CONTENTS
WELCOME ..................................................................................................................................................... 4
A-B Tech Vision, Mission and Values ............................................................................................................ 4
A-B Tech Catalog and Student Calendar ....................................................................................................... 5
SECTION I: NURSING PROGRAMS - GENERAL ............................................................................................... 5
   College and Program Accreditation .......................................................................................................... 5
   AB Tech Nursing Department Mission Statement: ................................................................................... 5
   A-B Tech Nursing Department Vision: ...................................................................................................... 5
   A-B Tech Nursing Department Philosophy Statement: ............................................................................ 5
   Nursing Program Avenues of Entry ........................................................................................................... 6
      Associate Degree Nursing Option ......................................................................................................... 6
      Associate Degree Nursing Advanced Placement Option ...................................................................... 6
      Associate Degree Nursing RIBN Option ................................................................................................ 6
   Curriculum Design ..................................................................................................................................... 7
      Curriculum Overview ............................................................................................................................ 7
      Curriculum Framework ......................................................................................................................... 7
      Curriculum Outcomes (Student Learning Outcomes) ........................................................................... 7
      Core Competencies ............................................................................................................................... 7
   NC Board of Nursing Administrative Rule (21 NCAC 36 .0318 & 36 .0320) .............................................. 7
   Progression in A-B Tech Nursing Programs is contingent upon ............................................................... 8
   Program evaluation: ................................................................................................................................ 8
      Course Evaluation: ............................................................................................................................... 8
      Clinical Evaluation: ............................................................................................................................ 8
      Exit Survey: ........................................................................................................................................ 8
      Preceptor Survey: ................................................................................................................................ 8
      Graduate Survey: ................................................................................................................................ 9
SECTION II: NURSING CODE OF PROFESSIONAL CONDUCT ................................................................. 9
   American Nurses Association Code of Ethics defines professionalism, as follows: ................................ 9
   Consequences: Behavioral Guidelines ....................................................................................................... 9
      Self-Improvement Plan (SIP) ................................................................................................................ 9
      Action Plan (AP) ................................................................................................................................ 9
      Disciplinary Conference ...................................................................................................................... 10
1-2-20

Dress Code .............................................................................................................................................. 10
Classroom: ........................................................................................................................................... 10
Lab: ...................................................................................................................................................... 10
Clinical: ................................................................................................................................................ 10
Behavior .................................................................................................................................................. 12
Classroom & Lab: ................................................................................................................................ 12
Clinical: ................................................................................................................................................ 12
Communication ....................................................................................................................................... 12
Attendance .............................................................................................................................................. 13
Classroom, Lab ................................................................. Classroom, Lab, & Clinical ................................................................. 13
clinical ................................................................................................................................................. 13
Punctuality .............................................................................................................................................. 14
Classroom & Lab ................................................................. Classroom, Lab, & Clinical ................................................................. 14
Clinical ................................................................................................................................................. 14
Inclement Weather Procedures .............................................................................................................. 15
Cellphone, Computer, and other Technology use .................................................................................. 15
Classroom, Lab, & Clinical ................................................................................................................... 15
Confidentiality ......................................................................................................................................... 15
Health Insurance Portability and Accountability Act (“HIPAA”) ......................................................... 15
Social networking .................................................................................................................................... 16
SECTION III: NURSING PROGRAM GUIDELINES ........................................................................................... 16
Academic and Clinical Performance Counseling ..................................................................................... 16
Academic & Skill remediation ............................................................................................................. 16
Clinical Performance Conference ........................................................................................................ 17
Advising ................................................................................................................................................... 17
Audiovisual Policy ................................................................................................................................... 18
Calculation Competency Exam ............................................................................................................. 18
Certified Nursing Assistant .................................................................................................................. 18
Chain of Command ................................................................................................................................. 18
Change of Contact Information ............................................................................................................ 19
Class Activities/Clubs ............................................................................................................................ 19
Meeting Representation ......................................................................................................................... 19
Clinical Affiliates .................................................................................................................................... 19
Background Checks / Drug Screen ................................................................. 20

LOSS OF CLINICAL PLACEMENT WHILE IN THE NURSING PROGRAM ........................................... 20

Employment in the Clinical Affiliates .............................................................. 20

Clinical Documents ......................................................................................... 20

Clinical Evaluation ............................................................................................ 21

Clinical Faculty Supervised Medication Administration & Skills ..................... 21

Clinical parking ................................................................................................. 21

Degree Awarded and Licensure Eligibility .......................................................... 21

Documents and Forms ....................................................................................... 22

Establishing and Changing Procedures ........................................................... 22

Evaluation ........................................................................................................... 22

Quiz ..................................................................................................................... 22

Exam ................................................................................................................... 22

ATI Testing ......................................................................................................... 24

Faculty and Staff ............................................................................................... 25

Grading Policy .................................................................................................... 25

Lab Skill Competency Testing ........................................................................... 25

Off Campus Incident .......................................................................................... 25

Printing ................................................................................................................ 25

Readmission ....................................................................................................... 26

Nursing Program Academic Failure, Withdrawal, or program leave .................. 26

Nursing Clinical Failure or Withdrawal ............................................................. 26

Advanced placement option additional information: ....................................... 27

Safety ................................................................................................................... 29

Scholarship Information .................................................................................... 29

Student Health Expectations ............................................................................ 29

Students with Disabilities .................................................................................. 29

Student Responsibilities for Safe Client Care ................................................. 30

Technical/Physical Standards for the Student Nurse ........................................ 30

Agreement ......................................................................................................... 32
Welcome to the Nursing Programs at Asheville-Buncombe Technical Community College. Your selection of Nursing as a program of study carries with it several important responsibilities. First, the Nursing student must be committed to the profession. Being a nurse requires self-discipline, physical, mental, and emotional stamina. As you give to others, you must often give of yourself. Therefore, commit yourself to lifelong learning and do not be reluctant to give, for you often receive much more in return.

Second, the Nursing student must strive for excellence. The importance of providing good health care is paramount. When we as health care providers fail in our performance, the client becomes the loser. Therefore, strive for excellence, for our clients deserve our best.

Third, begin now to plan for your continuing education growth. Nursing is an ever-changing science. Advances in the field require new learning and a plan for your education growth. Therefore, learn now what you can, but never expect to reach the summit of all knowledge in this field.

The Nursing student should not become so overpowered by the technologies and complexities of nursing that he or she forgets the focus of the profession—quality health care for the client. It is in giving of yourself to your clients and to your profession, that you will reap the fullest pleasure from your practice. Numerous and varied opportunities await the nurse as health-care provider, making personal goals almost unlimited.

Enjoy the time you spend with each client now as a student, and later as you practice as a nurse. Allow them to be the highlight of your day.

-The Nursing Faculty of ABTCC

A-B TECH VISION, MISSION AND VALUES

Vision
Changing Lives
Strengthening Communities

Mission
Dedicated to student success, A-B Tech delivers quality education to enhance academic, workforce, and personal development.

Values
- Excellence
- Integrity
- Supportive Learning Environment
- Innovation
- Service and Engagement
A-B TECH CATALOG AND STUDENT CALENDAR

This handbook has been designed as a guide to provide the student with the necessary information regarding classroom and clinical education experiences. This handbook is a SUPPLEMENT to all other ABTCC-published materials including the College Catalog and Student Calendar. The student is responsible for obtaining these materials from Student Services and reviewing them along with this Program Handbook.

College procedures and procedures that are described in additional detail in the catalog: Click HERE to view the student catalog.

It is the student’s responsibility to know and follow all procedures set forth in the ABTCC college catalog.

SECTION I: NURSING PROGRAMS - GENERAL

COLLEGE AND PROGRAM ACCREDITATION

Recognized and Approved by:

- North Carolina Board of Nursing
- North Carolina State Board of Education
- North Carolina Community College System
- N.C. State Approving Agency for the Use of Veterans Military and Education Benefits
- A-B Tech is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and diplomas.
- The Asheville-Buncombe Technical Community College Associate Degree Nursing program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

AB TECH NURSING DEPARTMENT MISSION STATEMENT:

The A-B Technical Community College Nursing Education Program strives to meet current and future needs of a diverse community by preparing professional and caring nurses who practice with excellence and integrity.

- The Faculty facilitate and support this mission by utilizing the following values:
  - modeling caring behaviors,
  - promoting client-centered care that is grounded in excellence, integrity, and meeting holistic needs,
  - demonstrating ethical behaviors in the delivery of nursing care,
  - promoting high quality, innovative, and evidence-based care.

A-B TECH NURSING DEPARTMENT VISION:

- A-B Tech Nursing Department is committed to providing a student-centered, high quality, nursing education program that is locally and regionally recognized for its caring, integrity, diversity and excellence.

A-B TECH NURSING DEPARTMENT PHILOSOPHY STATEMENT:

The faculty aspire to achieve excellence in education by sharing their professional values and beliefs with students, colleagues, and the community. The philosophy incorporates our ideas of human beings, environment, health, nursing, and education.
Human Beings: We believe that every human being is a unique and complex individual who must be treated with worth and dignity. Providing a holistic approach, nursing enables each individual to continually interact with their environment through adaptation, dependability, and modification. Our professional and personal beliefs ensure that we always encompass these aspects, so the human being will be continually supported throughout his or her lifespan.

