



**Health Sciences Department
ASN Program
Student Handbook**

Fall 2022



**ASN Program
Student Handbook**

Fall 2022

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Program Welcome

Welcome to the Associate of Science in Nursing Program.

Disclaimer

The College and the Program reserve the right to alter contents of the Student Handbook with notice to students as necessary. Students will be notified of the change in a timely manner, given a copy of the change, and must sign they have received and understand the change. Changes may be necessary as the accrediting body, state, or national regulations change.

Accessibility Statement

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

STC Statement of Non-Discrimination

The Technical College System of Georgia (TCSG) and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act (ADA) of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

American with Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer

Helen Thomas, Special Needs Specialist
Vidalia Campus
3001 East 1st Street, Vidalia Office 165
Phone: 912-538-3126
[Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu)

Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer

Lanie Jonas, Director of Human Resources
Vidalia Campus
3001 East 1st Street, Vidalia Office 138B
Phone: 912-538-3230
[Lanie Jonas \(ljonas@southeasterntech.edu\)](mailto:ljonas@southeasterntech.edu)

Reference: STC 2.1.1.p. Procedure: Southeastern Technical College Statement of Equal Opportunity
Southeastern Technical College Introduction and General Information at www.southeasterntech.edu

Campus Carry Bill

Date of implementation July 1, 2017

- **Break down elements of the statute 16-11-127.1**
 - Must be 21 or over (unless an active member of the military)
 - Applies to anyone on campus-- student, faculty, staff, contractor or visitor
 - Applies only to handguns (revolvers and pistols)
 - Must have valid GA Weapons Carry License (WCL) or a weapons carry license or permit from a reciprocal state provided that the license carrier is not a resident of GA. If they become a GA resident they must obtain a GA carry license (active military exception)
 - Locations authorized
 - In any building or on real property (buildings or land) owned or leased by the college, unless specifically prohibited below
 - Locations prohibited
 - Any buildings or property used for athletic sporting events (while athletic event is occurring)
 - Student housing (includes fraternity and sorority houses)
 - Preschool or childcare spaces (defined as separated by electronic mechanism or human-staffed point of controlled access)
 - College and Career Academies
 - Classes w/ Move On When Ready (MOWR)/dual enrollment students (defined as the space or room being currently used for MOWR/dual enrollment instruction)
 - Faculty, staff or administrative offices
 - Rooms where disciplinary hearings are conducted
 - Must be concealed
 - Concealed defined—carried in such a fashion it does not **actively solicit** the **attention** of others... is not **openly and intentionally** displayed. **Substantially** covered by an article of clothing, or carried within a bag of nondescript nature

Additional Points for Consideration:

- **It is incumbent upon the weapons carry license holder to know the law and follow it at all times.**
- It is the responsibility of the license holder/gun owner to ensure that they have received gun safety training on proper loading, use and carry (including concealed carry) of a firearm. Colleges (including their police or security departments) will not provide firearms training to anyone other than employed sworn police officers.
- Active Shooter training is provided to all students and employees. In the event of an active shooter type occurrence, police will respond with the intent of locating and stopping the threat. ***It is the responsibility of the licensed carrier to clearly identify themselves and immediately obey all instructions given by law enforcement.***

Frequently Asked Questions:

- 1) Where can weapons be secured when not being carried on campus by permit holder? The gun owner's vehicle. Schools **will not** provide weapons storage facilities.

- 2) How will anyone know whether a class has MOWR or dual enrollment students in it? It is incumbent upon the licensed carrier to determine when these conditions exist and not violate the law. Students may ask their fellow classmates if anyone is a dual enrollment, MOWR, or high school student, however, fellow students are **not required** to identify themselves as dual enrollment, MOWR or high school student.
- 3) What is penalty for violation? See OGCA 16-11-127.1. If the violator has a valid carry license, on first offense, the penalty is a misdemeanor and a \$25 fine. If the violator does not have a carry license the charge is a felony.
- 4) Can law enforcement ask to see weapon carry license at any time? Law enforcement may not detain an individual for the sole purpose of asking if they have a carry license or requesting to view it.
- 5) Must the permit be on your person while carrying? Yes
- 6) Does it apply to any area where a student conduct hearing *may occur* or *has* occurred? It applies to any area where a student conduct hearing *is* occurring or will occur in the immediate future.
- 7) What happens when high school (or younger) students are in common areas? The prohibition only applies to areas in current use for instruction of students who are dual enrollment or MOWR. Common areas where these students may be present are not covered.

Security of Student Records/Family Educational Rights and Privacy Act

Annually, Southeastern Technical College shall inform their students about the Family Educational Rights and Privacy Act of 1974 ("FERPA"). FERPA was designed to protect the privacy of educational records and to establish the right of students to inspect and review their non-privileged educational records. FERPA also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act. Southeastern Technical College shall also provide a mechanism whereby students may file informal complaints within the College.

This policy applies to students who are or who have formerly been enrolled at Southeastern Technical College. Education Records include any records (in handwriting, print, tapes, film, computer, or other medium) maintained by Southeastern Technical College or Technical College System of Georgia that are directly related to a student except:

- 1) A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record, and is not used for purposes other than a memory or reference tool. Records that contain information taken directly from a student or that are used to make decisions about the student are not covered by this exception.
- 2) Records created and maintained by Southeastern Technical College law enforcement unit for law enforcement purposes
- 3) An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
- 4) Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
- 5) Alumni records that contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

The complete STC procedure regarding student records is available in the *STC Online Catalog and Student Handbook*. (www.southeasterntech.edu)

Accreditation

College Accreditation

Southeastern Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees.

Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
404-679-4500

Southern Association of Colleges and Schools Commission on Colleges
(www.sacscoc.org)

Program Accreditation

The ASN Program is approved by the Georgia Board of Nursing (GBON).

Georgia Board of Nursing
237 Coliseum Drive

Macon, GA 31217-3858

Phone 478-207-2440 or 844-753-7825

<https://sos.ga.gov/>

The associate nursing program at Southeastern Technical College at the Vidalia and Swainsboro campus located in Vidalia and Swainsboro, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.us/accreditedprograms/programSearch.htm>.

College and Program Mission Statements

Southeastern Technical College Mission Statement

Southeastern Technical College, a unit of the Technical College System of Georgia, provides an innovative, educational environment for student learning through traditional and distance education delivery methods focused on building a well-educated, globally competitive workforce for Southeastern Georgia.

The College fulfills its mission through:

- associate degree, diploma, and technical certificate of credit programs;
- adult education;
- continuing education; and
- customized training and services.

Vision

Southeastern Technical College will be recognized as an educational leader in Southeastern Georgia. The College will deliver quality, student-centered, and accessible postsecondary education and training. The College will empower students for success, cultivating innovative and economically thriving communities and enterprises.

Southeastern Technical College Values:

- Integrity, honesty, openness, mutual respect, and personal excellence.
- Continuous improvement.
- Making a difference in teaching and learning.
- A strong, visionary Administration.
- A qualified and committed Faculty and Staff.
- Community Partnerships and citizenship.
- Safe, secure, and attractive campuses and facilities.
- Time together for planning.
- Positive attitudes and teamwork.
- Accessible and affordable, quality programs and services.
- Professional Development.
- Communication.
- Fairness, equality, and diversity.
- Workforce development.
- Marketing our uniqueness for a competitive advantage.
- Technological advancement.

Mission Statement of Southeastern Technical College's (STC)

ASN Program

STC's ASN Program is dedicated to support the overall missions of the Technical College System of Georgia (TCSG) and STC to provide a well-educated, globally competitive workforce for southeastern Georgia. The primary mission of the ASN Program is to assist in meeting the increasing healthcare needs of rural Georgia.

The ASN Program's Mission is to provide an educational environment that prepares highly trained, competent graduates to practice as registered nurses in a variety of healthcare settings.

Philosophy of Nursing

The philosophy of the ASN Program is consistent with the mission, goals, and objectives of the TCSG and STC. The ASN Program faculty believe that all individuals have basic rights that include education and quality healthcare. They further believe that each student has the potential to learn and that, with encouragement and quality instruction, they will grow both personally and professionally. The ASN Program's goal is to promote personal accountability and prepare individuals, through proper mentoring and coaching, to become knowledgeable and proficient professional nurses.

The ASN Program faculty believe that nursing is both a science and an art. We consider the provision of nursing care, and henceforth nursing education, to greatly impact healthcare in our global communities. We believe that ethical and moral provisions of nursing care are of the utmost importance. The Program defines a client as any person, family or community that is experiencing an event that impacts their physical, emotional or spiritual well-being. The faculty share a universal understanding of health as a complete state of well-being. Guided by the nursing process, we believe our nursing students are uniquely educated and expertly skilled to positively influence the promotion of health.

The Program Faculty expect the students to practice competent care that is learned and expanded upon through both didactic and clinical instruction. The ASN Program's curriculum encompasses the knowledge, skills, and attitudes (KSAs) required for an entry-level professional nurse to meet the increasing healthcare needs of communities. The ASN faculty believe the curriculum built based upon the Quality and Safety Education for Nurses (QSEN) standards, plus leadership and professionalism, allows for the preparation of the nurse to continuously provide quality and safe client care within all healthcare settings. The six QSEN standards, as well as leadership and professionalism are defined below:

CLIENT-CENTERED CARE

Recognize the client or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for client's preferences, values, and needs (<http://qsen.org/competencies/graduate-ksas/,06232016>).

TEAMWORK AND COLLABORATION

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality client care (<http://qsen.org/competencies/graduate-ksas/,06232016>).

EVIDENCE-BASED PRACTICE (EBP)

Integrate best current evidence with clinical expertise and client /family preferences and values for delivery of optimal health care (<http://qsen.org/competencies/graduate-ksas/,06232016>).

QUALITY IMPROVEMENT (QI)

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (<http://qsen.org/competencies/graduate-ksas/,06232016>).

SAFETY

Minimizes risk of harm to clients and providers through both system effectiveness and individual performance (<http://qsen.org/competencies/graduate-ksas/,06232016>).

INFORMATICS

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (<http://qsen.org/competencies/graduate-ksas/,06232016>).

PROFESSIONALISM

Demonstrate responsible behavior that incorporates legal and ethical principles to meet the standards and expectations of nursing practice.

LEADERSHIP

Use principles and standards fundamental to the profession of nursing to influence others in establishing and achieving shared goals.

In alignment with ACEN criterion 4.6, faculty have built a curriculum to include the progression of a student from novice to expert. Patricia Benner's Novice to Expert Theory best exemplifies this goal which allows the student to enter the nursing expertise continuum beginning with enrollment in a nursing education program, and then seamlessly integrate into licensure and practice. The model exemplifies and is consistent with the Program's goal to produce technically-advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of healthcare settings. The curriculum will provide the student with the necessary knowledge, skills, and attitudes to practice competently and safely as an entry-level nurse in acute, long-term, and community healthcare settings.

Levels of Program Organization

ASN Program

Updated: 7/21/2021, 7/18/2022

State Board of the Technical College System of Georgia

Commissioner of the Technical College System of Georgia – Greg Dozier

President – Mr. Larry Calhoun

Vice President for Academic Affairs – Teresa Coleman

Dean of Academic Affairs (Health Sciences)– Dana Roessler

Academic Affairs Administrative Assistant – Ola Smith; Dusty Pittman

Health Sciences Administrative Assistant – Erin Rollins

Program Director – Jennifer Corner

Program Faculty – Full-time: Donna Jean Braddy, Ginny Ennis, Jennifer Gunter, Beth Hendrix, Brooke Hinson, Mary Martha Jennings, and Rachel Sikes.

Communication

Approved: 8/8/2016, 7/18/2022

Channel of Program Communication:

Faculty

Program Coordinator

Program Director

Dean

Vice President for Academic Affairs

The Preferred method of contacting a faculty member is via Southeastern Technical College email. The use of private email is discouraged.

Faculty/Staff Contact Information:

Donna Jean Braddy, MSN, RN
Program Coordinator/Full-time faculty
[Donna Jean Braddy \(dbraddy@southeasterntech.edu\)](mailto:dbraddy@southeasterntech.edu)
912-538-3172

Ginny Ennis, MSN, RN
Full-time faculty
[Gigi Ennis \(gennis@southeasterntech.edu\)](mailto:gennis@southeasterntech.edu)
478-289-2333

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Brooke Hinson, MSN, RN
Full-time faculty
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912-538-3144

Mary Martha Jennings, MSN, RN, APRN, FNP-C
Full-time faculty
[Mary Martha Jennings \(mjennings@southeasterntech.edu\)](mailto:mjennings@southeasterntech.edu)
912-538-3201

Rachel Sikes, BSN, RN
Full-time Faculty
Rachel Sikes (rsikes@southeasterntech.edu)
912-538-3209

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Jennifer Corner (jcorner@southeasterntech.edu)
912-538-3253

Dana Roessler
Dean of Academic Affairs, Health Sciences
Dana Roessler (droessler@southeasterntech.edu)
912-538-3198

Teresa Coleman
Vice President of Academic Affairs
Teresa Coleman (tcoleman@southeasterntech.edu)
912-538-3103

Technical Standards and Clinical Requirements for Health Sciences Education

Southeastern Technical College has a moral and ethical responsibility to select, educate, and graduate competent and safe students/practitioners. The College has identified core performance standards critical to the success of students in the health sciences programs. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe professional practice with or without reasonable accommodations. All students enrolled in a health science program will be asked to review the provided core performance standards and clinical requirements and sign a form certifying they have read, understand, and are able to meet the standards and requirements as follows. The health science programs are prepared to provide reasonable accommodations to accepted students who have documented disabilities.

Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the College's procedures outlined in the Student Affairs section of the catalog.

Program Core Performance Standards

The Program curriculum requires students to engage in diverse complex, and specific experiences essential to the acquisition of essential professional skills. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential in the successful completion of the Program's requirements, these functions are necessary to ensure the health and safety of clients, fellow classmates, faculty, and other healthcare providers. Please be informed that certain physical and mental abilities are essential to function as a student and in professional practice. The essential qualifications that students must demonstrate include but are not limited to the following:

Students must have the **intellectual, conceptual, and critical thinking abilities** to assess, analyze, reason and synthesize data in order to draw sound conclusions and make clinical decisions. Students must be able to problem solve as well as obtain, interpret, and document information.

Students must have effective **oral and written communication skills** in order to accurately transmit information appropriate to the ability of clients, colleagues, and other healthcare workers. Students must be able to read and write legibly in English with proper spelling of medical terms.

Students must have **gross and fine motor skills** sufficient to lift and operate equipment and provide safe and effective client care. Students must assist or move clients from wheelchairs and/or beds, when necessary, using proper body mechanics. Students must also have the motor skills necessary to perform basic life support and first aid in event of an emergency situation.

Students must have **interpersonal skills** such that they are capable of interacting with individuals, families, and groups from a variety of social, economic, and ethnic backgrounds.

Students must have the **physical mobility** necessary to move from place to place in small spaces as well as full range of motion.

Students must have **physical endurance** that enables them to stay on task for a prolonged period while sitting, standing, or moving.

Students must have the **visual and perceptual abilities** sufficient for observation and treatment of clients. Students must have the ability to discriminate between subtle changes in a client clinically and be prompt and assertive with actions to resolve problems.

Students' **auditory ability and other sensory skills** must be sufficient to monitor and assess the health needs of clients as well as maintain client safety.

Students must demonstrate **professional attitudes and behaviors**. Students must be able to use reasonable judgment under stressful conditions that impact client care. Students must be able to tolerate taxing workloads, function effectively under stress and time constraints, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many clients. Students must be able to work independently as a member of a team to maintain the highest ethical standards in relation to quality care. Students must possess attributes such as compassion, empathy, integrity, honesty, responsibility, and tolerance. Students must be able to present a professional appearance, and maintain personal health.

These core performance standards are not intended to be a complete listing of practice behaviors, but a sample of the types of abilities needed by the student to meet program outcomes and requirements. If for any reason the student cannot meet any of these core performance standards or the Program's Clinical Performance Standards, please contact the Program Director or Program Faculty so that individual situations may be assessed and/or referred to the Special Needs Specialist.

STC Services to Students with Disabilities

Updated: 7/21/2021, 5/26/2022

The Special Needs office at Southeastern Technical College promotes the success of students with disabilities. Our focus is to provide students with disabilities the tools, reasonable accommodations, and support services to participate fully in the academic environment.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, speaking, breathing, learning, and working. Such a person must have a record of the impairment or be regarded as having such impairment.

Examples of some reasonable accommodations include:

- Extended time for class projects and tests
- Testing in a distraction-reduced setting
- Permission to audio record class lectures
- Volunteer note-takers
- Books in electronic format
- Screen-reading software
- Speech recognition software
- Use of an electronic spell checker for classroom tests, quizzes, and writing assignments
- Use of a calculator
- Magnification/visual aid/large print
- Priority seating (front row, back row, near exit, etc.)

To request Services, contact:

Helen Thomas

Special Needs Specialist

Vidalia Campus, Room 165

(912) 538-3126

[Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu)

Daphne Scott

Special Needs Specialist

Swainsboro Campus, Building 1 Room 1210

(478) 289-2274

[Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu)

Emotional Support

988 Suicide & Crisis Lifeline-The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States.

If you or someone you know is struggling or in crisis, help is available. Call or text 988 or refer to <https://988lifeline.org>

Calendar of Events

CALENDAR OF EVENTS

The annual Calendar of Events can be found in the online STC Catalog and Handbook.

ACADEMIC YEAR

Southeastern Tech operates on a three semester system, with a Fall Semester (August-December), Spring Semester (January-April), and Summer Semester (May-July).

**Please note dates are subject to change.*

SEMESTER SCHEDULES

A listing of the classes to be taught each semester, including the days and times, is published prior to the beginning of each semester. Semester class schedules are available online at www.southeasterntech.edu. Schedules are available prior to returning student registration. Any questions concerning schedules should be addressed to the student's advisor or the Academic Affairs Office.

STUDENT RESPONSIBILITY

It is especially important that each student note that it is his or her responsibility to be aware of the calendar and of any changes in the calendar which may occur from time to time during the year.

Emergency Closing of the College

The President, or designee, may alter the business and class hours if conditions exist that may threaten the health, safety, or welfare of students and personnel. Should the school be forced to close due to inclement weather or other circumstances, the following radio and television stations will be contacted. Notifications will be posted on the STC website, STC Facebook page, and STC Twitter page.

Students, faculty, and staff are to listen to the radio and television stations listed for updates/decisions regarding announcement of closure:

WTNL (Reidsville)

WYUM (Vidalia)

WTCQ (Vidalia)

WVOP (Vidalia)

WBBT (Lyons)

WTOC (Savannah)

Northland Cable (TV Channel 13)

TV 46 (Cable Channel 19, Non-Cable Channel 46)

WJBF-Channel 6 (Augusta)

WQZY (Dublin)

WMAZ-Channel 13 (Macon)

WJAT & WXRS (Swainsboro)

WHCG & WBMZ (Metter)

WPEH (Louisville)

WHKN (Millen/Statesboro)

Reference: STC 3.3.11.p. Procedure: Southeastern Technical College Severe Inclement Weather

Program Curriculum

General Education Courses

Course Number	Course Name	Credit Hours
COLL 1040	College Foundations	3 (IC)
ALMA 1000	Allied Health Math Applications (Institutional Credit Only)	0 (IC)
ENGL 1101	Composition and Rhetoric	3
ENGL 2130 or HUMN 1101	American Literature or Equivalent Humanities course	3
MATH 1111/ MATH 1101	College Algebra/ Mathematical Modeling	
PSYC 1101	Introductory Psychology	3
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113 L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy & Physiology II	3
BIOL 2114 L	Anatomy & Physiology Lab II	1
1100 Series	General Education Elective	3
Total		26

After completion of all core classes, and the competitive admissions process, students will begin the occupational courses. These classes consist of 41 credit hours and will span over four semesters for the Traditional option and 34 credit hours over three semesters for the Bridge Pathway option. Fundamental nursing concepts and skills will be taught before moving into more advanced classes, and the program will end with a nursing capstone clinical course and leadership skill training.

