top. Radiologic Sciences students must wear a black crewneck under their uniform top.

- Due to possible exposure of blood and or bodily fluids students may not wear open toe, sling back or other shoes with holes /openings. All shoes must be free of logos, waterproof and antiskid. Shoes should be clean and in good condition for the duration of the program
 - Nursing students wear white shoes
 - Radiologic Sciences students wear black shoes
- Socks should be above the ankle
 - Nursing students wear white socks
 - Radiologic Sciences students wear black socks
- Students cannot wear scented products (perfume, aftershave). Excessive make and other offensive odors (including smoking odor) are not allowed
- No artificial nails or nail polish, including overlays, acrylics, or gels. Nails must be kept short and clean
- No artificial eyelashes or eyelash extensions are allowed
- Hair must be neat, clean, and off the collar, either short or pinned up with neutral hair-colored clip/pins/narrow headbands (no bows or wide headbands)
- No personal, cloth scrub caps are allowed
- Established mustaches and/or beards are to be neatly groomed, trimmed, and clean, otherwise should be clean-shaven.
- Students may wear engagement and/or wedding rings, and one pair of small stud earrings in the ear lobe with the uniform (no studs in other facial piercings)
- Bracelets and necklaces are not allowed (official medical alert bracelets are allowed)
- No gum chewing
- No stethoscope covers are allowed
- Please follow facility-specific policy regarding tattoos. Clinical faculty will provide further direction as needed.
- The student must adhere to the clinical agency policies. Students should contact faculty if they need further clarification.

When in a clinical facility for college purposes other than clinical (i.e., getting the badge, flu shot, patient assignments), students must wear professional clothes with a white lab coat over the clothing. The students must also wear their ID badges with the College and clinical facility names. Faculty will communicate any exceptions.

Students must wear their clinical uniform during all lab and simulation activities unless otherwise specified by faculty.

Clinical Expectations

- The DONRS cannot accommodate individual student requests to be placed in specific clinical groups unless there is a known conflict of interest.
- It is the responsibility of the students to provide their own transportation to designated facilities. Facilities may be in various cities and counties surrounding Glynn County.
- Each facility provides student parking areas and regulations, and it is an expectation that all students abide by these policies.
- Students practice in clinical areas under the direction and supervision of faculty, clinical instructors, and preceptors.
- Nursing Students must pass the course Medication Administration Exam before attending clinical.
- Nursing Students are required to prepare and administer medications and perform patient procedures or invasive skills (including, but not limited to the administration of any medication, venipuncture, establishing

intravenous access, catheter insertions, complex dressing changes, and sterile dressing changes) under the direction and supervision of the assigned clinical instructor, assigned preceptor/mentor, or other designated licensed individual (such as the client's assigned registered nurse). The assigned clinical instructor must be notified prior to the student preparing and/or administering medications, performing a patient procedure, or invasive skill with a designated licensed individual. Students may only prepare and/or administer medications with a designated licensed individual at the discretion of the assigned clinical instructor and only after administering medications with the assigned clinical instructor once during the rotation. The student may only perform a patient procedure and/or invasive skill at the discretion of the assigned clinical instructor and only after demonstrating skill competency with the assigned clinical instructor.

- Radiologic Sciences students are never permitted to make an exposure, accept an image, or dismiss a patient without supervision and direct instruction of a registered radiographer.
- Clinical education assignments are subject to change at faculty discretion.
- Photocopying, photography, or any other reproduction of client clinical/agency documents is prohibited.
- The DONRS and clinical agencies do not permit smoking 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.
- The instructor/faculty reserves the right to exclude a student from clinical for offensive odor.
- Nursing students must bring cell phones into clinical agencies to properly complete clinical paperwork and evaluations. The use of cell phones is for clinical purposes only. After students check into the clinical experience in TracPrac, the clinical instructor will collect the phones and place them in a locked locker on the unit. Students will then be given their phones during post-conference to complete skills checklists, evaluations, and any other necessary information. There are several clinical facilities that do not allow cell phones on campus at all. Course faculty will notify students of this circumstance and what process to follow.
- Radiologic Sciences students must bring a their approved 4G tablet to all lab and clinic experiences.
 - Proper clocking in and out of Trajecsyst is the student's responsibility. Should the student fail to clock in and or out of a clinical assignment there will be no credit given for any clinical time that day. As with any missed clinical time the student must work with the clinical coordinator to schedule a clinical make up day. If a student is unable to clock in and out due to internet or other connectivity issues the student must have their clinical preceptor call the clinical coordinator immediately to discuss a solution. If the clinical coordinator is not available, the preceptor must leave a message regarding the issue.
- Mind-altering substances, including alcohol, are not to be consumed less than 12 hours prior to the beginning of the clinical experience.
 - Suppose a clinical instructor believes a student is under the influence of mind-altering substances. In that case, the instructor may remove the student from the clinical area and request the student submit to a screening for drugs and alcohol at the student's expense. In the event of a positive drug and/or alcohol screen, the student will be subject to disciplinary action and potential termination from the program.
- Before leaving the clinical area, the student will complete all required documentation and report to the supervisor (primary nurse, clinical instructor, etc).
- Based on clinical agency availability, students understand that they may be required to attend clinical in the evenings and on weekends and may drive up to a 120-mile radius from the Brunswick campus.
- Students may not possess any weapon in a clinical agency when their policy states, "no weapons allowed," despite a personal concealed carry permit.