Environment: We believe the environment consists, foundationally, of the domain in which humans exist. Environment represents a dynamic factor that influences one’s health and the delivery and quality of nursing care. The nursing profession recognizes that environment encompasses one’s personal medium as well as the larger civil community. The environment intimately affects individual and social health. All individuals have a right to a healthy, supportive environment that facilitates achieving an optimal state of health.

Health: We believe health is individualized and client specific, and includes all dynamics of wellness. The goal for the delivery of care is to promote optimal mental, emotional, physical and social health for all individuals. A holistic approach for nursing is individual-centered, which focuses on a client’s health, well-being, and spirituality. The healthcare team uses Maslow’s hierarchy to guide the focus toward the client’s health. Health includes what is ethically appropriate for each individual client. The knowledge and science of an individual improves the health of others through a professional environment, trusted relationship, and following all safety protocols.

Nursing: We believe that nursing is an art and a science. The nurse is the manager of care and advocates for optimal client outcomes. The nurse works in collaboration with other members of the healthcare team to promote the health and well-being of the person, society, and environment. Healthcare is ever evolving and changing. Therefore, the nurse must engage in life-long learning to deliver high quality care grounded in evidence and compassion.

Education: We believe education is a continuum of collaborative life-long learning that should be innovative, multi-modal instruction that facilitates growth and knowledge. Teaching/Learning is a dynamic, mutual transaction of inquisitive, scholarly, evidence-based, conceptual knowledge. It involves innovative technology and informatics that require accountability of clinical reasoning. The mentorship of learners is strategic and guided by clinical expertise.

NURSING PROGRAM AVENUES OF ENTRY
We offer three avenues of entry into the Associate Degree Nursing program. The three options are:

ASSOCIATE DEGREE NURSING OPTION
The purpose of the Associate Degree Nursing Curriculum is to prepare graduates to competently fulfill the roles of provider of care and member of the discipline of nursing within the scope of practice for the Registered Nurse as outlined by the Nursing Practice Act for the State of North Carolina.

ASSOCIATE DEGREE NURSING ADVANCED PLACEMENT OPTION
This option allows qualified LPN candidates to join the ADN students in the second spring semester.

ASSOCIATE DEGREE NURSING RIBN OPTION
The R.I.B.N. option is an A.A.S. Dual Enrollment Program offered in collaboration with Western Carolina University. Students are accepted and take courses at both A-B Tech and WCU during enrollment in the RIBN option.

More information can be found about the specific requirements of each program in the [college catalog](#).
CURRICULUM DESIGN

CURRICULUM OVERVIEW
The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics. Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEXRN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

CURRICULUM FRAMEWORK
The conceptual design of the curriculum creates a framework for learners to build upon the organizing principle of concepts. The foundation of this framework includes core concepts from the domains of individual, the healthcare system, and nursing. The core values of excellence, integrity, caring, diversity, ethics, holism, and client-centeredness are considered within each domain. This framework is designed to promote recognition of similarities and reoccurring characteristics. The conceptual foundation is applied to more specific exemplars. Each exemplar is taught with consideration of interrelated concepts, pharmacological and diagnostic interventions, comparison across the lifespan, and includes quality care for diverse clients within an individual, family and community context.

CURRICULUM OUTCOMES (STUDENT LEARNING OUTCOMES)
In accordance with the A-B Tech strategic goal of ensuring academic program relevance, the nursing program student learning outcomes (curriculum outcomes) are assessed, evaluated, and reported for division and college review. This process demonstrates compliance with the Southern Association of Colleges and Schools accreditation standards. The curriculum outcomes are as follows:
Upon completion of the Associate Degree Nursing Program students will,

- demonstrate skills necessary to provide safe, quality care,
- demonstrate knowledge necessary for professional nursing practice,
- identify as a nurse committed to being a client advocate, who is caring and culturally competent,
- utilize informatics and evidence based data to provide nursing care to clients,
- demonstrate behaviors that reflect integrity, responsibility, and ethical practices,
- apply the principles of interdisciplinary team management.

CORE COMPETENCIES
The curriculum core competencies align with the curriculum outcomes. Each course integrates the curriculum outcomes into course outcomes. Core competencies are evaluated in didactic, lab, and clinical settings. The integrating concepts of context and environment, knowledge and science, personal/professional development, quality and safety, relationship-centered care, and teamwork are used as a framework for core competencies and course design.

NC BOARD OF NURSING ADMINISTRATIVE RULE (21 NCAC 36 .0318 & 36 .0320)
Nurse faculty members shall have the authority and responsibility for:
- (1) student admission, progression, and graduation requirements; and
- (2) the development, implementation, and evaluation of the curriculum.
Students in nursing programs shall meet requirements established by the controlling institution. Additional requirements may be stipulated by the nursing program for students because of the nature and legal responsibilities of nursing education and nursing practice.

PROGRESSION IN A-B TECH NURSING PROGRAMS IS CONTINGENT UPON
- Following policy set forth in the Nursing Program Handbook and ABTCC student catalog
- Adhering to course syllabus.
- Demonstrating clinical skills commensurate with progress in the program and supportive of safe nursing practice
- Meeting all requirements as per clinical affiliate contract.
- Purchasing and maintaining all required materials
- Professional behaviors as outlined in the ANA code of ethics, nursing student handbook and college catalog.
- Acknowledging the importance of personal integrity, trustworthiness, and honesty in nursing.

PROGRAM EVALUATION:
Student feedback is a valuable part of program continuous quality improvement. Students are encouraged to provide open and honest information.

The following are evaluation tools used throughout the nursing program and after graduation:

COURSE EVALUATION:
Students will have the opportunity to provide constructive feedback on their courses each semester at approximately the 50% completion point through an online survey. All responses are anonymous unless a student chooses to self-identify in submitted comments. Results are used to determine whether changes should be made during the second half of the course to improve the learning experience for students.

CLINICAL EVALUATION:
The A-B Tech nursing program ensures the clinical affiliate aligns with the program outcomes. Student feedback is gathered at the end of each semester via an anonymous survey. Results of the survey are reviewed by the clinical coordinator and shared with the clinical affiliate as appropriate.

EXIT SURVEY:
At the end of the final nursing program course (NUR 213), student feedback is gathered via an anonymous survey. Results of the survey is reviewed by nursing program faculty.

PRECEPTOR SURVEY:
In the final semester, students will be paired with a nurse preceptor. The faculty direct this clinical experience and request feedback regarding utilization of the preceptor. Utilizing the Associate Degree Nursing Focused Client Care Preceptor Evaluation, the student provides feedback to the nursing department regarding the preceptors knowledge, communication, critical thinking, customer service, management/leadership, and teaching abilities. Results are reviewed by the clinical coordinator and shared with clinical affiliate as appropriate.
GRADUATE SURVEY:
6 to 12 months post graduation, students will receive an anonymous survey link to both their A-B Tech and personal emails. The results of the survey is reviewed by nursing program faculty.

SECTION II: NURSING CODE OF PROFESSIONAL CONDUCT
AMERICAN NURSES ASSOCIATION CODE OF ETHICS DEFINES PROFESSIONALISM, AS FOLLOWS:
1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse’s primary commitment is to the client, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the client.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.
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.
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.
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.
8. The nurse collaborates with other health professionals, and the public to promote human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. Retrieved August 2, 2016 from American Nurses Association Code of Ethics

CONSEQUENCES: BEHAVIORAL GUIDELINES
A continued pattern of unprofessional behavior is not tolerated in the nursing programs. Those with a documented history of unprofessional behaviors will be counseled per program guidelines. Students agree to comply with the stated rules and regulations outlined in the Nursing Programs handbook, the A-B Tech Student Handbook, and the Course Catalog. It is expected that a student will stay up-to-date with handbook information as it is revised and distributed. If a student violates the procedures set forth in the Nursing program student handbook, the A-B Tech catalog, or the ANA code of ethics, the student will be counseled and documentation will be placed in the student advising file.

SELF-IMPROVEMENT PLAN (SIP)
If the faculty observe any unsatisfactory clinical, lab, and/or class behavior, that does not require an immediate intervention, the student is directed to complete a self-reflective plan for improvement. Use of victim language is unacceptable (ex. blaming). The student will complete the SIP assignment in the course Moodle course.

ACTION PLAN (AP)
An Action Plan defines specific objectives developed by nursing faculty to address student behaviors or performance concerns. If the event requires immediate intervention, an action plan will be created.
DISCIPLINARY CONFERENCE
An unresolved action plan will progress to a conference with Nursing Department Chairpersons and/or Dean, and may lead to failure of the course and/or program dismissal.

DRESS CODE
The personal appearance and demeanor of the nursing students at ABTCC reflect both the College and Program standards and are indicative of the student’s interest and pride in the profession. All students are required to maintain standards of dress, grooming, and conduct that are consistent with good hygiene, safety and professionalism. Individuals not following this policy will be sent home to change clothes or correct the problem. Time missed will count as absence. The A-B Tech photo ID badge is considered part of the uniform; it should include first name, last name, and the title “Nursing Student”.

CLASSROOM:
Avoid wearing strong fragrances of any kind as other students may be allergic to them.

LAB:
Wear A-B Tech photo ID badge and clinical uniform as directed by course instructor.