Traditional Option Occupational Curriculum (Nursing Education Courses)

Course Number	Course Name	Credit Hours
RNSG 1005	Foundations of Nursing	7
RNSG 1018	Pharmacological Concepts & Drug Calculations	4
RNSG 1020	Medical-Surgical Nursing I	7
RNSG 1030	Maternal-Child Nursing	6
RNSG 2000	Medical-Surgical Nursing II	4
RNSG 2005	Mental Health Nursing	3
RNSG 2020	Medical-Surgical Nursing III/Transition to Practice	8
RNSG 2030	Trends & Issues in Nursing & Health Care	2
Total		41

Bridge Pathway Option Occupational Curriculum (Nursing Education Courses)

Course Number	Course Name	Credit Hours
RNSG 1019B	Transitions to Professional Nursing	7
RNSG 1018B	Pharmacological Concepts & Drug Calculations	4
RNSG 1030B	Maternal-Child Nursing	6
RNSG 2000B	Medical-Surgical Nursing II	4
RNSG 2005B	Mental Health Nursing	3
RNSG 2020B	Medical-Surgical Nursing III/Transition to Practice	8
RNSG 2030B	Trends & Issues in Nursing & Health Care	2
Total		34

Note: The ASN program does not offer options for advanced placement, acceleration tracks, or part-time study. The sequence of courses within the curriculum is to be completed as designed. An articulation agreement for RNSG courses is not in place at this time at STC; however, this is anticipated in the future. Several nearby colleges offer a Bachelor of Science in Nursing (BSN) degree.

Program and Student Learning Outcomes

Program Outcomes

1. The program demonstrates evidence of students' achievement of each end-of-program student learning outcome.
2. The program demonstrates evidence of graduates' achievement on the licensure examination. At least 80% of graduates will pass the NCLEX-RN on the first attempt.
3. The program demonstrates evidence of students' achievement in completing the nursing program. At least 65% (revised with Fall 2021 admission cohort) of the students will graduate within 100% of time from entry into program.
4. The program demonstrates evidence of graduates' achievement in job placement. At least 90% of graduates will report employment as a RN within 6-12 months of graduation.

End-of-Program Student Learning Outcomes (EOPSLO)

1. Client-Centered Care: Evaluate nursing care provided to clients and their families from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a client's preferences, values and needs.
2. Team Work and Collaboration: Collaborate with members of the inter-professional healthcare team to manage and coordinate the provision of safe, quality care for clients and their families.
3. Evidence Based Practice: Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of client-centered care.
4. Quality Improvement: Utilize evidence-based quality improvement processes to affect change in the delivery of client-centered care.
5. Safety: Demonstrate effective use of strategies to mitigate errors and reduce the risk of harm to clients, self, and others in healthcare, home, and community settings.
6. Informatics: Utilize evidence-based information and client care technology to communicate relevant client information, manage care and mitigate error in the provision of safe, quality client-centered care.
7. Professionalism: Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing client-centered, standard-based nursing care.
8. Leadership: Utilize leadership, management and priority-setting skills in the provision and management of safe, quality client-centered care.

Capstone Courses

An integral part of a student's education as they move through a given program of study is the ability to transfer and apply knowledge to the workplace. As a key component of degree, diploma and select technical certificates, capstone courses have been identified which include any of the following: a specific exit exam, project, portfolio, or skills check-off, etc. measuring student knowledge. When students are able to pass the exit assessment, they demonstrate they have retained knowledge throughout their program of study which will carry over to their chosen career. Students who do not pass the exit assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

In instances in which a student transfers from another college (having taken a course there-which is a capstone course here) into the same program at STC, they will need to complete STC's program exit assessment. This will be a requirement before credit for the course is given. In cases in which a student transfers from another college that has a capstone course for same program, the student will need to take the exit assessment for STC's designated capstone course. Students who do not pass this assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

For any questions regarding STC's capstone courses, please see your program advisor.

ASN Program Capstone

The ASN Program Capstone course is RNSG 2020/2020B, Medical Surgical Nursing III/Transition to Practice. Details outlining capstone requirements may be found in the RNSG 2020/2020B course syllabus.

Student ATI/NCLEX Guarantee

This Guarantee will provide students additional assistance in preparing to pass the NCLEX if not successful on the first attempt. There are 2 options for the Guarantee to be effective.

Option 1: If the student is present for **all** days of the Live Review Course and **DOES NOT** enroll in Virtual ATI, then the Live Review Guarantee option is in effect. If the student is unsuccessful on NCLEX first attempt, the student has to contact ATI within 3 weeks of the NCLEX test date, and the student may enroll in Virtual ATI for 12 weeks at no additional charge.

Option 2: If a student **accesses** the first Module in Virtual ATI, then the Virtual ATI Guarantee option begins. This Guarantee is only effective if the student obtains the green light and then takes the NCLEX within 3 weeks of that green light date. The Guarantee states that the student can receive an additional 12 weeks of Virtual ATI at no charge if they are unsuccessful on the first attempt of the NCLEX and contacts ATI within 3 weeks of the NCLEX test date.

This guarantee is for 12 week access Virtual-ATI at no charge if the requirements of the guarantee are met.

(subject to change due to third party vendor; see RNSG 2020/2020B for detailed information)

Program Progression and Readmission

Approved: 8/8/2016

Progression

In order to continue in the nursing Program, the student must:

- Maintain a grade of C or better in all RNSG courses;
- Achieve a passing score (100%) on the required drug calculation exams (may take the drug calculation exam a maximum of three (3) attempts);
- Be accepted by clinical agencies for clinical experiences;
- Demonstrate safe practice in care of clients and exercise appropriate judgment as beginning-level practitioners; and
- Maintain ability to meet essential core performance standards

A student who has an unsuccessful attempt in an ASN course (W, D, or F) cannot progress until the course is completed successfully. The student must repeat the didactic and clinical component of the course and will have to wait until the next cohort before retaking the course. Course repetition may be based on guidelines outlined in the readmission procedure.

Withdrawal and/or a D or F in one or more nursing courses is considered one unsuccessful attempt.

Readmission to the Nursing Program

Based on space availability, readmission may be considered for the following:

1. Students who withdraw.
2. Students who fail to complete a course with a grade of C or better.
3. Students can only be readmitted ONCE.

Any student requesting readmission must reapply to the Office of Admissions by the deadline noted on the website.

The student must submit the program's required documents to verify proof of a current AHA Healthcare Provider CPR certification, immunizations, criminal background check, and drug screen. If there has been a break in enrollment, students will be required to repeat criminal background check and drug screen.

Students applying for re-entry beyond the first semester of RNSG courses must take:

- Course challenge exam(s) on all course content prior to the course of readmission
- Drug calculation exam, and
- Clinical competency evaluation

Students applying beyond the first semester must request reinstatement within one year from the term of withdrawal or failure.

Students must score 80 or better on the challenge exams and score 100 on the drug calculation exam.

Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Readmission to the nursing program is not guaranteed. Selection for reinstatement is based on the student's GPA at the current institution and space availability. Reinstatement may be denied due to, but not limited to, any of the following circumstances:

- Grade point average is less than 2.0 from RNSG courses completed at the current institution,
- Refusal by clinical agencies to accept the student for clinical experiences,
- Twelve months have elapsed since the student was enrolled in a nursing course, and
- Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed readmission to the nursing program.

In the event more than one student meets the requirements for re-admission beyond the first semester of RNSG courses, the following criteria will be utilized to determine the best candidate for re-admission:

- TEAS test scores will count 20%
- Course challenge exams(s) scores will be averaged and count 45%, and
- Health Care Management Degree core course GPA will count 35%.

A student who earns a D or F in any two nursing semesters will be dismissed from the ASN Program and will not be eligible for readmission.

Transfer

The ASN Program defines a transfer student as a student who has been enrolled in a nursing program at the ASN or BSN level for at least one semester at another college or university. Students must meet the admission requirements for STC and the ASN Program in order to be considered for admission as a transfer nursing student.

Any student requesting transfer must apply to the Office of Admissions deadline noted on the website. Based on space availability, transfer may be considered for students meeting the following criteria.

Students must:

1. Meet admission standards for the nursing program.
2. Be a student in good standing and eligible to return to the previous nursing program.

Students must submit required documents for proof of current AHA Healthcare Provider CPR certification, immunizations and will be required to undergo a criminal background check and drug screen.

Students applying for transfer beyond the first semester must take:

- Course challenge exam(s) on all course content prior to the course of transfer
- Drug calculation exam, and
- Clinical competency evaluation.

Students must score 80 or better on the challenge exams and score 100 on the drug calculation exam. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Any student who has had two unsuccessful attempts in any nursing semesters will not be considered for transfer.

Students must complete 25% of the ASN Program hours required for graduation at STC.

Readmission to the ASN Program will not be allowed if a transfer student withdraws or fails a nursing course at STC.

Meeting minimal standards does not guarantee acceptance due to limited space availability.

Program Requirements/Approximate Costs

Approved: 8/8/2016; **Updated:** 07/24/2019; 07/19/21,7/18/2022

The Higher Education Opportunity Act (HEOA) requires all colleges to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses. Most of these requirements must be completed prior to the beginning of clinical or laboratory activities. **The cost ranges are estimates and are subject to change.**

- Tuition / Fees: Traditional: \$9000.00 and Bridge Pathway: \$7000.00(tuition \$100 per credit hour; fees \$319 each semester)
- Textbooks (approximately \$1,000.00 for entire program)
- Assessment Technology Institute fee ranges between \$550.00-\$700.00 each semester.
- Graduation Application Fee \$40 (if student participates); Print diploma fee \$10 and cover is \$10
- Uniform Costs (up to \$300) detailed information regarding uniforms will be given at program specific mandatory orientation
- myClinicalExchange (\$40 annually) (vendor subject to change due to clinical facility requirements)
- Background check & drug screen (approximately \$85-\$110; paid to PreCheck) (vendor subject to change due to clinical facility requirements)
- AHA BLS (CPR) \$50 (Credential must remain current throughout the program.)
- CPR Mask (\$9)
- Respiratory N95 Mask (N/C)
- Liability Insurance (\$12 per year)
- Immunizations/Laboratory Tests
 - MMR vaccination: \$64
 - Measles titer: \$20
 - Mumps titer: \$20
 - Rubella titer: \$20
 - Varicella titer: \$20
 - Hepatitis B titer: \$20
 - Varicella vaccination: \$117
 - Tuberculin Skin Test (TST)/PPD- Two-step: \$25 per step
 - Tdap: \$40
 - Tetanus vaccination: \$20
 - Hepatitis B Series: \$264
 - Hepatitis A and B: \$163 for 3 shot series (this option may be chosen instead of the Hepatitis B series)
 - Seasonal Influenza vaccine (\$25)
 - COVID-19 Vaccine- Vaccine may be a requirement for some clinical sites

Special Note: A single charge may apply to more than one titer being drawn at the same time.

- Please note expenses related to Program courses will **NOT** be refunded if the student is unable, unwilling, or ineligible to complete the clinical component of any course. Fees are due as noted on syllabus. Failure to pay the fees by the deadline may result in the student not being allowed to return to class and being issued an occurrence.

Some clinical sites require a physical exam and proof of health insurance. Failure to supply all required (unexpired) documentation may prohibit the student from attending clinical. A student who cannot complete program clinical requirements may not continue in the program.

Fees are to be paid on or before the deadline established by the Program Faculty.

Laptops will be required. Suggested specifications include:

Processor i5 or i7

Memory 8GB or higher

Hard drive 250GB or larger

DVD Drive either internal or external

Webcam with microphone required

Reliable Internet Connection required (Mobile Hotspots are not allowed)

ATI Internet Requirements: A minimum internet speed of 5 Mbps is required (10 Mbps or more is recommended).

Test your internet speed using www.speedtest.net

Student Health Requirements

Approved: 8/8/2016; Updated: 11/15/2018; Reviewed: 07/24/2019; **Updated:** 07/19/21,7/18/2022

Students are required to submit copies of all updated documents to the program faculty on or before the announced deadline. *No exceptions will be allowed.* All student information will be kept confidential.

1. Immunizations (required)

- MMR (2 vaccines or antibody titer)
- Varicella Vaccination or titer (history of disease not acceptable)
- Diphtheria, Tetanus, Pertussis (Adolescents 11 through 18 years of age should get one Tdap booster. Adults 19 through 64 should substitute Tdap for one booster dose of Td. Td should be used for later booster doses.)
- Seasonal Influenza Vaccine

2. Tuberculin Skin Test/PPD (two-step*- Intradermal only) (*Two-Step- second dose must be administered within two (2) weeks of receiving the first dose.) OR Interferon gamma release assay (IGRA) laboratory test initially and then annually (\$85).

*Two-Step TST Required for the following programs:

Associate of Science in Nursing (ASN)

LPN

Nurse Aide

3. Immunizations (recommended)

- Meningitis Vaccine
- Shingles Vaccine/Titer
- Hepatitis B Vaccine Series or Titer*

*All students are strongly encouraged to receive the Hepatitis B vaccination series. The Hepatitis B vaccination consists of three (3) separate doses of the vaccine, given at time zero, one month and six months. Optimal protection is not conferred until after the third dose. Students who are not vaccinated must sign a declination statement prior to beginning clinical/lab which will be kept in the student's file.

- COVID-19 Vaccine - Vaccine may be a requirement for some clinical sites

4. Drug Screen (consent form and instructions provided by program faculty)

5. Physical Exam within the last 6 months

Please be aware that certain immunizations are time sensitive. Make sure you check with your health care provider and plan appropriately.

Accident Insurance

Approved: 8/8/2016

All students are required to purchase accident insurance at registration. In case of an accident, the student is responsible for any expenses not paid by this accident insurance. Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents (accidental injury or death) as specified below:

- College-Time Coverage protects students while engaged in College activities during the entire term;
- Traveling to or from the student's residence and the College to attend classes or as a member of a supervised group (not as a spectator) traveling in a College-furnished vehicle or chartered transportation going to or from a College-sponsored activity;
- On the College premises during the hours on the days the College is in session or any other time while the student is required to participate in a College-sponsored activity (not as a spectator); and
- Away from the College premises as a member of a supervised group participating in a College-sponsored activity requiring the attendance of the student (not as a spectator).

Reference: TCSG POLICY: 6.8.2. (V. M.) Student Accident Insurance

Liability Insurance

Approved: 8/6/2018

All Health Sciences program students are required to obtain professional and personal liability insurance coverage in the practicum, clinical education and training areas that are a required part of these programs.

Background Check and Drug Screening



Look beyond grade point averages.

Updated 2/16/2022

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK and DRUG SCREENING FOR A CLINICAL EDUCATION PROGRAM

Southeastern Technical College Health Sciences Background & Drug Screen

Background checks and drug screening are required on incoming students to insure the safety of the patients treated by students in the clinical education program. You will be required to order your background check and complete the drug screening in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete, and turnaround time of the drug screening results is determined by a variety of factors. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. The drug screening service is conducted by Quest Diagnostics. Your order must be placed online through StudentCheck.

Go to www.mystudentcheck.com and select your School and Program from the drop down menus for School and Program. It is important that you select your school worded as Southeastern Technical College Health Sciences Background & Drug Screen. *****Be careful NOT to choose the one including alcohol. If you choose the wrong one you will pay \$108.00 instead of \$86.50. Southeastern Technical College will not reimburse students that make the wrong selection.**

Complete all required fields as prompted and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. **Texas** residents will pay **\$89.30** and **New Mexico** residents will pay **\$88.48**. Residents in **all other states** will pay

\$86.50. For your records, you will be provided a receipt and confirmation page of background check and drug screening through PreCheck, Inc. **You will pay \$86.50.**

Please note, to complete the drug screen, you must provide a copy of the receipt to your school to receive a Chain of Custody Form to submit for drug testing. Your instructor will notify you of the required collection site.

PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

FREQUENTLY ASKED QUESTIONS:

Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.

I selected the wrong school, program, or need to correct some other information entered, what do I do? Please email StudentCheck@PreCheck.com, with the details.

How long does the background check take to complete? Most reports are completed within 3-5 business weekdays.

How long does the drug screening take to complete? Screening can be impacted by a variety of factors.

Do I get a copy of the background report? Yes. Log into www.mystudentcheck.com and click on "Check Status", and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This feature is good for 90 days after submittal. After 90 days, you will be charged \$14.95 for a copy of your report, and will need to contact PreCheck directly to request this.

Do I get a copy of the drug screening? Your school or clinical site may have a designated administrator who receives results via fax or through e-results, however if they direct you to contact PreCheck please email your name, request, and the last 4 digits of your SSN to studentcheck@precheck.com. We will advise you of whether we house the results.

I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.

Special Note: Conviction of a felony could prevent a health science program student from participating in any clinical experience if the student does not meet the clinical affiliate's requirements. Furthermore, other negative background check information (misdemeanors included) may also prevent clinical participation. If a student is unable to complete the clinical component, he or she will be withdrawn from the enrolled course and be unable to complete the program. Additionally, conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation. Early notification to the appropriate board may be required. Specific licensing board requirements and contact information may be found on respective websites.

CPR Requirements-BLS for Healthcare Providers

Approved: 8/8/2016; Updated 7/20/2022

Students are expected to provide current and accurate documentation of BLS status.

- The certification must be for the **American Heart Association BLS Provider** and cover 1-person, 2-person, infant, child and adult CPR and AED.
- CPR certification must remain valid throughout the program. **Students who do not maintain valid certification will not be allowed to participate in clinical experiences.**
- CPR renewal is not considered an excusable absence from class or clinical; therefore, renewal must be scheduled on the student's own time.

Safety/Incident Reports

Approved: 8/8/2016

PROCEDURES FOR REPORTING INCIDENTS

In the event of an accident/injury, other medical emergency, or crime-related incident, the nearest instructor or staff member and an administrator and Security should be notified.

It should be noted that this procedure is in no way meant to prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police department, fire department, ambulance, hospital, etc.).

Professional emergency care, if needed, will be secured by an administrator. As a nonresidential institution, Southeastern Technical College expects that the student will normally secure medical services through a family physician.

In the case of a serious accident or illness, the College will refer the student to the nearest hospital for emergency care and will notify the student's next of kin. It is to be understood that the student or the student's family will be responsible for the cost of such emergency care.

If a crime has been committed, the administrator on duty, the Director of Safety and Security will call the local police department.

INCIDENT REPORT

In the event of an accident/injury, other medical emergency or crime-related incident involving a student, visitor, or employee at Southeastern Technical College, an Incident Report Form must be completed for any and all accidents or crimes occurring on campus. The report should be returned to the Director of Safety and Security.

Reference: TCSG Procedure: 3.4.1p5. (II. D. 5a.) TCSG Security

Clinical Safety

If a student is injured during clinical hours, he/she must notify the faculty/preceptor immediately. Facility protocols must be followed in these situations and follow-up procedures will be maintained by STC personnel.

