

# **STUDENT POLICY MANUAL**

**ASSOCIATE DEGREE NURSING**

**2011-2012**

**2011-2012**

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**Admission requirements for each year are available on the college web site [www.wpcc.edu](http://www.wpcc.edu)**

*Published annually by the Nursing Program for information purposes and does not constitute a contract.  
The Nursing Program reserves the right to make changes in these policies (adopted 6/09).*

## GENERAL PROGRAM REQUIREMENTS/INFORMATION

- The nursing program is accredited by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326  
404-975-5000 [www.nlnac.org](http://www.nlnac.org)
- North Carolina law requires a nursing student to be physically and emotionally healthy in order to care safely for patients. The incoming student must submit a completed Student Medical Form: Division of Health Sciences validating the student's health for clinical practice, and documentation of the required immunizations. A nursing student's admission is considered provisional until the medical form is completed and returned to the Director of Nursing. A PPD test is required each year in order to progress in the nursing program.
- Maintenance of current CPR certification for health care providers by the American Heart Association is required throughout the program.
- The nursing student must meet the federal safety standards mandated for health care workers regarding exposure to blood borne pathogens. This criteria is met by the educational session in the first nursing course and by signing the form agreeing to abide by the policies.
- The entering Student must meet the federal Health Information Portability and Accountability Act (HIPAA) standards regarding confidentiality of health information. This criteria is met by the educational session in the first nursing course, signing a confidentiality statement, and upholding the standard throughout the nursing program.
- Clinical experiences are provided through the utilization of area health care institutions which may require travel outside of Burke County. Students are responsible for providing transportation to clinical sites and for purchasing school uniforms.
- Clinical agencies accredited by the Joint Commission may require a criminal background check and/or drug testing of nursing students. Any student denied clinical access due to the results of the criminal background check and/or drug test will be dismissed from the program. Also, the North Carolina Board of Nursing requires a separate criminal background check on all program graduates prior to taking the NCLEX Licensure exam.
- The ADN Program utilizes Assessment Technologies Institute (ATI) supplemental materials for learning resources, assessment, and remediation throughout the curriculum. ATI assessments may be used in nursing courses as part of the final grade. A fee for these materials will be included during registration each semester.
- Students are required to purchase professional liability insurance each year. The fees for these purchases will be included during fall registration.

## EVALUATION

- Grading scale for nursing courses (Grades are not rounded)

A	=	93 - 100
B	=	85 - 92
C	=	78 - 84
D	=	70 - 77
F	=	69 or below

- An explanation of the evaluation methods used in each nursing course are included in the course documents. Grades for tests, exams, and assignments are posted on Blackboard in the grade book for student access.
- A student must receive a satisfactory final clinical evaluation and a classroom grade of “C” or better in each nursing course in order to pass and progress to the next nursing course in sequence.
- A satisfactory clinical evaluation requires the student to consistently meet all the outcomes on the clinical evaluation tool by the final evaluation for each nursing course. A student may be dismissed from the nursing program for “unsafe nursing practice” at any time during a nursing course. (see p. 17 for details on what constitutes unsafe nursing practice.)
- If a student receives any unsatisfactory outcome(s) on the clinical evaluation at mid-term a “learning contract” will be established for plans to meet the clinical outcomes satisfactorily.

Revised 4/11

## ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

ATI is a supplemental resource that provides instruction in three learning styles: auditory, visual, and kinesthetic. It is a self paced learning opportunity that requires planning in each semester. The learning modules are infused with lesson plans, evidenced based practice, skill visualization, and content mastery using pre/post tests, as well as practice and proctored testing utilizing computerized NCLEX-RN style test questions.

A partnership will be developed between the faculty and students to help facilitate learning, promote growth, and facilitate remediation. At the beginning of each semester, the team leader will develop a proposed plan of study for the use of resources relevant to that course. The students are encouraged to complete the preparatory work assigned in the time line. The student will be required to complete selected practice tests prior to taking scheduled proctored exams in the computer labs. Practice tests with at least a 78% score will be required as tickets for entrance into the proctored exams. **ATI proctored exams will count for points in the final grade for selected nursing courses as described in the syllabi.** Points will be given as part of the total points for the course (as a test grade not bonus points) according to proficiency levels achieved on the proctored tests. Level 1=zero points; Level 2= 8 points; and Level 3=10 points. Focused reviews from the proctored tests are encouraged and may be required for remediation to help students achieve the course and program outcomes.