STUDENTS PARTICIPATING IN LAB ACTIVITIES WILL:
1. Dress as instructed for lab activities:
   a. During clinical simulation, the clinical dress code applies.
2. Bring lab kits and designated equipment to all assigned labs. The student may be dismissed from the lab without proper equipment. Any time missed will count as an absence.
3. Use only equipment designated for use by the instructor.
4. Wash hands before any lab assignment that uses mannequins or lab models.
5. Operate or move mannequins only under direct instructor supervision.
6. Remove shoes if they must occupy a bed during a lab activity. Beds are only to be used during assigned activities.
7. Refrain from eating or drinking in the lab.

STUDENTS WILL ASSIST FACULTY WITH THE FOLLOWING:
1. All chairs and tables are returned to the original classroom set up.
2. Beds are positioned flat, made up, and in a low position.
3. If directed, clean mannequins and models. Removing dressings, IVs, and any invasive lines.

CLINICAL:
Students may only wear the ABTCC nursing uniform and A-B Tech photo ID while participating in approved (for credit) clinical activities. Volunteer work or other work done outside these boundaries should be performed in alternate, appropriate dress.

*****Required*****
Each student is required to purchase:
- **TWO**; Burgundy (Wine) colored scrub tops (A-B Tech Nursing patch attached to right shoulder of each) and **TWO**; Burgundy (Wine) Colored scrub bottoms
  - Males and Females can choose from ANY of the Cherokee styles in the color Wine. Scrub top and bottom MUST be in the same collection. For example, Cherokee Workwear, Cherokee Luxe, etc. **THIS IS ONLY ACCEPTABLE BRAND AND UNIFORM COLOR.**
- Bandage scissors, stethoscope (with bell and diaphragm), penlight, and a watch with a second hand are required.
• A white or black round neck, V-neck, turtleneck, or long or short sleeved shirt, must be worn under the scrub top. A long-sleeved white undershirt must be worn if tattoos are visible on the forearms. Chest hair or cleavage should not be seen above the neck opening.
• White or black leather shoes. Shoes must be made of a non-porous, non-penetrating, water-resistant material (closed toe, closed heel, must cover top of foot). Canvas shoes are not allowed. Shoes must be clean at all times; white shoe polish may need to be applied periodically if shoes become discolored, or scuffed.
• White or black socks or hose must provide coverage for lower legs and feet during all clinical activities.

Uniforms will be of sufficient length and size to ensure anterior and posterior skin coverage (NO SKIN SHOWING) during all clinical activities, including kneeling, squatting and bending over.
*RIBN students should purchase the RIBN patch from Read’s Uniforms. It should be sewn onto the left sleeve of the uniform top and lab coat (if purchased).

****Optional****
• Short White Lab Coat or “Warm up Jacket”.

Examples:

- The A-B Tech Nursing patch must be attached to the right shoulder of the lab coat

ADDITIONAL DRESS CODE GUIDELINES:
1. No sweaters, hoodies, wraps or other “cover-ups” are allowed to be worn over the required uniform during clinical. For this reason, the purchase of a white lab coat is encouraged.
2. Hair will be neat, clean, dry at all times and well groomed. Extremes in style or unnatural color are not acceptable in clinical. When in clinical, hair will be secured to prevent client contact with the care giver’s hair. Discreet clasps or barrettes are acceptable. Facial hair, such as moustaches and beards must be kept neatly trimmed and clean. A student should be able to cover facial hair completely with face mask or shield.
3. Make-up should be discrete and well-applied. Strong odors including tobacco, perfumes, scented lotions and powders, after shaves or strong body odors are not permitted. Antiperspirant or deodorant (not strongly scented) must be used daily.
4. Visible tattoos must be covered (see uniform information above).
5. Piercings should be removed and a flesh colored place holder can be used.
6. Students may wear wedding, class, or other small rings limited to one per hand. No other jewelry is allowed. Visible body piercing displaying jewelry is not permitted.
7. White or flesh colored full coverage undergarments should be worn at all times; no undergarments should rise above the waistband of the scrub pants during any clinical activities, including bending and squatting.
8. Sunglasses may be worn only when prescribed by a physician or optometrist.
9. Fingernails must be kept short, clean, and neat for reasons of proper hand washing and client safety. Colored nail polish is not acceptable. No artificial fingernails or extenders are allowed.
(i.e., acrylic nails, tips, wraps made of silk, linen, fiberglass, gels, glues, and mixtures of these products). Natural fingernail tips should not extend beyond the fingertip.

10. While in uniform, students may not chew gum or smoke. Student clinical uniforms should smell clean and be free of cigarette smoke odor or discoloration.

11. Students may be required to adhere to a specific clinical agency dress code when agency policy is more stringent than the policy of this nursing program.

12. Some courses may require alterations in the uniform policy. The course syllabus will outline the details.

**BEHAVIOR**

**CLASSROOM & LAB:**
Maintain a professional attitude when in the presence of other students, staff, and program faculty. Use of profane or obscene language will not be permitted during any nursing class/lab activity.

**CLINICAL:**

STUDENTS ARE EXPECTED TO:
1. Maintain a professional attitude when in the presence of other students, staff nurses, program faculty, physicians, clients and families, or other health-care providers. Use of profane or obscene language will not be permitted during any nursing class, clinical, or lab activity.
2. Eat only in areas specifically designated for that purpose. Breaks and lunch schedules will be assigned at the discretion of the Clinical Instructor at each Clinical Affiliate. The student is reminded that with the nature of the professional responsibilities of nursing it is often impossible to predict a schedule of meals and breaks in advance.
3. The student is provided the equivalent of a half-hour lunch break during each full day’s clinical rotation and will be given the opportunity for other breaks during the day as the work schedule allows.
4. Remain at clinical facility unless specifically dismissed by the nursing faculty.
5. Turn off cell phones upon entering the class, lab and clinical setting. In the event of an emergency, the student may provide the nursing clinical coordinator as a contact. **The phone number is 828-713-1236**
6. Accept assignments from the clinical instructor commensurate with the student’s capabilities or take direction from an individual designated by the clinical instructor
7. Provide direct client care without any form of compensation (gratuity or tip).
8. Discuss “how to” perform clinical skills with the Clinical Instructor prior to the implementation of the procedure.
9. Refrain from revealing personal information outside the realm of professionalism. Personal life of the student or his or her peers should never be discussed in front of a client.
10. Make every effort to make a client comfortable.
11. Have supervision when performing clinical skills.
12. Perform all skills available during the clinical day. If a student has not had the opportunity to perform a given skill, in the clinical setting, the student is responsible for alerting the instructor prior to initiating any procedure. Students should recognize clinical weaknesses and advise course faculty to arrange for additional laboratory practice sessions. Failure to take responsibility for learning experiences will result in an unsatisfactory clinical evaluation and failure to meet the course objectives.

**COMMUNICATION**

All nursing courses are web enhanced through the ABTCC learning management system. Students must have access to a computer and are expected to check Moodle and student email *daily* for updated
course information, assignments, inclement weather, schedule changes and attendance records. Students should not check Moodle or student email on unsupported platforms such as those on smartphones or tablets. Attempting to complete assignments on unsupported devices may result in failure of that assignment.

Students should give prior notification in writing and/or voice mail to faculty when unable to meet commitments, detailing how and when commitments will be met. When communicating with an instructor, the student should introduce him or herself. When emailing, also include the student ID. Email is the preferred mode of professional communication in the ABTCC nursing program.

ATTENDANCE
The nursing department strongly encourages students to attend each class, lab and clinical meeting. The nursing department has separate attendance requirements for each component of the curriculum. Expectations for attendance include:

CLASSROOM, LAB
Classroom and Lab attendance: Faculty may choose to track attendance for class and lab, however, no attendance requirements will be imposed.

CLINICAL
In courses with a clinical component (NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, NUR 212, and NUR 213), students are required to attend a minimum of 90% of the allotted clinical time in order to be evaluated as “Satisfactory” in clinical. If a student does not attend a minimum of 90% of the allotted clinical time the student will be awarded an “unsatisfactory” clinical evaluation, which will result in a grade of “F” being awarded for the final course grade.

A student who does not attend clinical for a minimum of 90% and has extenuating circumstances, may request an attendance review by the nursing faculty. Requests for the review are made by the student to the lead instructor.

- The attendance review will result in one of the following outcomes:
  - The student will be awarded an “unsatisfactory” in clinical which will result in a grade of “F” being awarded for the final course grade.
  - The student may be allowed to make-up the exceeded clinical time. Due to the strict nature of clinical scheduling, two options for make-up exist.
    ▪ If time and space allow for make-up during the current course the student will be allowed to make-up the time. The student will be awarded the course grade according to the syllabus at the end of the course.
    ▪ If time and space do not allow for make-up during the current course the student will be awarded an “I” (incomplete) for the course grade at the end of the course. The student will be scheduled to make-up the time during the next course offering. At the completion of the make-up the student’s grade will be awarded according to the syllabus. If the students current course is not a pre-requisite to the student’s next course in sequence the student may continue progressing uninterrupted. However, if the student’s current course is a pre-requisite for the next course in the sequence the student will not be able to register for the next course until the “I” grade is resolved and a formal course grade is awarded.
CLINICAL ONBOARDING AND ATTENDANCE
Clinical onboarding is a requirement for all clinical sites and each site has specific onboarding requirements. Students will receive clinical attendance for orientation that occurs at the clinical site. Clinical paperwork or submission of clinical documents will NOT count as clinical time.