- If a student becomes ill or suffers an injury while in a clinical practice assignment, he/she must notify the Clinical Instructor/Preceptor immediately.
- The Clinical Instructor/Preceptor is to notify program faculty in as timely a manner as possible.
- Students suffering an illness/injury while performing a clinical practice assignment will follow the facility protocol for treatment in such instances.
- An incident/occurrence report MUST be completed.

Students will assume the financial responsibility for all treatment rendered that is not covered by the College accident insurance.

Attendance

Approved: 8/8/2016; **Updated:** 8/3/2017; **Updated:** 11/28/2018; 7/20/2021

Student Attendance (Absences)

Rationale

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment.

Procedure

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

ATTENDANCE PROVISIONS

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure. Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time.

For Example:

The didactic portion of a class will meet for 30 hours. A student is allowed to miss a maximum of 3 hours. Students missing more than 3 hours will be dropped for exceeding the attendance procedure.

The clinical portion of a course requires 37.5 clinical hours (2250 minutes) during the semester. The 37.5

clinical hours are non-negotiable; missed clinical hours must be made up at the discretion of the instructor. A clinical absence will require an excuse or appropriate documentation and all missed clinical time must be made up as required to fulfill the curriculum requirements. Absences must be discussed with faculty, Program Director and/or Special Needs Coordinator dependent on the circumstances of the absence. Students who do not make up all clinical time missed will be issued a final clinical grade of zero and will be unable to progress in the program. The date and site for makeup time will be specified by the instructor and are non-negotiable. See Clinical Rules for further attendance policies.

Students are informed at the beginning of the semester the proposed dates for clinical. Dates are nonnegotiable. If you are required to be absent from clinical for **special circumstances** like military training or jury duty, you must email the instructor as soon as possible.

Special Needs

Students with documented special needs may be provided with an individualized Instructional Plan with specifications for scheduled instructional time. It is the student's responsibility to inform the Special Needs Specialist as students and instructors are required to have documented evidence prior to receiving or allowing special accommodations. See the STC Catalog and Student Handbook, Student Affairs section for further information regarding special needs.

Specific Absences

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

ASN Program Specific Attendance Requirements

In accordance with the general procedure of the school, it is the desire for each student to successfully complete each course in the program. This is necessary to meet graduation requirements. Regular attendance, punctuality, and responsibility for class work are three of the most significant factors for success in college. Students are expected to be present, punctual and prepared for every class assignment, and they are expected to seek additional help from the instructors when needed.

Any student who is not present at the beginning of class/lab instruction may not be allowed to enter the classroom until a scheduled break.

Attendance procedures are documented on each course syllabus. Students are responsible to monitor their own record of absences and late arrivals, and should refer to individual course syllabi for specific requirements.

The faculty may consider extenuating circumstances related to absences on a case by case basis.

Extenuating Circumstances are unforeseen accidents, illness/deaths in the immediate family or personal illness which requires you to be absent from class or clinical. Vacations, weddings, non-emergent doctor appointments, studying for an exam, child care issues, job interviews and working at your job, etc., are not considered extenuating circumstances as these are not unforeseen events. Students wishing to claim extenuating circumstances may be asked to provide documentation of the condition which led to absenteeism. The presence of extenuating circumstances does not guarantee that a student will be exempted from attendance procedures.

Mandatory attendance is required for the ATI 3-4 day live review during the last semester of the ASN program. If the student is unable to attend due to extenuating circumstances, he/she will be required to attend another ATI live/virtual review to make up the missed time at their own expense. The student will be responsible for scheduling this, and proof will have to be submitted to the Program Director to meet graduation requirements.

Clinical Attendance

Student attendance for on and off campus clinical experience is required.

Clinical experience is essential for student fulfillment of program and course outcomes. Client welfare and/or department-agency relationships are affected by student's attendance and performance in the clinical setting. Excessive or unjustified absences or excessive tardiness and early departures will affect the course grade and/or continuation in the program. Admittance to the clinical setting in the event of tardiness for exceptional circumstances will be at the discretion of the instructor and may be counted as absence.

Any absence from clinical will require make-up time and assignments at the faculty's discretion. If for any reason a student cannot be prompt or present for a scheduled clinical experience, the faculty and facility (if directed by faculty) must be notified as far in advance as possible.

Students should arrive to all clinical assignments 15 minutes prior to the start of the shift. Example: 7 am shifts start at 6:45 am. Students need to arrive no later than 6:30 am. Students are expected to complete the entire shift. Any unforeseen tardiness, early departure, or absence must be reported immediately to the clinical faculty/preceptor. Students will not be allowed to go to a clinical site and obtain hours for just "sitting". All changes from regularly scheduled clinical times must be approved by faculty.

Students are not permitted to leave the clinical area during their assigned clinical time without the permission of the clinical faculty/preceptor. This is considered client abandonment and may result in an occurrence.

If the clinical site closes or dismisses the student earlier than the assigned time scheduled, the student must notify faculty immediately. Failure to do so may result in an occurrence.

Students should not attend clinical experiences or didactic assignments when experiencing contagious illnesses with or without fever. Students may be asked to provide health care provider documentation of the condition.

Bridge Pathway Students: Since Bridge Pathway students do clinical and didactic simultaneously, students not passing the theory/lecture component of a course with a unit exam average of 70 or better will not be permitted to attend clinical until a unit exam average of 70 or better (per syllabus calculation of unit exams) is achieved.

Students must make-up clinical time due to unsatisfactory academic progress at the complete discretion of the clinical facility, faculty and program instructor.

There is a maximum **two** clinical day cap for not attending clinical due to unsatisfactory classroom performance. Therefore, failure to attend more than two assigned clinical days may result in failure of a course's clinical component and subsequent failure of the course(s).

Practicum

During RNSG 2020/2020B, students will work 150 hours with an assigned preceptor according to the preceptor's schedule. Failure to complete the practicum hours by the deadline on the RNSG 2020/2020B syllabus may result in failure of the course, and the program.

Meals/Breaks

Meal/break procedures are facility specific. Failure to abide by meal/break procedures may result in an occurrence. Unless otherwise instructed, students are not permitted to leave the clinical site. Additionally, inappropriate use of clinical time (i.e., extended breaks, extended lunch hours and not being in assigned areas, etc.) may result in an occurrence. Students are required to take a 30 minute lunch break during each clinical assignment.

Instructor Absences

When the ASN faculty is absent from the assigned clinical area, the following procedure will be followed:

1. The ASN faculty will notify the clinical facility that clinical experience has been canceled for the day. The faculty will notify the students in advance if absence is expected.
2. Students may be instructed to: a) complete an alternate independent assignment given by the instructor or b) return to the school to complete self-directed small group learning activities pertaining to clinical practice.
3. If, for any reason, a student is unable to follow the above directions, it will be considered an absence from clinical experience.
4. For longer periods of ASN faculty illness/leave, a qualified substitute will be obtained or students will be reassigned to other clinical groups.

Grading

Grading System

The following grading system will be used to specify level of performance in course work.

Special Note: A grade of "C" or higher is required in order for a student to receive credit for any course taken at STC.

Grades	Explanation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Satisfactory (70-79)	2
D	Poor (60-69)	1
F	Failing (0-59)	0
W	Withdrawn	Not computed in GPA
WP	Withdrawn passing	Not computed in GPA
WF	Withdrawn failing	Computed in GPA as an F
EX	Exemption Credit	Not computed in GPA
TR	Transfer Credit	Not computed in GPA
IP	In Progress	Not computed in GPA
I	Incomplete	Not computed in GPA
AU	Audit	Not computed in GPA
AC	Articulated Credit	Not computed in GPA
WM	Withdrew Military	Not computed in GPA
NG	No Grade	Not computed in GPA

Course grading procedures are noted on each individual course syllabus.

Student Success Plan

Updated: 12/3/2018

Student Success Plan

The Student Success Plan documents deficiencies in performance and provides a means for improvement. A success plan should be initiated for the following reasons:

- if the student has (1) a cumulative unit exam average of < 70% after the completion of 25% of the unit exams or (2) a skill(s) performance deficiency.

The faculty will initiate individual counseling session and complete the Student Success Plan.

- if the student has (1) a cumulative unit exam average of < 70% after the completion of 50 % of the unit exams or (2) a skill(s) performance deficiency,

The faculty will initiate individual counseling session, as well as review and update the Student Success Plan and submit an Early Alert.

- if the student exhibits behavior outside the expected:
 - codes of conduct outlined in professional codes of ethics, professional standards,
 - all procedures/requirements/policies outlined in program handbooks/documents,
 - STC e Catalog and Student Handbook, and/or
 - clinical facility policies and procedures.

The faculty will initiate an individual counseling session and complete an Academic Occurrence Notice. Students will complete an SSP with faculty guidance. Students are required to submit the SSP within 48 hours and are responsible for meeting with the instructor by the next class meeting.

(T)echnical College System of Georgia (E)arly (A)lert (M)anagement (S)ystem (TEAMS) & The Student Success Plan are designed to ensure that students are well informed about strategies for success, including college resources and assistance. One of the responsibilities of the Program faculty is to monitor the academic progression of students throughout the curriculum. The faculty believes that the student is ultimately responsible for seeking assistance; however, faculty will meet or refer students who are having academic difficulties.

TEAMS is designed to provide assistance for students who may need help with academics, attendance, personal hardships, etc.

Student Support

Specific information about the Student Support services listed below can be found on the [STC Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu) by clicking on the Student Affairs tab.

- **Tutoring**
- **Technical Support**
- **Textbook Assistance**
- **Work-Study Programs**
- **Community Resources**

Library Information

Updated: 7/20/2021, 5/31/2022,7/18/2022

Library Staff

Leah Dasher, Director of Library Services

ldasher@southeasterntech.edu

Library Web page:

(<http://library.southeasterntech.edu>)

The Library is here for your academic information and research needs. Please visit and ask for help when you need it. Some of the available resources are as follows:

- Online catalog includes over 435,000 electronic books and over 18,000 books; most are available for a 3-week check-out
- Over 6,000 journals in program areas
- Laminators, poster maker, scanners, and audio-visual equipment for classroom use, copying machines

Other resources available from the Library are:

- STC Library website <http://library.southeasterntech.edu>
- GALILEO – www.galileo.usg.edu - One website has access to over 250 databases.
- Many of the databases contain full-text articles and are accessible off-campus with your STC email credentials
- Ask a Librarian - The library staff are available for online reference at library@southeasterntech.edu or text your question to 912-388-0343. In most cases, you will have an answer within 24 hours.
- Interlibrary Loan - If you need an item for your research through another library, submit the Ask a Librarian form on the Library Home Page or contact the Library.
- Computer Labs - A computer lab is available on the Vidalia Campus, Room 803, and on the Swainsboro Campus, Room 8133, Building 8

Hours (When school is in session):

Swainsboro Campus Library

Room 2165, Building 2

Monday – Thursday 8:00 a.m. to 6:00 p.m.

Vidalia Campus Library

Room 143, Administration Building

Monday – Thursday 8:00 a.m. to 8:00 p.m.

Withdrawing from a CLASS(es)/All Courses

Updated: 11/28/2018; 7/20/2021

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a “W” for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance or academic deficiency after the 65% point will receive either a “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) for the semester.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

Academic Dishonesty Policy

The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook*.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

Academic Grievances

Negative feedback or complaints are taken seriously by the Program. Anyone who lodges a complaint to the Faculty, Program Director or Dean will be reviewed carefully to determine if any action needs to be taken. The Program strives to create an environment of collaboration and mentorship among faculty, students and staff, which in turn models professional excellence in communications, skills and ethical behaviors.

If a student believes that his/her academic rights have been violated, the procedures below will be followed by contacting the appropriate individuals in the order as listed. The student will proceed to the next individual when the grievance is not resolved to his/her satisfaction.

Course Assignments/Exams

Students are responsible for meeting the standards established for each course they take. Faculty members are responsible for establishing the criteria for grades and evaluating student's academic performance.

The grade appeal process is to allow the review of alleged grading practices outside the established criteria set for the course. It is not intended as a review of the instructor's evaluation of the student's academic performance. The burden of proof shall be on the student. Disagreement or dissatisfaction with a faculty member's professional evaluation of coursework is not the basis for a grade appeal.

Grades may be changed based on any of the following reasons:

- a. The student's grade was assigned on the basis of other factors rather than the performance on the assignment or in the course;
- b. The student's work was graded with more demanding standards than were applied to equivalent students in the course; (Note: Different grading criteria are expected of students enrolled in higher level courses.)
- c. The instructor assigned a grade using standards that were substantially different from those previously announced or stated in the syllabus.

Step 1

At any time after the awarding of a grade for an assignment or exam in a course, a student should discuss the grade with his or her instructor and request that the instructor review the grade within five (5) business days of receiving the grade. * Based upon the instructors review of the grade he or she may or may not change the grade.

*If the instructor cannot be located or is otherwise unable or unwilling to reconsider the grade, the student should consult the Program Director (if applicable) or the Dean of Academic Affairs (following the process outlined in Step 2).

Step 2

The following procedures apply if the above actions in Step 1 does not resolve a dispute concerning a grade to the student's satisfaction.

The student shall submit a written appeal using the Academic Grievance Form to the appropriate Dean of Academic Affairs within five (5) business days of the student following the process in Step 1.

The student's appeal must be written, signed, dated and include the following information:

- 1) A clear concise statement which includes the name of the instructor, the course and date of exam or assignment, and a statement describing the specific supporting evidence of capricious grading;
- 2) A brief summary of the prior attempts to resolve the matter and the results of those previous discussions; and
- 3) A specific statement of the remedial action or relief sought.

Failure to provide all information requested on the Academic Grievance Form may result in the form being returned to the student and a delayed resolution.

The appropriate Dean of Academic Affairs will review the syllabus and how the grade was determined and will respond to the student in writing within five (5) business days of receiving the appeal.

Step 3

If the student is not satisfied with the decision of the Dean of Academic Affairs, the student may direct an appeal to the Vice President for Academic Affairs. The student's appeal must be written, signed, and dated. The Vice President for Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days of receiving the appeal. The decision of the Vice President for Academic Affairs is final.

* The College's administration may NOT change a grade given by any instructor.

Final Course Grade Grievance

If a student receives a final course grade that he/she believes is incorrect, the matter should first be discussed with the instructor. Direct communication between the student and the instructor may clear up any misunderstanding. In order to clarify any questions about a grade or grading practices, a student should use the following procedures. The entire process must be completed by mid-term of the following full-term semester.

- Students should first attempt to resolve the matter directly with the instructor, through a personal conference as soon as possible.
- If the student and instructor cannot reach a mutually satisfactory resolution to the problem, the student should schedule a meeting with the Program Director as applicable.
- If the student is not satisfied with the instructor's and/or Program Director's explanation of how the grade was determined, the student shall submit a written appeal using the Academic Grievance Form to the appropriate Dean of Academic Affairs by the third week of the full-term semester following the issuance of the grade. The student's appeal must be written, signed and dated. The appropriate Dean of Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days following receipt of the completed appeal;
- If the student is not satisfied with the decision of the Dean of Academic Affairs, the student may direct an appeal to the Vice President for Academic Affairs. The student's appeal must be written, signed, and dated. The Vice President for Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days following receipt of the completed appeal. The decision of the Vice President for Academic Affairs is final.

Appendix: Affairs Grievance/Concern Form

Reference: STC Procedure: 6.5.1p (V.H.)
Academic Standards, Evaluations and Appeals

Grievances Non-Academic Complaint or Appeal

It is the policy of Southeastern Technical College to maintain a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines. This procedure does not address complaints related to harassment, discrimination and/or retaliation for reporting harassment/discrimination against students, or grade/attendance appeals. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

DEFINITIONS:

- A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
- B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable and a student must take advantage of the process in place.
- C. Business days: Weekdays that the college administrative offices are open.
- D. Vice President of Student Affairs (VPSA): The staff member in charge of the Student Affairs division at the college.
- E. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
- F. Grievant: the student who is making the complaint.

Informal Complaint Procedure: Student complaints should be resolved on an informal basis without the filing of a formal grievance.

- 1) A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
- 2) Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

Formal Complaint Procedure: where a student cannot resolve their complaint informally, they may use the formal grievance procedure. This Procedure can be found in the *Southeastern Technical College Catalog* on the STC Website (<http://www.southeasterntech.edu>)

Work Ethics

Southeastern Technical College instructs and evaluates students on work ethics in all programs of study.

Ten work ethics traits are defined as essential for student success:

- Appearance
- Attendance
- Attitude
- Character
- Communication
- Cooperation
- Organizational skills
- Productivity
- Respect
- Teamwork

These traits will be integrated into the program standards of each program curriculum and evaluated in at least one course in the program thereby allowing each program to make work ethics a relevant and meaningful part of the curriculum.

The courses with a work ethics component will assess a student's knowledge of these ten traits. It will be noted on the course syllabus in which the work ethics traits are taught, which contains a work ethics module that the work ethics assessment will count as 5% of the course grade. If a student passes the work ethics assessment in his/her program with a C or better, he/she will receive a work ethics grade of 2. This grade will appear as a letter grade then a 2 for passing work ethics.

Reference:

Southeastern Technical College Catalog STC Website (www.southeasterntech.edu)

Professional Code of Ethics/Standards of Practice

American Nurses Association Code of Ethics for Nurses

Provision 1	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
Provision 2	The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
Provision 3	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
Provision 4	The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
Provision 5	The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
Provision 6	The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
Provision 7	The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
Provision 8	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
Provision 9	The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Source: American Nurses Association. (2015). *Code of ethics with interpretative statements*. Silver Spring, MD: Author. Retrieved from <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

Retrieved from: <https://nursing.rutgers.edu/wp-content/uploads/2019/06/ANA-Code-of-Ethics-for-Nurses.pdf>

The following Laws, Rules, and Policies regulating nursing practice may be found online on the Georgia Board of Nursing website (<http://sos.ga.gov/index.php/licensing/plb/45>):

- **Georgia Nurse Practice Act**
[Rules and Laws for the Nursing Board | Georgia Secretary of State \(ga.gov\)](#)
- **Rules and Regulations of the State of Georgia Board Rules**
Chapter 410-10 STANDARDS OF PRACTICE AND UNPROFESSIONAL CONDUCT
[Rule 410-10-.01 Standards of Practice for Registered Professional Nurses](#)

TESTING

Updated: 7/20/2022

Testing for the course may be done online or in-person. See below for specific testing guidelines.

RESPONDUS ONLINE TESTING GUIDELINES:

Due to the COVID 19 pandemic, the Department of Nursing is making an exception in offering online/offsite testing; this only applies to students who have contacted the exposure control coordinator and is not permitted to be on campus due to quarantine. The programs will use Respondus Monitor through Blackboard to administer and proctor the examinations. If a student violates any of these guidelines, his/her test score/attempt will not be counted and the student may be required to take a makeup/additional test.

The following are faculty expectations of the student during the online/offsite testing process.