- Students may not leave the unit or facility without the permission of the clinical faculty. Activities include going to your car, leaving the clinical site during lunch, or completing any other activity during a break or scheduled lunch time.
- Students may only eat or drink in designated areas like the breakroom or cafeteria.
- The precepting clinical experience is not a 'given'. Student placement depends on preceptor and agency availability. If the DONRS cannot match students for a precepting rotation, the DONRS will place the students in a clinical group to complete their clinical experience.
- The clinical hour requirements for each course are a minimum. Additional hours may be required.

Student Injury or Illness

- Faculty and students must follow this procedure if students are injured or become ill during clinical.
 - Arrange for immediate care of the student as necessary.
 - The student is responsible for any charges and has the right to refuse care, but the faculty may dismiss them from the clinical experience.
 - College of Coastal Georgia/ DONRS is not responsible for any health costs incurred by students.
 - Complete an agency variance report according to agency policy, if appropriate
 - Students and clinical faculty must complete written documentation of the occurrence for the student file.

Body Fluid Exposure

The faculty teach students to use standard precautions to prevent exposure to pathogens as part of their clinical education. The students are responsible for putting learned techniques into practice when caring for clients. The student must inform their clinical instructor immediately if exposure occurs. Faculty and students will follow clinical agency policies and procedures. The Departments of Nursing and Radiologic Sciences Programs do not assume responsibility for the costs of any resulting health care.

Social Media

Purpose

The Departments of Nursing and Radiologic Sciences support using 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 and Health Sciences students. They engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. The distribution of sensitive and confidential information is protected under HIPAA and FERPA, whether discussed through traditional communication channels or social media.

Social media is defined as a mechanism 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 built on the web's ideological and technological foundations that allow 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, Snap Chat, etc.

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 ensure 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.

Policy

- The page should be private if a nursing or health science cohort (classmates) has a Facebook or any other social media page. If students post any inappropriate content or comments on the page, it is the responsibility of other students in the group to report this activity to the program coordinator.
- Students must not use the College of Coastal Georgia or School of Nursing and Health Sciences logos and graphics on personal social media sites.
- Be aware of your association with the College of Coastal Georgia on online social networks. If you identify yourself as a student, ensure your profile and related content are 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 the College of Coastal Georgia's behalf unless you are authorized to do so in writing.
- HIPAA guidelines must always be followed. Identifiable information concerning clients or patients must not be posted in any online forum or webpage.

Procedure/Considerations

- Employers are increasingly conducting Web searches for job candidates before extending offers.
- Be sure to maintain a sense of professionalism.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace in your social media postings.

Attendance and Punctuality

Classroom

The DONRS curriculums are progressive and built on content from week to week. 100% attendance is expected and will help promote student success. Persistent absences may result in the inability of students to meet course objectives.

Students are required to notify faculty prior to anticipated absences or leaving class early, as would be expected by an employer. Faculty may request documentation verifying the need for absence. Students are responsible for obtaining announcements, handouts, lecture notes, etc., and arranging for any required make-up assignments (if allowed) when absent from class. Students must review the semester calendar and not make personal plans that conflict with academic obligations. Students should arrive early to class to avoid disruption.

Testing

Students must attend all scheduled exams and be present and ready to test before the scheduled exam time. If unable to attend due to an emergency, the student must call the DONRS office and email the course faculty member at least 30 minutes before the start of the exam (912-279-5860). If the office is closed, the student must leave a voicemail message. If a student fails to provide the notification listed above, they may receive a grade of zero for that exam.

Laboratory & Clinical

Students must attend and be on time for all laboratory and clinical experiences and should only miss under extreme or dire conditions. Tardiness to a lab or clinical experience may result in dismissal from that experience. If a student is late (even 1 minute) for a lab, simulation, or clinical experience, they will be sent home. For example, clinical starts at 0630

and the student arrives at 0632. They will be sent home due to tardiness. If unable to attend lab or clinical due to an emergency, students must contact the DONRS at least one hour prior to the clinical experience.

Nursing students

- Must call the DONRS office (912-279-5860) and
- Email the course faculty member.
- Do not call faculty office phones to report absences, as they will be preparing for lab/clinical.

Radiologic Sciences students

- Notify the RS clinical coordinator.
- Email the appropriate instructor.
- Call the clinical education site and leave a message of their absence*

When calling or leaving messages regarding absences, students are to note the name of the person in which they spoke or with whom the message was left. The clinical affiliate directory is posted on RADT 1000 within D2L.