### Guidelines:

1. Attend class and/or read textbook selections prior to doing a specific pretest.
2. Take notes while previewing specific lessons. Use notes taken in conjunction with information from class/ lab/clinical.
3. Spend a minimum of 30 minutes with each lesson and/or module.
4. Strive to achieve an established benchmark (78% - - > 85%).
5. Space testing out over a period of days instead of hours.

Adopted 4/11

## STUDENT PROGRESSION IN THE NURSING PROGRAM

- All nursing courses require that the student have a final grade of "C" or better in the nursing class and a satisfactory clinical evaluation. If a student does not complete the clinical portion of a nursing course, then a grade of "F" will be recorded for the course.
- A passing grade of "C" in each nursing course is prerequisite for progression to the next nursing course in the sequence according to the nursing program curriculum plan (see Appendix A).
- Non-nursing courses required for graduation with an ADN can be taken prior to, but not later than scheduled in the curricular plan (see Appendix A).
- A grade of "C" or better must be obtained for all required courses in the nursing curriculum including nursing, psychology, science, humanities, and English courses. All co-requisites and pre-requisites for nursing courses must have a final grade of "C" or better.
- In the fall semester of the second year, Nursing 114 is a co-requisite for Nursing 212 in A-term, and Nursing 211 is a co-requisite for Nursing 212 in B-term. This would require a student who does not progress to Nursing 211, to be withdrawn from Nursing 212.
- The PPD test must be repeated yearly and documentation submitted to the nursing director. Students who don't submit the evidence of repeated PPD will not be allowed in clinical agencies and cannot progress in the program.
- Current CPR certification is required to continue in the program.
- Any student identified who i) presents physical or emotional problems which conflict with safety essential to nursing practice and do not respond to treatment or counseling within a time frame that enables meeting program outcomes, or ii) demonstrates behavior which conflicts with safety essential to nursing practice, will be **dismissed from the program and unable to progress** (see policy on Unsafe Nursing Practice on page 17).

Revised 4/11

## **SEPARATION FROM THE NURSING PROGRAM**

### **Student Initiated:**

Students who withdraw after the schedule adjustment period should complete one of the following procedures:

- see the faculty of the course to be dropped, complete the 'Student Class Withdrawal Card', and have the faculty forward the card to Student Services, or
- go to Student Services and complete a 'Student Class Withdrawal Card'.

A grade of "W" will be recorded if withdrawal is on or before the fifty-percent point of the course, regardless of the procedure used for the withdrawal. After the fifty-percent point, a "W" grade will be recorded if students were satisfactorily achieving the course objectives at the time of withdrawal; otherwise a grade of "D" or "F" may be recorded.

### **Nursing Program Initiated:**

A review is conducted by the nursing program director, course team leader, and the course teaching team who recommend the action to be taken.

- The final decision is made by the nursing program director in consultation with nursing faculty.
- The nursing program director and appropriate nursing faculty members inform the nursing student of the decision and the grounds for dismissal.
- The student is informed of their right to due process and how to initiate an appeal. (The grade appeal process is located in the college catalog).

## **READMISSION TO THE NURSING PROGRAM**

- A student may request a second admission to the nursing program.
- Students dismissed for violation of policies, or for reasons other than academic, will not be considered for readmission.
- Requests for readmission should be submitted in writing to the nursing program director.
- Each readmission student must meet the nursing program admission requirements in effect at the time of re-entry. A student approved for readmission is required to follow nursing program policies, and must meet graduation requirements as specified in the college catalog at the time of re-entry.
- A student requesting readmission who has been out of the nursing program for 2 years or who is unsuccessful in the first semester of nursing is required to return to the applicant pool and apply through the Office of Enrollment Management in Student Services.

### **Requirements for readmission:**

- GPA of 2.5 or higher
- Validation of knowledge for nursing courses previous to the requested admission point by achievement of proficiency level 2 or 3 on applicable ATI assessments and/or satisfactory performance on National League for Nursing (NLN) achievement tests.
- Students are responsible for the above testing fees.
- Clinical competence for nursing courses previous to the requested admission point will be reviewed by nursing faculty.