1. The student will download Respondus to their devices from the STC website.
 2. The student will log in at least 15 minutes before the exam is scheduled to begin.
 3. The student will secure an area with reliable internet service prior to beginning the exam. It is the student's responsibility to secure a location with reliable internet connection before beginning the examination. Specific Requirements listed below:
 - Windows: 10, 8, 7. Windows 10S is not a compatible operating system.
 - Mac: OS X 10.12 to macOS 10.15.
 - Web camera (internal or external) & microphone
 - A broadband internet connection
- NOTE: Chromebooks do not support the use of Repondus calculators; therefore, they should not be used for testing purposes.
4. Mobile Hotspots are not to be used since as they are not considered a reliable internet source.
 5. The student will perform all required Respondus checks prior to being allowed to test. (examples- Webcam Check and Facial Recognition Check) Faculty are not responsible for student technology issues. It is the student's responsibility to maintain their equipment in working order.
 6. The student will have in place a monitoring camera as Respondus Monitor will be used to ensure test integrity. The student will take a complete, 360 degree scan of the testing environment, showing floor, desk and walls. In addition, the student will use a hand held mirror held up to the camera to show that their screen and keyboard is clear of any unnecessary items. The student will need to show the front and back of the mirror. Once the student sits down to start the testing process, he/she is not allowed to get up and leave the camera's view. No one should be present in the room while the student is testing.
 7. During the exam, students will be both audio and visually recorded.
 8. The student exams will be timed, just like in the face-to-face setting.
 9. The student will not use any books, notes or third party supplies during the test. The desk/table will be cleared of additional items. There will be no paper or writing materials allowed. EXCEPTION:

On certain tests, your instructor will notify you when a paper (regular or legal) sized white board with one marker and one eraser is allowed. This white board can only be one-sided. During the environmental scan, students will need to have the whiteboard, marker, and eraser present on their desk/table. They will be required to take the whiteboard and show on the environmental scan that both sides of the whiteboard are free of any writings. During testing, when questions require the use of the whiteboard, students will be required to show their work on the whiteboard for the specific question and show that it is erased after the question prior moving on to the next question. At the end of the exam before submitting the last question, the student will be required to show the front and back of the whiteboard.

10. The student has reviewed the Dishonesty Policy and Procedure for Academic Dishonesty as noted on the course syllabus.
11. The student will not be allowed to use smart watches, cell phones, tablets, calculators, ear phones or other electronic devices during the exam.
12. The student will not wear a hat or any items that obscures the face or eyes while testing.
13. The student will keep the face in clear view of the camera while testing.
14. The student will have all background noise silenced while testing.
15. The student will have no other operating functions open on the computer during testing. (ie: Word, Excel, PowerPoint)
16. The student will be prohibited from taking screen shots or recording of the exam in anyway.
17. The student is prohibited from reading questions or any test material out loud during the test.
18. Question rationales will not be available at this time for test security. Instructors will be available at a later time for missed content review. Students are encouraged to set up individualized meetings with their faculty to discuss specific content areas which were missed.
19. After the exam, the final grade will not be issued or posted to the Blackboard gradebook until the validity of the test is reviewed and approved by the instructor(s). Be aware that the downloads may take 24-72 hours. This includes reviewing the Respondus Monitor report and the video recording of the testing session. At any time the validity is questionable, the student may be required to take a different version of the examination.
20. If a student believes a test question needs to be challenged, the student must email their instructor the evidence-based rationale for consideration. This request must be received via email within 24 hours of the examination.

IN-PERSON TESTING

If a student shows up late on an exam date or is not prepared to start the exam on time (for example: has laptop issues not related to school network, etc.), the student may not be allowed to take the exam once the faculty has shut the door. The student will have to make up the exam, and this will be counted as his/her opportunity for a make-up exam. After each unit exam, students **must** review missed concepts and rationales allowing for remediation on the missed concepts. While testing in Blackboard, the remediation is provided in a one-time review after the unit exam submission. If for some reason, testing through Blackboard is unavailable, students will review a paper copy of their unit exam in class. After the mandatory remediation review, if a student believes he/she needs further explanation of missed

concepts, an appointment should be scheduled with his/her instructor or another faculty member. In addition, if a student believes a test question needs to be challenged, the student must email their instructor the rationale for consideration. This request must be received via email within 24 hours of the examination. No verbal or text message requests will be granted. The exam question and rationale will go before a panel of nursing faculty for decision.

During an examination, students are required to place all textbooks and personal property on the floor in the front of the classroom as directed by the instructor. Students may be separated in different classrooms, assigned different seats, and/or provided desk dividers during testing as informed by the instructor. No talking is allowed once the exam begins. Once the exam begins, students will not be allowed to exit the classroom until the exam is completed and/or turned into the instructor. Smart watches, cell phones, or any other electronic devices will not allowed during exams. Students found with electronic/communication devices during the exam will be considered cheating; which will result in a zero for the exam. All exams are timed with students receiving one minute to answer each examination question. An additional minute will be added per calculation exam question.

Classroom/Laboratory Expectations and Participation

Reviewed: 11/28/2018; **Updated:** 07/24/2019, 7/20/2022

To maintain a productive and positive classroom and laboratory experience, the faculty will encourage focused participation in class or lab. When students arrive late, leave class, or are engaged in activities not related to the current learning activity, these behaviors can create a less than optimal learning situation and relationship with classmates and faculty. The faculty will provide attention to those students who are actively engaged in the learning activity. If a faculty member does not reprimand a student while in the class, this should not be misconstrued as acceptance of the student's behavior.

Students who habitually demonstrate a non-participative behavior in the classroom or laboratory will be asked to meet with the faculty and Program Director to discuss strategies for helping the student participate more productively.

General classroom/lab expectations:

- Show respect for everyone as well as facilities;
- Be present, punctual, prepared to learn, and attentive for the scheduled class/lab time;
- Arrive prior to the start of instructional/lab to avoid disruption. Students who arrive after instruction begins may be asked to wait until break to enter the classroom;
- Cell phones and similar devices should be turned off and stored out of sight during class or lab
- Maintain focus in class on the subject matter at hand;
- Any laptop or similar device may only be used in the classroom for note taking and/or other activities related to the course at the discretion of the instructor;
- Raise your hand to be recognized;
- Refrain from extraneous/side conversation; if there is a question, ask the instructor;
- Turn in assignments when due;
- Adhere to rules and procedures;
- Sleeping in class - may be asked to leave or counted absent.

The faculty reserves the right to ask any student to halt behaviors that are viewed as disruptive and may ask the student to leave the classroom if the behavior continues.

Audio Recording: Upon faculty approval, students may audio record classroom content. The purpose of audio recording in the classroom is to enhance student learning. In order to preserve client confidentiality, recorded content is restricted to student use only and may not be shared with others, nor published on social media outlets. Violation of confidentiality is considered professional misconduct and may warrant dismissal from the program. Faculty reserve the right to prohibit audio recording. This procedure does not apply to guest speakers, as we must first seek permission to audio record their presentations.

Guidelines for Social Media Use

Reviewed: 07/24/2019

In the realm of social networks, the boundaries between what is public or private, personal or professional are unclear. The information posted and shared online is NOT confidential. Anything posted or tagged may be visible to the world, and may affect a professional reputation for years to come.

These guidelines are established to support Program students in understanding the appropriate ways to use communication technologies and converse on social media sites. The guidelines apply to students creating or contributing to any kind communications potentially viewable to the public including those on social media, personal social media sites including YouTube, Snapchat, Instagram, Facebook, LinkedIn, Twitter, wikis, blogs, and any other social media sites.

Faculty trust students to adhere to these guidelines. If, for any reason an incident occurs that violates this protocol, it is expected for students to bring it to the faculty's attention immediately.

1. Exhibit professionalism when identifying as a Southeastern Technical College and/or Program student. Simply associating yourself with an organization influences its reputation. The freedom and speed of online conversations can often prompt people to behave in ways they may otherwise would not. Your reputation is best served when you express yourself professionally. Ensure the information you post on a social media site is accurate and represents the College's and the Program's reputation positively.
2. It is prohibited to access social media for personal use during class, lab, or clinical hours.
3. It is prohibited to utilize clinical affiliate equipment to access or participate in social media sites for personal use.
4. Adhere to HIPAA. It is prohibited to share personal health information or sensitive electronic information on personal or professional social media sites. On personal social media sites and personal pages, students are:
 - Not to participate in any online conversation with patients, patients' families, or others regarding patients (not "friend" patients with whom you developed a relationship when that individual was/is a patient at a clinical affiliate);
 - Not to take or post any pictures of patients (including cell phone pictures, pictures of wounds, body parts, radiographic images, etc.), even if the family or patient agreed to the picture or the patient cannot be identified. Remove 'Tags' on pictures that include a patient within Facebook so the patient's picture does not show up on the student's personal Facebook page;
 - Not to discuss specific activities that happened at a clinical affiliate which include personal health information e. g. discuss his or her day which includes clinical care;
 - Not to discuss or share confidential or proprietary business information, e.g., contractual terms, financial information, quality data and student/employee personal information.

- Not to post Southeastern Technical College information or the STC logo to endorse an opinion, product, cause, business, or political candidate or otherwise holding yourself out as a representative of STC.

Remember everything online is discoverable. There is no such thing as a private social media site. Search engines turn up posts years after they were published. Comments can be forwarded, copied, and printed. Archival systems save information even if you delete a post.

Failure to Comply

Students will face corrective action, up to and including program dismissal from the Program for failing to comply with the Program's Guidelines for Social Media Use.

Classroom/Laboratory/Simulation Procedures

Reviewed: 11/28/2018; **Updated:** 10/14/2020; 07/20/2021

The Program's curriculum will incorporate instructional sessions designed to provide students an opportunity to practice and master skills that are required for successful completion of program courses. These educational experiences may take place in the classroom, practice lab, or simulation lab.

Students are not allowed in a lab unless accompanied by an instructor/facilitator.

Instructional Labs (Simulation)

Purpose:

- To afford education that stimulates clinical reasoning, critical thinking skills, and psychomotor competence in an innovative setting.
- To provide a dedicated environment for health care providers to learn strategies that will enhance client safety and the quality of health care via high-fidelity simulation technology. This environment provides the learner opportunities to participate in clinical experiences in a safe, non-threatening, and structured environment.

Goals:

- Increase the safety and effectiveness of client care through inventive, interdisciplinary training.
- Allow for learning in a safe, non-threatening, and controlled environment away from the clinical setting.
- Build confidence in clinical performance, including clinical reasoning and psychomotor skills.
- Increase exposure to critical, yet low-frequency client encounters in order to minimize the risk to clients.
- Increase effective communication among all members of the health care team.
- Develop simulation as a tool for the assessment of clinical skills.

Lab Practice/simulation is an important part of the clinical experience. Students may complete assigned activities during lab/simulation sessions with their designated instructor. Students must be dressed for the lab as they would for a clinical experience. Students will be asked to dress in professional program attire while in the classroom, skills lab and clinical. This means students will be expected to dress appropriately each day. Students will be asked to wear scrub pants and an STC or Program specific class t-shirt or a full scrub set (your choice of style and color) to class/lab each day. Students should wear shoes that are comfortable and have an enclosed heel and toe. A great example is a tennis shoe or nursing clog. During lab, long hair should be pulled back and secured. Name badges will be worn at all times while participating in the simulation lab. Students are also required to bring their clinical tools, including any anatomical markers, clinical handbook, pocket procedure book, etc.

Rules:

- 1) Each student is responsible for any material or instruments used and for cleaning and putting away those items. Each student is responsible for their desk area, additional clean-up duties may be assigned throughout the program.
- 2) No equipment or instruments may be removed from the lab area.

- 3) NO FOOD OR DRINK in lab –may cause damage to equipment or harm yourself.
- 4) CELL PHONES are prohibited during testing or in student work areas. (Please turn phones off to avoid any distractions.)
- 5) Students are required to wear their student ID at all times while in the lab and follow the required dress code of the Program. If you forget your ID, name tags are available at the sign-in desk. Students will be asked to dress in professional nursing attire while in the classroom, skills lab and clinical. This will mean students will be expected to dress appropriately each day. Students will be asked to wear scrub pants and an STC or ASN class t-shirt or a full scrub set (your choice of style and color) to class/lab each day. Students should wear shoes that are comfortable and have an enclosed heel and toe. A great example is a tennis shoe or nursing clog. During lab, hair should be pulled back and secured.
- 6) Students will be expected to wear the designated ASN program uniforms for clinical rotations. Information regarding these specific uniforms will be given once the semester begins.
- 7) Laboratory use is restricted to only those students enrolled in the relevant program of study, for educational assignments only.
- 8) All laboratory experiences will be conducted under direct supervision by a program instructor. No student will be allowed in a laboratory area without supervision except in an emergency situation (ie tornado).
- 9) No studying in lab (please study; just do it elsewhere).
- 10) Refrigerators are NOT for personal items (lunches, snacks or drinks).
- 11) Leave all coats, purses and book bags in classroom. A secured/locked area can be provided when students are in the lab.
- 12) Students may be assigned equipment for their own use during the semester for certain classes. If you are assigned equipment from the skills lab, it is your responsibility to keep this equipment (i.e. blood pressure kit, cath kit or IV tubing) intact and to bring it with you to practice. When you are finished with the supplies for the semester, return them to the lab. If at any time your equipment becomes faulty, please return it to the lab for disposal and for replacement. Failure to return equipment may result in a grade of incomplete "I" for the course.
- 13) Sharing of resources (space & supplies) when practicing may be necessary. Four–six students per bed/manikin is acceptable. Working in groups is also beneficial for learning.
- 14) Handle equipment carefully. Do not use the equipment in the lab without first having been instructed in its use. If in doubt, check with the instructor.
- 15) All students must wear proper personal protective equipment for the laboratory/simulated experience as outlined in the Exposure Control Plan (Examples: protective gloves must be worn when simulating client assessment, radiation monitoring devices must be worn during any simulation that may result in an exposure).
- 16) Care must be taken in the handling of medical training manikins. They are heavy and very expensive. Manikins should not be moved from their assigned locations without approval from an instructor.
- 17) Manikins:
 - a. Use gloves when handling all manikins and parts.
 - b. DO NOT MOVE MANIKINS OR MANIKIN PARTS WITHOUT THE HELP OF THE LAB INSTRUCTOR.
 - c. DO NOT use betadine on manikins. Use soap as lubricant for tubes.
 - d. Ask for assistance for use of VitalSim units (BP, assessments)
- 18) All chemicals used will be stored in marked containers and labeled accordingly.

- 19) All chemicals will be used and/or disposed of under conditions as recommended by the manufacturer. Practi-Meds are not for human use and are not to be ingested or injected. Please note that the expiration dates on the practi-meds are “simulated”.
 - 20) Safety Data Sheets (SDS) will be maintained on all chemicals.
 - 21) Any non-functioning equipment must be reported to a faculty member as soon as possible.
 - 22) Use beds for practice and testing purposes only. (No sleeping or lying in beds).
 - 23) Individuals serving as clients are to remove their shoes when lying on the beds.
 - 24) If you are aware that you have a latex allergy, or suspect that you do, it is your responsibility to notify skills lab instructor. Non-latex gloves and equipment are available upon request.
 - 25) Respect lab instructors/facilitators and equipment at all times. Manikins are to be treated with dignity as you would a client/patient.
 - 26) Practi-Meds are not for human use and are not to be ingested or injected. Please note that the expiration dates on the practi-meds are “simulated”.
- * These rules apply to all rooms that are used for any lab assignments. *

Department of Nursing Skills/Simulation Lab Procedure:

The Department of Nursing Skills/Simulation Lab Procedure was established to ensure that all instructors and students have the tools they need to make sure that students are ready for practice/check off in the nursing skills/simulation lab. All nursing skills/simulation laboratory rules should be followed by students at all times according to the program's handbook.

The purpose of the nursing skills/simulation lab is to provide each student with an exceptional, dynamic learning experience that helps to prepare him/her for their clinical rotations along with reinforcing the didactic information and critical thinking skills. Students will perform skills on each other, simulation mannequins and faculty. The steps that should be taken to ensure the appropriate learning takes place should include but not limited to:

- The student will be provided with the resources needed to ensure correct understanding of the skill. This includes access to the appropriate skills check off sheets. The skills check off sheet should list each step according to how the skill/simulation will be evaluated.
- If a "ticket to the lab" is assigned, then the student must print off the skill certificate and present the certificate before entering the laboratory. If the student has not sufficiently completed this requirement, then the student will not be allowed to enter the lab and will need to schedule a time with the instructor to make the time missed at the discretion of the faculty. This time will be counted towards the student's absence in the course.
- The students will be taken to the laboratory, and a faculty member will demonstrate proper use of the equipment and performance of the skill.
- The student should then be provided with practice time in the lab to practice the skill under the direction of a faculty member.
- The student will sign in and out each time they enter the lab practice, and the instructor will keep this documentation on file.
- Students are encouraged to sign up for additional practice time as needed in order to achieve proficiency before the skill check off.
- During the check off, the student should complete each step on the detailed skills check off sheet and then document the skill as if writing a nurse's note on a live client.
- The faculty member (having at least a BSN for the ASN program and an ASN for the PN program) will evaluate the student based on the student's performance.
- Once a student successfully completes the skill, the faculty member and the student will then sign off with date and time that the skill was performed proficiently.
- If the student is unsuccessful, this will be documented and the student will schedule a time with the faculty member, at the faculty member's discretion, for remediation on the skill before being allowed to schedule another check off time. This will be documented on the SSP.
- After successful check off and documentation, the detailed skills check off sheet should be placed in the student's file. The date and instructor's initials should be placed on the skills competency sheet. The Department of Nursing Skills Checklist should accompany the student to clinical. The

student is responsible for keeping up with the form and completing the skills by the time of graduation.

Instructions for invasive skills:

- Faculty members and students that have been previously and successfully checked off on the skills below may be allowed to practice the skill on another student or faculty member with supervision by an appropriate faculty member.
- Invasive practice skills should be performed once/per lab day; multiple attempts on a faculty member or student is not allowed.

Approved invasive practice skills:

- Intradermal injection
 - Site used: forearm only
- Subcutaneous injection
 - Site used: back of upper arm only
- Intramuscular injection
 - Site used: deltoid only
- IV catheter insertion
 - Site used: hand, forearm, AC only
 - 22G or 24G IV catheter should be used
 - No IV fluids should be connected to the IV catheter or extender
 - No medications are to be given/"pushed" through the IV catheter
 - IV catheter should be discontinued and appropriate dressing applied immediately following the IV insertion.

Supplies:

- Non-expired supplies should be used and should be verified by the faculty member and the student.
- Appropriate syringe and needle size should be used. (See skills check off sheet)
- Bacteriostatic 0.9% sodium chloride injectable solution should be used for injections (Intradermal, Intramuscular and Subcutaneous). Any open vial must be labeled (with a black Sharpie) with date, time and initials of individual who opened the vial. These vials are good for 30 days, once opened, unless otherwise noted.



Guidelines on Professional Conduct and Definitions

Approved: 8/8/2016; **Updated:** 12/3/2018

Guiding Principle

Southeastern Technical College along with its Health Sciences Programs values professionalism among the faculty, staff, and students in carrying out responsibilities to promote and improve public health.

It is the expectation of the College for Health Sciences faculty, staff, and students to conduct themselves in a professional manner in all of their interactions with members of the College community, the public, and each other. The purposes of these guidelines are to promote excellence, integrity and selflessness in all of our activities; to assure that all persons are treated with respect, dignity and courtesy; and to promote constructive communication and collaborative teamwork. STC's Health Sciences Programs should incorporate these principles of professionalism as appropriate in their guidelines, procedures, and practices.

If a student demonstrates unsafe and/or unprofessional behavior, fails to achieve the standard of care, violates professional standards or calls into question his or her professional accountability, whether in the classroom, lab, clinical, or public setting, a corrective action may be implemented.

Students are expected to adhere to the standards of behavior required of healthcare professionals on campus, when dressed in uniform off campus, and at each clinical site.