VSIM
If a VSim assignment counts as attendance, a student must complete ALL the assignment in order to earn the attendance. Partial credit will not be assigned.

PUNCTUALITY
CLASSROOM & LAB
Safety is our highest priority. Classroom doors will be locked at the beginning, and during class. Classrooms will not be opened until the break. Therefore, if a student is not in class/lab on time, they will not be allowed into the classroom until the next break. The student will accrue the entire time spent outside the classroom as an absence.

CLINICAL
It is expected that you arrive to clinical on time and you stay the entire scheduled time.
The following chart demonstrates on-campus and off-campus differences related to attendance:

<table>
<thead>
<tr>
<th></th>
<th>On-Campus Clinical (simulation)</th>
<th>Off-Campus Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of late</td>
<td>The clinical schedule will indicate the start time. A student is late if they arrive after the start time of the indicated on-campus clinical.</td>
<td>A student is late if they arrive after off-campus clinical report has begun.</td>
</tr>
<tr>
<td>Consequences</td>
<td>Once the on-campus clinical site door is closed, the student may not enter. The student will accrue absence time for the entire on-campus clinical.</td>
<td>Once report has begun, the student must leave and will accrue the entire off-campus clinical time.</td>
</tr>
<tr>
<td>Tardy</td>
<td>Not an option--Once the door is closed, the student will not be allowed to participate in the on-campus clinical experience.</td>
<td>If the student arrives after the clinical start time, but before report begins, the student will be allowed to stay. The tardy will be noted in the student’s record.</td>
</tr>
<tr>
<td>Make-up</td>
<td>Not an option</td>
<td>Not an option</td>
</tr>
</tbody>
</table>

Students leaving clinical early may earn a SIP or AP for unprofessional behavior.

NOTIFICATION OF CLINICAL ABSENCE
In the event of an absence, it is required that the student will notify the clinical site and the clinical faculty at least 1 hour before the scheduled start of clinical. Contact BOTH the clinical instructor and clinical site.

1. Contact the clinical instructor by email.
2. Contact the clinical site on the number also given on the clinical schedule and obtain the name of the person spoken with and the time of call.
3. For embedded sites, email the assigned instructor for that embedded site.

In all communication, include your name/program and the name and time of the person(s) contacted.
NO CALL NO SHOW
No call no show (NCNS) is defined as no notification at all OR no notification to the instructor by the start of report. In all courses, except NUR 111, a NCNS is an immediate action plan.

LATE SHOW
Late show is defined as no notification (email or call) and arriving after report or after the simulation door is closed.

INCLIMENT WEATHER PROCEDURES
Students can learn about school closings from the ABTCC website, campus switchboard, tv/radio announcements, or campus text. For information on college inclement weather procedures and how to sign up for inclement weather texts, visit the following website: AB Tech Inclement Weather.
If class, lab, and/or clinical is cancelled due to inclement weather, or other extenuating circumstances, all missed time must be made up. On-line make-up is the preferred method for class and lab. Please refer to the course syllabus for specific details. The course instructor(s) will notify students, how the missed time will be made up.
If there is a delayed opening or early dismissal, students will be required to make up the missed time. In the event of a clinical early dismissal, students must finish their charting and give report to the primary nurse before the students may depart the clinical site.

CELLPHONE, COMPUTER, AND OTHER TECHNOLOGY USE
CLASSROOM, LAB, & CLINICAL
Turn off cell phones upon entering the class, lab and clinical setting. Students who need to be contacted in the event of an emergency should ask that their families contact the nursing clinical coordinator at 828-713-1236

CONFIDENTIALITY
All clinical affiliates and client records are confidential in nature. Students are expected to maintain the confidentiality of all hospital records in a professional manner. Students are only allowed to access client records that they are assigned and/or have been given permission by the clinical instructor. If a student is found guilty of willfully violating client confidentiality, he or she will be recommended for program dismissal and could be disciplined by the clinical institution.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (“HIPAA”)
The College acknowledges that clinical affiliates, as health care providers, are subject to the provisions of HIPAA, a federal statute which, in part, governs disclosures and uses of “protected health information (“PHI”). PHI is defined in 45 C.F.R. § 164.501, and includes health information received or created by a health care provider that relates to the “past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care . . . and identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.
Clinical affiliates shall have the right to educate each student on the proper uses and disclosures of PHI. Clinical affiliates shall have the right to require each Participant to sign a written confidentiality agreement.
Any failure on the part of the student to abide by the requirements of HIPAA or agency procedures and procedures implementing HIPAA shall constitute a material breach of this agreement and can be grounds for dismissal from the Nursing Program.
Maintaining confidentiality of this information is the direct responsibility of each student with clinical privileges. This includes social networks (see social networking policy).

Each student will complete individual site requirements as needed.

**SOCIAL NETWORKING**

Client privacy is a number one priority. No photos, social networking, etc. will relate directly or indirectly to the clinical experience or clinical facilities. No photos of any type will be made in a clinical setting. Students should refrain from posting on social networks such as Facebook during course hours. Before posting, consider the permanent nature of such postings, and that faculty and staff may see such postings. Please note that “libel” is defined as defamation by written or printed words, pictures, or in any form other than by spoken words or gestures. A breach of this policy may result in disciplinary action and/or expulsion from the program.

The American Nursing Association’s Principles for Social Networking:
1. Nurses (nursing students) must not transmit or place online individually identifiable client information.
2. Nurses (nursing students) must observe ethically prescribed professional client — nurse (student) boundaries.
3. Nurses (nursing students) should understand that clients, colleagues, institutions, and employers may view postings.
4. Nurses (nursing students) should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses (nursing students) should bring content that could harm a client’s privacy, rights, or welfare to the attention of appropriate authorities.

The nursing student is responsible for reading a document entitled “White Paper: A Nurse’s Guide to the Use of Social Media”; it may be viewed at: [NC Board of Nursing "Use of Social Media"](https://www.nursingboard.org/)

**SECTION III: NURSING PROGRAM GUIDELINES**

**ACADEMIC AND CLINICAL PERFORMANCE COUNSELING**

**ACADEMIC & SKILL REMEDIATION**

All students should utilize the academic and skill labs offered by the A-B Tech nursing program. If a student’s performance indicates potential for not completing the course, it is recommended that the student attend all available Academic Success and Exam Remediation (ASER) and/or open labs. Recommendations for improving performance can be made at this time. The student may also request to meet with course faculty to review performance.

Academic performance can be reviewed during scheduled course ASER labs. This is the only setting that a student may review a course exam. ASER is a time to review your exams in order to gain a better understanding of your thought process when answering questions and to recognize areas for remediation.

The ability to review course exams is a privilege for nursing students and the following expectations apply at all times:

- During ASER lab, no note taking is allowed. This includes pictures from phones, smartwatches, etc. You may review your text or classroom notes, however, you may not create any notes, reminders, lists, or pictures of the exam.
- A photo ID is required to review the exam and must be shown to lab faculty or staff prior to exiting the lab.
Clarification on what ASER is and what it is not.

What ASER is:
- ASER was created by the nursing faculty to allow a nursing student the opportunity to improve understanding of the content and facilitate test taking skills.
- ASER is voluntary and not part of any course requirements. Students are not required to attend.
- ASER is unique to the A-B Tech nursing program. It is not a requirement of the college.

What ASER is not:
- ASER is not an opportunity to advocate for different answers on an exam or additional points. Each exam is statistically evaluated and peer reviewed prior to scores being posted. With this in mind, the course instructor will generally not be an instructor in ASER.
- Nursing faculty are not required to make course exams available for ASER. All exams in ASER are made available by the faculty at the discretion of the faculty and solely for the benefit of student understanding.
- ASER is not the time to discuss a perceived discrepancy in the recorded Moodle grade. Inquiry of this type should be made via email to the course instructor who will schedule a time for you to review a copy of the scantron sheet. The scantron sheet is the official record and is the source from which the grade is taken. Faculty do not review the exam booklet.

Failure to adhere to these expectations may result in loss of the privilege of ASER lab. This is at the faculty’s discretion.

Open labs are offered multiple times each week and this is a great opportunity for students to improve lab skills. Open lab is designed for the student to practice clinical skills and can either be student directed or faculty directed. If referred, a student will be required to attend open lab to improve a specific clinical skill. It is unacceptable for a student to leave clinical early to attend open lab.

Clinical Performance Conference
Instructors have the right and responsibility to ensure safe and satisfactory behaviors in the clinical setting. The instructor may impose any restriction upon the student deemed necessary in relation to the occurrence. This includes removal from the clinical setting immediately. When student clinical behaviors do not meet satisfactory standards, the clinical instructor will discuss with the student acceptable behavior/performace and establish a Self-Improvement Plan (SIP) or Action Plan (AP). If a student demonstrates clinical performance that is unsatisfactory, the student may be referred for program dismissal.

Advising
- The faculty will review each advisee’s transcript for course completion and program progression, and faculty will enter education plans into self-service before the start of registration.
- Faculty are not required to meet with students who are progressing according to their program track. However, an advising meeting may be necessary if a student is not on track for program completion. During advising for the students’ FINAL semester, the student must bring their application for program completion and the printed program evaluation. This is located in self-service or webadvisor.
- The application for graduation can be obtained from the Bailey building.
- A degree will only be awarded after submission of this application.
Any student who withdraws or fails a general education course is required to notify the nursing advisor. Nursing academic advisers are assigned each semester, and may vary throughout the program.