Revised 4/11

## ADMISSION OF TRANSFER STUDENTS

The Associate Degree Nursing Program annually determines the number of transfer students, if any, that will be considered for admission. A transfer student is defined as:

*A student who has successfully completed a minimum of one semester of nursing course work in the past two years in a State Board of Nursing approved nursing education program that prepares the graduate for licensure as a registered nurse.*

### Requirements:

- Meet the ADN program admission requirements in place at the time of application. These are available on the college website, Student Services, and the Health Sciences Division.
- Documentation from the Nursing Director at the school where the student is transferring from stating the student is leaving the program in good standing is required.
- Validation of competence in knowledge of nursing courses prior to the point of entry. Assessment of competence is conducted using computerized testing and observation of clinical performance.

### Transfer Process:

- Submit written request for transfer admission to the ADN Director.
- Apply to the college and meet all the current admission requirements in place at the time of entry into the program.
- Submit official copies of transcripts to Student Services for evaluation of transfer credit.
- Submit nursing course syllabi from the transfer applicant's nursing program for evaluation by the WPCCN ADN Director.
- Submit previous nursing program director letter of good standing to WPCCN ADN Director.
- Validation of knowledge for nursing courses previous to the requested admission point by achievement of proficiency level 2 or 3 on applicable ATI assessments and/or satisfactory performance on National League for Nursing (NLN) achievement tests.
- Students are responsible for the above testing fees.
- Clinical competence for nursing courses previous to the requested admission point will be assessed by nursing faculty.

Revised 5/10

## WRITTEN ASSIGNMENTS

- All required written work must be prepared using guidelines set forth in the current edition of the Publication Manual of the American Psychological Association (APA). Students are expected to show competency in writing at the college level and application of APA format to written assignments.
- Resources are available in the WPCC Learning Resources Center (LRC). Internet resources are available to assist students with APA formatting of written assignments ([www.apastyle.org](http://www.apastyle.org)).
- Students in need of individual assistance with writing skills are encouraged to utilize the WPCC Academic Success Center located in Moore Hall room 206.

## ELECTRONIC EQUIPMENT

- All cell phones, beepers/pagers, watches with alarms, and any other electronic device with audio capabilities, must be turned off in the classroom and lab. **Cell phones and other electronic devices are not allowed in the clinical agency.** Any student violating this policy will be asked to leave the instructional area.

## LABORATORY

- Students must attend lab in clinical uniform (see Dress Code policy on page 15).
- Students are expected to behave in a professional manner at all times in the lab as if in the clinical setting and will be dismissed for any unprofessional behavior.
- Preparatory work for lab as assigned by instructors must be completed, or student will be dismissed from the lab activities for that session.
- Any student behaving in a manner that is distracting to the teaching/learning process will be dismissed for the day.
- Time missed due to dismissal for the above reasons will be counted towards the total hours of absence for the course (see attendance policy page 14).

Revised 4/11

## COMMUNICATION

- Students should communicate with individual faculty through WPCC e-mail accounts or college telephones and messaging. In emergency situations students should call the Health Sciences Division Assistant or the Nursing Director.
- Faculty will communicate with students via Blackboard e-mail (all students have college email accounts). In the event that a clinical instructor needs to cancel the clinical day students will be notified by phone prior to the scheduled time.
- Nursing faculty will post course announcements on Blackboard between Monday morning at 0600 and Friday at 1200 (noon) to allow students who do not have internet at home to check for announcements at the college within an established time frame.
- In the event of inclement weather students should check the WPCC website for information about closures and cancellations and follow the college plan posted. If delays are anticipated students and faculty should not leave home for the clinical facility until 0600. Individuals can make their own decisions about travelling if they feel it is unsafe. Faculty will post announcements on Blackboard about schedule changes and make-up time for class and clinical time missed (in the timeframe above).
- Announcements of college activities are contained on the WPCC face book page. Students using social networking sites need to be aware that these sites are public for anyone to see and that confidential information concerning clients or college business should not be posted. Students are legally responsible for anything that is posted in social media forums. Students are expected to maintain the code of conduct and expected behaviors as outlined on page 16.