A deviation from professional standards may be sufficient reason for dismissal from the program.

References:

Southeastern Technical College Catalog on the STC Website (<http://www.southeasterntech.edu>)

DEFINITIONS

Excellence represents a dedication to the continuous improvement of the quality of care, inquiry, and teaching effectiveness. Pursuit of excellence should be accompanied by integrity, empathy, compassion, and respect for the diversity of values and opinions of others.

Client is an individual who is receiving needed professional services that are directed by a licensed practitioner of the healing arts toward maintenance, improvement or protection of health or lessening of illness, disability or pain. (US Centers for Medicare & Medicaid Services)

Accountability refers to taking responsibility for ones' behavior and activity.

Selflessness reflects a commitment to advocate for the interests of others over ones' own interests.

Unprofessional behavior means behavior that: violates laws or rules regarding discrimination and harassment; violates rules of professional ethics, including professionalism in clinical, educational, or business practices; or is disrespectful, retaliatory or disruptive.

Discrimination and harassment means discrimination or harassment on the basis of race, color, creed, religion, national origin, citizenship, sex, age, marital status, sexual orientation, disability, or military status.

Rules of professional ethics means ethical standards that have been established by external professional societies or associations, e.g., Joint Commission, National Institutes of Health, or by STC entities for various professions (e.g. Radiologic Technologist, Dental Hygienist, Registered Professional Nurses).

Professionalism in clinical practice settings includes, but is not limited to safeguarding the care needs and privacy concerns of clients and adherence to established standards on client safety, timeliness of completing medical records, quality improvement initiatives, communication and follow-up with clients, reporting errors, and regulations governing billing practices.

Professionalism in education includes, but is not limited to a commitment to the highest standards of learning, innovation in teaching methods, respect for the student-teacher relationship, and leadership through modeling of life-long learning.

Ethical business practices means the wise use of resources and practices that are compliant with and appropriate under laws and regulations governing conflicts of interest, sponsored research, or the delivery of and reimbursement for healthcare services.

Disrespectful, retaliatory, or disruptive behavior includes, but is not limited to behaviors that in the view of reasonable people impact the integrity of the health care team, the care of clients, the education of students, or the conduct of research such as:

- Shouting or using profane or otherwise offensive language;
- Degrading or demeaning comments;
- Physical assault or other uninvited or inappropriate physical contact;
- Threats or similar intimidating behavior, as reasonably perceived by the recipient;
- Unreasonable refusal to cooperate with others in carrying out assigned responsibilities; and
- Obstruction of established operational goals, beyond what would be considered a respectful disagreement.

Extenuating Circumstances are unforeseen accidents, deaths in the immediate family or personal illness which requires you to be absent from class or clinical. Vacations, weddings, doctor appointments, studying for an exam, child care issues, job interviews and working at your job, etc., are not considered extenuating circumstances as these are not unforeseen events.

Occurrence is the breach, violation, or infringement of guidelines, procedures, practices, or standards outlined by the College, the Program, the Profession, or the clinical affiliates (i.e. catalogs, handbooks, manuals, syllabi, agreements, etc.).

Clinical Education Guidelines

The clinical experience will provide students the opportunity for hands-on training in a variety of healthcare facilities. Program faculty provide close supervision and guidance in the clinical settings. The eight, ten, or twelve-hour shifts may be scheduled during weekends, evenings, nights, and / or some days at facilities throughout the region. Clinical attendance is required for completion of the program. Because clinical schedules are not flexible, students will need to work their personal schedule around these times, have dependable childcare, and have access to reliable transportation. Students should also plan for additional time outside of the printed schedule for practice, clinical preparation, and study.

Physical and Mental Requirements

Delivery of client care includes:

- Assessing the health status of clients, identifying their needs and contributing to their plan of care;
- Assisting clients with meals;
- Assisting with moving, positioning clients in bed;
- Walking clients with and without mechanical devices;
- Assisting with lifting, transferring, and transporting clients using wheelchairs and stretchers;
- Administering medications;
- Providing direct client care such as catheterization, suctioning, bathing, toileting, dressing changes, etc.;
- Providing client-family education; and
- Responding to emergencies within the scope of the student's training

Clinical Professionalism

Professionalism is of the utmost importance. While attending clinical, students are representing The College and the Program. Failing to maintain professional behavior that results in dismissal (by the faculty, preceptor, or a clinical site official) from the clinical site may result in the student receiving an occurrence. Depending upon the severity of the student's actions, a student may be dismissed from the program. The final consequence is under the direction of the faculty and Program Director.

The student is a guest of the sponsoring agency, hospital, clinical site, and/or preceptor, and must meet professional standards. All students are expected to demonstrate professional behavior and follow all standards of conduct outlined in the college e-catalog and the program handbook while fulfilling the clinical requirements of the program.

Clinical Performance Standards

Standard	Tasks	Examples of Performance Abilities
Gross and Fine Motor Skills Physical Mobility	<ul style="list-style-type: none"> Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide client care 	<ul style="list-style-type: none"> Mobility sufficient to carry out client care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting clients, providing care in confined spaces such as treatment room or operating suite
Gross and Fine Motor Skills Physical Mobility	<ul style="list-style-type: none"> Demonstrate fine motor skills sufficient for providing safe nursing care 	<ul style="list-style-type: none"> Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter
Visual and Perceptual Abilities Auditory Ability and Other Sensory Skills	<ul style="list-style-type: none"> Sensory/perceptual ability to monitor and assess clients 	<ul style="list-style-type: none"> Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. Visual acuity to read calibrations on 1 ml syringe, assess color, (cyanosis, pallor, etc.) Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke or noxious odor, etc.
Intellectual, Conceptual, and Critical Thinking Abilities Interpersonal Skills Professional Attitudes and Behaviors	<ul style="list-style-type: none"> Ability to relate to colleagues, staff and clients with honesty, integrity and nondiscrimination Capacity for development of mature sensitive and effective therapeutic relationship Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor code 	<ul style="list-style-type: none"> Establish rapport with clients and colleagues Work with teams and workgroups. Emotional skills sufficient to remain calm in an emergency situation Behavioral skills sufficient to demonstrate the exercise of good judgement and prompt completion of all responsibilities attendant to the diagnosis and care of clients Adapt rapidly to environmental changes and multiple task demands Maintain behavioral appropriateness in stressful situations

Standard	Tasks	Examples of Performance Abilities
<p>Intellectual Conceptual, and Critical Thinking Abilities</p> <p>Professional Attitudes and Behaviors</p>	<ul style="list-style-type: none"> • Ability to accurately identify clients • Ability to effectively communicate with other caregivers • Ability to administer medications safely and accurately • Ability to operate equipment safely in the clinical area • Ability to recognize and minimize hazards that could increase healthcare associated infections • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to client, family and co-worker falls 	<ul style="list-style-type: none"> • Prioritizes tasks to ensure client safety and standard of care • Maintains adequate concentration and attention in client care settings • Seeks assistance when clinical situation requires a higher level or expertise/experience • Responds to monitor alarms, emergency signals, call bells from clients, and orders in a rapid and effective manner
<p>Oral and Written Communications Skills</p> <p>Visual and Perceptual Abilities</p>	<ul style="list-style-type: none"> • Ability to communicate in English with accuracy, clarity and efficiency with clients, their families and other members of the healthcare team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect, and body language) • Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy 	<ul style="list-style-type: none"> • Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in healthcare team discussions of client care • Elicits and records information about health history, current health state and responses to treatment from clients or family members • Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner • Establishes and maintains effective working relations with clients and co-workers • Recognizes and reports critical client information to the other caregivers

Standard	Tasks	Examples of Performance Abilities
<p>Intellectual, Conceptual, and Critical Thinking Abilities</p> <p>Oral and Written Communication Skills</p> <p>Visual and Perceptual Abilities</p> <p>Auditory Ability and Other Sensory Skills</p>	<ul style="list-style-type: none"> • Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis • Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities • Ability to comprehend three-dimensional and spatial relationships • Ability to react effectively in an emergency situation 	<ul style="list-style-type: none"> • Calculates appropriate medication dosage given specific client parameters • Analyze and synthesize data to develop an appropriate plan of care. • Collects data, prioritize needs and anticipates reactions • Comprehends spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths • Recognizes an emergency situation and responds effectively to safeguard the client and other caregivers • Transfers knowledge from one situation to another • Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and procedure manuals
<p>Intellectual, Conceptual, and Critical Thinking Abilities</p> <p>Professional Attitudes and Behaviors</p>	<ul style="list-style-type: none"> • Ability to adhere to all policies and procedures and requirements as described in the Program Handbook, STC e-Catalog and Student Handbook, Course Syllabus, as well as clinical site procedures • Ability to complete classroom and clinical assignments and submit assignments at the required time • Ability to adhere to classroom and clinical schedules 	<ul style="list-style-type: none"> • Attends class and clinical assignments punctually • Reads, understands and adheres to all policies and procedures related to classroom and clinical experiences • Contacts instructor in advance of any absence or late arrival • Understand and complete classroom and clinical assignments by due date and time

Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the College's procedures outlined in the Student Affairs section of the catalog.

Clinical Education Assignments

Reviewed: 11/28/2018; 7/24/2019; 7/21/2021

Students are assigned a clinical experience and must be prepared to meet objectives of the selected course to complete the program of study.

Learning activities with preceptors/mentors may be included in a curriculum on a limited basis.

The Program utilizes preceptors/mentors to assist in achieving the curriculum's student learning outcomes.

Preceptors/mentors assist and collaborate with the instructors in orienting the student to the clinical practice setting, managing learning experiences and assignments, guiding performance of clinical skills, encouraging sound judgement and decision making, and providing the student with ongoing constructive feedback and suggestions to improve his/her performance and achievement. Students will be given a list of approved preceptors before each clinical rotation.

Students may not be allowed to complete clinical activities at place of employment.

ASN Bridge Pathway students are functioning in the student role during clinical and must be directly supervised by faculty or preceptors during procedures and medication administration.

See course specific syllabi/information for details related to clinical education assignments.

Clinical Affiliate Orientations

Reviewed: 11/28/2018; 07/24/19

Facility orientations will be completed at various clinical education settings. Students will be notified of specific dates and times by program faculty. Attendance is mandatory.

Failure to attend scheduled orientations sessions will result in the student not being allowed to attend clinical rotations until deemed appropriate by the clinical affiliate.

Students are required to adhere to all facility safety policies. Students will be required to know each facility's emergency codes, phone numbers, crash cart locations, fire extinguisher locations, fire alarm locations, and evacuation routes.

Clinical Supervision

Faculty members will help direct, coach, mentor, and critique students in the clinical setting. Preceptors/mentors selected and approved by the faculty and a clinical affiliate liaison may also provide support during clinical rotations.

Clinical Equipment/Supplies

Required prior to entering clinical setting:

- Appropriate attire as outlined in the Dress Code
- Clinical bag
- Reference guides
- Clinical notebook
- Watch with second hand (**mandatory). Smart watches are not acceptable.
- Small pocket calculator (Calculators on cell phones are not acceptable.)
- Pocket size hand sanitizer, unscented
- Blue or Black ink pen unless otherwise specified
- Stethoscope with bell and diaphragm functions
- Penlight
- Bandage scissors
- Skills check list

Transportation

It is the responsibility of the student to have adequate transportation to and from clinical facilities. There will be assignments in which the student must travel in excess of one hour. While program faculty are sensitive to the cost and time associated with such travel, clinical placement will require students to drive to distant clinical sites.

The student is responsible for providing his/her own transportation and auto insurance for all class and clinical experiences.

Parking

When attending clinical at healthcare facilities, students are to park in designated locations only. Violators may have their cars towed at owner's expense, and disciplinary action from the Program Director may occur. Carpooling is encouraged. Students should come early enough to allow adequate time to park and walk to their destination. Parking fees are the responsibility of the student.

Dosage Calculations

Reviewed: 11/28/2018; 07/24/2019; 8/9/2021

The Dosage Calculations Procedure provides criteria and benchmarks in which students will be allowed to participate in the clinical setting and administer medications to clients within the role of the student. Students unable to demonstrate competency in medication administration will not be able to progress in the program. Program students must be under the **direct supervision** of a preceptor/faculty during the entire medication administration process (verification of MAR, preparation of the medication, verification of client identifiers and route of administration). If you are directed by a clinical faculty and/or preceptor to administer medication you did not prepare or unsupervised, respectfully refuse and notify the Program Director immediately.

RATIONALE: The Council for Medication Error Reporting and Prevention (NCCMERP) definition of a medication error. Specifically, a medication error is "any preventable event that may cause or lead to inappropriate medication use or client harm while the medication is in the control of the health care professional, client, or consumer. Such events may be related to professional practice, health care products, procedures, and systems, including prescribing; order communication; product labeling, packaging, and nomenclature; compounding; dispensing; distribution; administration; education; monitoring; and use."

To promote medication administration safety in the clinical setting, the Program is driven to put forward a reduction of medication errors and enhance student awareness in the importance of utilizing and practicing the rights of medication administration during the clinical experience by demonstrating clinical and didactic competence prior to clinical experiences.

PROCESS: Students must make a **100% on a dosage calculation exam before attending clinical**. Students may take the drug calculation exam a maximum of **THREE** attempts. Each attempt will be a different but similar version. For this exam, students will be allowed 3 minutes per question. There will be a week time frame in between the attempts to allow time for remediation. If the student is **unsuccessful on the first attempt**, the **student must attend the scheduled remediation with an ASN Faculty member before subsequent attempts can be taken**. If a student misses an attempt due to an absence, the student may forfeit that attempt and will take the next scheduled attempt. Absences on the third attempt may be evaluated on an individual basis.

ASN Bridge Pathway Option Students: Students must make a 100% on a dosage calculation exam before giving medications at clinical. The first attempt calculation exam for the Bridge option students will be given the first day of class for semesters two and three.

STC Department of Nursing Rounding Rules

Approved: 2/26/2019, Updated: 6/17/2019, reviewed 6/17/2020; 8/9/2021

It is vitally important that you follow the rounding rules below. Failure to follow these rules could cause a client to receive too much or not enough medication. *Note: When you begin working, your facility will have a policy on medication administration that you will be expected to follow.*

❖ DOCUMENTING

- When documenting your final answer, you must ensure the unit of measurement is included in your answer to indicate you understand what you are giving.
 - For example, if you are finding teaspoons, make sure the word teaspoon(s) is in your answer.
Correct = 2 tsp or 2 teaspoons Incorrect = 2
 - The entire unit of measurement must be correct, for example, 40 mL is not the same as 40 mL/hr.
- No trailing zeros and no naked decimals.
 - For example: Whole numbers should never have a zero placed behind the decimal. Correct = 4 mL Incorrect = 4.0 mL
 - For example: When a whole number is NOT present, ALWAYS place a zero in front of the decimal. Correct = 0.1 mL Incorrect = .1 mL

❖ WHEN TO ROUND AND WHEN NOT TO ROUND

- General Rounding: If the number to the right is equal to or greater than 5; round up the number on the left. If the number on the right is less than 5; leave the number to the left as is.
 - For example: 0.76 mL = 0.8 mL; 0.74 mL = 0.7 mL
- Do not round any numbers until the end of the problem!
- **EXCEPTION:** unless you are converting weight (ie: from lbs to kg), you will round to the nearest tenth within the problem.
 - For example: $150 \text{ lbs} \div 2.2 \text{ kg} = 68.1818181818$. You will round to the tenth to give you 68.2 kg before continuing the calculation.
 - Keep all your numbers in your calculator until the end. At the end, you will do your final rounding.
- Make sure you read the question well; some questions may direct you to specifically round to a certain number. In this case, you will follow the provided directions (ie: round your answer to the nearest tenth, hundredth, etc).

❖ IV CALCULATIONS

- Drops/minute (gtts/min) calculations: need to be calculated to the nearest whole number. You cannot measure a $\frac{1}{2}$ a drop.
 - For example: 21.4 = 21 gtts/min 21.5 = 22 gtts/min
 - mL/hr calculations: need to be calculated to the nearest tenth.
 - For example: 74.32 = 74.3 mL/hr 75.65 = 75.7 mL/hr

- ❖ **CAPSULES:** Need to be calculated to the nearest whole number; cannot be cut into other portions.
- ❖ **TABLETS:** Unless otherwise indicated, assume tablets are scored and round to the nearest half tablet.

STC Nursing Lab Values

Labs	Normal Value	Details
White Blood Cell Count (WBC)	4,000-11,000mcl	Measures the number of white blood cells in your body.
Hemoglobin (HGB)	Woman 12-16g/dL Men 14-18g/dL	Measures hgb (the protein molecule in red blood cells that carries oxygen).
Hematocrit (HCT)	Women 37-48% Men 45-52%	Indicates the percentage of blood by volume that is composed of red blood cells.
Platelets	150,000-450,000/mL	Measure how many platelets you have in your blood. Platelets are parts of the blood that help the blood clot.
Sodium (Na+)	135-145mEq/L	Na+ helps maintain normal blood pressure, supports the work of your nerves and muscles, and regulates your body's fluid balance.
Potassium (K+)	3.5-5.0mEq/L	K+ supports the work of your nerves and muscles, regulates your body's fluid balance and keeps the heart beating at a normal rhythm.
Chloride (Cl-)	98-107mEq/dL	Cl- helps keep the proper balance of body fluids and maintain the body's acid-base balance.
Magnesium (Mg+)	1.5-2.5mEq/dL	Mg+ is a nutrient that regulating muscle and nerve function, blood sugar levels, and blood pressure and making protein, bone, and DNA.
Calcium (Ca+)	9-11mg/dL	Ca+ is a mineral that assists in building bones and keeping them healthy, calcium aids in blood clot, nerves sending messages and muscles contract.
Blood Urea Nitrogen (BUN)	7-22mg/dL	BUN show how well the kidneys are functioning to filter the body's waste products.
Creatinine	0.5-1.2mg/dL	Creatinine is a waste product that forms when creatine breaks down. Creatine is found in your muscle. Creatinine levels reflect kidney function.
Urine Specific Gravity	1.002-1.035	Urine specific gravity test can help determine how well the kidneys are diluting urine.
Fasting Glucose	70-100mg/dL	Glucose test the level of "sugar" in the blood stream. Glucose is used as an energy source for the brain & red blood cells. This test checks your fasting blood sugar levels. Fasting means after not having anything to eat or drink (except water) for at least 8 hours before the

Labs	Normal Value	Details
		test. This test is usually done first thing in the morning, before breakfast.
Glycosylated Hemoglobin (Hgb A1C)	Less than 5.7%	Hgb A1C reflects the average blood glucose level over a 3 month time period.
Total Cholesterol LDL (Bad) Triglycerides HDL (good)	Less than 200mg/dL Less than 100mg/dL Less than 100mg/dL Over 40mg/dl for men Over 60mg/dL for women	Cholesterols are important to body's function however high proportion in the blood of LDL (which transports cholesterol to the tissues) is associated with coronary heart disease.
Partial thromboplastin time (PTT)	25-35 seconds	PTT is a blood test that measures the time it takes your blood to clot.
Prothrombin time (PT)	11 to 13.5 seconds	PT is a blood test that measures the time it takes for the liquid portion (plasma) of your blood to clot. PT is measured in seconds. Most of the time, results are given INR.
International Normalized Ratio (INR)	INR of 0.8 to 1.1 warfarin drug therapy therapeutic range is between 2.0 and 3.0.	
Arterial Blood Gas (ABG) pH-7.35-7.45 PO2-80-100mmHg PCO2-35-45mmHg SaO2-95-99% HCO3 21-25mEq/L		ABG measures the acidity (pH) and the levels of oxygen and carbon dioxide in the blood from an artery. This test is used to check how well your lungs are able to move oxygen into the blood and remove carbon dioxide from the blood.