AUDIOVISUAL POLICY
Audiovisual recordings/photographs may be obtained while in the Nursing Programs for the purpose of education and may be used for educational purposes.

Video recording
Experiences in the high fidelity simulation rooms may be recorded. Recordings are for educational purposes, and are property of the college. All video recordings will be deleted at the point of student graduation. No video recordings will be released to students or to any outside agencies. Students are expected to protect information pertaining to the actions of peers and are expected to keep these experiences within the clinical group for learning purposes only. Students agree to report any violations to the simulation coordinator and/or nursing faculty. Any viewing or publication outside of the classroom is unacceptable and unethical and may result in the dismissal from the nursing program. Photography, videotaping, and/or audio recording is not allowed in the lab without faculty permission. Students should conduct themselves professionally as they would in any clinical setting.

CALCULATION COMPETENCY EXAM
A calculation competency exam will be administered as part of the clinical preparation and will be outlined in the course syllabus.

- Only calculators provided by the ABTCC Nursing Department may be used during the exam.
- Students will be allowed 3 minutes per question for calculation competency exams.
- Students who score less than 90% will have two additional opportunities for repeating the calculation competency exam.
- Students will not be allowed to pass medications in the clinical setting until successfully passing the calculation competency exam.
- Unless otherwise stated, students who score less than 90% must contact the course instructor in writing within 24 hours after notification of exam 1 score to schedule remediation and exam 2. Students may not take exam 2 unless they have remediated. Remediation may include online tutorials, worksheets and time with instructors. The student must attempt exam 2 by the date stated in the course syllabus.
- If a student is unable to score 90% or greater by the date stated in the course syllabus, the student has not demonstrated competency to administer medications safely in the clinical setting and will not be allowed to attend clinical. This will lead to failure of the course.

CERTIFIED NURSING ASSISTANT
After successful completion of the second semester of nursing coursework, students may obtain a CNA II. The nursing program direction will email steps for completion to the appropriate cohort at that time. To obtain this certificate, the CNAI must be current. Students may only apply for CNAII once during the program. The opportunity to obtain a CNAII expires 30 days after successful completion of the second semester of the nursing program.

Though certification as a nursing assistant is required for admission to the nursing program, maintaining certification while in the nursing program is not required.

For information on how to keep CNA I certification current, visit NCNAR. For information on how to keep CNAII current, visit NCBON. In order to maintain CNAII, you MUST keep CNA I current. Please refer to the following info on NCBON regarding this.

CHAIN OF COMMAND
For concerns regarding issues with students, faculty and staff while in the program, follow the chain of command. Document concerns in writing using date, time, place, name and description of incidents or issues. Examples include classroom conduct, fellow student or instructor behaviors and clinical staff issues. Document the steps taken through the chain of command as well. Always address the person exhibiting the conduct first if appropriate.

1. Person(s) exhibiting the conduct
2. Direct instructor (clinical, lab or classroom)
3. Lead instructor (and Clinical Coordinator if the issue is clinical)
4. Associate Chairperson
5. Chairperson
6. Dean of Allied Health
7. Vice President of Student Services
8. President
9. Board of Trustees

When contacting anyone please include: full name, contact information, program as well as expected date of graduation – this information will be useful in providing specific feedback.

CHANGE OF CONTACT INFORMATION
Any change of name, address, email or telephone number should be reported to the division administrative assistant as well as to the Student Success Service Center in the Bailey Building as soon as possible.

CLASS ACTIVITIES/CLUBS
In collaboration with the SGA nursing faculty advisor, class officers will be elected (President, Vice President, Secretary, and Treasurer). These officers will also serve as student government representatives. The officers will coordinate class activities and serve as class representatives to the faculty and Student Government Association. Clubs approved to operate on campus must have their charters renewed each fall. It is encouraged that the nursing club be an active participant in NC student nurses association activities.

MEETING REPRESENTATION
Students will be invited to attend faculty/curriculum/advisory meetings. The student(s) will be responsible for communicating information to the entire class. Faculty will invite student(s) to attend the faculty meetings.

CLINICAL AFFILIATES
The nursing faculty at A-B Tech are continuously engaged in seeking new clinical sites to afford students the best opportunities for clinical experiences to enhance their nursing education. The Program Faculty reserve the right to change clinical times and locations from schedules offered at registration. This is necessary to accommodate the needs of clinical affiliates and still provide the best educational experience for the student. The clinical affiliates reserve the right to refuse admission to any Nursing Student who is involved in any activity not considered professional or conducive to proper client care. Any student refused admission to any clinical affiliate will be dismissed from the Nursing program. Clinical affiliate handbook and/or guidelines will be posted in the appropriate Moodle cohort course.
BACKGROUND CHECKS / DRUG SCREEN
Affiliated clinical sites for nursing will require a criminal background check and drug testing as part of the onboarding process. If any clinical affiliate refuses to allow a student to participate in clinical experiences, for any reason, the student will not be able to progress in the program. Applicants for initial licensure in NC must also have a criminal background check.

LOSS OF CLINICAL PLACEMENT WHILE IN THE NURSING PROGRAM
At any time after acceptance into the nursing program, if clinical privileges are revoked for any reason, the student must withdraw from the nursing program.

EMPLOYMENT IN THE CLINICAL AFFILIATES
A student will not be covered under the ABTCC liability insurance when working as an employee.

CLINICAL DOCUMENTS
- Students are expected to have a current account with CastleBranch and are expected to maintain up to date clinical requirements.
- Students will be asked to present current clinical documents to clinical faculty and any clinical document or requirement that is late or expired will result in missed clinical time.

Records that MUST be updated while in the program:
PPD: Tuberculin Skin Test (skin test ONLY). If positive, chest x-ray. Treatment must be documented if necessary. A waiver from the local health department or health care facility must be completed annually.
- PPD must be submitted the FIRST day of the month in which it was due. For example, if you received a PPD May 12, 2014 then your PPD would be due May 1, 2015.
- If the first falls on a weekend the PPD due date will be the Friday before the 1st.
- Updates must be uploaded to CastleBranch.
- You cannot attend clinical with expired immunizations.
- This will impede your progression in the program.

CPR: (Certified Professional Rescuer) American Heart Association for the Health Care Provider is the only acceptable certification.
- CPR courses must contain face-to-face content. The nursing program will not accept CPR courses with online content only.
- CPR must remain current while in the program.
- CPR is due on the 15th day of the month in which it is due.
- If the 15th falls on a weekend the CPR will be due the Friday before the 15th.
- Updates must be uploaded to Castle Branch.
- You cannot attend clinical with expired CPR certification.

OSHA:
- This annual requirement will be completed as described in a Moodle announcement.
- Student must produce a current OSHA certificate to assigned clinical faculty on the first clinical day of each semester.
- The certificate can be a paper copy or can be access electronically.
- If the certificate is not current (within one year), the student will be sent home and will accrue clinical absence.

EMTALA:
- This annual requirement will be completed as described in a Moodle announcement.
• Student must produce current Moodle “quiz” completion to assigned clinical faculty on the first clinical day of each semester.
• The verification can be a paper copy or can be accessed electronically. The date of completion must be visible.
• If the certificate is not current (once per program admission), the student will be sent home and will accrue clinical absence.

CLINICAL EVALUATION
• The student must receive a satisfactory clinical performance evaluation for all clinical components of the course. Clinical will be graded as “Satisfactory” or “Unsatisfactory”. A clinical grade of “unsatisfactory” is equivalent to a grade of “F” for the course.

CLINICAL FACULTY SUPERVISED MEDICATION ADMINISTRATION & SKILLS
Medications must always be prepared and administered only under the direct supervision and presence of the A-B Tech nursing instructor in a faculty supervised clinical experience. Students are expected to follow each of the five rights of medication administration. Students evaluated as "unsafe" in medication preparation and administration by the A-B Tech nursing faculty will be removed from the clinical environment for the protection of the public. The student may continue to attend class and/or labs. A final course grade of "F" is earned for the course.

Clinical skills must be under the direct supervision and presence of the A-B Tech nursing instructor in a faculty supervised clinical experience. Students are expected to follow clinical skill procedure guidelines in accordance with the clinical affiliate procedures. Students evaluated as "unsafe" in clinical skills by the A-B Tech nursing faculty may be removed from the clinical environment for the protection of the public. The student may continue to attend class and/or labs. A final course grade of "F" is earned for the course. According to the North Carolina Board of Nursing

A nursing student who is in a clinical area as part of an approved nursing education program is working as an “unlicensed provider”. The authority to practice or “student status” is granted in The Nursing Practice Act Article 90-171.43 [2] License required. **Note: A student is held to the same standard of care as any licensed nurse.** Only the person named on the nursing license has the authority to practice nursing. The faculty member and/or preceptor is responsible for “appropriate supervision and delegation.” The law allows a licensed nurse to delegate certain nursing responsibilities to individuals who are competent to perform the assignment. Persons caring for the patient are responsible for knowing the boundaries of their role and for knowing if they have the knowledge/skills/abilities to provide for the client’s needs. It is up to each nurse to decide what activities can safely be assigned or delegated to another individual based upon the agency policies/procedures, the education/training of the individual, and the validated competency of the individual. When the nurse has delegated appropriately he/she is not accountable for the actions/errors of the individual assigned the task. (**North Carolina Board of Nursing**)

CLINICAL PARKING
Students are expected to park in the appropriate parking areas as determined by the clinical affiliate. Clinical site driving and parking directions are located on the Associate Degree Nursing Cohort Moodle page.

DEGREE AWARDED AND LICENSURE ELIGIBILITY
All program graduates are eligible for the Associate of Applied Science Degree in Nursing and upon meeting all other requirements, to sit for the NCLEX-RN. One who passes this national exam and meets
all of the other requirements will become a Registered Nurse and can use the initials, R.N. after his/her name.

DOCUMENTS AND FORMS
Nursing Programs documents and forms are accessible via the learning management system course or the ABTCC Nursing Web site

ESTABLISHING AND CHANGING PROCEDURES
All student procedures of the Nursing Programs are developed and approved by the faculty. Approved procedures are contained in the Nursing Student Handbook, which is available to all students on the ABTCC learning management system and the ABTCC Nursing Program website. Input from students is considered. New procedures or those needing revision will be reviewed and approved, modified, or denied by a majority vote of all faculty. New and revised procedures will be incorporated into the Nursing Student Handbook, to be published at the beginning of each semester (fall, spring, summer).

EVALUATION

QUIZ
• A “Quiz” is defined as a short evaluation tool completed independently by a student. A quiz is used as a tool to assess the student’s level of class preparation and/or exam readiness.
• Quizzes in varying formats may be administered in any class, lab or online.
• Online quizzes will not be accepted after the established due date/time resulting in a grade of “0”. Any student exceeding the allotted time for an online quiz will have points deducted as stated in the quiz instructions.
• If you are not present during an “in-class” quiz you will earn a grade of “0”.
• A missed quiz WILL NOT be made up
• Quizzes WILL NOT be administered prior to the scheduled date.
• Each course may drop the lowest quiz grade.

EXAM
• Faculty utilize the NCLEX test plan when creating exams.
• An Exam is a more comprehensive evaluation tool covering material introduced over several class/lab periods. An exam typically consists of 30-50 questions with final exams typically consisting of 50-100 questions. Exams may be administered in class, lab or online.
• Exams will be primarily multiple choice questions but may contain alternate format items similar to those on the national licensure exam.
• Students will have 1 ½ minutes allotted per question for faculty developed course exams; except for medication calculation competency exam.
  o 3 minutes per question for medication calculation competency exam.
• For any proctored ATI exam, students will have 1 minute per question.
• Students are encouraged to take all exams at the scheduled time. No exam may be taken before the scheduled date and/or time.
• Exam items replicate real clinical situations as often as possible. If the option is correct, the nurse has an order for the option. The stem does not have to state, “the nurse has an order”.

Any graded evaluation will be rounded two decimal places (hundredth). Final course grades will be rounded to a whole number; 0.5 and above will be rounded up.

EXAM ADMINISTRATION
During an exam students should:
• Keep exam booklet in a face down position until directed by the instructor to begin the exam
• Write their name on both the exam booklet and answer sheet
• Mark answers on both the exam booklet and the answer sheet
• Place all belongings along classroom walls or in the back of the room during the exam. Belongings include but are not limited to: bags, backpacks, books, food, drink, cell phones, and smart watches.
• Turn off all electronic devices.
• All answer sheets will be turned into instructor when time is called. Only answers marked on the official answer sheet will be included in the calculated grade.
• Students completing the exam before time is called will turn in their answer sheet to the instructor. Then the student may leave their exam booklet in a face down position on their desk and leave the classroom. If collaborative review is offered, students planning to participate may remain in the classroom until the exam is completed or break and remain outside the classroom until the review begins.
• In some courses exams will be administered electronically. The following additional rules apply:
  o Do not talk during a computerized examination.
  o You may ONLY view the site where the test is located (Moodle, etc.).
    ▪ Do not be in any window or additional website during the computerized examination or collaborative review.
  o Students will need a writing utensil. Scratch paper will be provided by the instructor and must be turned in before exiting the room.
  o Breach of any of the above will count as academic dishonesty and result in a ZERO for the examination grade and possible further disciplinary action.
Should a student fail to complete the exam during the time allowed for examination:
• Only those answers completed on the answer sheet will be graded.
• Any unanswered questions will be counted as wrong answers
EXAM REMEDIATION
• If a student scores less than a 77, on any exam, it is recommended that the student attend the ASER lab.
• Review will take place during the Academic Success Exam Remediation (ASER) lab. Students will have until administration of the next subsequent exam to review an exam, unless stated otherwise in the syllabus. Review will occur only during scheduled ASER lab times. Exams will not be available for review after the designated time.
• Final exams will NOT be available to review in ASER.

At the faculty’s discretion, a post exam collaboration may be offered. This does NOT apply to FINAL exams. The procedure for this review is as follows:
➢ Upon completion of the exam, all individual answer sheets will be collected by the instructor. Students will then be separated into small groups and each group given a clean answer sheet. Student participation in collaborative exam review is optional, but strongly encouraged. Students will then have 20 minutes to collaboratively retake the exam. Students may not interact with members of other groups or the instructor during this process. Students may not refer to textbooks or other reference material during the group review. Assigned groups should work together to come to a decision on each exam question.
➢ Prior to the test, arrangements can be made, between the student and faculty, for collaborative exam review for students taking the exam in the Testing Center.
EXAM MAKE-UP

- Students are encouraged to take all exams at the scheduled time. No exam may be taken before the scheduled date. A missed exam will be made up according to the following guidelines:
  - The student must contact the instructor administering the exam within 24 hours of return to school or clinical to arrange for make-up of a missed exam.
  - If arrangements are not made within 24 hours, and the exam is not taken as scheduled, a “0” will be recorded.
  - The makeup exam may vary in format from the original exam.
  - Make up exam completion dates will be determined by the administering instructor, and may vary case by case.
  - Students will be referred to the testing center to complete the makeup exam.

ATI TESTING

Assessment Technologies Institute (ATI) offers an assessment driven comprehensive review program designed to enhance student NCLEX® success. The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content. ATI information and orientation resources can be accessed from your student home page. It is highly recommended that you spend time navigating through these orientation materials.

- **Modular Study**: ATI provides Review Modules in eBook and paper format that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work.

- **Tutorials**: ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic.

- **Assessments & Exams**: Standardized assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available for students as well as standardized proctored exams that may be scheduled during courses. The course syllabus will address how ATI exams will be scored and graded. Failure to take a graded ATI exams will result in a “0”.

- **Active Learning/Remediation**: Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student’s individual performance profile will contain a listing of the topics to review. The student can remediate using the Focused Review, which contains links to ATI books, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written Remediation Templates as required.
The leveling process for ATI assessments is complex, resulting in a range of scores for each level (known as cut-scores). The cut score is much lower than the program grading scale, therefore, each specialty assessment will be graded using a conversion table. Each course syllabus will include the conversion table for the proctored exam(s) given during the course. For the final semester ATI comprehensive predictor, the “probability of NCLEX passing” will be used as the exam grade. In some courses there may be a custom exam. These exams are not graded by a complex leveling system, therefore, on any custom exam the cut score will be the actual score.

FACULTY AND STAFF
Address Nursing Programs faculty and staff by last name.
Students having problems with the course or material covered should contact the instructor during office hours or call and arrange an appointment.

- Full-time faculty office hours are posted outside the “Nursing Office Suite-419” in the Allied Health Workforce Development building.

Clinical supervision will be provided by full-time as well as adjunct instructors. Should a student need to reach an adjunct clinical instructor, please contact:
  - Melissa Smith-----Nursing Department Administrative Assistant
    - AHWD 412.3---828-398-7259
    - melissaasmith22@abtech.edu

GRADING POLICY

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>91 – 100</td>
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<tr>
<td>B</td>
<td>83 – 90</td>
</tr>
<tr>
<td>C</td>
<td>77 – 82</td>
</tr>
<tr>
<td>D</td>
<td>70 – 76</td>
</tr>
<tr>
<td>F</td>
<td>Below 69</td>
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</tbody>
</table>

LAB SKILL COMPETENCY TESTING

- Lab competency testing will be graded as “Satisfactory” or “Unsatisfactory”.
- Any student who receives an unsatisfactory lab grade will have a course grade of “D”, and will not progress in the nursing program. If the student’s final academic grade is 69 or below the student will earn a grade of “F”, regardless of the lab performance.
- Competency testing may vary in length and time. Each student is expected to be able to demonstrate competency in all required skills, but actual testing may only include a portion of the required skills. Each student’s competency testing may not be identical, but will be equivalent in scope for all students in the course.
- Students will have a maximum of 2 chances to pass any skill competency.
- The second skills test will be evaluated by two or more instructors.

OFF CAMPUS INCIDENT
In the event of a needle stick or other body fluid exposure incident at a clinical site, the student may be tested in an urgent care or emergency room. The instructor will assist the student with completion of required incident reports.

PRINTING
Each student at A-B Tech will be allowed to print 100 pages ($8.00) per semester on a college designated printer. Students will use their student ID’s to access printing. After the initial $8 has been used, additional funds can be added to a student account. Students will be able to use debit/credit cards to add money to student print funds, and track their own balances. The print cost will be $.08 for black and white and $.15 for color. Charges will apply to all pages in the document.
Student should limit printing to essential printing related to assignments or class activity requirements. Student are not required to print Powerpoints or lecture information posted by classroom instructors.

READMISSION

Readmission into the nursing programs is contingent upon space available. The number of available spaces will correlate with the withdrawal of regularly admitted students. In some years, no slots may be available. All NUR prefix coursework must have been successfully completed within a 1 year period of the date of readmission.

**Any student who is unsuccessful in the RIBN program, may be allowed to continue as a traditional ADN student. To be readmitted into the RIBN program, a student must contact the RIBN advisor for details.**

**If space is limited and multiple students apply for readmission to the same course, students will be ranked by the most recent TEAS test score.**

NURSING PROGRAM ACADEMIC FAILURE, WITHDRAWAL, OR PROGRAM LEAVE

NUR 111: Readmission is NOT an option. The student must reapply for the program through the admission process. This is considered a *fresh start.

NUR 117: If a student does not complete NUR 117, and has a grade of “C” or higher in NUR 111 they can retake NUR 117 the next semester offered. NUR 117 may be repeated only ONE time. After successful completion of NUR 117, the student must repeat all clinical onboarding requirements. Due to the lack of clinical in the NUR 117 course, it is highly recommended that any student repeating NUR 117 attend as often as possible. Clinical skills equivalent to current progressing students will be expected upon completion of NUR 117. NUR 117 may NOT be taken concurrently with any other NUR courses, except NUR 111.

112, 114, 113, 211, 212, 213: Student must notify chair and associate chair their intent to return *within one week of the earned grade or withdrawal.* A letter of intent (formal written communication) should be emailed. Include student name, student ID, the course to be retaken, and a plan for success upon return. If a student notifies the nursing program of their intent to return after one week of the earned grade or withdrawal, the student may be allowed to return. However, the student will not be considered continuously enrolled and will be required to re-onboard with clinical affiliates as a new student. The student must repeat the last unsuccessful NUR course before proceeding to the next higher course in the program. A minimester course may be not be take twice in the same semester. A student may only repeat 2 NUR courses (*fresh start does not count) and no more than 2 times per course.

*Fresh start is defined as a student who must restart the program due to NUR 111 failure or NUR 111 & NUR 117 failure.

NURSING CLINICAL FAILURE OR WITHDRAWAL

NUR 111: Readmission is NOT an option. Student must reapply for the program through the admission process

NUR 112, 114, 113, 211, 212, 213: Student must notify chair and associate chair their intent to return *within one week of the earned grade or withdrawal.* A letter of intent should be emailed, and include the students name, student ID, course you plan to retake.

The student will NOT progress to the next course. The student will be considered for readmission only after successful completion of skills competencies.

The skills competencies include the following:
1. Adult physical assessment
   A complete head to toe physical assessment will be completed on an adult client. Student should bring an adult on which to perform the exam. Reproductive exam will be deferred. A maximum of thirty minutes will be allowed. A sample of the evaluation is at the end of this section.

2. Medication Administration
   Administration of medications commensurate with level of student. Time allowed will be determined by skill level being assessed.
   Student will be observed by a minimum of 2 nursing faculty. Faculty will individually evaluate the student’s performance of all demonstrated skills as satisfactory or unsatisfactory. Comments will reflect the rationale for the grade awarded. The student’s performance may also be recorded. The student will have only ONE attempt to successfully demonstrate competence in the assessment and skills.

Once successful completion of the above readmission skills testing, the student will be eligible to repeat the course. A student will be clinically readmitted only ONE time.

ADVANCED PLACEMENT OPTION ADDITIONAL INFORMATION:
Students are not eligible for the Advanced Placement if they have a recorded grade of a “D” or “F” in either NUR 111, NUR 117, NUR 112, and/or NUR 114.
<table>
<thead>
<tr>
<th>Assessment Area</th>
<th>Head to Toe Assessment Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approach the client</strong></td>
<td>All students must achieve a Satisfactory in order to be considered for readmission. Students will have ONE attempt to achieve a Satisfactory.</td>
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<tr>
<td>□ Assembles all nursing equipment in advance</td>
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<tr>
<td>□ <strong>Washes hands</strong></td>
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<tr>
<td>□ Provides privacy</td>
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<tr>
<td>□ Introduces self</td>
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<tr>
<td>□ <strong>Identifies client using appropriate identifiers (verbalizes only)</strong></td>
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<tr>
<td>□ Explains procedure in concise, understandable terms</td>
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<tr>
<td>□ <strong>Assess temperature, pulse, respirations, blood pressure, pulse oximetry (verbalize)</strong></td>
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<tr>
<td>□ <strong>Assess pain level- include location, character, severity, duration, radiation and relief factors</strong></td>
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<tr>
<td><strong>Mental status</strong></td>
<td>□ Level of consciousness</td>
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<td></td>
<td>□ Orientation to person, place, time and situation</td>
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<tr>
<td></td>
<td>□ Assess mood, behavior, and affect</td>
</tr>
<tr>
<td><strong>Head:</strong></td>
<td>□ Assess for hearing deficits</td>
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<tr>
<td></td>
<td>□ Assess for vision deficits</td>
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<tr>
<td></td>
<td>□ Inspect for patency of nares</td>
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<tr>
<td></td>
<td>□ Inspect mouth, lips, teeth, tongue, oral mucosa (ah and gag reflex CN9&amp;10) (verbalize only)</td>
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<td></td>
<td>□ Inspect external structures of eyes-eyelashes, eye lid</td>
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<td></td>
<td>□ Inspect for EOM's (CN 3,4, 6) (ask client not to move head)</td>
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<tr>
<td></td>
<td>□ <strong>Inspect for pupillary responses (PERRLA) (CN 3) (verbalize what you see)</strong></td>
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<tr>
<td><strong>Neck</strong></td>
<td>□ Inspect for shoulder shrug &amp; turn head against resistance (CN11)</td>
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<td></td>
<td>□ Inspect for JVD (verbalize only; include client position)</td>
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<tr>
<td></td>
<td>□ Palpate carotid pulses</td>
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<tr>
<td></td>
<td>□ Auscultate carotid arteries (verbalize normal and adventitious sounds)</td>
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<tr>
<td><strong>Upper Extremities</strong></td>
<td>□ Inspect and palpate nails; check for capillary refill</td>
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<tr>
<td></td>
<td>□ Inspect for ROM shoulder, elbow and wrist</td>
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<tr>
<td></td>
<td>□ Palpate radial pulses</td>
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<tr>
<td></td>
<td>□ Assess hand grasps strength</td>
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<td></td>
<td>□ Assess upper extremity sensation</td>
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<tr>
<td><strong>Chest</strong></td>
<td>□ Inspect for A-P diameter (Verbalize normal for adult)</td>
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<tr>
<td></td>
<td>□ <strong>Inspect for rate, rhythm, depth of respiration (verbalize normal)</strong></td>
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<tr>
<td></td>
<td>□ <strong>Auscultate all 5 lung lobes, anterior and posterior (verbalize normal sounds)</strong></td>
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<tr>
<td></td>
<td>□ Inspect/Palpate for rate, rhythm and PMI of the heart (verbalize normal)</td>
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<tr>
<td></td>
<td>□ <strong>Auscultate the 5 areas of the heart (verbalize valves and normal sounds)</strong></td>
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<tr>
<td><strong>Abdomen</strong></td>
<td>□ Inspect contour</td>
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<td></td>
<td>□ Ask client for date of last bowel movement</td>
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<td></td>
<td>□ Assess client for urinary retention or incontinence (verbalize)</td>
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<tr>
<td></td>
<td>□ <strong>Auscultate for bowel sounds (verbalize normal sounds)</strong></td>
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<tr>
<td></td>
<td>□ Light palpation</td>
</tr>
<tr>
<td></td>
<td>□ Palpate femoral arteries (verbalize only- demonstrate location on self)</td>
</tr>
<tr>
<td>Lower extremities</td>
<td>□ Inspect and palpate toe nails; check capillary refill.</td>
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<tr>
<td></td>
<td>□ Inspect and palpate posterior tibial and pedal pulses.</td>
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<tr>
<td></td>
<td>□ Inspect for ROM, hip, knee, ankle</td>
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<tr>
<td></td>
<td>□ Assess leg strength.</td>
</tr>
<tr>
<td></td>
<td>□ Assess lower extremity sensation</td>
</tr>
<tr>
<td>Integument</td>
<td>□ Inspect and palpate skin for color, lesions, temperature, moisture and edema</td>
</tr>
<tr>
<td></td>
<td>□ Assess client head to toe for presence of wounds or drains</td>
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<td></td>
<td>□ Assess any invasive lines or IV sites</td>
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<td></td>
<td>□ Complete Braden Scale (verbalize normal range for scores)</td>
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<tr>
<td>Skill in use of equipment and selection of method of exam</td>
<td>□ Proceeds in a logical, orderly manner from one assessment area to another including Anterior, Lateral and Posterior areas</td>
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<td>□ Assesses for symmetry where appropriate (ex. Pulses)</td>
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<td>□ Includes all 4 components as appropriate (inspection, palpation, percussion, and auscultation)</td>
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<tr>
<td></td>
<td>□ Utilizes methods and instruments appropriately</td>
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</tbody>
</table>

SAFETY

Safety is our highest priority. Classroom doors will be locked at the beginning and during class. The door will close ON THE HOUR, and roll will be called after the door is closed. Classrooms will not be opened until the break. Therefore, if a student is not in class on time, they will not be allowed into the classroom until the next break. The student will accrue the entire time spent outside the classroom as an absence. During any exam that exceeds 50 minutes, a student may be allowed a break. A student break will be one at a time.