Adopted 4/11

## TESTING

### Procedures:

- The faculty may change seating arrangements.
- Multiple versions of a test or exam may be administered.
- All items (book bags, beverages, hats, jackets) are to be placed at the front of the classroom prior to beginning the test with electronic devices turned off.
- No verbal or nonverbal communication is allowed among students.
- Written information is not permitted in the vicinity of the student.
- All students are to remain seated during a test.
- Students should raise their hand if there is a need to communicate with faculty.
- No questions are allowed during testing unless students notice a typing error.
- If a student's cell phone sounds during testing the student must turn in their test and leave the room forfeiting completion of the test.
- All students will start the test at the same time.
- Students who arrive late will not be given extra time. They will hand in their test paper at the same time as the other students who started at the beginning of the testing period.
- All tests must be handed in within the designated time limit.
- No new marks are allowed on the answer sheets once the student leaves their seat to hand in the test.
- All papers given to students by faculty during testing must be turned in with test paper.
- In the event of an absence from a test, nursing faculty teaching in the course must be notified by e-mail or phone message on the day of the test. The first absence will result in loss of 3 points, the second absence 6 points, and the third 10 points.

**Violations of this testing procedure will result in a grade of zero being recorded and averaged into the final grade.**

Revised 4/11

### Test make-up:

- The make-up test may be a different test, and/or may include other types of questions.
- Arrangements to make up the test/exam must be made by contacting the course team leader.
- A classroom test/exam must be made up the first day the student returns to the college campus, unless other arrangements have been made with the course instructor.
- **If the test is not taken on this day a grade of zero will be recorded and averaged into the final grade.**

### Test viewing:

- Test review will be scheduled by faculty for the purpose of learning.
- Instructors may utilize group testing in place of test viewing.
- It is the responsibility of the student to review answer sheets during the scheduled time for errors in grading. There will be no further opportunity to make changes.
- No notes may be taken during the test review.
- No talking or non-verbal communication with faculty is allowed during test review.
- If the review is conducted in small groups, students may communicate with one another.
- Students requesting clarification for understanding of test questions must make an appointment to meet with an instructor in the course.
- Once the next test has been given, reviewing prior tests is no longer an option.
- When the tests are reviewed, the student will be given his/her test and answer sheet. Unless the test booklet and answer sheet are returned, a grade of zero will be recorded and averaged into the final grade.
- Final exams will not be viewed by students.

**Violations of this policy will result in the student being dismissed from the test review and no further opportunities to view the test will be allowed.**

Revised 4/11

## ATTENDANCE

- Students are expected to attend and be on time for all classes. (College Catalog)
- Although an occasional absence may be unavoidable, it in no way excuses a student from meeting all requirements of the course and being responsible for all learning outcomes. (College Catalog)
- The student is responsible for providing personal transportation to clinical agencies. If a student is unable to attend, they should leave a message for the clinical instructor at the agency prior to the beginning time of the experience.
- A record of student attendance will be kept in the academic file and used by faculty when providing job references.
- **A student will be withdrawn from a nursing course and program when the total hours of absences exceed the percentage of clinical/lab hours stated in the specific nursing course syllabi.**

Revised 4/11

## **NURSING STUDENT DRESS CODE**

- The student uniform is to be worn only when engaged in clinical/lab nursing activities.
- The uniform (which consists of white pants and a blue tunic top) must be clean, free of wrinkles, and appropriately fitting.
- Lab coats **only** can be worn over the uniform for warmth.
- Shoes are to be clean, white, with closed toes and heels. Ankles must be covered with white/neutral hose or socks.
- White (or neutral) undergarments are required under the uniform and should not be visible through clothing.
- Picture ID on left side of uniform must be worn during lab/clinical experiences.
- Each student is required to wear a watch with a second hand.
- Bandage scissors (except when otherwise indicated) are required for each student.
- Fingernails must be finger-tip length, well manicured, and free of polish. Acrylic and artificial nails are not permitted.
- Jewelry is limited to a wrist watch, plain metal wedding band, and 1 pair of earrings (studs). Bracelets, chains, and other body piercing jewelry are not allowed.
- Tattoos must not be visible at any time. The student is accountable for assuring that tattoos are covered.
- Long hair must be appropriately secured.
- Personal appearance must be clean, neat, and well groomed. Cosmetics are to be used conservatively.
- Perfume, cologne, or other fragranced body products are not permitted.
- The student with tobacco odor will not be permitted in the clinical setting.