Dress/Appearance Code

Reviewed: 11/28/2018; 7/24/2019, 6/17/2020, 8/9/2021

Students at STC are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, professionalism, and good taste. Jewelry such as rings, bracelets, and necklaces should not be worn in areas where safety would be compromised. Extremes in dress and grooming should be avoided. With this in mind, students should dress in an appropriate manner. Dress should reflect that normally worn in the occupation for which students are being trained.

The personal appearance and demeanor of Health Science Program students reflect both the college and program standards, and also indicative of the student's interest and pride in their profession. Clients often use the appearance of health care workers as a means to measure the quality of care they receive. It is important that the student's appearance be professional. To enhance and achieve our goals as professionals, we must gain the total confidence of our clients.

Students are required to present a professional appearance at all times. Students are not to wear program uniforms outside of the clinical environment or classroom. The school uniforms represent STC, as well as the students' chosen profession. Therefore, the student should present a professional image while in uniform at all times and practice good hygiene. The appropriate uniform, as described, should be worn while on clinical assignment. **Program faculty have the final say in what is deemed professionally.

On-Campus Dress

- Students will be asked to dress in professional nursing attire while in the classroom, skills lab and clinical. This will mean students will be expected to dress appropriately each day. Students will be asked to wear scrub pants and a STC or ASN class t-shirt or a full scrub set (your choice of style and color) to class/lab each day. Students should wear shoes that are comfortable and have an enclosed heel and toe. A great example is a tennis shoe or nursing clog. During lab, hair should be pulled back and secured.

Clinical Dress

- Designated uniform top and bottom with appropriate college patch/insert (color and styles designated by program faculty)
 - Must be ordered through Meridy's or other pre-approved vendor
 - Must be clean and pressed; dirty or wrinkled uniforms are unacceptable
 - Solid white or light gray crewneck shirts (long or short-sleeved) may be worn beneath the uniform top but should not be visible below the hem of the top or beyond the sleeves (if short-sleeved)
 - Uniforms should fit properly-neither too tight as to define the body nor too loose as to appear unkempt
 - Pants legs are not to be rolled or stuffed in socks
- White lab coat bearing appropriate monogram may be worn
 - Must be clean and pressed
 - No sweatshirts, hoodies, or other jackets may be worn while in the clinical setting
- Clean, leather or leather-like professional duty/athletic shoes with enclosed toe and heel. Should be non-permeable to liquids.

- Dirty, dingy, or torn shoes are not permitted
- Canvas Keds type shoes are not permitted
- An official STC Health Sciences Program ID badge with picture and program level badge (junior/senior) is required in clinical/laboratory settings at all times. The badge is to be worn on the front upper torso and visible to the public. No lanyards.
 - If working with prisoners, please follow facility protocol
- Students must wear completely solid color socks that are white, grey, or match the color of your shoes or pants. Nude or black support hose may be worn under uniform pants or skirt.

*Students are encouraged to seek approval of program faculty for all clinical attire. Failure to obtain clinical attire approval may result in being dismissed from the clinical experience for the day and an appropriate tardy or absences would apply.

Please note: Students dressed in program clinical uniforms (including student ID) are representatives of STC and the respective program. All standards of professional behavior are expected.

Reference: STC 6.2.1.p.2. Procedure: Southeastern Technical College Uniforms

As part of the Program dress code, all students are required to maintain a clinical notebook, which includes a current copy of the Student Handbook, immunizations, CPR card, and **all forms** necessary to complete daily clinical assignments. Failure to do so will result in an occurrence and the student being dismissed from clinical for the day. Any missed clinical time will be made up at the faculty's discretion.

Personal Hygiene/Appearance

- Hair will be well-groomed and clean
 - Women and men's hair should be styled so that it does not fall into the face
 - Hair that touches the collar or is longer must be worn pulled back and up with neutral colored accessories so that it does not fall below the shoulder. If long hair falls over the shoulder, the student must secure the hair so the hair will not fall below the shoulder.
 - Distracting hairstyles/eyelashes or colors are prohibited
 - Large bows, ribbons, etc, should not be worn.
 - Beards and mustaches must be neatly trimmed and clean. Please note: Some clinical affiliates may not allow facial hair.
- Only natural looking make-up should be worn during clinical rotations.
- Bathe Daily
 - Please refrain from using colognes, perfumes, body sprays, or scented body creams/lotions while in the clinical setting. The aroma may be offensive and may induce respiratory illnesses in clients or healthcare workers.
- Tattoos or other inappropriate, unnatural marks must be covered with a natural skin color covering (for example: *wundercover tattoo and skin shields*) or otherwise undetectable.
 - If they cannot be covered, the student may not be allowed in the clinical area.

- Jewelry is limited to a single smooth (no stones) wedding band, worn on the ring finger, and a traditional watch with a second hand (electronic watches are prohibited). The only exception is for medic alert purposes.
 - Ear lobe expanders or body piercings (eye, ears, nose, lips, chin, tongue, etc.) shall NOT be visible
- Fingernails must be clean and short.
 - Fingernails should not be visible above fingertips
 - For client safety, CDC guidelines indicate that health care providers should refrain from wearing artificial nails or enhancements (gel, acrylic, silk wrap, tips).
 - Nail polish is NOT permitted
- Deodorant/antiperspirant must be worn daily, preferably unscented.
- Chewing gum or candy is prohibited while in the clinical area. No eating or drinking in restricted areas. Breath spray, drops, or dissolvable breath strips are acceptable.
- Use of tobacco products is prohibited during clinical hours. It is advisable for students to refrain from smoking in their vehicle going to clinic or to and from lunch. Students who smell of smoke will be sent home and missed time will count as an absence for the course. The aroma may be offensive and may induce respiratory illnesses in clients or healthcare workers.
- Use of cell phones or cellular devices is not permitted in a clinical facility. Permission from faculty must be granted prior to any exceptions.

All students are required to follow the *Dress/Appearance Code*. Any student with inappropriate dress can be dismissed from the clinical education site for the day. Any time missed due to a violation counts as an absence and is made up at the faculty's discretion.

Client Care Duties

Reviewed: 7/24/2019; Updated: 07/20/2021

The student is expected to be prepared to deliver nursing care to assigned clients under direct supervision of a preceptor or faculty.

Client Care Duties/Clinical Guidelines include, but are not limited to, the following:

- Review of client History – past medical/surgical, present illness, and psychosocial
- Medications – review use, administration, side effects, calculate safe dose
- Treatments – already received and scheduled
- Current Orders – care to be delivered
- Client Problem Sheet – including outcomes/evaluation
 - Students must give report to his or her assigned preceptor at the end of each clinical day.
 - Students must have pen and paper for documenting client care notes. Students may need a pocket calculator to calculate medication dosages.
 - A student shall report and document assessments or observations, the care provided, and the client's response under direct supervision of the clinical faculty/preceptor.
 - A student shall report errors in or deviations from the prescribed regimen of care accurately and timely to the appropriate faculty and/or preceptor. If a student is with a preceptor and an error occurs, the student should notify the faculty immediately after ensuring client safety.
 - A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice.
 - All students shall implement measures to promote a safe environment for each client.
 - Students must review all procedures before performing and MUST NOT perform any procedures that have not been demonstrated and/or checked-off prior to the clinical experience. A student must notify the preceptor and/or clinical faculty prior to performing any new procedures or procedures that he/she does not feel comfortable performing. If the student is in doubt, it is permissible and encouraged to contact his/her clinical instructor and defer any procedure. Patient safety is of utmost performance.
 - Students should not perform any invasive procedure without the presence of clinical faculty or preceptor.
 - Students are required to fully participate in mandatory pre- and post- conferences.

Client Interactions

A student must establish and maintain professional boundaries with each client.

All clients should be addressed by their last names (i.e. Mrs. or Mr. Jones). Addressing clients using pet names like baby, sweetie, etc. is unacceptable unless requested by the client.

At all times when a student is providing direct nursing care to a client, the student shall:

1. Provide privacy during examination or treatment and in the care of personal or bodily needs.
2. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

A student shall not:

- Remove any client information from a clinical facility. Under no circumstances may students photocopy or photograph any client patient information or remove information from the facility, even with the identifiers removed.
- Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
- Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse;
- Misappropriate a client's property;
- Engage in behavior to seek or obtain personal gain at the client's expense;
- Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
- Engage in behavior that constitutes inappropriate involvement in the client's personal relationships;
- Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships (The client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student.);
- Accept gifts or gratuity from client/client family members;
- Receive clinical credit for current or previous employment history (i.e. student nurse/healthcare technician/certified nursing aide positions);
- Engage in sexual conduct with a client, clinical affiliate employee, or other student;
- Engage in conduct that may be reasonably perceived as sexual;
- Engage in any verbal behavior that is seductive or sexually demeaning to a client, clinical affiliate employee, or other student;
- Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client; (The client is always presumed incapable of giving free, full or informed consent to sexual activity with the student.);
- Perform client care prior to or after the designed clinical time;
- Work or perform any duty in any capacity other than a student regardless of his/her employment status with that facility; (During a clinical rotation, the student cannot utilize any other position entitlements he/she may use during his/her employment.);
- Be monetarily compensated for clinical time;
- Take physician orders;
- Administer any medication prepared by anyone other than the student; and
- Administer blood or sign blood out from the blood bank.

Confidentiality/HIPAA

In 1996, Congress enacted the Health Insurance Portability and Accountability Act (“HIPAA”) to provide greater access to health insurance and to improve the efficiency of health care administration. HIPAA included Administrative Simplification provisions that required the U.S. Department of Health and Human Services (“HHS”) to set national standards and regulations for transmitting certain health information and for protecting client privacy.

HHS promulgated regulations under the Administrative Simplification provisions including the Privacy Rule, the Security Rule, the Enforcement Rule, as well as transaction and code set standards that apply to electronic exchanges involving the transfer of information. These regulations:

1. protect the privacy of Protected Health Information (“PHI”);
2. protect the security of Protected Health Information; and
3. standardize transactions for electronic data interchange of health care data.

HIPAA applies to Covered Entities: health care providers, health insurance plans, and health care clearinghouses. Covered Entities must comply with HIPAA’s requirements to protect the privacy and security of health information and provide individuals with certain rights with respect to their PHI.

In January of 2013, the U.S. Department of Health and Human Services issued a Final Omnibus Rule (“Final Rule”) modifying HIPAA and implementing provisions of the Health Information Technology for Economic and Clinical Health Act of 2009 (“HITECH”). The Final Rule further strengthens the privacy and security protections for health information established under HIPAA.

The HHS’ Office of Civil Rights (“OCR”) is responsible for enforcing HIPAA’s Privacy and Security Rules. Additionally, HITECH granted State Attorneys General the authority to bring civil actions and obtain damages on behalf of state residents for violations of the HIPAA Privacy and Security Rules.

HIPAA establishes both civil monetary penalties and federal criminal penalties for the impermissible use or disclosure of unsecured PHI in violation of HIPAA’s Privacy and Security Rules.

Chatting about clients with friends or family, or even co-workers who are not privy to that client’s medical information, can violate HIPAA policies. Telling someone, even in confidence, about a client’s condition is a violation of HIPAA privacy and removes any privacy rights the client had. Unless the client has signed a release of information, the general rule is nobody but the client and direct caregivers can access those records.

Improper Disposal

Poorly disposing of protected health information. Many photocopiers will have a hard drive that saves a certain amount of recent files. If somebody should access that memory who isn’t supposed to have that information it’s a HIPAA violation. Same goes for improperly shredded documents. The basic rule to keep in mind when discarding anything that has protected health information is to thoroughly destroy or wipe the device hard drive or cross-shred the documents.

Lack of Training

Any person who comes in contact with protected health information is required to abide by HIPAA policies, or face major fines or in severe cases even jail time. Be sure you are aware of HIPAA policies and updates.

Lost or Stolen Devices

Every device that has client data should be encrypted and stored in a secure location.

Third Party Disclosure

Any company that comes in touch with client information is responsible for abiding by HIPAA policies, and the Common Agency Provision in the HIPAA Omnibus Ruling means that hospitals and medical staff are now the ones responsible for your third party HIPAA compliance. A business partnership where a third party causes mistakes can come back to haunt the health care provider. Anyone who has access to protected health information should be HIPAA compliant.

Unsecure Records

In order to prevent theft and unauthorized access, HIPAA requires all electronic and paper documents or other files containing PHI are stored in a secure area. This means any type of filing cabinet needs to be locked, the office or building needs to be locked or secured.

Failure to comply with HIPAA can result in civil and criminal penalties (42 USC § 1320d-5).

Civil Penalties

The “American Recovery and Reinvestment Act of 2009”(ARRA) that was signed into law on February 17, 2009, established a tiered civil penalty structure for HIPAA violations (see below). The Secretary of the Department of Health and Human Services (HHS) still has discretion in determining the amount of the penalty based on the nature and extent of the violation and the nature and extent of the harm resulting from the violation.

HIPAA Violation	Minimum Penalty	Maximum Penalty
Individual did not know (and by exercising reasonable diligence would not have known) that he/she violated HIPAA	\$100 per violation, with an annual maximum of \$25,000 for repeat violations (Note: maximum that can be imposed by State Attorneys General regardless of the type of violation)	\$50,000 per violation, with an annual maximum of \$1.5 million
HIPAA violation due to reasonable cause and not due to willful neglect	\$1,000 per violation, with an annual maximum of \$100,000 for repeat violations	\$50,000 per violation, with an annual maximum of \$1.5 million
HIPAA violation due to willful neglect but violation is corrected within the required time period	\$10,000 per violation, with an annual maximum of \$250,000 for repeat violations	\$50,000 per violation, with an annual maximum of \$1.5 million
HIPAA violation is due to willful neglect and is not corrected	\$50,000 per violation, with an annual maximum of \$1.5 million	\$50,000 per violation, with an annual maximum of \$1.5 million

American Medical Association

For more information: U.S. Department of Human Services (<https://www.hhs.gov/hipaa/for-professionals/index.html>)

Program Procedure

It is important that all students understand that confidentiality is a critical element of healthcare. Students are to adhere to all applicable HIPAA, hospital, and federal confidentiality laws and regulations. Students may not remove PHI from the clinical site for any reason. Students are not to discuss any client, condition, or treatment outside of the line of duty. A student found to have violated this policy will receive an occurrence and may be subject to immediate dismissal from the Program.

Blood Borne/Airborne Pathogen Exposure

An inherent risk with any health science profession is the possibility for exposure to blood borne and infectious diseases. Southeastern Technical College's Exposure Control Plan is designed to provide the faculty and students with recognition of tasks, procedures, and activities which present the potential for occupational exposure to blood and air-borne pathogens and a means of eliminating or minimizing exposures in the performance of their instructional duties or activities. Each Health Science program at Southeastern Technical College follows all state and federal regulations for the protection of faculty, students, clients, and staff. A complete manual of our compliance policies and procedures is available in each classroom and laboratory or upon request.

EXPOSURE CONTROL FOR HEALTH SCIENCE STUDENTS

Those employees and students who are determined to be at risk for occupational exposure to blood, other potentially infectious materials (OPIM) as well as at risk for exposure to airborne pathogens/tuberculosis must comply with the procedures and work practices outlined in the STC Exposure Control Plan. All employees and students who have occupational exposure to blood borne pathogens receive training on the epidemiology, symptoms, and transmission of blood borne pathogen diseases. Health Science students are identified as having occupational exposure to blood borne/airborne pathogens based on the tasks or activities in which they may engage during their clinical experiences. All students will utilize standard precautions as indicated by the task or activity. Appropriate personal protective equipment (PPE) and proper precautions will be utilized by all health science students.

Post-Exposure Follow-Up

Once a student or employee of Southeastern Technical College has incurred an exposure incident the following is to occur:

- A. Should an exposure incident occur, contact Stephannie H. Waters at the following telephone number (478) 494-9667.
- B. An immediate available confidential medical evaluation and follow-up will be conducted and documented by a licensed health care professional. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:
 1. Document the routes of exposure and how the exposure occurred.
 2. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
 3. For blood or OPIM exposure:
 - a. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's/student's health care provider.
 - b. If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
 - c. Exposure involving a known HIV positive source should be considered a medical emergency and post-exposure prophylaxis (PEP) should be initiated within 2 hours of exposure, per CDC recommendations.

- d. Assure that the exposed employee/student is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
 - e. After obtaining consent, collect exposed employee's/student's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
 - f. If the employee/student does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.
4. For airborne pathogen (tuberculosis):
- C. Immediately after the exposure of covered employee or student notify the responsible supervisor, and contact the College's Exposure Control Coordinator (ECC)- Stephannie H. Waters at the following telephone number (478) 494-9667.
- a. The authorized contact person at the clinical or work site shall be notified and should receive documentation in writing. Documentation of the incident is to be prepared the day of the exposure; on an Exposure Incident Report and Follow-Up Form for Exposure to Blood borne/Airborne Pathogens (Tuberculosis); promulgated within 24 hours of the incident; and recorded in the Exposure Log.
 - b. The exposed covered employee or student is to be counseled immediately after the incident and referred to his or her family physician or health department to begin follow-up and appropriate therapy. Baseline testing should be performed as soon as possible after the incident. The work unit or technical college is responsible for the cost of a post-exposure follow-up for both covered employees and students.
 - c. Any covered employee or student with a positive tuberculin skin test upon repeat testing, or post-exposure should be clinically evaluated for active tuberculosis. If active tuberculosis is diagnosed, appropriate therapy should be initiated according to CDC Guidelines or established medical protocol.

Exposure Control Plan

See the Southeastern Technical College Electronic Policy Guide, Section II.D.3. on the [Southeastern Technical College Website](http://www.southeasterntech.edu) (www.southeasterntech.edu)

HEALTH PRECAUTIONS IN THE CLINICAL SETTING

Updated: 7/20/2021

Due to clients who unknowingly may carry highly infectious/contagious pathogens (e.g. Hepatitis A or B, HIV, TB, COVID-19 etc), all students must adhere to standards outlined in STC's Exposure Control Manual. These standards are for the protection of students, faculty, and clients from the spread of infectious diseases.

1. Wear gloves at all times when working with clients.
2. Wear gloves when wiping blood/body fluids from equipment; use appropriate cleaning solutions.
3. Wash hands after each client, as well as after cleaning equipment.
4. Dispose of linens soiled with body fluids/blood in appropriate receptacles.
5. All sharps/needles should be placed in appropriate puncture-proof containers. Do not recap needles.

Any injuries in the clinical setting must be reported to the Clinical Instructor and program faculty. Incident reports are available and must be completed as soon as possible. (See Blood Borne/Airborne Pathogen Exposure above)

****Some clinical sites may have additional faculty and student requirements due to COVID-19. Faculty requirements may include but are not limited to: symptom and temperature screening, mask requirements, and restricted areas. Faculty will notify students of requirements as soon as possible.**

Southeastern Technical College- Health Science Programs Guidance for N95 Mask

The U.S. Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC) National Institute for Occupational Safety and Health (NIOSH) and the Occupational Safety and Health Administration (OSHA) regulate N95 respirators.