SCHOLARSHIP INFORMATION

AB Tech College Foundation Scholarship Application apply online: [A-B Tech Scholarship Info](#)
College Foundation of North Carolina: [CFNC](#)

STUDENT HEALTH EXPECTATIONS

The required health forms must indicate that the applicant possesses the acceptable physical and mental health indicative of ability to provide safe nursing care to the public. These reports must include evidence that all required immunizations have been completed. The Hepatitis B vaccination series shall be started or the declination form completed prior to student clinical assignment. Students are expected to meet all requirements as per clinical agency contract to remain in the nursing program.

STUDENTS WITH DISABILITIES

Within a reasonable amount of time, the student will bring a “purple sheet” to all course instructor(s) indicating the type of accommodations that are required to meet the needs of the student and remain in compliance with Disabilities Act.

- If testing accommodations include extra time on exams, the nursing faculty will place the student’s exam in the testing center before the exam. The student will be expected to start the exam early, if possible, and complete the exam at the same time as the other students in the class.–For ATI exams, the student is responsible for communicating with the instructor their needs. For a separate setting, utilize the testing center, if possible. The course instructor will communicate the access code to the testing center.

- It is not an excused absence for the student to take the exam during the remainder of the class period if class is conducted after the exam.

29
--Program created website, documents, etc. are in compliance according to the A-B Tech ADA compliance/accessibility plan. However, externally created documents (ex. clinical affiliate information) may not meet the ADA standards. External electronic documents, in nursing Moodle courses, will be indicated with the world “EXTERNAL” at the beginning of the file. If a student has difficulty with any external document, please notify the nursing instructor and the materials will be offered in an alternate format.

STUDENT RESPONSIBILITIES FOR SAFE CLIENT CARE
One of the most widely believed myths is that students “practice off their instructor’s license.” This is not true. Every student is legally responsible for his or her own actions while providing client care. Please refer to the following link for more details: NC Board of Nursing Legal Responsibility of Nursing Student

TECHNICAL/PHYSICAL STANDARDS FOR THE STUDENT NURSE
Students must demonstrate the ability to meet certain functional abilities at the time of acceptance into the nursing program and while enrolled in all nursing courses. A nursing student must demonstrate the physical and psychological ability to provide safe, competent client care. To understand the physical and psychological qualifications needed for success in the nursing program, the functional abilities have been listed below.

In the case of a qualified individual with a documented disability or a change in health status, appropriate and reasonable accommodations will be made. Unless to do so would fundamentally alter the essential training elements, cause undue hardship, or produce a direct threat to the safety of the client or student.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRITICAL THINKING</td>
<td>Ability sufficient for clinical judgment.</td>
<td>• Evaluate client or instrument responses, synthesize data, and draw sound conclusions.</td>
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<tr>
<td></td>
<td></td>
<td>• Collect data, prioritize needs, and anticipate reactions.</td>
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<td></td>
<td>• Identify cause-effect relationships in clinical situations.</td>
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<td></td>
<td>• Develop and implement a nursing care plan.</td>
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<tr>
<td>INTERPERSONAL SKILLS</td>
<td>Abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>• Establish rapport with clients, instructors, staff, and colleagues.</td>
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<td>• Respect and care for clients whose appearance, condition, beliefs, and values may conflict with your own.</td>
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<td></td>
<td>• Deliver nursing care regardless of client’s race, ethnicity, age, gender, religion, sexual orientation, or diagnosis.</td>
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<td>• Establish and maintain therapeutic boundaries.</td>
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<td></td>
<td>• Exhibit ethical behavior and exercise good judgement.</td>
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<tr>
<td>ISSUE</td>
<td>STANDARD</td>
<td>EXAMPLES</td>
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<tr>
<td>-----------</td>
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<tr>
<td>COMMUNICATION</td>
<td>Abilities sufficient for interaction with others in verbal and written form.</td>
<td>• Document and interpret actions and client responses in a clear, professional, and timely manner.</td>
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<td>• Gives verbal directions or follows verbal directions form other members of the healthcare team.</td>
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<td>• Convey information to clients and others as necessary to teach and direct in an accurate, effective and timely manner.</td>
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<td>• Recognize and report critical client information to other caregivers.</td>
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<tr>
<td>MOBILITY</td>
<td>Physical abilities sufficient to move in one’s environment with ease and without restriction.</td>
<td>• Move around in work and treatment areas.</td>
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<td></td>
<td></td>
<td>• Administer cardiopulmonary resuscitation.</td>
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<td></td>
<td>• Manually resuscitate clients in emergency situations.</td>
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<td></td>
<td>• Stand and/or walk up to 12 hours per day.</td>
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<tr>
<td>MOTOR SKILLS</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing skills.</td>
<td>• Calibrate and use equipment.</td>
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<td>• Reposition immobile clients.</td>
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<td>• Push/pull 100 pounds or greater.</td>
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<td>• Lift/move heavy objects up to 50 pounds.</td>
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<tr>
<td>HEARING</td>
<td>Auditory abilities sufficient to monitor and assess health needs.</td>
<td>• Hear auscultatory sounds.</td>
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<td>• Hear auditory alarms (monitors, fire alarms, call bells)</td>
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<td>• Hear cries for help.</td>
</tr>
<tr>
<td>VISUAL</td>
<td>Visual ability sufficient for observation and assessment necessary in nursing.</td>
<td>• Observe client responses, see a change in skin color, and read calibrations on a syringe.</td>
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<td>• See objects up to 20 feet away.</td>
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<td></td>
<td>• Read electronic medical record and/or associated paper medical records.</td>
</tr>
<tr>
<td>TACTILE</td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>• Perform functions of the physical assessment and/or those related to therapeutic intervention (e.g. Insertion of catheter, palpation of pulse, detect temperature changes).</td>
</tr>
<tr>
<td>ENVIRONMENTAL</td>
<td>Possess the ability to tolerate environmental stressors.</td>
<td>• Safely work with potentially harmful chemicals used in health care settings.</td>
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<td></td>
<td>• Practice Standard Precautions in the clinical setting.</td>
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<td>• Work in areas that are close, crowded, and/or noisy.</td>
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<td>• Anticipate exposure to communicable diseases, body fluids, and toxic substances.</td>
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<tr>
<td>EMOTIONAL</td>
<td>Possess emotional stability sufficient to maintain composure in stressful situations and assume responsibility / accountability for actions.</td>
<td>• Adapt rapidly to changing environment and/or stress.</td>
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<td>• Calmly receive feedback.</td>
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<td></td>
<td></td>
<td>• Demonstrate honesty and integrity beyond reproach.</td>
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</tbody>
</table>

Asheville-Buncombe Technical Community College is invested in full ADA compliance. The Disability Services Office is part of the K Ray Bailey Student Services Center. For detailed information contact the Disability Support Services Office at supportservices@abtech.edu or (828) 398-7581. An appointment with the Disability Services Coordinator is recommended in order to discuss any special concerns.
AGREEMENT
After reading the handbook, sign by clicking on the “I agree” radio button in the handbook choice activity. A signature indicates agreement to the following:
I have received a copy of the NURSING STUDENT HANDBOOK including the rules and regulations for the Nursing Programs of Asheville-Buncombe Technical Community College (ABTCC). These were explained to me by my instructor. I have read the information in its entirety and understand the content. I understand and agree that, as a student in the Nursing Programs of ABTCC, I am bound and responsible to comply with all of the stated rules and regulations. I also understand and agree that I am subject to all of the requirements, provisions, and procedures contained. I understand that I will sign this handbook agreement in my first NUR course. I understand that handbook updates will occur throughout the program and that I will be held accountable to the most recent handbook as posted in the college learning management system.
I am aware that all simulation scenarios, practice sessions, and/or recordings are considered confidential. Discussion of scenarios or information is considered a violation of the A-B Tech privacy policy. I will not discuss lab experiences or scenarios outside of the appropriate classroom context. I will uphold all requirements of the Health Insurance Portability and Accountability Act (HIPPA).

In order to enhance the simulation laboratory experience for all student participants the faculty may use live streaming and video recording technology in the simulation laboratories. I authorize the A-B Tech Nursing Program faculty to live-stream/video record my performance during the simulation laboratory. I authorize the A-B Tech faculty to use the live-streaming/ video recording(s) for purposes including, but not limited to: debriefing, faculty review and educational purposes.

I have read and understand A-B Tech Nursing Program ATI assessment policy. I understand that it is my responsibility to utilize all of the e-books, tutorials and online resources available from ATI, as designated by the A-B Tech Nursing Program.

I am aware that the ultimate goal of the Associate Degree Nursing Program at Asheville-Buncombe Technical Community College is to provide the education needed to become licensed as a Registered Nurse. I understand that my application for licensure may be denied or restricted by the North Carolina Board of Nursing if it is found that I practiced fraud or deceit in attempting to procure a license to practice nursing; have been convicted of a misdemeanor/felony (excluding minor traffic violation); am addicted to alcoholic or other drug habits to such a degree as to render me unfit or unworthy to practice nursing; or am mentally or physically incompetent to practice nursing.