All clinical time missed must be made up in the semester the absence occurred. Each semester will have a finite number of assigned/available clinical make up days. Program faculty will determine the time and place for making up missed clinical education hours. Due to scheduling conflicts, the make-up location may not be at the site used when the absence occurred. If absent from lab or clinical, students are responsible for planning for any required make-up hours and assignments. Clinical make-up experiences may not be possible. Students with clinical absences/tardiness are at risk of not meeting clinical outcomes, which may result in clinical failure.

Students may not swap clinical education assignments or choose their make-up times or locations. Any make-up clinical time must have faculty and clinical site approval. Program faculty will notify the student of the assigned make-up time via outlook email.

The DONRS makes no provision for any vacation time for students in the program, other than semester breaks and the vacation periods scheduled on the university calendar. See clinical calendar for designated holidays, breaks, and vacation periods. A student may not shorten the length of their clinical rotation by accumulating compensatory time.

Radiologic Sciences

Proper clocking in and out of Trajecsyst is the student's responsibility. Should the student fail to clock in and out of a clinical assignment there will be no credit given for any clinical time that day. As with any missed clinical time the student must work with the clinical coordinator to schedule a clinical make up day.

If a student is unable to clock in and out due to internet or other connectivity issues the student must have their clinical preceptor call the clinical coordinator immediately to discuss a solution. If the clinical coordinator is not available, the preceptor must leave a message regarding the issue.

The student must be free from any infectious or contagious diseases, be afebrile without using antipyretic medications for 24 hours prior to any clinical experience and be able to perform all core standards. If a change of health status (e.g., pregnancy, anything requiring a wrap/brace, or follow-up medical care) occurs, the student must obtain the *Medical Clearance form* from the DONRS office. A healthcare provider must complete the form and state that the student can attend lab/clinical "with no restrictions" before returning to the clinical/lab experience. The form must be turned in to the DONRS office coordinator and approved by the Chair or Dean. The student may not return to the clinical if approval is not received.

Grading

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

Letter grades are computed as follows for the Nursing and Radiologic Sciences programs.

A = 90 -100

B = 80 - 89

C = 75 - 79

D = 66 - 74

F = 65 & below

Students must achieve at least a "C" in the didactic portion of the course and pass clinical and/or laboratory components of relevant courses to progress in DONRS programs. The faculty will compute the final course grade on all tests and graded course requirements for students who achieve a "Pass" in the clinical and/or laboratory portion. A "Fail" in clinical and/or laboratory will result in an "F" in the course regardless of the grade in the academic portion of the course.

- There is no extra credit work assigned.
- No exam grades are dropped.

In the following nursing and radiologic science courses, students must earn an exam average of 75% (unit exams, final exam, HESI exam for select courses) before other assignment grades (i.e., EAQs, papers, presentations, Service-Learning projects) are added into the final course grade:

- NURS 1111 Nursing 1
- NURS 1112 Nursing 2
- NURS 2111 Nursing 3
- NURS 2112 Nursing 4
- NURS 3102 Health Assessment and Promotion
- NURS 3104 Pathophysiologic Concepts of Nursing Practice
- NURS 3106 Fundamentals of Nursing
- NURS 3207 Pharmacological Nursing Concepts
- NURS 3208 Mental Health Nursing
- NURS 3209 Medical-Surgical Nursing 1
- NURS 4104 Medical Surgical Nursing II
- NURS 4105 Nursing Care of Women and Infants

- NURS 4106 Nursing Care of Children
- NURS 4207 Transitional Nursing Practicum
- RADT 1001 Patient Care and Ethics in Radiology
- RADT 1002 Radiographic Procedures I
- RADT 1003 Radiographic Procedures II
- RADT 1005 Radiobiology and Radiation Protection
- RADT 1006 Radiographic Procedures III
- RADT 1100 Radiographic Imaging I
- RADT 1112 Clinical Radiography I
- RADT 1113 Clinical Radiography II
- RADT 2003 Certification Fundamentals
- RADT 2100 Radiographic Imaging II
- RADT 2200 Radiographic Imaging III
- RADT 2221 Clinical Radiography III
- RADT 2231 Clinical Radiography IV
- RADT 2241 Clinical Radiography V

Clinical Paperwork

Frequency of Evaluation

A TracPrac® electronic formative evaluation will be completed for each clinical day for each student.

- **Rationale:** Students only have so many clinical days in the nursing program and require a comprehensive review of their clinical performance to identify areas for improvement. Additionally, daily evaluations will more quickly recognize concerning behaviors so that they can be addressed promptly.

One digital form per clinical course, per semester for each student, will include all clinical days, including lab/simulation evaluations.

- **Rationale:** One electronic file can be printed and/or stored electronically so that all evaluations are contained in a single document.

Timeliness of Evaluations

Each formative evaluation should be completed within 24 hours of the clinical day, with few exceptions.

- **Rationale:**
 - Timely feedback and review assist students in developing the essential skills required for clinical success.
 - Sequential documentation and review show continuous progression towards a satisfactory performance.

Failure to review the evaluation as required may result in progressive disciplinary action and possible removal from the clinical experience resulting in missed clinical days that will require make-up to meet outcomes.

Responsibilities of the Student

- Check-in and out at the clinical site and record all clinical skills.
- To acknowledge each clinical evaluation before the next clinical day. Students not acknowledging their evaluation before the next clinical/simulation day will be issued a “Needs Improvement/Unsatisfactory” for professionalism and removed from the clinical experience until evaluations are addressed.
- To notify the clinical educator or classroom educator if there is a concern about the accuracy of the information within the electronic evaluation.

Incomplete Course Grade (“I”)

Under dire circumstances, a student may receive an incomplete "I" for a specific DONRS course. Faculty may award this grade to a student who encounters hardship during the semester, which was unforeseen and non-academic, making him or her unable to meet the outcomes successfully of a course during the scheduled semester.

The student must meet with the course faculty to request an incomplete “I” grade. If granted, the student is required to meet with their faculty and determine a make-up schedule for course work, including lab, clinical, and simulation hours. Students must satisfactorily complete all make-up work before the start of the next semester to progress with their cohort.

Testing

Testing Guidelines During an Exam

To provide an environment conducive to testing and to maintain test security, the DONRS faculty will enforce the following guidelines during all exams:

- Students must download their exam before entering the testing environment. It is the responsibility of the student to ensure their computer is updated and functional with the DONRS testing software. If a student has not downloaded the exam or must perform computer system updates at the time of the exam, that time will be deducted from the time allotted for the examination.
- Faculty makes every effort to minimize disruptions in the testing environment. At times, disruptions (cell phone ringing, chatter outside of the classroom, computer glitches, etc.) occur that are outside of faculty control. Students requiring a different test environment are encouraged to work with the appropriate services to determine if this is a possibility.
- Suppose a student is late for an exam for any reason. In that case, the student will receive the remaining available testing time (i.e., the class receives 30 minutes for the exam. The student arrives with 15 minutes left to test, they only receive 15 minutes for taking the exam) only. No additional time will be added to the student’s exam. This policy extends to students taking their exams in the Office of Wellbeing and Support testing center.
- If/when a student starts an exam, the score received on that exam stands regardless of circumstance and outcome. For example, suppose a student leaves the testing environment after beginning but before

completing the exam. In that case, the faculty will grade the exam as is and record the score in the grade book.

- There will be no conversation during the testing period.
- Examsoft has a calculator function available to students during exams. If there is a problem with this feature, the DONRS faculty will provide students with a basic hand calculator.
- Students will only bring their computers/devices to the testing room. All other personal items should be left outside of the room (in their car or other location)
- Students will be provided with scratch paper and writing devices.
- Jackets, cardigans, pocketed hoodies, and other outer clothing layers must be removed.
- No hats allowed.
- Ear plugs must be basic, disposable ear plugs.
- No smart watches
- Faculty must approve restroom breaks. Only one student at a time may leave.
- Water bottles must be clear and with no label. Drinks will be placed on a table at the back of the room. Students may get up to get a drink then return to their seat.
- Students utilizing the Office of Wellbeing and Support for testing must communicate directly with personnel from the Office of Wellbeing and Support to determine testing location, start time and to ask any other testing questions. The student is not to contact the course faculty.

Test Review

To implement best practice and uphold test and question integrity the DONRS utilizes the following process for test review:

Test review may be offered at the course faculty's discretion and is not guaranteed. Faculty may provide an immediate test review to students as soon as the student has completed their exam. No further test review will be given that addresses specific test questions. Following test review, if a student has further questions regarding test item content (not the specific test item), the student should email the course faculty for further clarification.

Medication Calculation for Nursing Programs

Before beginning clinical each semester, students must successfully complete a medication calculation exam. Each semester may include calculation questions from each clinical course of the semester, including specialties like maternity, pediatrics, and mental health. To achieve a passing grade, students must score at least 90% in each exam section (by the third attempt). The score earned on the first attempt will be the grade entered into the grade book(s) for the medication calculation exam. Students must repeat any section of the exam in which they do not obtain a 90%. If unsuccessful after three (3) attempts, the student will receive a WF (withdrawal failing) grade for the course in which they were unsuccessful and will be administratively withdrawn from other clinical courses in which they are currently enrolled. WF is considered a one-course failure; administrative withdrawal is not considered a course failure.

HESI

The nursing programs utilize HESI testing throughout the curriculum to assess students' core competencies and benchmarks in preparation for the NCLEX-RN exam. Many, but not all, courses use HESI exams; some courses allow for

two attempts at the exam, while others only one. All grades obtained for the HESI exams (whether there is one or two) will be counted as part of the course grade.

Make-up Work

Students are responsible for knowing assignment due dates and submission locations. Faculty encourage students to clarify any questions prior to submitting assignments. Students must be aware of the importance of submitting work on time and should plan to submit it early. This action ensures meeting the due date.

The faculty assumes no responsibility for electronic difficulties, and students are encouraged to contact computer services to resolve any problem prior to established deadlines.

Classroom

Late course assignments will not be accepted. Students will receive a grade of zero for any late assignment.

Clinical

Please see the clinical paperwork evaluation section.

Exams

The Faculty of the DONRS do not administer make-up exams. In the event a student misses an exam for any reason, the faculty will initiate the following process:

- All DONRS final exams are cumulative. If a student misses an exam, they will receive the grade achieved on the portion of the final exam evaluating the content of the missed exam.
 - For example, suppose a student misses a unit exam that covers respiratory and cardiac. In that case, they will receive the grade achieved on the section of the final exam evaluating respiratory and cardiac as the unit exam grade. If a student achieves an eight out of ten on this content, they will receive an 80% for the unit exam grade. Faculty will base the final exam grade on the score of all final exam questions.
- If a student misses more than one exam in a course, faculty will give a grade of zero for each additional missed exam in that course.
- DONRS Leadership reserves the right to review and address individual circumstances.

Program Progression

Repeating a Course

A student must repeat a DONRS course in which they receive a grade below "C", or if they withdraw from the course and receive a "W."

- Students may only repeat nursing and radiologic sciences courses one time.

Withdrawal Process

Unexpected events may occur in a student's life. The DONRS is cognizant of unavoidable and sometimes unmanageable life issues and identifies that it may benefit the student to withdraw from the program.

- The DONRS abides by the College's policy regarding withdrawing from courses. Please refer to the College of Coastal Georgia's Catalog.
- Late-term withdrawal is a college process. Students are to refer to the College of Coastal Georgia's Catalog if pursuing this type of withdrawal process.
- Due to course sequencing in the Nursing and Radiologic Sciences programs, a student who withdraws from one of these programs may have to wait one year to re-enter the course(s) from which they withdrew. Students must understand that re-enrolling into a course is not automatic and is subject to approval and space availability within that semester's cohort. Students must reapply to the program prior to the cut-off submission date.

Readmission

Former students who have not been enrolled for at least one semester due to a course failure, withdrawal, or any other reason, must submit the *Application for Readmission* before the deadline. The students must include any official transcripts from any institutions they attended since last enrolled as a CCGA student. The readmission form is located on the student portal under 'student forms' and 'program application forms'.

Students planning to reapply to a DONRS program are responsible for checking the website for paperwork and application submission deadlines. Students may also contact the Department of Nursing and Radiologic Sciences office (912-279-5860) for further questions regarding the readmission process.

Readmission is not guaranteed and is contingent upon space availability and the professional judgment of the program faculty. The student will be required to meet current admissions and curriculum requirements in effect at the time of application submission.

Clinical Progression

- The faculty provides specific criteria for clinical performance in individual courses and clinical evaluation tools.
- Student evaluation is a joint activity between the student and faculty/clinical instructor. Faculty will inform students of their progress and competency in meeting the clinical outcomes.
- Faculty will evaluate clinical performance weekly. Students not meeting outcomes could receive an "NI" (Needs Improvement) or "U" (Unsatisfactory) and a clinical alert/warning/contract/failure as deemed appropriate.
- To achieve a passing grade ("S" for Satisfactory), a student must not have any "U" (Unsatisfactory) ratings on the final evaluation. If a student receives any "U" on their final clinical performance evaluation, they will fail the clinical component of the course, which will result in an overall course failure.
- Students must complete all clinical experiences prior to the start of finals week. In extraordinary circumstances, completion of all work may not be possible. In such circumstances, the student is responsible for communicating with faculty and scheduling make-up hours.

Program Dismissal

The DONRS defines a Program Dismissal as the immediate removal of a student from a DONRS program. A student may be removed from a program if they:

- Exhibit behavior that poses grave consequences to other students, patients, faculty, or others
- Receive a second-course failure. A student cannot fail more than one (1) course in nursing and radiologic sciences programs.
- Violate the terms and conditions of a contract.

- Commit an infraction which does not apply to the Alert/Warning/Contract discipline progression policy (meaning the infraction is severe enough to warrant dismissal)

Full-time faculty and any relevant individuals must agree when issuing a program dismissal. The DONRS will send the student a registered letter informing them of the dismissal. The DONRS will place a copy of the letter in the student's file. **Any** student dismissed from a DONRS Program is not eligible for readmission.

Student Appeals

If a student believes a final grade was assigned incorrectly or unjustly or that an established academic policy was violated or misused, the student may use the academic appeal process. Note that a student cannot appeal the faculty member's professional judgment, and, in all cases, the policy in the course syllabus shall prevail in determining the grade. Students wishing to file an academic appeal must follow the “*Student Academic Appeal Policy*” steps in the college catalog under Academic Regulations. The DONRS maintains a shorter timeline than the rest of the College due to the structure of the programs. Students must submit appeals within three (3) business days of the last day of the semester (last day of college final exams) in which the event occurred due to the block scheduling and available clinical space. Students must email the appeal packets to the DONRS Program Coordinator, Assistant Dean, and Dean.

When reviewing a grade appeal, the DONRS Assistant Dean and Dean will evaluate multiple aspects of a student’s performance when making a final decision. When considering student appeals, the following information may be included in the evaluation process and exemplifies the student’s ability to successfully complete a DONRS course or program.

- Student attendance and punctuality (classroom, lab, simulation, and clinical)
- Participation in all student learning activities
- Clinical performance and evaluation
- Alerts, warnings, and contracts
- Submission of clinical and classroom assignments
- Attendance for study sessions or test review provided by course faculty.
- Individual and aggregate scores for exams, EAQs, projects, and any other assignments relevant to the student's course grade
- Meetings with course faculty
- Input from other parties as needed (simulation specialist, student success counselor, clinical instructors, preceptors, unit managers and staff, etc.)

Academic Integrity

The DONRS expects students to comply with the Academic Integrity Policy in the *CCGA Catalog* and the Student Code of Conduct, Academic Responsibilities, and Non-academic Responsibilities as outlined in the *College of Coastal Georgia Student Handbook*. CCGA deals with students who violate the Academic Integrity Policy in any manner by following the *Academic Integrity Procedure* listed in the college catalog. Please note that study aids not authorized by the instructor include using test banks, Quizlet, etc.

The Policy states:

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

****NOTE:** For complete policy, see the CCGA Catalog. ******

Disciplinary Policy and Procedure

In the previous sections of the handbook, the DONRS expectations have been explained in detail. Occasionally students may stray from expectations and will be guided appropriately by faculty through various verbal discussions and written directions to lead to student success. The information below outlines the processes that the DONRS faculty will follow in such circumstances.

If students have any academic or clinical concerns, they must follow the *Chain-of-Command to Resolve Student Academic Concerns* section of this handbook.

Alerts, Warnings, and Contracts

Healthcare professionals are responsible for people's lives, healthcare, well-being, and safety. Healthcare professionals are held to a high standard regarding professionalism and ethics. Throughout the nursing and radiologic sciences programs, faculty will guide and mentor students regarding professional expectations. If a student is not meeting the required expectations, faculty will counsel and provide a success plan. The faculty will document all meetings, success plans, and written alerts/warnings/contracts and place the documentation in the student's files. All alerts/warnings/contracts will follow the student throughout their time in the program to help ensure successful progression and achievement of program goals and outcomes.

Students who receive alerts and warnings in lab and clinical areas may fail to meet clinical outcomes as identified on course clinical evaluation tools. Failure to meet any clinical outcome by the end of the clinical rotation results in an Unsatisfactory grade for clinical and an "F" for the course.

Alert

As identified in this handbook, the DONRS faculty may issue an alert when a student does not follow program guidelines and expectations concerning clinical judgement and classroom or clinical behavior. The alert aims to inform the students that they are not meeting the expected performance criteria and to develop a strategy for success.

The faculty issuing the alert will schedule an appointment with the student to discuss the concern, review expectations, and devise a plan of success. The faculty and student must meet within one week of the faculty identifying or learning of the incident. After a discussion of the incident, the faculty member and student will review and sign the written alert. The student will receive a copy of the signed form, and the faculty will place a copy in the student file.

Warning

A warning may be issued when a student has a prior written alert, lacks significant clinical judgement, or exhibits radically unprofessional classroom or clinical behavior deemed more significant than the level of a written alert. The purpose of the warning is to inform the students that they are not meeting the expected performance criteria and to develop a strategy for success. Faculty have the discretion to issue a warning.

Faculty and student must meet within one week of the faculty identifying or learning about the incident. The faculty issuing the warning will schedule an appointment with the student to discuss the concern, review expectations, and devise a plan of success. After discussing the incident, the faculty member and student will review and sign the written warning. The student will receive a copy of the signed form, and the faculty will place a copy in the student file.

Note: A warning may be issued without a prior alert if the magnitude of the violation of behavior is deemed sufficient to warrant bypassing an alert.

Contract

The program coordinator may issue a student a contract when a pattern of problematic behavior has continued despite faculty counselling and the implementation of success plans or if an individual incident is significant enough to warrant an immediate contract.

The program coordinator will schedule an appointment with the student to discuss the behavior and handbook violations. The course faculty and program coordinator will explain the contract outline to the student. When the student understands the contract's terms, the student and coordinator will sign the form. The student will receive a copy of the signed form, and the faculty will place a copy in the student file. The students will be under contract for the remainder of their DONRS program. Any future incident violating contract terms may result in withdrawal from the nursing/radiologic sciences courses or dismissal from the program.

Program Dismissal

The DONRS defines a Program Dismissal as the immediate removal of a student from a DONRS program. A student may be removed from a program if they:

- a. Exhibit behavior that poses grave consequences to other students, patients, faculty, or others.
- b. Receive a second-course failure. A student cannot fail more than one (1) course in the nursing and radiologic sciences programs.
- c. Violating the terms and conditions of a contract.
- d. Commit an infraction which does not apply to the Alert/Warning/Contract discipline progression policy (meaning the infraction is severe enough to warrant dismissal).

Full-time faculty and any relevant individuals must agree when issuing a program dismissal. The DONRS will send the student a registered letter informing them of the dismissal. The DONRS will place a copy of the letter in the student's file. A student dismissed from a DONRS Program is not eligible for readmission.

Program Specific Information

Associate degree in nursing Program Specific Information

Vision

The Department of Nursing aspires to be the foremost leader in undergraduate nursing education for the State of Georgia and beyond.

Values

Our core value is “quality nursing education.” We achieve this through:

- Caring: Advocacy, Altruism, and Relationships
- Learning: Evidence-based, Experiential, and Service
- Community: Diversity, Global Awareness, and Outreach
- Leadership: Accountability, Collaboration, and Responsibility
- Professionalism: Commitment, Competence, and Integrity

Mission

The ASN program 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 nurses for healthcare in Georgia and beyond
- 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

Philosophy

We believe in an eclectic approach to nursing education. Although we do not subscribe to a single theorist or theory, various elements from multiple theories are incorporated into the class, clinical, laboratory, simulation, and Service-Learning experiences. The primary theories that the faculty utilize include, but are not limited to, Adult Learning Theory, Social Cognitive Theory, Experiential Learning, and Benner's Novice to Expert.

We believe that the student is a diverse, unique individual that brings with them prior life experiences, general education, personal attributes, relationships, and responsibilities (see Learning Tree). Based on Benner's Novice to Expert Theory, learning progresses from simple to complex concepts and is the acquisition of professional values, knowledge, skills, and attitudes. For maximal effectiveness, the motivated learner utilizes various techniques that promote problem-solving abilities. We believe that Adult Learning is a student-centered, maturational process based on student and faculty collaboration.

We believe formal education is a multidisciplinary attempt to impart necessary knowledge and to enable the individual to develop the highest potential for the advantage of the individual, their community, and society in general. Using the Social-Cognitive theory, the nursing faculty models and facilitates the learning process by creating a learning environment which fosters creative/critical thinking, accountability, open communication, caring, active interchange of ideas and technological proficiency. Faculty mentors and empowers the student to attain goals by utilizing various traditional and creative teaching strategies identified to meet learning needs.

Nursing education is a specialized part of higher education and leads to licensure and employment as a registered nurse. Nursing education is an active process incorporating partnerships with students, faculty, and other health care team members. We believe a strong emphasis on professionalism, ethics, evidence-based practice, and continuing education is essential for clinical competency and for providing a safe, caring approach to meeting the client/patient's health care needs.

We subscribe to the definition of nursing stated in the *Nursing: Scope and Standards of Nursing Practice*, 3rd edition published by the American Nurses Association (2015). The definition is as follows:

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations.

We believe that professional entry into nursing practice may be at the associate degree or baccalaureate degree level. Recognizing that nursing at the baccalaureate level has a broad base of knowledge and skill that differentiates the nurse's role from that of the associate degree nurse and places further emphasis on community, research, and leadership. Career mobility for ASN graduates is valued, as evidenced by the offering of the RN to BSN program.

End of Program Student Learning Outcomes (EPSLO's)

The ASN graduate will be prepared to:

1. Demonstrate critical thinking through the nursing process, as evidenced by the use of the following skills:
 - Anticipation of client needs and outcomes.
 - Ethical Decision Making
 - Evaluation of client care and treatments
 - Initiates client care independently, within the scope of practice
 - Prioritization of client care
 - Self-regulation
2. Provide safe, evidence-based, client-centered care for diverse groups of clients through the lifespan with common, well-defined health problems in structured settings in health care facilities and within the community.
3. Practice therapeutic and professional communication while caring for clients and collaborating with healthcare team members.
4. Demonstrate professional competency in the following areas:
 - Accountability
 - Career Readiness
 - Informatics
 - Integrity
 - Leadership
 - Quality Improvement
 - Technology

Program Outcomes (ACEN) Benchmarks

- Goal 1: The first time NCLEX-RN pass rates will be at or above 80%
- Goal 2: 40% of students will graduate from the nursing program on time (within 2 years of entering the nursing program).
- Goal 3: 85% of graduates from each program seeking jobs will indicate receipt of offers for employment in nursing within 6 months after licensure.

Plan of Study for Associate of Science in Nursing Programs

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

Bachelor's degree Program Specific Information

Vision

The Department of Nursing aspires to be the foremost leader in undergraduate nursing education for the State of Georgia and beyond.

Values

Our core value is “quality nursing education.” We achieve this through:

- Caring: Advocacy, Altruism, and Relationships
- Learning: Evidence-based, Experiential, and Service
- Community: Diversity, Global Awareness, and Outreach
- Leadership: Accountability, Collaboration, and Responsibility
- Professionalism: Commitment, Competence, and Integrity

Mission

The BSN program supports the mission of the College of Coastal Georgia and is committed to:

The formation of culturally competent, professional nurse leaders with a strong foundation in evidence-based clinical reasoning and the aptitudes to coordinate the delivery of patient care in diverse populations. Graduates will be committed to the advancement of the nursing profession through life-long service, life-long learning, and leadership in a multiplicity of global communities.

BSN End of Program Student Learning Outcomes

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 BSN graduate will be prepared to:

1. Integrate knowledge and skills from a solid base in liberal education and nursing science to provide holistic care across the lifespan in various settings.
2. Use knowledge and skills in nursing leadership and quality improvement to promote health and disease prevention for individuals, families, and communities.
3. Formulate clinical judgments supported by evidence-based practice from nursing science in delivering safe, professional nursing care.
4. Incorporate knowledge and skills in information management and patient care technology to deliver competent patient care.
5. Demonstrate knowledge of healthcare policies, finance and regulatory environments and their influence on the nature and functioning of the healthcare system.
6. Exhibit professionalism and respect for patients, families, and colleagues through communication and collaboration of care.
7. Provide leadership and understanding of community health resources in health promotion and disease prevention at the individual and population levels.

8. Provide safe care for patients of increasing complexity with variations of treatment and health care resources across the continuum of healthcare environments.

Program Outcomes (ACEN) Benchmarks

Student learning goals encompass knowledge regarding pathophysiology, physical assessment, interpretation of laboratory data, facilitation of safe and evidence-based patient care, safe administration and monitoring of medications and side effects, therapeutic communication, professionalism, medication calculation, patient education, health promotion education, community engagement, etc. SN additionally focuses on leadership and management, research, and nursing theory. This is all assessed by the following program outcomes (ACEN, accreditation benchmarks):

- Goal 1: The first-time NCLEX-RN pass rates will be at or above 80%.
- Goal 2: 55% of students will graduate from the nursing program on time (within 2 years of entering the nursing program).
- Goal 3: 85% of graduates from each program seeking jobs will indicate receipt of offers for employment in nursing within 6 months after licensure.

Radiologic Science Program

Radiologic Science Mission

The mission of the Radiologic Science Program at the College of Coastal Georgia is to provide the community with clinically competent radiographers focused on providing high quality patient care and radiation protection. Students will be prepared to function as part of a dynamic healthcare team, assume roles of leadership and engage in life-long learning.

Program Goals and Student Learning Outcomes (SLO)

The Associate of Science in Radiologic Science student/graduate will be prepared to

1. Demonstrate critical thinking and problem solving
2. Demonstrate clinical competence
3. Demonstrate effective communication skills
4. Evaluate the importance of professional growth and development

Goals and SLO's

- Goal 1: Radiologic Science students will demonstrate critical thinking and problem-solving skills.
 - SLO 1: Students will manipulate technical factors for non-routine examinations.
 - SLO 2: Students will be able to adapt positioning for trauma patients.
- Goal 2: Radiologic Science students will be clinically competent.
 - SLO 1: Students will apply positioning skills.
 - SLO 2: Students will select appropriate technical factors.
 - SLO 3: Students will practice radiation protection.
- Goal 3: Radiologic Science students will be able to communicate.
 - SLO 1: Students will demonstrate oral communication skills.
 - SLO 2: Students will practice written communication skills.
- Goal 4: Radiologic Science students will evaluate the importance of professional growth and development.
 - SLO 1: Students will determine the importance of continued professional development.

- SLO 2: Students will summarize their professional obligations upon gaining their ARRT credentials.

Joint Review Committee on Education in Radiologic Science (JRCERT)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

Students have the right to submit allegations against a JRCERT program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Contact of the JRCERT should not be a step in the formal institutional/program grievance procedure. The individual must first attempt to resolve the complaint directly with institution/program officials by following the grievance procedures provided by the institution/program. If the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed, they may submit allegations of non-compliance directly to the JRCERT.

JRCERT 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 312-704-5300

www.jrcert.org

The American Registry of Radiologic Technologists (ARRT)

The ARRT is the world's largest organization offering credentials in medical imaging, interventional procedures, and radiation therapy. They certify and register technologists in a range of disciplines by overseeing and administering education, ethics, and examination requirements.

www.arrt.org

American Society of Radiologic Technologists (ASRT)

The ASRT is a professional association of people working in medical imaging and radiation therapy. They provide a curriculum outline for radiologic science programs which provides a common body of knowledge that is essential for entry-level radiographers.

www.asrt.org

College of Coastal Georgia

DONRS Student Handbook Signature Page

I have been given access to the College of Coastal Georgia *2023-2024 DONRS Student Handbook*. I have read the *2023-2024 DONRS Student Handbook*, including my specific program appendix (as applicable).

I have been allowed to discuss the *2023-2024 DONRS Student Handbook* Spring Addendum with the program faculty. I fully understand the policies and procedures outlined herein *and* agree to abide by these rules and policies. I understand that all policies and procedures in the *2023-2024 DONRS Student Handbook* and appendices supersede those of previous editions.

Printed name of student: _____

Signature of student: _____

Date this document was signed: _____

I am a student in the:

ASN program _____

BSN program _____

Radiologic Sciences program _____