General Use

- People with chronic respiratory, cardiac, or other medical conditions that make breathing difficult should check with their health care provider before using an N95 respirator because the N95 respirator can make it more difficult for the wearer to breathe.
- A qualitative fit test is required before using an N95 respirator and changing manufacturers and/or models.
- Follow the manufacturer's user instructions for conducting a user seal check.
- Perform hand hygiene with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the respirator (if necessary for comfort or to maintain fit).
- Use a pair of clean (non-sterile) gloves when donning a used N95 respirator and performing a user seal check. Discard gloves after the N95 respirator is donned and any adjustments are made to ensure the respirator is sitting comfortably on your face with a good seal.
- Use a clean procedure mask over an N95 respirator to reduce surface contamination.

- Avoid touching the inside of the respirator. If inadvertent contact is made with the inside of the respirator, discard the respirator, and perform hand hygiene as described above.
- Regularly inspect the device for physical damage (e.g., Are the straps stretched out so much that they no longer provide enough tension for the respirator to seal to the face?, Is the nosepiece or other fit enhancements broken?, etc.).
- Consult with the respirator manufacturer regarding the maximum number of donnings or uses recommend for the N95 respirator model(s) used. See Program Faculty to obtain additional N95 respirators prior to exceeding maximum uses.
- Note that N95 respirators with exhalation valves should not be used when sterile conditions are needed or when working with COVID-19 patients.

Storage

- Pack or store used respirators in a clean paper bag, labeled with the user's full name, between uses so that it does not become damaged or deformed.
- N95 respirators should be placed in a clean paper bag after each use.
- Label the N95 respirator itself (e.g., on the straps. Do not write on the front of the mask.) with the user's name to reduce accidental usage of another person's respirator.

Discarding

- Discard any respirator that is obviously damaged.
- Discard N95 respirators following use during aerosol generating procedures.
- Discard N95 respirators contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.
- Discard N95 respirators following close contact with, or exit from, the care area of any patient co-infected with an infectious disease requiring standard precautions.

References

CDC: Implementing Filtering Facepiece Respirator (FFR) Reuse, Including Reuse after Decontamination, When There Are Known Shortages of N95 Respirators
 (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/decontamination-reuse-respirators.html#:~:text=CDC%20recommends%20limiting%20the%20number,manager%20or%20appropriate%20safety%20personnel.>)

Program Specific Exposure Control Training and Hazardous Communication Training

Approved: 8/11/2021

Associate of Science in Nursing	Traditional: Fall RNSG 1005 RNSG 2020 Bridge: Fall RNSG 1019B	<p>The following videos will be upload in the Blackboard courses for RNSG 1005, 2020 and 1019B.</p> <p>https://youtu.be/TX3gnNY4zjw Airborne Pathogens Video</p> <p>https://youtu.be/wjpbeqDKZnE BBP Video</p> <p>https://youtu.be/6zEmw92yHbo HazMat Training Video</p> <p>After viewing the videos, students will take exams and have 3 attempts to score a 100%. If after 3 attempts, students do not score a 100%, the student must remediate with a faculty member and then retest to earn a score of 100%.</p> <p>Students must score 100% before attending lab or clinical.</p>
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Violation of Professional Standards and Conduct

Updated: 11/28/2018; 7/24/2019; 8/17/2021

Professional conduct/behavior is expected in the classroom, lab, as well as the clinical setting.

A great deal of effort, as well as considerable nurturing, has taken place in maintaining positive relationships between STC faculty, clinical affiliates, and the general community. Members of the community or clinical affiliates that approach Program Faculty regarding the student's disregard for College policies and Program guidelines may be subject to disciplinary action and dismissal from the Program.

Behaviors which denote professionalism include but are not limited to:

1. Aggressively supporting the policies and procedures established for the good of the educational process and client care.
2. Addressing concerns directly, constructively and in a timely fashion.
3. Seeking, accommodating, and acting upon constructive criticism in order to improve personal skills.
4. Attentiveness and participation during didactic and clinical courses.
5. Respectful interactions with the public, faculty, and healthcare team.
6. Steadfast and punctual attendance for classroom and clinical assignments.
7. Tailoring content and volume of conversations based on those within earshot.
8. Demonstrating and practicing knowledge of safety procedures.
9. Maintaining a professional appearance as outlined in the dress code procedure.
10. Adhering to professional codes of ethics and professional standards.

Unprofessional behaviors include but are not limited to:

Level I Behaviors

1. Possession of or under the influence of illegal drugs or alcohol while representing the College or Program.
2. Theft, abuse, misuse, or destruction of the property or equipment of any client, visitor, student, clinical affiliate or employee.
3. Disclosing confidential information about the Program and any client (HIPAA violations). Including posting images, video, or information to any social media sites such as Facebook, Twitter, Instagram, Snapchat, etc.
4. Immoral, indecent, illegal, unprofessional, or unethical conduct while representing the College or Program.
5. Unauthorized possession of weapons, or wielding or threatening to use any type of weapon on clinical facility or College property.
6. Engaging in conduct that could ultimately threaten the physical and/or mental well-being of any client, visitor, student, clinical facility or College personnel.
7. Assault on any client, visitor, student, and clinical facility or College personnel.
8. Misuse or falsification of client, student, and clinical facility or College records.

9. Removal of client, student, and clinical facility or College records without authorization.
10. Practicing beyond the scope of practice for the Program.
11. Failure to follow program guidelines regarding supervision of laboratory or clinical procedures.
Student **is not** allowed to deliver any direct client care without direct supervision from an approved preceptor and/or faculty member. This includes ASN Bridge Option students who are licensed as a LPN or Paramedic.
12. Failure to notify Program Faculty when appropriate supervising personnel are not in the laboratory or at the clinical facility.
13. Sexual harassment or sexual misconduct.
14. Having a clinical facility ban or bar you from their facility.
 - a. Depending upon the circumstances, an attempt may be made to rearrange the student's clinical assignment in order to complete the required clinical competencies; however, if reassignment is not possible due to approved clinical capacity or other conflicts, the student may not be able to complete the required clinical competencies and would therefore, be subject to dismissal from the program.

Level II Behaviors

1. Leaving the clinical area without proper authorization.
 - a. This may include, but is not limited to:
 - Students leaving for break or lunch in the middle of a clinical procedure/task.
 - Lunch/Breaks will be assigned at the discretion of the clinical faculty and/or preceptor.
2. Sleeping during scheduled instructional hours.
3. Failure to notify the Clinical Coordinator, Instructor, and preceptor when you are going to be tardy or absent from clinic. (No Call-No Show)
4. Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities. (Failure to follow protocol, actions resulting in accidents, etc.)
5. Unauthorized use of equipment.
6. Unauthorized soliciting, vending, or distribution of written or printed matter.
 - a. This may include, but is not limited to religious and political materials, personal sales of products, advertising for personal gain, etc.
7. Inconsiderate treatment of clients, visitors, students, and clinical facility or College personnel.
This may include, but is not limited to: foul language, inappropriate gestures, and failure to act in a professional manner.
8. Individual acceptance of gratuities.
9. Misuse/abuse of College or clinical facility property.
10. Excessive tardies/early departures or absences.
11. Failure to follow guidelines or procedures related to professionalism/professional performance.
Acting in an unprofessional manner.
12. Pattern of poor clinical performance, as documented on clinical performance evaluations.
13. Students **MUST** have their Clinical Notebooks and health policy information while in clinic

- a. Failure to do so will result in the student being dismissed from clinical for the day and any missed clinical time must be made up, at the faculty's discretion and/or in accordance to the program's clinical make-up procedure.

14. Insubordination and/or refusal to follow instructions.

Level III Behaviors

1. Failure to be ready for assignments at the starting time or failure to complete required assignments.
2. Reporting to class/laboratory/clinical at the incorrect time.
3. Reporting to the wrong clinical facility.
4. Violation of the dress/appearance and conduct procedures.
5. Failure to abide by the attendance procedures and make-up requirements.
6. Failure to follow guidelines for electronic device use.
7. Failure to appropriately utilize downtime at the clinical setting. Downtime at the clinical setting may be used to practice skills, manipulate clinical setting equipment, clean the department and equipment, etc. Downtime is not to be used as personal time.

** In the event of an incident of misconduct, students may not be allowed to return to the classroom, laboratory and/or clinical settings until a complete investigation into the situation can be conducted. The student will be notified in writing by the faculty. Once the investigation is completed, the student may be allowed to make up any missed assignments/clinical time needed or will be notified of consequence. If the incident occurs at the end of the semester, the student may not be allowed to participate in certain activities (i.e.: pinning) until the situation has been resolved.

** In the event of an issue and/or concern at the clinical site the student will **contact faculty immediately**. If the matter involves client care, the student will contact the faculty after ensuring client safety.

Disciplinary Action for Professional Misconduct

Students are expected to abide by the following:

- codes of conduct outlined in professional codes of ethics,
- professional standards,
- all procedures/requirements/policies outlined in Program Handbooks,
- STC e-Catalog and Student Handbook, and
- clinical facility policies and procedures.

If a faculty member and/or clinical facility personnel considers a student's behavior to be in violation of these expectations, a written occurrence will be issued in accordance with the Student Success Plan and guidelines listed below.

Level I Behaviors:

Depending upon the nature of the behavior, students incurring a Level I behavior violation:

- may be given a grade of "F" for the course and; therefore, unable to continue in the program or
- may receive a documented Level I behavior occurrence and remediation in accordance with the Student Success Plan procedure, as well as a 10 point final course grade deduction per behavior violation. Failure to follow the written Student Success Plan may result a final course grade of "F".

Level II Behaviors:

Level II behavior occurrences will result in documentation and remediation in accordance with the Student Success Plan procedure and a 5 point final course grade deduction per behavior violation. Failure to follow the written Student Success Plan may result a final course grade of "F".

Level III Behaviors:

Level III behavior occurrences will result in documentation and remediation in accordance with the Student Success Plan procedure and a 3 point final course grade deduction per behavior violation. Failure to follow the written Student Success Plan may result a final course grade of "F".

A student who exceeds (3) occurrences during a semester will receive a final course grade of "F" for the appropriate course(s) and may be dismissed from the program. However, a student may be immediately dismissed with or without previous occurrences for behavior that endangers clients, staff, faculty or peers and may also include:

- performing actions outside of the student's scope of practice (including without appropriate supervision),
- invasive client care and/or medication administration without direct supervision,
- being under the influence of drugs/alcohol during clinical, and/or
- violation of state/federal regulations or laws.

Course Evaluations

Approved: 8/8/2016

Each semester, students evaluate their courses and the instructors who taught them. Evaluations are conducted online through BannerWeb via mySTC (<https://www.southeasterntech.edu/mystc/>).

Stephanie Moyer,

Online Point of Contact

smoyer@southeasterntech.edu

Student and Professional Organizations

Approved: 8/8/2016

Student organization activities are considered to be a part of Southeastern Tech's instructional program whether they occur during regular program hours on campus or after school hours on the campus or at some other location. Therefore, the normal school behavior code applies to all organized student organization activities regardless of the time or place. It is the responsibility of student organization advisors and chaperons to inform their students of leadership conferences, competitive events, and other student organization activities are part of the College's instructional program, and that students are to follow regular school conduct when participating in these activities. Students who fail to follow regular College behavior guidelines will be sent home immediately at their own expense and will be subject to appropriate disciplinary actions by the school's administrative personnel.

The ASN Program Club

The goal of the Associate of Science in Nursing (ASN) Club is to promote a positive image of nursing practice; aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life; and assume responsibility for contributing to nursing education in order to provide for the highest quality of health care. The club helps with community activities within the surrounding service areas. To find out how to get involved, contact an ASN faculty member.

Student Leadership Council/Student Senate

The Student Leadership Council represents the entire student body by providing a channel through which students may exhibit leadership, voice concerns, and enhance communication among students, faculty and staff. For more information, contact Helen Thomas at 538-3126, [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu) or Lance Helms at 538-3207, [Lance Helms \(lhelms@southeasterntech.edu\)](mailto:lhelms@southeasterntech.edu)

Professional Licensure/Certification

Approved: 8/8/2016, updated 5/31/2022

<https://sos.ga.gov/how-to-guide/how-guide-registered-nurse> Licensure By Examination – Graduates of Traditional Nursing Education Programs

TCSG Warranty

Approved: 8/8/2016

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of the Technical College System of Georgia will warrant every graduate from a technical certificate of credit, diploma or associate degree in a state-governed institute according to the following stipulations:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide, and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or graduate for tuition or instructional fees.

A claim against the warranty may be filed by either an employer in conjunction with the graduate or a graduate if the graduate cannot perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia licensing examination.

The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state-governed technical college which offers the same program.

To inquire or file a claim under this warranty, instructors or employers may contact the:
Vice President of Academic Affairs 912-538-3103.

Reference: TCSG POLICY: 5.1.7. (IV.I) Warranty of Degree, Diploma, and Technical Certificate of Credit Graduates

Appendices

Student Agreement Form

I _____ am aware that personal characteristics, for example, the ability to work well with people, honesty, interest in giving good client care, reliability, initiative, grooming, exercising good judgment, capacity to take correction, and ethical behavior, are as important as the ability to maintain a passing grade in the classroom.

I understand that successful completion of the program of study will require a substantial commitment of my time and energies beyond regular school hours and that I will endeavor to meet all objectives of the program.

I have read, understand, and had the opportunity to ask questions, and further, accept responsibility for the all content within it the Program Student Handbook. The program guidelines will cover all semesters of the Program unless otherwise informed.

I understand that failure to abide by the policies, guidelines, and procedures of the Program may be grounds for disciplinary action and possible dismissal from the Program.

I am aware of and accept the health and safety risks involved in this profession.

I fully understand that some clinical assignments may involve persons diagnosed with infectious diseases/illnesses and as a result I may become infected with an infectious disease/illness. In that event, I will not hold STC responsible for my illness/disease.

I fully understand that I must complete all clinical hours for each course as outlined in the course curriculum regardless of circumstances.

I fully understand that the professional credentialing agency can refuse any graduate from taking the licensure/certification/registry exam necessary for employment if I have been convicted of a misdemeanor or felony. The faculty and staff of STC have no control of the decisions related to this matter.

Please date, sign, and print your name below and return to your instructor.

Printed Name

Signature

Date



CRIMINAL BACKGROUND CHECK AND URINE DRUG SCREEN REQUIREMENT
(Revised 02/16/2022)

I, _____ have been informed that a criminal background checks and drug screening, through PreCheck Inc., is required for my program of study. I understand that my instructor(s) will assign the PreCheck results to clinical/practicum/externship site(s) prior to my attendance. The clinical site will determine my eligibility to complete clinical/practicum/externship hours at their facility based on this information. If I am unable to participate in clinical/practicum/externship based on the criminal background record or drug screen results, I will not be able to complete the program requirements and will be withdrawn from the program. I understand a representative of Southeastern Technical College may review my PreCheck report.

I understand I have 90 days to obtain a free copy of my criminal background check and drug screen report(s) by logging into mystudentcheck.com. I understand that if I am denied entry into a clinical rotation because of information on my report(s) that I should contact PreCheck by calling the Adverse Action Hotline at 1-800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and dispute anything reported. I also understand that all disputes are to be handled through PreCheck and **NOT** the clinical site. **If I take it upon myself to contact a clinical site to dispute a report, I may be immediately withdrawn from the program.**

If, after a criminal background check has been submitted, I am arrested for and/or convicted of a crime, I will notify the Director of Security (takridge@southeasterntech.edu) immediately. The clinical/ practicum/externship site will determine my eligibility to continue at the site based on the circumstances of the arrest and/or conviction.

Student Name (please print)

Student Signature

Date

(If under the age of 17, parent or legal guardian must sign here)

SOUTHEASTERN TECHNICAL COLLEGE

Urine Drug Screen Procedure

The purpose of this procedure is to define the process for completion of the Forensic Drug Screen and Criminal Background Check. Urine drug screens are required for specified Health Science Programs (refer to the *STC Catalog and Student Handbook* for the programs requiring drug screens). The time the urine drug screen is performed will vary with each program. Each instructor will assign a deadline for the collection of the specimen; however, the collection will occur within a time frame of 24 hours or less. Drug screening must be completed, and results reviewed, prior to any clinical practice. The cost of the drug screen and background check is the sole responsibility of the student.

The type of drug screen required has been prearranged with PreCheck, Quest Diagnostics, Smith Rural Clinical, or Emanuel Medical Center in Swainsboro. PreCheck will be used for initial drug screening unless otherwise notified by the instructor. Any subsequent drug screening location will be determined by the program instructor.

If the urine drug screen is positive for any illegal substance(s), the student may be immediately withdrawn from the program.

Should there be a diluted specimen or inconclusive drug screen result, the student may be required to take a second drug screen or be withdrawn from the program of study. The second drug screening will be at the student's expense. The second screening must take place within 24 hours of being notified by the instructor and prior to the student returning to class. If the results of the second drug screen are positive, the student may be dropped from his/her program of study.

If the student has a positive drug screen, he/she must contact the PreCheck Medical Review Officer (MRO) within 72 hours of notification. The student will not be allowed to participate in any direct patient care activities in the lab or clinical setting until cleared by the MRO. If the student is not cleared by the MRO, he/she may be immediately withdrawn from all program courses.

Only Quest Diagnostics or Emanuel Medical Center will be used if a student is suspected of being under the influence of drugs or alcohol during class and/or clinical time. The cost of the drug screen is the sole responsibility of the student. The student must immediately arrange for and provide a urine specimen collection at Quest Lab or Emanuel Medical Center. The student will go to the appropriate Southeastern Technical College Business Office within two business days of the collection and pay for the drug screen. Full payment must be paid by the deadline or the student will not be allowed to return to class/lab/clinical. The official copy of the results will be sent directly to Southeastern Technical College. Students will be required to present a current student ID or photo ID at the time of collection. The results of the urine drug screen will be kept on file by the designated college representative and forwarded to assigned clinical sites upon their request.

If the student refuses to have the drug screen performed, he/she may be withdrawn from the program.

Students are NOT to leave or abandon the lab collection area during any part of the urine collection procedure for ANY reason. This may result in immediate dismissal from the program.

****Please remember:** Even though a student may provide written proof from a physician regarding mood/behavior altering medications they are taking, action and judgment in the classroom, lab, and clinical setting cannot be impaired in any way. If the student cannot function in a safer manner, the student may be withdrawn from the program course.

Students Name (Print)	Signature	Date
Instructors Name (Print)	Signature	Date

(If under the age of 17, parent or legal guardian must sign here)

Appendix D

Release/Waiver of Liability and Covenant Not to Sue

(Read Carefully Before Signing)

The undersigned hereby acknowledges that participation in laboratory and/or clinical skills activities involves inherent risks of physical injury, illness, or loss of personal property and assumes all such risks. The undersigned hereby agrees that for the sole consideration of STC allowing the undersigned to participate in these activities and skill for which or in connection with which the institute has sponsored or made available and equipment, facilities, grounds, or personnel for such skills, the undersigned does hereby release and forever discharge STC and the Technical College System of Georgia, its members individually, and its officers, agents and employees from any and all claims demands, rights, and causes of action of whatsoever kind of nature, arising from and by reason of any and all known and unknown foreseen and unforeseen bodily and personal injuries, including , death, damage to property, and the consequences thereof, resulting from my participation in or growing out of or connected with such activities and/or clinical skills.

I understand that the acceptance of this **RELEASE/WAIVER OF LIABILITY AND COVENANT NOT TO SUE** by the Technical College System of Georgia shall not constitute a waiver, in whole of or in part, of sovereign immunity by said Board, its members, officers, agents and employees.