**Any violation of this dress code may result in the student being dismissed from the site.**

Revised 5/10

## **STUDENT CODE OF CONDUCT AND EXPECTED BEHAVIORS**

### **The nursing student is expected to:**

- Display good moral character and demonstrate professional conduct.
- Comply with the Student Code of Conduct at Western Piedmont Community College.
- Demonstrate strict maintenance of client confidentiality and privileged information.
- Review only the medical records that are necessary for the care of clients to whom they are assigned by the nursing faculty.
- Dispose of all printed materials that could be considered part of the medical record prior to leaving the facility.

### **Conduct for which a nursing student may be dismissed from the nursing program:**

- Unsafe nursing practice (see policy on page 17).
- Dishonesty, including cheating, forgery, stealing, plagiarism, providing false information.
- Possession, use, or distribution of any unauthorized drug, alcoholic beverage, or other controlled substance while on the college campus or in any clinical facility.
- Failure to comply with any health agency's substance use policy during clinical as a WPCC student.
- Failure to follow social media policies of WPCC clinical agencies.
- Confidential information related to individuals or agencies posted in any online forum or webpage.
- The disclosure of client information obtained from clinical assignments in the nursing program (violation of HIPPA).

Revised 4/11

## **UNSAFE NURSING PRACTICE**

The consequence of unsafe nursing practice for the following items if they occur on ***more than one occasion*** is dismissal from the nursing program.

1. Failure to demonstrate transfer of theory into clinical practice.
2. Failure to maintain communication with faculty and staff about client care.
3. Performing interventions without adequate preparation or needed supervision.
4. Failure to recognize the influence of own attitude, values, beliefs and behavior on the care of clients.
5. Failure to demonstrate an understanding of self limitations in regards to client safety.

The consequence of unsafe nursing practice for each of the following is ***immediate dismissal*** from the nursing program.

6. Failure to take nursing action when such action is essential to the health and safety of the client.
7. Performing nursing actions prior to proper client assessment and/or which are detrimental to the health and safety of the client.
8. Attending clinical laboratory while under the influence of alcohol or drugs.
9. Failure to follow safety precautions for client including failure to follow principles of safe medication administration.
10. Deliberately giving false or inaccurate information regarding nursing care.
11. Failure to assume responsibility for completing nursing care.
12. Performing a breach of confidentiality/HIPPA violation.
13. Using profane language or behaving in a disrespectful manner in conversations with clients, visitors, staff, fellow students, or instructor.
14. Neglecting or abusing/purposely injuring a client, visitor, fellow student, instructor, or other staff.

Revised 2/09

APPENDIX A

**Nursing Program Curriculum Plan**

<b>Fall: First Year</b>					
<b>Course</b>	<b>Name</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NUR 111	Intro to Health Concepts	4	6	6	8
BIO 168	Anatomy & Physiology I	3	3	0	4
PSY 150	General Psychology	3	0	0	3
ENG 111	Expository Writing	3	0	0	3

**Total: 18**

<b>Spring: First Year</b>					
<b>Course</b>	<b>Name</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NUR 112	Health Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
BIO 169	Anatomy & Physiology II	3	3	0	4
ENG 114	Prof Research & Reporting	3	0	0	3

**Total: 17**

<b>Summer Semester</b>					
<b>Course</b>	<b>Name</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
BIO 175	Microbiology	2	2	0	3
PSY 241	Developmental Psych	3	0	0	3

**Total: 6**

<b>Fall: Second Year</b>					
<b>Course</b>	<b>Name</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5

**Total: 15**

<b>Spring: Second Year</b>					
<b>Course</b>	<b>Name</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NUR 213	Complex Health Concepts	4	3	15	10
Elective	Humanities/Fine Arts	3	0	0	3

**Total: 13**

**Total Hours: 69**

## **APPENDIX B**

### **Western Piedmont Community College Associate Degree Nursing Program Philosophy & Conceptual Framework**

#### **Mission**

The Associate Degree Nursing program supports the missions of the North Carolina Community College System and Western Piedmont Community College. The faculty is committed to providing accessible high quality nursing education to meet the diverse and changing healthcare needs of the service area. The goal is to promote the development of qualified students prepared for the professional role of registered nurse at the entry level. Graduates of this program meet the education requirements to take the National Council Licensure Examination (NCLEX-RN).

The philosophy of the Associate Degree Nursing program is derived from statements about associate degree nursing education, the individual, the healthcare system, and nursing. The goal of nursing and healthcare is to facilitate health, quality of life, and achievement of potential for individuals coping with environmental stressors. Within this mission, the nursing faculty intends to promote the highest quality of nursing care for the individual, family, and community.

#### **The Associate Degree Nurse**

Graduates of the Associate Degree Nursing program at Western Piedmont Community College are prepared to meet the educational competencies defined by the National League for Nursing and the Nurse Practice Act of North Carolina. Their practice is directed toward meeting the health care needs of individuals and families throughout the lifespan, and is characterized by evidence-based practice in varied health care settings. The ADN graduate demonstrates competencies identified by the National League of Nursing (2000) and the Institute of Medicine (2003) to provide safe, effective nursing care.

#### **Associate Degree Nursing Education**

Nursing education at the associate degree level in the North Carolina Community College System facilitates the acquisition of knowledge, skills and professional behaviors necessary to function in the role of an entry-level nurse. The curriculum incorporates general education, science, nursing theory and clinical practice. The curriculum is conceptually based and founded on principles of adult and collaborative learning. Collaborative learning involves cooperation between learners who work in small groups toward a common educational task or goal (Nelson, 2003). Adult learning theory assumes adults learn best when there is a need combined with a sense of autonomy, self-direction, relevancy, and intrinsic value in the knowledge gained (Knowles, Holton & Swanson, 2007). A basic assumption is that adults value problem-centered, active learning that incorporates past experience (Rachel, 2002).

The conceptual framework defines these essential elements: the individual, the healthcare system, and nursing. These central elements encompass the concepts of environment, health, quality of life, and achievement of potential for the individual.

The Associate Degree nursing program at Western Piedmont Community College provides an education that is flexible, progressive, and sensitive to the changing needs of the individual, significant others, and community. Clinical and classroom educational experiences provide students with the opportunity to develop critical thinking skills necessary for making clinical decisions while working in the healthcare system.

Learning is a continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning is an interactive process between teacher and learner. Cognitive scientists agree that “hands-on” concrete application helps the human brain learn by making connections and organizing information (Barkley, Cross & Major, 2005). Learner centered activities empower students to discover, analyze, and use knowledge independently. The aim is to help students assume responsibility for their own life-long learning.

The responsibility of the associate degree nursing faculty of Western Piedmont Community College is to facilitate the students’ understanding and to develop competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible for actively participating in learning experiences and developing the knowledge, skills, and professional behaviors required to provide high quality nursing care.

### **Conceptual Framework**

The conceptual model provides an organizing framework to assist learners in making meaningful connections between concepts. The learner must attain mastery of each part of the framework to understand the complete curriculum. The domains of the individual, the healthcare system, and nursing provide the conceptual framework guiding the associate degree nursing curriculum. Concepts are organized from simple to complex within each domain.

### **Definitions:**

#### **Individual**

Western Piedmont Community College nursing faculty believe that each individual person is complex, multidimensional, unique, and valuable. The individual functions within an environment of family, community and in a culturally diverse society. All individuals have physical, psychological, cultural, spiritual, and developmental needs that contribute to health, quality of life, and the achievement of potential. Adaptation to the environment requires the individual to change throughout the lifespan. Each individual has a right to healthcare and information that will facilitate participation in personal health maintenance. All individuals should be cared for, respected, and assisted to achieve their highest level of wellness.

## **Healthcare System**

A system is characterized by a combination of interdependent parts or subsystems contained within a larger system (Scott & Davis, 2007). The health care system is made up of a myriad of interdependent parts including providers, consumers and health care settings (DeLaune & Ladner, 2006). Health care informatics has a central role in coordinating care across settings by facilitating communication, knowledge management and decision making (IOM, 2001). Nurses must understand their role within this dynamic health care delivery system impacted by the technological, social, economic and political environment.

## **Nursing**

Nursing is the science and art of assimilating knowledge from biological, sociological and behavioral sciences in the delivery of holistic, culturally competent care. The nurse integrates the art of nursing with a scientific foundation that utilizes decision making processes and evidenced based practice. Information technology facilitates decision-making and management of client-centered nursing care.

Nursing is characterized by caring, empathy, ethics and the development of a therapeutic relationship with the individual and significant others. The nurse functions autonomously and collaboratively with the interdisciplinary team to help individuals reach their maximum health potential. The nurse consults with individuals to achieve quality client outcomes through health promotion, illness prevention, health restoration and end of life care.

## **Environment**

The individual is in constant interaction with a changing environment that consists of both internal and external forces that vary throughout the lifespan. Environmental change has the potential to cause stress in the individual. The nurse can assist the individual to alter aspects of the environment and to utilize innate and learned coping mechanisms to adapt to these stressors.

## **Health**

Health is a dynamic state of mental, physical, and spiritual well-being, existing on a continuum from optimal wellness to illness and ending in death. The individual's healthcare needs are determined by their position on the continuum. Each individual's health is based on unique cultural perceptions, beliefs of health/illness, and the ability to adapt to internal and external environmental forces. The individual is responsible for and capable of identifying, learning, and practicing health behaviors that can promote wellness, restore or maintain wellness, prevent illness, or achieve a dignified death.

## **Quality of Life**

Quality of life involves five dimensions including physical, functional, psychological, social, and spiritual well being. The individual's perception of and satisfaction with daily functioning contributes to their worth, meaning and satisfaction (Ignatavicius &

Workman, 2006). A positive self concept empowers the individual to cope successfully with the full range of challenges encountered in the real world.

### **Achievement of Potential**

Achievement of potential is the individual's growth toward attaining one's optimal functioning and quality of life. An individual's perceptions, goals, choices, life experiences, and holistic health impact the achievement of potential.

### **National League for Nursing Core Competencies**

The eight core competencies outlined by the National League for Nursing include professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. (NLN, 2000)

### **Institute of Medicine Competencies**

The five core competencies identified by the Institute of Medicine for healthcare providers are patient centered care, interdisciplinary teams, evidence-based practice, quality improvement, and informatics. (IOM, 2005)

## **EDUCATIONAL OUTCOMES**

Upon completion of the Associate Degree Nursing Program, the graduate will:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Incorporate informatics and evidence-based practice for clinical decision-making in delivering safe, effective care to individuals.
4. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
5. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
6. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.

## **PROGRAM OUTCOMES**

1. Maintains a graduation rate (# of students who complete the program within 150% of the stated program length) of 50% or greater.
2. Maintains NCLEX-RN pass rate for first time writers at or above the national pass rate.
3. Produces graduates that become employed in nursing within 6 months at a rate of 90%.
4. Produces graduates whose practice reflects the educational outcomes of the program.
5. Satisfaction with the program by the graduates is reported at a rate of 80% or greater.
6. Employer satisfaction with the graduate nurses is reported at a rate of 80% or greater.
7. Maintains approval by the North Carolina Board of Nursing.
8. Maintains accreditation from the National League for Nursing Accrediting Commission.

## APPENDIX C

### UNIVERSAL PRECAUTIONS (STANDARD PRECAUTIONS) Division of Health Sciences

**Purpose:** The use of standard precautions will protect employees and students who have occupational exposure to blood or other potentially infectious materials.

Hand washing/sanitizing:

- A. Hands must be thoroughly washed/sanitized between all direct patient contacts
- B. Hands must be washed/sanitized after handling soiled or contaminated equipment
- C. Hands or other skin surfaces must be washed/sanitized immediately or as soon as possible after contamination with blood or other potentially infectious materials
- D. Hands must be washed/sanitized immediately after gloves or other personal protective equipment (PPE) are removed

Personal Protective Equipment (PPE):

- A. PPE must be routinely used when there is a potential for exposure to blood or other potentially infectious materials.

#### 1. Gloves

- a. Gloves must be worn when there is potential of direct skin contact with blood or other infectious materials
- b. Disposable single use gloves must be changed as soon as practical when visibly soiled, torn, punctured, or when their ability to function as a barrier is compromised
- c. Disposable single use gloves cannot be washed or disinfected for reuse
- d. Gloves must be changed after contact with each patient

#### 2. Lab coats, Gowns, Aprons

- a. Protective body clothing should be worn in occupational exposure situations
- b. Type and characteristics will depend upon the task and degree of exposure anticipated
- c. Fluid resistant lab coats are required when there is a possibility of exposure to adequate volumes of blood or body fluids which could pass through to street clothes

3. Masks, Eye Protection, Face Shields

- a. Facial protection must be worn whenever splashes, spray, droplets, or spatters of blood or other potentially infectious materials can be reasonably anticipated to contaminate the eye, nose, or mouth
- b. Prescription eyeglasses must be equipped with solid side shields if used for eye protection
- c. Protective eyewear must be worn by persons wearing contact lenses when there is potential for eye contamination

B. Additional PPE:

Mouth pieces, resuscitation bags or other ventilation devices should be available to minimize the need for emergency mouth-to-mouth resuscitation

Sharps:

A. Sharps include needles, lancets, scalpel blades, and other sharp instruments.

B. Sharps disposal

1. Immediately after use or as soon as possible, dispose of sharps into a puncture resistant, labeled container which is leak proof.
2. All needles should have a safety cap which is engaged before disposal and the **entire unit** should be disposed of; **do not** disassemble
3. Sharps disposal units will be easily accessible and located in the immediate area of use
4. Sharps containers must be replaced routinely and not allowed to be more than three fourths filled
5. Filled sharps containers must be closed immediately upon filling and disposed of in a biohazard container

**C. Needles and sharps used should meet the standards outlined in the Federal Needlestick Safety and Prevention Act.**

Exposure Precautions:

- A. Eating, drinking smoking, chewing gum, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is potential for exposure to biohazardous materials
- B. Food and drink shall not be stored in refrigerators, freezers, shelves, cabinets or countertops where biohazardous materials are stored
- C. Mouth pipetting of biohazardous materials is prohibited

Decontamination:

A. Work Surfaces

1. Body fluid spills should be cleaned using a fresh 1:10 dilution of sodium hypochlorite or an EPA- registered germicidal detergent
2. Gloves must always be worn for cleaning spills of biohazardous materials

## POST EXPOSURE PROTOCOL

I. **If a student has an accident of infectious nature in a clinical affiliate**, the student will:

- A. Follow the Post Exposure Protocol (PEP) of that facility.
- B. The student will notify their immediate supervisor and notify the instructor on WPCC campus. The instructor will notify the Dean of Health Sciences. The Post Exposure Record should be completed as soon as possible.

Any costs incurred in fulfilling the Post Exposure Protocol will be the responsibility of the student.

The student must file a claim for accident insurance at the WPCC business office for reimbursement for the standard and usual costs of the treatment.

**The claim must be submitted in a timely fashion following the incident.**

II. **If a student has an accident of infectious nature on the WPCC campus**, the student will:

- A. Notify his instructor immediately. The instructor will notify the Dean of Health Sciences.
- B. Contact their personal physician for appropriate treatment and testing; **or**  
Go to the hospital and follow the Post Exposure Protocol (PEP) for the facility
- C. Complete the Post Exposure Record as soon as possible.

The student will be responsible for all costs incurred in fulfilling the Post Exposure Protocol.

The student must file a claim for accident insurance at the WPCC business office for reimbursement for the standard and usual costs of the treatment.

**The claim must be submitted in a timely fashion following the incident.**

**WPCC DIVISION OF HEALTH SCIENCES**

**POST EXPOSURE RECORD**

I. \_\_\_\_\_ was the subject of an exposure to potentially infectious body fluids on:  
(student)

(date and time) \_\_\_\_\_  
(clinical site) \_\_\_\_\_  
(address) \_\_\_\_\_

II. The incident was reported to:

(supervisor) \_\_\_\_\_  
(date and time) \_\_\_\_\_

**III. Circumstances and route of exposure:**

Type of exposure:

- percutaneous injury
- mucous membrane exposure
- nonintact skin exposure
- bites resulting in blood exposure

Type and amount of fluid/tissue

- blood
- fluids containing blood
- potentially infectious fluid or tissue

Susceptibility of exposed person

- HBV vaccine and vaccine response status
- HBV, HCV and HIV immune status

Source testing: Infectious status of source

- presence of HBsAg
- presence of HCV
- presence of HIV
- none
- source unknown or not tested

IV. Testing and treatment were administered by:

(healthcare provider) \_\_\_\_\_

**Student signature:** \_\_\_\_\_

**Program Coordinator signature:** \_\_\_\_\_

**Dean of Health Sciences signature:** \_\_\_\_\_