Student Name (Please Print)

Student Signature

Date

To be signed by parent or guardian if student is under the age of 18.

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

Date

Verification of HIPAA Training

I have received information regarding Health Insurance Portability and Accountability Act (HIPAA) regulations and agree to the following:

Southeastern Technical College Students agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. section 1320d (“HIPAA”) and any current and future regulations promulgated hereunder including without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the “Federal Privacy Regulations”), the federal security standards contained in 45 C.F.R. Part 142 (the “Federal Security Regulations”), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as “HIPAA Requirements.”

Southeastern Technical College and Students agree not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by HIPAA Requirements.”

Southeastern Technical College and Students will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

I have read, understand, and will comply with HIPAA regulations. I also understand that I can be held personally accountable for any misuse of PHI (Protected Health Information).

Student Name (Please Print)

Student Signature

Date

**Student Hepatitis B Vaccine
Declination Statement**

Technical College System of Georgia

Student Name: _____

Student ID# _____ Program: _____

Technical College: _____

I understand that due to my occupational exposure to blood or other potentially infectious body material, I may be at risk for acquiring hepatitis B virus (HBV) infection. However, I decline the hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious body materials and I want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination at cost of the vaccination series.

Signature of Student: _____ Date: _____

Southeastern Technical College Student Health Requirements Form

Student Name: _____	Program: _____
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The following information is mandatory!

<p>Tuberculin Skin Test (TST)</p> <p><i>TST intermediate strength skin testing is administered as follows:</i></p> <ol style="list-style-type: none"> 1. No TST in past 12 months: 2. Previous Positive: No testing indicated <p>Program requirements may differ, see below:</p> <p><u>1 Step TST</u> Medical Assisting Radiology Technology Clinical Laboratory Technician Phlebotomy</p> <p><u>2 Step TST</u> Associate of Science in Nursing (ASN) Practical Nursing (PN) Nurse Aide</p>	<p>Step 1 TST Date: _____</p> <p>Step 1 TST Date Read: _____</p> <p style="padding-left: 40px;">Step 1 Result: Negative _____</p> <p style="padding-left: 80px;">Positive _____ mm _____</p> <p>Step 2 TST Date: _____</p> <p>Step 2 TST Date Read: _____</p> <p style="padding-left: 40px;">Step 1 Result: Negative _____</p> <p style="padding-left: 80px;">Positive _____ mm _____</p> <p>Step 2 TST must be completed 2 weeks after receiving step 1.</p> <p>If Positive, date of last chest x-ray and symptoms review: _____</p> <p>Have you developed any of the following in the past year?</p> <p>Night Sweats: Yes No</p> <p>Unexplained Fever: Yes No</p> <p>Unexplained Weight Loss Yes No</p> <p>Cough/sputum production lasting longer than 2 weeks: Yes No</p>
<p>MMR Measles/Mumps/Rubella Vaccine</p> <p><i>2 MMRs are required OR dates and results of titers/screens</i></p>	<p>Date of MMR Vaccines: #1 _____ #2 _____</p> <p>OR</p> <p>Measles Titer Date: _____ Immune Not Immune</p> <p>Mumps Titer Date: _____ Immune Not Immune</p> <p>Rubella Titer Date: _____ Immune Not Immune</p>
<p>Diphtheria, Tetanus, and Pertussis Vaccine</p> <p><i>Special Note: We do not accept tetanus toxoid (Td) results for the TDaP requirement. Please</i></p>	<p>Date of TDaP: _____ (MANDATORY)</p> <p>Date of Td: _____ (Only if TDaP is > 10 years)</p>

<p><i>include documentation (immunization form) to differentiate between the two.</i></p>		
<p>Influenza Vaccine</p> <p><i>If the influenza vaccine is contraindicated for a student the student will be required to wear a surgical mask within the clinical facility at all times.</i></p> <p><i>Students must receive an influenza vaccine during each influenza season. (October-March)</i></p>	<p>Date of Influenza Vaccine: _____</p>	
<p>Hepatitis B Vaccine</p> <p>Declined? Yes No</p>	<p>Date Dose #1: _____</p> <p>Date Dose #2: _____</p> <p>Date Dose #3: _____</p> <p>Date of Titer if dose information is unknown: _____</p> <p>Immune Not Immune</p>	
<p>Chickenpox (Varicella)</p> <p><i>Student must show record of immunization (both doses required) OR immunity.</i></p> <p><i>History of disease is NOT acceptable.</i></p>	<p>Date of Dose: #1 _____</p> <p>Date of Dose #2 _____</p> <p>Date of Titer: _____</p> <p>Immune Not Immune</p>	
<p>COVID-19</p> <p><i>Student must show record of immunization.</i></p> <p><i>History of disease is NOT acceptable.</i></p>	<p>Moderna/Pfizer</p> <p>Date of Dose #1 _____</p> <p>Date of Dose #2 _____</p> <p>Date of Dose #3 _____ (Booster)</p>	<p>Johnson & Johnson</p> <p>Date of Dose _____</p> <p>Date of Dose _____ (Booster)</p>

It is strongly recommended that all students of Southeastern Technical College Health Sciences Programs keep their vaccinations up to date. Clinical facilities may prohibit rendering of care to any patients with known or suspected diagnoses of any of the above-mentioned illnesses if recommendations for vaccination have not been met. Immediate notification of preceptor/instructor is mandatory in these cases. It is the student's responsibility to notify preceptors/instructor.

To the best of my knowledge, the above information is correct, and I do not currently have a communicable disease or health condition that would put the patients/clients or myself at risk. I understand that it is my responsibility to notify the preceptor/instructor and change assignments that may put myself at risk due to denial of any of the above vaccinations.

Student Signature

Date

PLEASE INCLUDE COPIES OF IMMUNIZATION RECORDS AND/OR LAB RESULTS TO VERIFY THE INFORMATION LISTED ABOVE

Appendix H

Student Occurrence Notice

This form is to be completed when a student has been notified about deficiencies or problems in his or her program of study. It is to be reviewed with the student and signed by the student, faculty, and program director.

Date Initiated: _____

Student: _____

Course: _____

Faculty: _____

Performance Problem or Deficit Identified:

_____ Knowledge

_____ Technical Skills

_____ Attitude

_____ Communication

_____ Professionalism/Work Ethics

_____ Other: _____

Details of Supporting Evidence Related to Performance Discrepancy:

Consequence:

Faculty Signature/ Date: _____

Program Director/Date: _____

Student/Date: _____

**The student and faculty member will complete a written Student Success Plan to address the performance discrepancy.

Student Success Plan

Assessment: Data/information that describes the performance needing improvement or change. Include the student's personal assessment of the performance issue.

Analysis: Develop an analysis that supports the assessment data.
Example: Knowledge Deficit, Anxiety, Altered thought process, Fear, Risk for

Planning: Develop one (1) Desired Outcome/goal. Outcome/goal must be measurable.
The student will:

Implementation: Develop four (4) interventions with rationales that will aid in meeting the desired outcome/goal.

Interventions/Rationales

1

2

3

4

Evaluation: To be completed by the student and instructor.

Was the desired outcome achieved?

Yes No

If no, what revisions to the interventions will you make?

Comments:

Faculty Signature/ Date: _____/_____

Student/Date: _____/_____

**Memorandum of Agreement
between
Southeastern Technical College
and
[HEALTH CARE CLINICAL SITE]**

Purpose

The purpose of this Memorandum of Agreement (“Agreement”) is to provide instruction and practice for Southeastern Technical College Students (“Students”) at the [INSERT NAME OF CLINICAL SITE]. The instruction and practice is intended to benefit the College’s Students in accomplishing their educational goals and create a highly trained work force.

II. Parties

Southeastern Technical College (hereinafter the “College”) and [CLINICAL SITE] (hereinafter the “Facility”).

III. Affiliating Agreement

This is a mutual Agreement between the Facility and the College that provides for the Facility to accept Students in a Health Science program for College faculty coordinated clinical experience in the Students’ field of study. In addition, this agreement provides:

- A. Educational experiences will be provided by the College and the Facility without regard to race, color, national origin, sex, religion, disability, genetic information or age of the persons involved. Provided however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude Participant’s participation in the program.
- B. While the educational experiences contemplated by this agreement shall be offered jointly, the College shall maintain control over the curriculum offered the College’s Students and the Facility shall maintain control and responsibility for its patients/clients.
- C. Educational experiences will be of such content and cover such periods of time as may from time to time be mutually agreed upon by the College and the Facility. The starting and ending date for each individual educational experience shall be agreed upon before the experience commences.
- D. The number of Students participating in each educational experience shall be determined by mutual agreement of the parties and at any time may be modified by mutual agreement.
- E. The Facility will serve as a clinical laboratory and will furnish facilities for the Students in such manner and at such time as the parties herein mutually agree.
- F. The Facility will not be required to provide free treatment for Students or College faculty. Students or College faculty may request treatment from the Facility at their own personal expense. The College does not accept any liability or responsibility whatsoever for treatment individually requested by a College Student or College faculty member.
- G. Clinical rotation(s) will be planned by the College faculty of the College program(s), in conjunction with the Facility’s representative, in order to meet requirements mandated by the College or licensing/certification Board.

- H. No College faculty or Student will receive monetary or other type of reimbursement from the Facility for work done during the clinical rotation. Nor shall any College faculty or Student hold him or herself out as an employee or agency of the Facility during the clinical rotation.

IV. The Facility Agrees To The Following:

- A. Provide a program of clinical experience for the Students to engage in so as to benefit their knowledge of the Student's program of study at the College. The number of hours and experience may vary each year but will be mutually agreed upon with the College.
- B. The Facility will retain responsibility for the care of the clients, clients and/or customers and will maintain administrative and professional supervision of Students, insofar as their presence affects the operation of the Facility and/or client, client or customer care.
- C. Observe the following personnel policies:
1. College faculty and Students will be permitted to observe the College's calendar for holidays and events.
 2. Students will be allowed to make up time lost due to unavoidable absences.
 3. Students shall wear the accepted College uniform or conform to Facility policies regarding acceptable dress during the clinical experience.
 4. Faculty employed by the Technical College System of Georgia ("TCSG") or the College will be under the full jurisdiction of the College's administration.
- D. The Facility shall maintain insurance as it deems advisable to protect itself as appropriate given the College's limitations on liability for damages as described below in Paragraph V, subsections (I), (J) and (K).
- E. Make provisions for orientation of College faculty members to the facilities, philosophies, and policies of the respective Facility. Such orientation shall include instruction on the Facility's privacy policies and procedures, particularly as related to client health or other confidential information.
- F. Assist in the orientation of the Students to the Facility and clear channels of administration for the use of equipment and records as necessary for teaching purposes and in accordance with Facility policies. Such orientation shall include instruction on the Facility's privacy policies and procedures, particularly as related to client health or other confidential information.
- G. In a case of improper exposure to bodily fluids, airborne tuberculosis, pathogens, antibody and or antigen by a Student or College faculty member, the Facility will use its best efforts to appropriately test the source client and to obtain the client's consent for disclosure of test results to the College's infection control personnel.
- H. Facility staff shall, upon request, assist the College and College faculty in the evaluation of the learning and performance of participating Students. The Facility agrees to keep confidential any Student records or information it may obtain unless it has otherwise obtained prior written consent of the Student.
- I. Provide on the job training that complies with the Fair Labor Standards Act regarding trainees by meeting all six of the following criteria:

1. The training, even though it includes actual operation of the Facility, is similar to that which would be given at the College;
 2. The training is for the benefit of the Students;
 3. The Students do not displace regular employees of the Facility, but work under constant supervision of Facility employees;
 4. The Facility that provides the internship derives no immediate advantage, economic or otherwise, from the activities of the Students and, on occasion, the operations of the Facility may even be impeded;
 5. The Students are not necessarily entitled to a job at the Facility at the conclusion of the training period; and
 6. The Facility and the Students understand that the Students are not entitled to wages for the time spent in training.
- J. Provide a safe work environment for College faculty and Students.
- K. Assist and cooperate with the College in investigations related to complaints related to the educational experience at the Facility.
- L. Before the Student begins his or her educational experience at the Facility, the College shall advise each Student that he/she will be required to submit to a forensic drug screen and criminal background check by utilizing PreCheck. Said background check shall be at Student Participant's sole expense. Results of the drug screen and background check shall be reviewed the Facility. Students who refuse or fail to meet the Facility's standards on these tests may be withdrawn from participation in the clinical experience at the Facility at the Facility's request. No information regarding the specific deficiencies of the Student's test results shall be shared with the College.

V. The College Agrees To The Following:

- A. Ensure that the College's Student Code of Conduct is enforced for the Students at the Facility. Any Student whose behavior, conduct, attitude, or attire is in conflict with the College's Student Code of Conduct will be subject to appropriate disciplinary actions.
- B. Provide College faculty in accordance with the required student-faculty ratio as mandated by the state licensing/certification agency or by the local Facility regulation(s).
- C. Provide College faculty who have experience in specialty area where they will be supervising Students.
- D. Assure that Students with unsatisfactory performance in the classroom and/or clinical practicum will not be placed on clinical assignments.
- E. Provide specific written clinical behavioral objectives for the Facility staff prior to Student rotation. Conferences will be scheduled with Facility staff during rotation to discuss Student learning, Student performance, and client services.
- F. Submit a schedule with names of attending Students at least two weeks prior to the beginning of the Student's first day at the Facility.
- G. Provide for all administrative functions required by the Facility necessary for smooth operation of the program (i.e., joint review of the use of clinical facilities).

- H. Require the observance of Facility policies and procedures by the Students and faculty.
- I. Assure that each Student and College faculty member has professional liability insurance with minimum coverage of one million dollars to cover his or her acts or omissions.
- J. The College is self-insured under the State of Georgia, Department of Administrative Services, Risk Management Division, against tort claims, including comprehensive automobile liability, in the amount of one million (\$1,000,000) per person and three million (\$3,000,000) per occurrence; the College also maintains workers' compensation insurance through the State of Georgia.
- K. The College is prohibited by the Constitution of Georgia from contracting to indemnify or hold harmless any individual or entity. Article VII, Sec. 4, Paragraph 8; Article III, Sec. 6, Para. 6, Constitution of the State of Georgia. The College will be liable only for personal injury or property damage caused by acts or omissions of its employees in the performance of this contract to the extent provided by the Georgia Tort Claim Act (O.C.G.A. § 50-21-20 et seq.)
- L. The College shall, to the extent required by law or policy, offer to Students and College faculty at substantial risk of directly contacting body fluids or airborne tuberculosis, pathogens, antibody and or antigen testing and vaccination in accordance with requirements of the Occupational Health and Safety Administration and the Centers for Disease Control and Prevention. The College shall follow then current Technical College System of Georgia Policy following an exposure of a college faculty or Student.
- M. In the event of an exposure, the College will be responsible for offering appropriate testing to the affected Student or College faculty, providing appropriate medical care, counseling, and recordkeeping in accordance with the College exposure control plan. In no instance shall the College's responsibility as defined in the paragraph exceed a period of one year after the Student or College faculty leaves the program in accordance with State Policy.
- N. Students and College Faculty shall not disclose to any third party, except as permitted or required by law or approved by the Facility in writing, any medical record or other client information. Students and College faculty shall comply with all federal and state laws and regulations, and all bylaws, rules, regulations and policies of the Facility regarding the confidentiality of client information.
College acknowledges that the Facility must comply with the applicable provisions of the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320 et seq. ("HIPAA") and its related regulations. College, Students and College faculty shall not request, use or further disclose any Protected Health Information ("PHI") other than for the treatment and training purposes specified in this Agreement. The College will promptly report to the Facility any uses or disclosures of which the College becomes aware of PHI in violation of this Agreement.
- O. The College will not knowingly assign any College faculty to the Facility who is not appropriately licensed or certified, and will make evidence of the licensure or certification of its assigned faculty available to the Facility upon request.

VI. Withdrawal of Student from Facility

- A. The Facility may request the College withdraw any Student from the educational experience at the Facility whose work or conduct may have a detrimental effect on clients or personnel; and/or reserves the right not to accept any Student who has previously been discharged by the Clinical Institute for non-discriminatory reasons, including but not limited to criminal or fraudulent

activity, perceived lack of competency or failure to comply with the policies, procedures and rules of the College or Facility.

- B. The College may request the withdrawal from the Facility of any Student whose progress, achievement, or adjustment does not justify continuance in the educational experience at the Facility.

VII. Representatives

Any communication regarding this contract should be directed to the following representatives:

For the College:

For the Facility:

VIII. Prohibition of Gratuities

All of the parties hereby certify that the provisions of O.C.G.A. § 45-10-20 through § 45-10-28, which prohibit and regulate certain transactions between State Officials, employees and the State of Georgia, and O.C.G.A. § 45-1-6, which prohibits gratuities, have not been violated and will not be violated in any respect throughout the term of this Contract.

IX. Additional Mutual Agreements

Students, upon request by the Affiliate, will provide the following health records:

- Negative tuberculin skin testing and/or chest x-ray within past 12 months;
- Proof of Rubella immunity by positive antibody titers or 2 doses of MMR; and,
- Diphtheria, pertussis, tetanus immunization or appropriate Tdap/Td booster; and,
- Proof of Hepatitis B immunization or declination of vaccine, if client contact is anticipated.

X. Miscellaneous

A. Term

1. The terms and conditions of this agreement shall be periodically reviewed by the parties.
2. This agreement will remain in effect until _____. This agreement may not exceed a period three (3) years.
3. Either party may terminate this agreement upon a 90 day notice in writing to the other party. However, if either party wishes to terminate this agreement it is understood that Students then enrolled in the educational experience at the facility shall be given the opportunity to complete the educational experience.

Entire Agreement

This Agreement, together with any documents incorporated herein, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or contracts. No written or oral agreements, representations, statements, negotiations, understandings, or discussions which are not set out, referenced, or specifically incorporated into this Agreement shall in any way be binding or of effect between the parties.

Assignment

Neither party shall assign this Agreement, in whole or in part, without the prior written consent of the other party, and any attempted assignment not in accordance herewith shall be null and void and of no force or effect.

Applicable law

This Agreement shall be governed in all respects by the laws of the State of Georgia.

Amendments in Writing

No amendment of this Agreement, or any of the terms or provisions hereof, shall be binding upon either party except by a writing executed by both parties.

Clinical Affiliate Representative Date

College Dean/Director

Date

Vice President for Academic Affairs

Date

Southeastern Technical College does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs, admissions, employment, or any other activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies that include Title VI, Title IX, 4505. Inquiries concerning application of this policy may be referred to Helen Thomas, Special Needs Specialist; Office 165; Phone: 912.538.3126. hthomas@southeasterntech.edu

Academic Affairs Grievance/Concern Form

In an effort to help solve your concern or grievance quickly, please provide the following information:

Student Information
Name:
Student ID#:
Program of Study:
STC Email Address:
Phone:
Date:

Details of Complaint (Please attach additional pages or documentation, if necessary).

Details of Outcome You Are Seeking.

Have You Previously Raised This Concern With a Faculty/Staff Member?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, when and with whom did you meet?
What was the result?
If No , in an effort to achieve resolution, please discuss matter with the involved faculty/staff member. <i>If a student receives a final course grade that he/she believes is incorrect, the matter should first be discussed with the instructor. Direct communication between the student and the instructor may clear up any misunderstanding. For additional information, see the "Academic Regulations" section in the STC Catalog and Handbook.</i>

Student Signature:	Date:
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Office Use
Action Taken:
Referred:

Office Use

Faculty/Dean Signature: