



Nursing Program

**2018-2019 STUDENT
HANDBOOK**

Care Boldly

2018-2019

**Dalton State College
650 College Drive
Dalton, GA 30720**

MISSION STATEMENT

Dalton State College provides a diverse student population with opportunities to acquire the knowledge and skills necessary to attain affordable baccalaureate degrees, associate degrees, and certificates and to reach their personal and professional goals. Through challenging academics and rich collegiate experiences, we promote lifelong learning, active leadership, and positive contributions in Northwest Georgia and beyond.

VISION STATEMENT

Dalton State College will be recognized as a first-choice destination college dedicated to the transformative power of education. By challenging all students to reach their full potential, we will nurture, inspire, and empower a diverse community of scholars in an accessible, learning-centered, and service-oriented environment. As an exceptional place to learn, work, and teach, Dalton State College will cultivate leaders who proudly serve and improve our community and our world.

Dalton State College's LPN Program has approval with the Georgia Board of Nursing (237 Coliseum Drive, Macon, GA 31217-3858; Telephone number 478-207-1300).

Dalton State College's ASN Program has approval with the Georgia Board of Nursing (237 Coliseum Drive, Macon, GA 31217-3858; Telephone number 478-207-1300).

Dalton State College Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) (3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326; Telephone number 404-975-5000).

Dalton State College Bachelor's Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) (3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326; Telephone number 404-975-5000).

Dalton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501).

**A Unit of the University System of Georgia
An Affirmative Action Institution**

TABLE OF CONTENTS

INTRODUCTORY INFORMATION.....	1-9
LPN & ASN POLICIES (All policies are reviewed annually)	10
Academic Standards	10
Grades.....	10
Progression Requirements.....	11
Academic Regulations	12
Clinical Evaluation	13
Attendance (Absences)	15
Background Check & Drug Testing Policy	16
Cardiopulmonary Resuscitation	16
Certification in Health-Related Field.....	16
Change of Major from ASN to RN-BSN	17
Code of Conduct.....	18
Complaints/Grievances.....	19
Confidentiality.....	19
Handling Hazardous & Infectious Materials.....	20
Health Requirements.....	20
Honor System	22
Liability Insurance	23
Occurrences in Clinical Area	23
Professional Accountability.....	24
Substance Abuse.....	24
Testing Requirements	25
Uniforms.....	26
RN-BSN POLICIES (All policies are reviewed annually)	28
Academic Standards	28
Grades.....	28
Progression Requirements.....	28
Academic Regulations	29
Clinical Evaluation	30
Attendance (Absences)	31
Classroom and Communication Online Attendance.....	31
Background Check & Drug Testing Policy	33
Cardiopulmonary Resuscitation	33
Licensure of Registered Nurse	33
Code of Conduct.....	34
Complaints/Grievances.....	35
Confidentiality.....	35
Handling Hazardous & Infectious Materials.....	36
Health Requirements.....	36

Honor System	38
Liability Insurance	39
Occurrences in Clinical Area	39
Professional Accountability.....	40
Substance Abuse.....	40
Uniforms.....	41
POLICY AGREEMENT	42
MISSION/PURPOSE AND PROGRAM GOALS	43
NURSING DEPARTMENT MISSION STATEMENT	44
SCHOOL OF HEALTH PROFESSIONS' MISSION STATEMENT.....	45
PHILOSOPHY.....	45
NURSING DEPARTMENT STUDENT LEARNING OUTCOMES	46
LPN & ASN PROGRAM LEARNING OUTCOMES	47
RN-BSN PROGRAM LEARNING OUTCOMES	47
CURRICULUM ORGANIZATIONAL DESIGN.....	48
OVER-RIDING COMPETENCY FOR SAFETY	51
ASN CRITICAL THINKING/NURSING PROCESS/CLINICAL JUDGEMENT LEVELS.....	53-57
NURS 1111 & LPNS 1006	53
NURS 1115 & LPNS 1040/1045/1055.....	54
NURS 1116.....	55
NURS 2011 & LPNS 1011/1021.....	56
NURS 2012 & LPNS 1031/1055.....	57
MISCELLANEOUS FORMS.....	58-61

Congratulations!!

The Nursing Department congratulation you on meeting the requirements for admission to one of the Nursing programs at Dalton State College. We welcome you and sincerely hope you will progress through your program successfully and meet the requirements for graduation.

This handbook has been designed to provide you with helpful information you will need throughout your nursing program. It is intended to supplement the Dalton State College Catalog & Student Handbook. Students must abide by and are held to the Student Code of Conduct as outlined in the college catalog. We expect you to become familiar with all college and program specific Nursing Department policies and that you will follow them explicitly. You must sign a statement indicating your agreement to follow all of the LPN, ASN or RN-BSN Department of Nursing policies, the Department of Nursing Honor Code, an Authorization for Release of Records and Information, and an Educational Training Program Agreement. Your signed statements will be retained in a file along with your health physical form, CPR certification, and clinical evaluations. This file will be maintained in the health professions office while you are in the nursing program.

This handbook is provided to assist you as you progress through your nursing program. Nursing department policies are set forth by the entire nursing faculty. The faculty reserve the right to make revisions or additions as needed. You will be informed of all changes in a timely manner.

Prior to your graduation, a pinning ceremony will be held to honor your achievements (excluding the online RN-BSN program). In addition to tuition, textbooks, testing fees and insurance, you will need to plan for the following expenses during your last two semesters: graduation fees, nursing pin and application for NCLEX and state licensure. Historically, Dalton State College graduates perform well on the NCLEX-PN and NCLEX-RN examinations; however, graduation does not guarantee passage of the NCLEX.

Intensive study lies ahead of you, but we feel that your graduation from this nursing program will be the reward for your efforts. We encourage you to come to us with any questions or concerns you may have during your nursing education.

If you chose to withdraw from any nursing program, please notify the Nursing Administrative Assistant as soon as possible.

LICENSURE

43-26-11. Denial or Revocation of Licenses; Other Discipline

In addition to the authority granted in Code Section 43-1-19, the board shall have the authority to refuse to grant a license to an applicant, to revoke the license of a licensee, or to discipline a licensee upon finding by the board that the applicant or licensee has:

- (1) Been convicted of any felony, crime involving moral turpitude, or crime violating a federal or state law relating to controlled substances or dangerous drugs in the courts of this state, any other state, territory, or country, or in the courts of the United States, including but not limited to a plea of nolo contendere entered to the charge; or
- (2) (A) Displayed an inability to practice nursing as a registered professional nurse or licensed undergraduate nurse with reasonable skill and safety due to illness, use of alcohol, drugs, narcotics, chemicals, or any other type of material, as a result of any mental or physical condition.
- (B) In enforcement of this paragraph, the board may, upon reasonable grounds, require a licensee or applicant to submit to a mental or physical examination by a board approved health care professional. The results of such examination shall be admissible in any hearing before the board, notwithstanding any claim of privilege under a contrary law or rule. Every person who is licensed to practice nursing as a registered professional nurse or licensed undergraduate nurse in this state or who shall file an application shall be deemed to have given such person's consent to submit to such mental or physical examination and to have waived all objections to the admissibility of the results in any communication. If a licensee or applicant fails to submit to such an examination when properly directed to do so by the board, unless such failure was due to circumstances beyond that person's control the board may enter a final order upon proper notice, hearing, and proof of such refusal. Any licensee or applicant who is prohibited from practicing under this paragraph shall at reasonable intervals be afforded an opportunity to demonstrate to the board that such person can resume or begin to practice with reasonable skill and safety nursing as a registered professional nurse or licensed undergraduate nursing.
- (C) In enforcement of this paragraph the board may, upon reasonable grounds, obtain any and all records relating to the mental or physical condition of a licensee or applicant, including psychiatric records; and such records shall be admissible in any hearing before the board, notwithstanding any privilege under a contrary rule of law or statute. Every person who is licensed as a registered professional nurse or licensed undergraduate nurse in this state or who shall file an application shall be deemed to have given such person's consent to the board's obtaining any such record and to have waived all objections to the admissibility of such records in any hearing before the board upon the grounds that the same constitute a privileged communication.

HISTORY: Code 1981, 43-26-11, enacted by GA. l. 1990, p. 747, 1: Ga L. 2002, p. 415, 43.

Article 1. Georgia Registered Professional Nurse Practice Act.

UNLICENSED STUDENTS (LPN and ASN Programs)

410-8-.08 Employment of Unlicensed Students and/or Graduates Prior to Licensure

- (1) Unlicensed students, in conjunction with faculty members and/or preceptors, are exempt from licensure during the practice of nursing that is an integral part of a curriculum in a nursing education program.
- (2) Students, who are not otherwise licensed or certified, shall be employed only as unlicensed nursing personnel. They shall not represent themselves as nursing students nor assume responsibilities within the scope of practice of a registered nurse.
- (3) Graduates, who are not otherwise licensed or certified, shall be employed only as unlicensed personnel prior to licensure. They shall not assume responsibilities within the scope of practice of a licensed nurse.
- (4) The registered nurse supervising employed unlicensed students and/or graduates prior to licensure is referred to rules 410-8-.08 (2) and 410-8.08 (3) regarding job responsibilities.

Georgia Board of Nursing. Rules and Regulations. Section 410-8-.08.

ASN PROGRAM:

43-26-7 REQUIREMENTS FOR LICENSURE AS REGISTERED PROFESSIONAL NURSE

- (a) Any applicant who meets the requirements of this Code section shall be eligible for licensure as a registered professional nurse.

Complete information about the requirements for licensure as a Registered Professional Nurse can be found in Article 1. Georgia Board of Nursing Practice Act.

This information will also be discussed extensively in NURS 2013, Nursing Issues, during your final semester in the ASN program.

HISTORY: Code 1981, 43-26-7, enacted by Ga. L. 1990, p. 747, 1; Ga. L. 1994, p. 97, 43; Ga. L. 2008, p. 378, 2/HB 104; Ga. L. 2009, p. 210, 2/HB 475.

Article 1. Georgia Registered Professional Nurse Practice Act.

**DALTON STATE COLLEGE
NURSING DEPARTMENT**

Performance Standards for Admission and Progression

Issue	Standard	Examples of Necessary Activities (Not All Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations; develop concept maps; use the nursing process, problem solve and prioritize care; calculate medication dosages.
Communication	Communication/interpersonal abilities sufficient for interaction with others from a variety of social, emotional, cultural and intellectual backgrounds in verbal, nonverbal, and written form.	Establish rapport with patients/clients, families, and colleagues; explain treatment procedures, initiate health teaching and obtain information; document and interpret nursing actions, patient/client responses, and written/oral reports to other health care providers.
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients/clients, families, and colleagues; handle conflict; respect cultural diversity.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces and extended distances.	Move around in a patient=s room, work spaces and treatment areas freely; perform cardiopulmonary resuscitation; sit, stand, and maintain balance for long periods; twist, bend and stoop; move quickly in response to emergencies; push, pull, and lift to support (a minimum of 50 lbs.) a dependent adult patient; squeeze with hands and fingers; and perform repetitive movements.
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care.	Calibrate and use equipment; position dependent adult client/patients, grasp and manipulate small objects/ instruments; administer medications by any route.

(over)

Issue	Standard	Examples of Necessary Activities (Not All Inclusive)
Hearing	Auditory ability sufficient for monitoring and assessing health needs.	Hear monitor and pump alarms; listen to heart and breath sounds; hear and understand auditory responses of clients/patients; hear cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observe physiological changes in client's/patient's condition, such as respiratory rate and depth, skin color; visualize monitors, watches with second hands, medication labels and vials, increments on a medication syringe; use depth perception, color distinction, and peripheral vision; read written documents.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation to detect pulses and temperature; perform other functions of physical examination.
Emotional	Emotional health, adaptability, flexibility and physical tolerance sufficient to provide safe and effective nursing care.	Establish therapeutic interpersonal boundaries; provide patients/clients with emotional support, adapt to changing conditions in the work environment and stressful situations; deal with unexpected or unpredictable events; maintain focus, perform multiple tasks concurrently, and interact appropriately with others.

Adapted from Southern Regional Educational Board.

I have read and understand that I must be capable of the above standards to be enrolled as a student in the Licensed Practical Nurse or Associate Degree Nursing program.

Signature _____

Date _____

Adopted by Nursing Faculty - May 2009
Reviewed 2019

POLICIES: LPN and ASN Programs

POLICY I: ACADEMIC STANDARDS (LPN & ASN)

If you chose to withdraw from any nursing program, please notify the Nursing Administrative Assistant as soon as possible.

I. GRADES

1. In order to pass EACH nursing course, the student must:
 - a. achieve a minimum 75% average on all tests and exams.
 - b. receive a satisfactory grade in the clinical/simulation/skills area if applicable.
 - c. satisfactorily complete standardized testing requirements.
2. Assignment points are required and will only be added to the test points after the student receives 75% test points.

3. Grading Scale

A	90 - 100
B	80 - 89
C	75 - 79
D	65 - 74
F	Below 65

There is NO rounding of grades to achieve the minimum passing average of 75% or to achieve a higher letter grade average. Grades are calculated by dividing the number of points achieved by the number of points possible.

4. End of course and program ATI Achievement Examinations will be given throughout the nursing sequence. Achievement exam scores will be considered in determining final grades.
5. Clinical and simulation grades are based on:
 - a. professional accountability
 - b. concept/care maps & written assignments
 - c. clinical/simulation performance/skills

The grading scale is:

- A. Professional accountability:
 - Y Meets the standard.
 - N Does not meet the standard.

- B. Written Assignments – Course specific requirements are stated in each syllabus.
- C. Clinical/simulation performance/skills
- S Meets the standard for the required skill with supporting cues from the instructor.
 - U Does not meet the standard for the required skills regardless of directive cues from the instructor.
 - NA Not applicable for this observation.
 - NO Not observed.

In order to pass with a satisfactory grade, the student must receive an “S” in safety and receive at least 90% “Y” on professional accountability items, achieve minimum stated points on syllabus, and receive at least 90% “S” on clinical performance/skills items.

II. **PROGRESSION REQUIREMENTS**

1. Students shall earn a minimum grade of “C” in all nursing courses, biological science courses, and math course (Math 1001, 1101, 1111, OR 1113) or the course shall be repeated. Students are ineligible to enter, re-enter or remain in the nursing sequence if unable to achieve a grade of “C” or better after two (2) attempts in any of the required biological science or math courses.
2. It is a privilege to take Biology 2212 or Biology 2215 without the pre-requisite requirement of Biology 1107. If a student takes Biology 2212 or 2215 and withdraws or makes below a “C”, they cannot retake the course without taking Biology 1107 first. Science and/or nursing courses must be taken within 5 years of entry or re-entry into the nursing program.
3. Students shall maintain a 2.0 grade point average while enrolled in the nursing program and must have the minimum GPA presently required for admission into the program to re-enter (2.5 for the LPN program and 2.75 for the ASN program).
4. Students will be allowed to receive only one failing grade in nursing courses in any nursing program. This means students can repeat a clinical or non-clinical nursing course once. Failure of the same or another nursing course results in ineligibility to return to the program (students may be re-considered for the program after five years).
5. In Nursing 1112, failure to achieve 100% after three attempts on the final pharmacology test will result in failure of the course.
6. Beginning with Nursing 1115/1116, students will be required each semester to take a dosage calculations/medication administration test. This test will be given the first week of class. All students will be required to achieve 100% on the drug calculation test each semester. Three attempts are allowed to reach this competency. Failure to make the minimum standard after the third test will result in failure of the course.
7. A student who earns a grade of less than a “C” in any nursing course may not progress in the nursing sequence until that course has been satisfactorily repeated. Prerequisites

and corequisites must also be satisfactorily completed before the student can progress in the nursing sequence.

8. Students who re-enter the nursing program for any reason must do so on a space-available basis. To be eligible for re-entry to the program, students must notify the Administrative Assistant of the Nursing Department in writing or by email of their withdrawal and/or desire to re-enter the nursing sequence next year.
9. Students who have failed out of the nursing program due to academic reasons may be re-considered for admission back into the program after five years. Students must submit in writing to the Nursing Department Chair a formal letter requesting re-admission. A detailed description of the reasons for past failure and what has and will change to facilitate success in the program must be presented in the letter. Students must meet all requirements for consideration into the nursing sequence as outlined in the current Dalton State catalog. This includes the GPA requirement and pre-admission testing requirements. The letter requesting re-admission must be submitted and requirements for consideration into the nursing sequence completed by December 31st for the following Fall nursing sequence admission. A letter for re-admission and completion of admission criteria does not guarantee readmission into the nursing sequence. Many factors will be considered by the faculty, including, but not limited to, space, academic standing/ranking, and academic/personal history. If re-admitted to the program, failure of or withdrawal from one nursing course due to academic reasons will result in permanent dismissal from the program.
10. Students who fail any nursing course as a result of clinical performance may not be permitted to re-enter the nursing program at Dalton State College.
11. Students who fail any nursing course as a result of documented unsafe clinical performance shall not be eligible to re-enter the nursing program at Dalton State College.
12. At the end of each clinical course (and at other times as indicated), the faculty reviews the performance of each nursing student. Factors considered include academic achievement, clinical performance, and professional accountability.
13. Graduation from the program must occur within four (4) years of entry into the nursing sequence.

III. ACADEMIC REGULATIONS

1. All written work submitted by students enrolled in any nursing course to fulfill course requirements shall be evaluated for SPELLING and GRAMMATICAL ERRORS, as well as essential content. Each error shall be highlighted and a penalty may be imposed as stated on each course syllabus.
2. All written assignments submitted shall represent the student's own work. PLAGIARISM IS PROHIBITED. This includes violation of copyright regulations.
3. A student who submits another student's work as his/her own or found cheating on an exam shall fail the course.

4. Recording devices are permissible during lecture with permission of the instructor. Recording devices and cameras are *strictly* prohibited in the clinical area in accordance with HIPPA regulations.
5. Cell phone use is prohibited in the classroom and clinical setting with the exception of clinical preparation. No personal cell phone usage allowed!!! Phones should be either off or on low vibrate. (This includes texting and taking pictures).
6. Cell phones are prohibited during proctored tests. If brought to test, phones will be given to faculty proctor until the test is completed.
7. Portfolios, a collection of the student's written assignments, are maintained online throughout each course. Portfolio materials as described in each course syllabus must be uploaded before a final grade is submitted.
8. Honesty, integrity, and high ethical standards are essential in the education of students, and more importantly, in the development of professional nurses. The validity and equity of student grades are a benchmark that reflects the quality of student performance in the program and college. In order to protect the high standards of an education at Dalton State College, it is imperative that each student be committed to upholding the standards promoted by the institution. This also includes a student's responsibility to report violations of the Nursing Honor System.

* Violations of the Honor System include cheating on exams, committing plagiarism, submitting another student's work as one's own, or obtaining unauthorized access to Department of Nursing records. Violations of HIPAA regulations would also be considered a violation of the Honor System. Only handwritten information without patient identifiers may be taken out of the hospital. Copies of any part of the patient record is strictly prohibited. Any violation of the Honor System would be grounds for failure of a course and possible expulsion from the Nursing Department.

IV. CLINICAL/SIMULATION/SKILLS EVALUATION

The student's clinical/simulation/skills performance in each nursing course will be evaluated separately on his/her ability to meet the clinical/simulation/skills objectives for the course as stated in each course outline as well as clinical, simulation, and skill's form. The student who fails the clinical/simulation/skills component of a nursing course will not pass the course.

- A. Clinical/simulation/skills failure may result from either of the following situations:
 1. The student violates the Over-Riding Competency for Safety.
 2. The student consistently demonstrates unsatisfactory behaviors in the clinical/simulation/skills area and fails to show improvement by the end of the course. Unsatisfactory behaviors are:
 - a. those that violate the policy on professional accountability.
 - b. clinical/simulation/skills performance at the level of the critical thinking/nursing process/clinical judgement below that which is expected. See Critical Thinking/Nursing Process/Clinical Judgement on pages 52-56.
 3. The student has less than the minimum number of clinical/simulation/skills written assignments points as stated on the course outline.
 4. The student has more than two excused clinical/simulation/skills absences.
- B. For situation (1), the following sequence of events shall occur:
 1. The student shall be informed by his/her clinical/simulation/skills instructor of the violation in safety on the day of its occurrence.

2. The incident shall be documented in written form with specific details.
 3. The clinical/simulation/skills instructor shall discuss the incident with the teaching faculty/team for the course/program as soon as possible. The faculty/team shall determine specific recommendations for dealing with the situation.
 4. If necessary, the Nursing Faculty Grievance Committee shall meet during the week of the incident to consider the recommendations made by the course teaching team.
 5. A decision shall be made by the teaching team and Grievance Committee as to whether the student shall fail the course, be required to withdraw if prior to mid-semester, or be allowed to continue with stipulations.
 6. The student shall not be allowed to attend clinical/simulation/skills lab during the interim in which a faculty decision is being made.
 7. The student shall be informed verbally of the faculty's decision by the course coordinator as soon as possible. This will be followed up with written notification by the Nursing Department Chair.
- C. For situation (2), the following sequence of events will occur:
1. The clinical/simulation/skills instructor will document the student's unsatisfactory behaviors on a daily basis.
 2. The clinical instructor/simulation/skills will meet with the student at the end of the clinical week to discuss his/her unsatisfactory performance and inform him/her of any actions that must be taken to facilitate improvement.
 3. The student will comply with the clinical/simulation/skills instructor's directives and be observed the next clinical time for improvement in performance.
 4. If the student continues to demonstrate unsatisfactory clinical/simulation/skills performance the next time, the instructor will again document the unsatisfactory behaviors and meet with the faculty/teaching team for that particular course to discuss the situation. If the situation is clinical-related, a decision may be made to change the student to another clinical instructor's rotation. The team will also give the student specific guidelines for obtaining assistance.
 5. If the student does not then demonstrate satisfactory clinical/simulation/skills performance as documented by the instructor, the Grievance Committee and teaching faculty will meet to consider appropriate action (i.e., clinical/simulation/skills failure, requirement for withdrawal from course, continuation with stipulations).
 6. The course coordinator will inform the student verbally as soon as possible of the decision. The Nursing Department Chair will follow up with written notification to the student.
- D. For situation (3), the following sequence of events will occur:
1. The student will receive a grade on all clinical/simulation/skills assignments within one week of submission.
 2. The student will be apprised of any deficiencies and counseled regarding options for completion of additional assignments at the discretion of the faculty/teaching team.
 3. If the student does not attain the minimum number of concept/care map points by the completion of the clinical component of the course, failure of the course will result.
- E. For situation (4), the following sequence of events will occur:
1. The course coordinator shall initiate a meeting with the student after the second clinical absence to be reminded of the consequences of a third missed clinical day, which shall be a clinical failure and a course grade of "F".
 2. The simulation or skills instructor shall initiate a meeting with the student after the second simulation or skills absence to be reminded of the consequences of a third missed simulation day, which shall be a clinical failure and a course grade of "F".

3. Extenuating circumstances regarding absences (more than two in a semester) will be evaluated by the entire teaching team upon submission of a written appeal by the student within one week of the third absence.
4. The course coordinator will notify the student of the faculty's decision regarding continuation of the course, within the same week as appeal submission.

POLICY II: ATTENDANCE (LPN & ASN)

1. Students are expected to be present and on time to ALL scheduled skills, simulation, clinical, preceptorship and test sessions.
2. LPN students are required to be in class for attendance. The Georgia Board of Nursing mandates that LPN's have a certain number of theory hours, therefore, class attendance is mandatory.
3. Students are expected to be in clinical except in the event of an excused absence. *All absences will be made up at the discretion of the instructor. Unexcused clinical absences of more than two (2) per course may result in an unsatisfactory clinical grade and a course grade of "F". Arrangements for all make up skills, simulation, and clinical times are the responsibility of the student and must be made on the FIRST day back to any class/clinical/skills lab/simulation. The student will be credited with an absence even though the clinical day is made up.
 - * Excused clinical/simulation/skills absence is defined as student illness with written documentation by health care provider, death of immediate family member (spouse, parent, in-law, grandparent, sibling, or child) or jury duty.
4. If a student misses a test he/she must make arrangements immediately with the course coordinator to take the test. The test must be taken no later than the next school day. Taking a test later than the next day must be approved by the Nursing Department Chair and a student may not be allowed to take the test or may receive a penalty.
5. Students are expected to be present and on time for all exams. Tardies and absences will be recorded on exam days. Cell phones should not be brought to the testing room. If brought, the phone will be given to the test proctor until the testing period is complete. PDA's or any other devices are prohibited on test days.
6. A student who wishes to take a test at an unscheduled time must submit a Testing Request Form to the course coordinator. This form is available from the Nursing Department Administrative Assistant.
7. A student who misses more than 10% of clinical, skills, or simulation lab by either being tardy or leaving early must make up an equal amount of time. The student must make arrangements with the course coordinator for the make-up. For example, six to eight-hour days must be made up in six to eight-hour blocks of time. The student must complete work above and beyond course assignments. When possible, the student should contact the course coordinator when tardiness is unavoidable. The course coordinator will record all absences and tardies as well as makeup time. Absences and tardies will be available upon request to prospective employers.
8. All written work due on a day a student is absent must be submitted on the due date or it may be considered late.
9. A student who is absent due to illness shall provide a physician's release for return to the clinical area if requested by the course coordinator.

POLICY III: BACKGROUND CHECK AND DRUG TESTING POLICY (LPN & ASN)

All students upon entry into the nursing sequence must complete a background check and drug screening. The results will be released to any clinical facility requiring such information before a student begins clinical. Clinical facilities have the right to deny student access based on background check or drug screen results.

Denial of student clinical access will result in dismissal from the program if a student must utilize the clinical facility to meet nursing course requirements.

Students who have a break in the continuous progression of the program greater than nine (9) months due to failure or withdrawal will be required to complete another background check and drug screen.

POLICY IV: CARDIOPULMONARY RESUSCITATION (LPN & ASN)

Prior to the first clinical experience, students shall submit certification in cardiopulmonary resuscitation (CPR). Current certification shall be maintained throughout the student's enrollment in the nursing sequence and should be uploaded to the PSI portal for the ASN.

LPN students should provide the Nursing Administrative Assistant with a copy of their current CPR certification. LPN students are responsible for monitoring the expiration date and recertifying if necessary. They will then supply the updated copy of their CPR card to the Nursing Administrative Assistant.

The following CPR class is required:

American Heart Association Heartcode Basic Life Support (BLS) for Health Care Providers

POLICY V: CERTIFICATION IN HEALTH RELATED FIELD (LPN & ASN)

Prior to the first clinical experience, students shall submit a copy of the current license or certification in a health-related field. Current certification shall be maintained throughout the student's enrollment in the nursing sequence. A photocopy shall be retained in each student's file.

410.-3-.07 Students.

- (7) The process for verifying the current license or certificate of any student who holds a health-related license or certificate must be documented.

Georgia Board of Nursing. [Rules and Regulations](#). Section 410-3-07

POLICY VI: CHANGE OF MAJOR FROM ASN TO RN-BSN

For those nursing students wishing to satisfy the RN-BSN requirements concurrently with the ASN requirements, the student may change the ASN major to the RN-BSN major under the following circumstances:

1. You must have completed all the General Education courses for the ASN degree:
 - Biology 2212, 2213, 2215
 - Communications 1110
 - English 1101
 - Humanities Elective
 - History 2111 or 2112
 - Math 1001, 1101, 1111 or 1113
 - Political Science 1101
 - Psychology 1101
2. Go to your Nursing Faculty Advisor and have them verify completion of these courses by checking your Tranguide in Banner. Your advisor will then notify the Nursing Department Chair who will notify Financial Aid and Enrollment Services by email to approve the major change.
3. Complete the online Change of Major Form located at the following link on <https://www.daltonstate.edu/academics/current-student-forms.cms>.
4. The change of major will not be processed by Enrollment Services or Financial Aid until you have verified completion of the above courses with your Nursing Faculty Advisor AND completed the online Change of Major Form.

POLICY VII: CODE OF CONDUCT (LPN & ASN)

As students in the nursing program at Dalton State College, we have an obligation to assist in making the College an effective place for the transmission of knowledge, the pursuit of truth, the development of self, and the improvement of society. As citizens, we enjoy the same freedoms and rights that other citizens enjoy and, in turn, are responsible for conducting ourselves in accordance with the requirements of the law, College and nursing program to ensure all have access to the teaching/learning environment without any physical, mental or social impediment or threat thereof. Students, faculty, and staff should feel comfortable in their educational environment, so they are free to grow and evolve in pursuit of their career and professional goals. To facilitate this process, students in the Nursing Department hereby agree to:

1. Respect and treat with dignity and courtesy fellow classmates, students, faculty, and staff in the classroom, lab, clinical, and community setting. This includes acts such as talking, texting, web surfing, sleeping, or any behaviors that are disruptive or threatening to the learning environment.
2. Act professionally in clinical and community settings when representing the College or the Nursing Department.
3. Refrain from verbal or written public displays of derogatory or threatening comments, remarks, pictures, etc. of fellow classmates, students, faculty, and staff.
4. Refrain from any type of behaviors that may be construed or perceived as “bullying” by others.
5. Take any student, faculty, or staff disagreements, conflicts, or disputes through the proper channels of authority for resolution to avoid dissension, division, and rift within the Nursing Department.
6. Respect the personal property, information, and space of fellow classmates, students, faculty, and staff and do not enter offices, files, computers, cell phones, etc. without expressed permission.
7. Report any acts of violation of this code of conduct utilizing appropriate channels of communication (student to student, student to faculty or staff, student to chair/dean or higher authority) depending on the degree or egregious nature of the violation based upon individual and moral/ethical judgment.
8. Follow the policies and procedures as set forth by the DSC Code of Student Conduct, and Nursing Department Code of Conduct which encompasses all of the policies in the nursing program student handbook.

This Nursing Code of Conduct is meant to hold all responsible for their acts and behaviors and make all accountable to each other. Violation of the code can result in academic consequences or even expulsion from the program.

I have read and agree to abide by the Dalton State College Code of Student Conduct and the Nursing Code of Conduct.

(Signature)

(Date)

(A copy to sign and return will be distributed at the Nursing Orientation)

POLICY VIII: COMPLAINTS/GRIEVANCES (LPN & ASN)

If any student has a complaint/grievance but for any reason wishes the origin to be anonymous, they may direct the complaint/grievance to their class representative who will then present it to the Nursing Department Chair.

Records of all written or formal complaints about the program that proceed through the appropriate channels are maintained in the Department of Nursing Office for five years. The initial course of action should be to settle the dispute/ grievance with the course instructor and coordinator. If resolution is not attained, discussion may occur with the Nursing Department Chair and then, if necessary, can proceed through the appropriate appellate procedure as outlined in the college catalog.

A copy of the Dalton State Student Grievance Policy and Grievance Form can be found on pages 59-61 of this handbook.

POLICY IX: CONFIDENTIALITY (LPN & ASN)

Confidentiality is the protection of the patient's privacy in written and oral communication. The "International Code for Nurses" and the American Nurses Association's "Code for Nurses" require that the nurse respect the patient's right to privacy by using professional judgement in revealing confidential information to other persons.

Students in the Dalton State College Nursing programs are expected to maintain patient confidentiality in all clinical settings. In the interest of privacy and confidentiality, discussion of patients should not be conducted in areas where others may overhear. Written material concerning patients must not contain identifying information. Recording devices and cameras are strictly prohibited in the clinical area.

The patient's problems and conditions should be discussed only with those who need such information in order to improve his/her care.

Students should refrain from discussing operations of the clinical facilities in which they care for patients outside the clinical setting.

Students are expected to abide by all HIPAA guidelines.

POLICY X: HANDLING HAZARDOUS & INFECTIOUS MATERIALS (LPN & ASN)

The U.S. Department of Health and Human Services, Public Health Service Centers for Disease Control (CDC) has established guidelines for the prevention of human immunodeficiency virus (HIV) transmission in health care settings.

Each hospital that provides clinical experiences for Dalton State College nursing students has developed policies, procedures and/or protocols based on the CDC guidelines regarding the handling of blood and other body fluids by health care personnel.

Nursing students shall observe all policies, procedures and/or protocols that the institution has established when handling blood or other body fluids. Failure to do so will constitute a major breach of SAFETY and will result in the student's failure in the nursing course currently in progress.

POLICY XI: HEALTH REQUIREMENTS (LPN & ASN)

Any time there is a questionable ability to perform physically or emotionally, further examination is required and an FCE (functional capacity exam) by an IME (independent medical examiner) may be required or a psychiatric evaluation by a certified mental health provider.

Nursing students are assigned in groups for clinical placement with an instructor or with a preceptor in their clinical practicum course in a cooperating and approved clinical facility. Institutions through which the clinical rotations take place, students are required to complete a health form (to show health history and results of a physical examination), undergo a criminal background check and a drug screen, and show proof of up-to-date immunizations, including tuberculosis screening.

1. Physical Examination

Students enrolled in the ASN Program at Dalton State College must have an annual physical examination completed either by a physician, licensed family nurse practitioner, or physician's assistant.

Students enrolled in the LPN Program will have their physical examination completed after they begin the program.

2. Immunizations

PRIOR TO ENROLLING IN THE FIRST NURSING COURSE AT DALTON STATE COLLEGE, each student will provide documentation of the following immunizations:

- At least one documented dose of Tetanus Diphtheria Adult Pertussis (TDAP) required. If no documented TDAP, must take TDAP.
- Tetanus, Diphtheria (Td) booster every 10 years.
- Chicken Pox Vaccine(s) or if history of childhood chicken pox, must submit titer.
- Proof of two MMR (measles, mumps, rubella) immunizations given after 12 months of age if born after December 31, 1956. If born before 1956, proof of 2 MMR immunizations must be shown or rubella, rubeola and mumps titers showing immunity will be required.

- Hepatitis B vaccine series required. If vaccine started, student must provide documentation of all three vaccines as they are acquired.
- Annual Flu vaccination before October 15th of each year. Students must present documentation verifying current influenza vaccination by October 15. Students should wait and take the current flu vaccination when it becomes available in September.
 - PROOF MEANS SIGNATURE OF LICENSED HEALTH CARE PROVIDER, CLINICAL STAMP, OR PHOTOCOPY OF IMMUNIZATION RECORD WITH CLINICAL STAMP OR SIGNATURE.

3. Other Health Tests Requirements

- a. Chest x-ray - A chest x-ray will be required ONLY with a positive TB skin test.
- b. Tuberculin Skin Test
Proof of two (2) TB skin tests, with the second test being 7 to 21 days apart. (EXCEPTION - documentation of previous POSITIVE TB skin test, in which case the student must submit evidence of a chest x-ray the first year done within 2 years). We will accept the QuantiFERON-TB Gold serum blood test that checks for TB in place of the two step TB skin test; However, you may still have to get the two step test if a facility you are doing clinicals at does not recognize the serum blood test.
- c. Hearing Screening (Audiometry)
Prior to enrolling in the first nursing course at Dalton State College, students shall submit results of a recent hearing screening. Results must be numeric readings from the audiometry. Results can be attached. Your area health department is an excellent site to obtain your hearing screening

4. Pregnancy

If pregnant or in a six-week postpartum time, be aware that to progress/continue in the nursing program, students must submit a Return to School/Work Form provided by their health care provider. The student must submit this form to the Nursing Department Administrative Assistant prior to enrolling in or returning to class or clinical after delivery.

5. Limitations

Any condition which might limit the student's ability to meet course objectives, jeopardize the student's health or jeopardize the health of others must be reported to the course coordinator and will require a medical release.

6. Allergies

Any allergy which exists on admission or arises while enrolled which might jeopardize the students' health must be reported on the physical exam or to the course coordinator and will require a medical explanation and release. In the event of latex allergy, latex-free gloves will be provided by the Nursing Department. It is the students' responsibility to check labels and avoid products containing materials to which they might be allergic in the skills and simulation lab as well as the clinical rotation.

7. Drugs

Positive drug screens for illegal drugs or controlled substances without a valid prescription will result in termination from the program.

POLICY XII: HONOR SYSTEM (LPN & ASN)

Honesty, integrity, and high ethical standards are essential in the education of students, and more importantly, in the development of professional nurses. The validity and equity of student grades are a benchmark that reflects the quality of student performance in the program and college. In order to protect the high standards of an education at Dalton State College, it is imperative that each student be committed to upholding the standards promoted by the institution. This also includes a student's responsibility to report violations in the Nursing Department Honor System.

Violations of the Honor System include cheating on exams, committing plagiarism, submitting another student's work as one's own, or obtaining unauthorized access to the Nursing Department's records. Violations of HIPAA regulations would also be considered a violation of the Honor System. Any violation of the Honor System would be grounds for failure of a course and possible expulsion from the Nursing program(s).

Any violation of the program/student handbook that is also a direct violation of the Dalton State College Code of Conduct (see: <https://www.daltonstate.edu/skins/userfiles/files/Dalton-State-College-Student-Code-of%20Conduct-Revised-6-2017.pdf>) will be reported to the College conduct administrator. Therefore, in addition to sanctions imposed by the nursing program, students may also face formal charges and/or sanctions from the College.

HONOR CODE

As a member of the Dalton State College Nursing program community, I am bound by honor to develop and uphold the highest standards of academic honesty, integrity, and ethical practice in the performance of my role as a nursing student. To fulfill this mission, I shall strive for full intellectual and moral development and to accept my personal and academic responsibilities. On my honor, I will not lie, cheat, steal, plagiarize, evade the truth, or tolerate those who do.

(Signature)

(Date)

(A copy to sign and return will be distributed at the Nursing Orientation).

POLICY XIII: LIABILITY INSURANCE (LPN & ASN)

Students enrolled in the Nursing programs at Dalton State College are required to purchase Professional and Personal Liability Insurance annually for the following minimum amounts of coverage:

Professional	\$1,000,000/\$5,000,000
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The Nursing Department seeks the best insurance package for the most reasonable price each year and makes group liability insurance available to students enrolled in the nursing program. The annual insurance fee of \$15.00 is deducted from your student fees each fall and is included in your fees for fall semester.

The annual insurance fee is *not* deducted from the student fees of LPN's that exempt the first semester of nursing courses or students that re-enter the program spring semester. These students should go to the Fiscal Affairs office in Westcott and pay the \$15.00 fee

POLICY XIII: OCCURRENCES IN CLINICAL AREA (LPN & ASN)

Procedure for Student Injuries Acquired in Clinical

1. The student will notify the instructor immediately of the injury and the instructor will institute appropriate action.
2. The instructor will notify the clinical manager and initiate an occurrence report.
3. The instructor will provide the student with treatment options (hospital
a. protocol).
4. The student will make a treatment decision. If the student cannot make a
b. treatment decision, an attempt will be made to reach the student's family.
c. In an emergency situation, and if family cannot be reached, the instructor
d. will make a treatment choice based upon his/her professional judgement.
5. If hospital protocol is refused, the student must sign a waiver.
6. The student is responsible for all costs incurred.

POLICY XV: PROFESSIONAL ACCOUNTABILITY (LPN & ASN)

By the end of each course in the nursing sequence, the student will be functioning satisfactorily, or demonstrating satisfactory progress toward the development of the following behaviors that are considered essential in the safe and effective practice of nursing.

The student will:

1. comply with the safety policy.
2. comply with the attendance policy.
3. comply with the uniform policy.
4. accept and profit from constructive criticism and suggestions.
5. use time and resources purposefully.
6. contribute to clinical conferences.
7. recognize abilities and limitations and cope with own anxiety or seek appropriate help.
8. establish and maintain professional rapport with classmates, instructors, and health team members.
9. interact professionally and appropriately using gender and cultural sensitivity.
10. utilize appropriate channels of communication following chain of command.
11. speak professionally about professors, clinical instructors, and hospital staff.
12. refrain from “friending” faculty and clinical instructors on social media sites until after graduation from the program.

POLICY XVI: SUBSTANCE ABUSE (LPN & ASN)

Any nursing student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. The nursing faculty member’s decision to drug test will be drawn from those facts in light of the experience of the observers and may be based on:

- observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug
- erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance

- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional
- conviction by a court, or being found guilty of a drug, alcohol or controlled substance in another legitimate jurisdiction.

Testing at the student's expense will be conducted using the following policy/ procedure:

1. The faculty member will have another faculty member or staff RN to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made.
3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical agency policies, if appropriate.
4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the nursing program.
5. If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class without penalty. Arrangement to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
6. If any-one laboratory test is positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the decision may be any one of the following: warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the program.
7. Confidentiality will be maintained.
8. Clinical facilities used by the program may require students to submit to back-ground checks and drug screenings before they are allowed in the facility. Based on the information obtained, these facilities can refuse student access. Failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program.

POLICY XVII: TESTING REQUIREMENTS (LPN & ASN)

Students enrolled in the nursing sequence are required to purchase an ATI package each semester. Testing requirements for any nursing course must be fulfilled as specified by the syllabus to successfully complete the course. The ATI package is included in the student's fees each semester.

POLICY XVIII: UNIFORMS (LPN & ASN)

1. Students reporting for clinical or simulation experience must dress in complete uniform or alternate attire as indicated by the clinical or simulation setting. Each institution's policies must be followed as stated in each individual course syllabus. A student inappropriately dressed may be asked to leave the clinical/skills lab/simulation area and will be charged with an absence.
- 2.1 The complete student uniform for LPN consists of:
 - a. Ceil Blue scrubs with insignia. Only white long sleeve shirt may be worn under scrubs.
 - b. Official name badge
 - c. White uniform shoes with soft soles and heels. Athletic shoes may be worn if they are all white and leather. Crocs must be solid white with a closed heel or strap and without holes.
 - d. Females - white stockings (without decorative pattern) or solid white socks with pants. Male - white socks and solid white undershirts.
 - e. Watch with solid second hand
 - f. Bandage scissors
 - g. Black ball point pen
 - h. Optional: Ceil Blue long-sleeved jacket (if necessary, optional)
- 2.2 The complete student uniform for ASN consists of:
 - a. Navy Cherokee brand scrubs with insignia. Only white long sleeve shirt may be worn under scrubs.
 - b. Official name badge
 - c. White uniform shoes with soft soles and heels. Athletic shoes may be worn if they are all white and leather. Crocs must be solid white without holes.
 - d. Females - white stockings (without decorative pattern) or solid white socks with pants. Male - white socks and solid white undershirts.
 - e. Watch with solid second hand
 - f. Bandage scissors
 - g. Black ball point pen
 - h. Optional: Navy Cherokee brand long-sleeved jacket (if necessary, optional)
3. The alternate student uniform consists of:
 - a. Khaki pants
 - b. DS polo shirt (untucked)
 - c. Official name badge
 - d. White uniform shoes with soft soles and heels. Athletic shoes may be worn if they are all white and leather. Crocs must be solid white without holes.
4. Avoid the following when wearing the uniform:
 - a. The use of excessive cosmetics, elaborate hair styles, chewing gum, or colored nail polish. Clear nail polish only.
 - b. Artificial or acrylic nails.
 - c. Smoking and the odor of smoke.
 - d. Perfume, shaving lotions, and strongly scented hair spray.
 - e. The uniform should be unwrinkled.

POLICY XVIII: UNIFORMS (LPN & ASN)

5. General appearance and manners when in uniform:
 - a. Shoes and uniform shall be clean and in good repair at all times.
 - b. Skirt length shall be at least to the knee.
 - c. Hair should be neatly restrained. No decorative hair accessories allowed.
 - d. Faces must be cleanly shaven. Beards are acceptable if neatly groomed.
 - e. Nails shall not extend past the end of the fingers.
 - f. No jewelry shall be worn with the uniform except a wedding band and watch.
 - g. Body and hair shall be clean and without offensive odor.
 - h. No tattoos visible (must be covered) while in clinical uniform.
 - i. Good dental hygiene.

6. When to wear the uniform:
 - a. Uniforms are to be worn for clinical assignment only or as directed by the instructor.
 - b. Students reporting for an experience other than clinical assignment periods shall wear the alternate uniform with their name badge and hair restrained as in #5c.
 - c. The uniform & alternate uniform can be worn only under approved auspices of the Dalton State Nursing Department. If students volunteer their services and wish to wear either uniform, prior permission must be obtained from the Nursing Department Chair.

POLICIES: RN-BSN Program

POLICY I: ACADEMIC STANDARDS (RN-BSN)

If you chose to withdraw from any nursing program, please notify the Nursing Administrative Assistant as soon as possible.

I. GRADES

1. In order to pass EACH online nursing course, the student must achieve a minimum 75% course average.
2. Grading Scale

A	90 - 100
B	80 - 89
C	75 - 79
D	65 - 74
F	Below 65

Written Assignments – Course specific requirements are stated in each syllabus.

For the NURS4100 Leadership and Management – Groups and Community course, the student must also receive a satisfactory “S” grade in the clinical area.

There is NO rounding of grades to achieve the minimum passing average of 75% or to achieve a higher letter grade average. Grades are calculated by dividing the number of points achieved by the number of points possible.

II. PROGRESSION REQUIREMENTS

1. Students shall maintain a 2.0 grade point average while enrolled in the RN-BSN nursing program and must have the minimum GPA presently.
2. A student who earns a grade of less than a “C” in any nursing course may not progress in the nursing sequence until that course has been satisfactorily repeated. Prerequisites and corequisites must also be satisfactorily completed before the student can progress in the nursing sequence.
3. Students who re-enter the nursing program for any reason must do so on a space-available basis. To be eligible for re-entry to the program, students must notify the Administrative Assistant of the Nursing Department in writing or by email of their withdrawal and/or desire to re-enter the nursing sequence.

4. Students who fail the NURS4100 nursing course as a result of clinical performance may not be permitted to re-enter the nursing program at Dalton State College.
5. Students who fail the NURS4100 course as a result of documented unsafe clinical performance shall not be eligible to re-enter the RN-BSN nursing program at Dalton State College.
6. At the end of each the NURS4100 clinical course (and at other times as indicated), the faculty reviews the performance of each nursing student. Factors considered include academic achievement, clinical performance, and professional accountability.
7. Graduation from the program must occur within two (2) years of entry into the RN-BSN nursing sequence. (Allowances to this policy will be on a case-by-case basis.)

III. **ACADEMIC REGULATIONS**

1. All written work submitted by students enrolled in any nursing course to fulfill course requirements shall be evaluated for SPELLING and GRAMMATICAL ERRORS, as well as essential content. Each error shall be highlighted and a penalty may be imposed as stated on each course syllabus.
2. All written assignments submitted shall represent the student's own work. **PLAGIARISM IS PROHIBITED**. This includes violation of copyright regulations.
3. A student who submits another student's work as his/her own or found cheating on quizzes/tests/exams shall fail the course.
4. Recording devices and cameras are *strictly* prohibited in the clinical area in accordance with HIPPA regulations.
5. Cell phone use is prohibited in the clinical setting for the NURS4100 course with the exception of clinical preparation. Phones should be either off or on low vibrate.
6. Honesty, integrity, and high ethical standards are essential in the education of students, and more importantly, in the development of professional nurses. The validity and equity of student grades are a benchmark that reflects the quality of student performance in the program and college. In order to protect the high standards of an education at Dalton State College, it is imperative that each student be committed to upholding the standards promoted by the institution. This also includes a student's responsibility to report violations of the Nursing Honor System.

* Violations of the Honor System include cheating on exams, committing plagiarism, submitting another student's work as one's own, or obtaining unauthorized access to Department of Nursing records. Violations of HIPAA regulations would also be considered

a violation of the Honor System. Only handwritten information without patient identifiers may be taken out of the hospital. Copies of any part of the patient record is strictly prohibited.

Any violation of the Honor System would be grounds for failure of a course and possible expulsion from the Nursing Program.

IV. CLINICAL EVALUATION (NURS4100)

The student's clinical performance in the NURS4100 nursing course will be evaluated on his/her ability to meet the clinical objectives for the course as stated in each course outline. The student who fails the clinical component of the NURS4100 nursing course will not pass the course.

1. Clinical failure may result from either of the following situations:

1. The student violates the Over-Riding Competency for Safety (pages 49-50).
2. The student consistently demonstrates unsatisfactory behaviors in the clinical area and fails to show improvement by the end of the course. Unsatisfactory behaviors are:
 - a) those that violate the policy on professional accountability.
 - b) clinical performance below the level of a registered nurse.

2. For situation (1), the following sequence of events shall occur:

1. The student shall be informed by his/her preceptor of the violation in safety on the day of its occurrence.
2. The incident shall be documented in written form with specific details.
3. The clinical preceptor shall discuss the incident with the NURS4100 instructor as soon as possible. The instructor will discuss the incident with the Director of the RN-BSN program and/or the Nursing Department Chair. The instructor shall determine specific recommendations for dealing with the situation.
4. If necessary, the Nursing Faculty Grievance Committee shall meet during the week of the incident to consider the recommendations made by the course instructor and Director of the RN-BSN program and/or the Nursing Department Chair.
5. A decision shall be made by the RN-BSN teaching team and Grievance Committee as to whether the student shall fail the course, be required to withdraw if prior to mid semester, or be allowed to continue with stipulations.
6. The student shall not be allowed to attend clinical during the interim in which a faculty decision is being made.
7. The student shall be informed verbally of the faculty's decision by the NURS4100 course instructor as soon as possible. This will be followed up with written notification by the Nursing Department Chair.

3. For situation (2), the following sequence of events will occur:

1. The clinical preceptor will document the student's unsatisfactory behaviors on a daily basis.
2. The clinical preceptor will meet with the student at the end of the clinical week to discuss his/her unsatisfactory performance and inform him/her of any actions that must be taken to facilitate improvement.
3. The student will comply with the clinical preceptor's directives and be observed the next clinical time for improvement in performance.
4. If the student continues to demonstrate unsatisfactory clinical performance the next time, the preceptor will again document the unsatisfactory behaviors and meet with the NURS4100 instructor to discuss the situation. If the situation is clinical-related, a decision may be made to change the student to another clinical preceptor rotation. The NURS4100 instructor will also give the student specific guidelines for obtaining assistance.
5. If the student does not then demonstrate satisfactory clinical performance as documented by the instructor, the Grievance Committee and teaching faculty will meet to consider

appropriate action (i.e., clinical failure, requirement for withdrawal from course, continuation with stipulations).

6. The NURS4100 instructor will inform the student verbally as soon as possible of the decision. The Nursing Department Chair will follow up with written notification to the student.

POLICY II: ATTENDANCE (RN-BSN)

1. Attendance and Participation

All students are expected to login to D2L and check the course for news, discussions, etc. at least 3 times a week (recommend daily). Students are expected to follow course assignments and dates for completed work as stated in the course assignment section. Students must ask for an extension no later than 18 hours prior to the due date of an assignment to be considered. Late work is unaccepted unless excused by the instructor for agreeable date. Students are required to respond to all posted discussion questions. Students responses to the discussion questions must be substantive, that is, thoughtful and analytical. Students are expected to follow APA guidelines for discussion submissions. Because the system has its own way of formatting material posted on the discussion feature references need not be double spaced and second lined indented. The student is held to academic standards of writing style, plagiarism, and the use of proper grammar, punctuation, and spelling.

POLICY III: CLASSROOM AND COMMUNICATION (RN-BSN)

1. Email Communication

Your DSC user name is your official DSC email address. College policy states that you must use this address as your official point of contact. You are responsible for the messages sent here. Your email address is username@daltonstate.edu and you can access your messages by going to QUICKLINKS and accessing EMAIL. Contact the Help Desk if you need help with your password.

2. Discussion boards

All students are expected to actively participate in online class discussions. Each discussion question posted will be assigned a date by which the student must respond. If a student is unable to fulfill this requirement for any reason, s/he must notify the instructor prior to the due date and make alternative arrangements. Zero points may be awarded for late entry discussion board postings/responses. The aim is to encourage interaction among students and faculty, not simply to present information. **Students are required to respond to all posted discussion questions from faculty and students.**

Student should read instructions on each discussion question (3), create an **initial post** based on topic by Wednesday at 11:59 PM and **respond to two other students** in the course by Sunday 11:59 PM. Student responses to discussion questions must be substantive, that is, thoughtful and analytical. Students are expected to strictly follow APA guidelines for discussion submissions (initial post and replies). Back up your thoughts and statements with substantial evidence including readings, professional organizations, peer reviewed journal articles, case studies, and/or guidelines. Because D2L has its own way of formatting, material posted on the discussion feature references do not need to be double spaced and second lined indented. The student is held to academic standards of writing style, plagiarism, and the use of proper grammar, punctuation, and spelling. See grading rubric in syllabus.

3. Online Course Ground Rules

Students are expected to maintain a respectful and professional demeanor always. Students are expected to abide by the same ethical standards of nursing used in practice, as described in the ANA's Code of Ethics, Social Media Principles, and Nursing Scope and Standards of Practice; as well as, DSC 's Honor Code. Plagiarism is strictly prohibited. A breach of these standards may result in failure of an assignment or the entire course. Online course rules include:

- General course rules
 - Check into course a minimum of three times per week.
 - Check DSC email account a minimum of three times per week.
 - Use DSC email for all communications related to academic work or DSC.
 - Late submissions will receive a letter grade per day reduction in assignment grade.
 - Contact faculty before the assignment deadline to request alternate deadline.
- Email
 - Always include a subject line.
 - Always include a proper greeting and use proper grammar when composing an email.
 - Remember that without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
 - Use standard fonts.
 - Respect the privacy of other class members.
- Discussion groups
 - Review the discussion threads thoroughly before entering the discussion.
 - Try to maintain threads by using the "Reply" button rather than starting a new topic.
 - Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others' ideas.
 - Be patient and read the comments of other group members thoroughly before entering your remarks.
 - Be cooperative with group leaders in completing assigned tasks.
 - Be positive and constructive in group discussions.
 - Respond in a thoughtful and timely manner.
- Academic Misconduct
 - All forms of academic dishonesty are prohibited and incur severe disciplinary sanctions. The Department of Nursing adheres to the DSC Policies and Procedures as presented on the DSC website under the Student Code of Conduct (https://www.daltonstate.edu/campus_life/student-code-of-conduct.cms).
 - Plagiarism, self-plagiarism (see APA manual), cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures because of academic misconduct, the instructor has the authority to assign an "F" or a zero for the assignment, assessment, or discussion. Or to assign an "F" in the course.

POLICY IV: BACKGROUND CHECK AND DRUG TESTING POLICY (RN-BSN)

All students upon entry into the nursing sequence must complete a background check and drug screening. The results will be released to any clinical facility requiring such information before a student begins clinical in NURS4100. Clinical facilities have the right to deny student access based on background check or drug screen results.

Denial of student clinical access will result in dismissal from the program if a student must utilize the clinical facility to meet nursing course requirements.

Students who have a break in the continuous progression of the program greater than nine (9) months due to failure or withdrawal will be required to complete another background check and drug screen.

POLICY V: CARDIOPULMONARY RESUSCITATION (RN-BSN)

At the time of admission to the RN-BSN program or prior to the first clinical experience in NURS4100, students shall submit certification in cardiopulmonary resuscitation (CPR). Current certification should be submitted to the Nursing Department Administrative Assistant and shall be maintained throughout the student's enrollment in the program.

The following CPR class is required: American Heart Association Heartcode Basic Life Support (BLS) for Health Care Providers.

POLICY VI: LISCENSURE OF REGISTERED NURSE (RN-BSN)

With each student's application, a copy of an active registered nurse license should be submitted. At the time of admission to the RN-BSN program, students shall submit a copy of the current license or certification in a health-related field. Current certification shall be maintained throughout the student's enrollment in the nursing sequence. A photocopy shall be retained in each student's file.

410.-3-.07 Students.

(7) The process for verifying the current license or certificate of any student who holds a health-related license or certificate must be documented.

Georgia Board of Nursing. [Rules and Regulations](#). Section 410.-3-.07

POLICY VII: CODE OF CONDUCT (RN-BSN)

As students in the nursing program at Dalton State College, we have an obligation to assist in making the College an effective place for the transmission of knowledge, the pursuit of truth, the development of self, and the improvement of society. As citizens, we enjoy the same freedoms and rights that other citizens enjoy and, in turn, are responsible for conducting ourselves in accordance with the requirements of the law, College and nursing program to ensure all have access to the teaching/learning environment without any physical, mental or social impediment or threat thereof. Students, faculty, and staff should feel comfortable in their educational environment, so they are free to grow and evolve in pursuit of their career and professional goals. To facilitate this process, students in the Nursing Department hereby agree to:

1. Respect and treat with dignity and courtesy fellow classmates, students, faculty, and staff in the clinical (NURS4100) and the online community setting.
2. Act professionally in clinical and community settings when representing the College or the Nursing Department.
3. Refrain from any type of behaviors that may be construed or perceived as “bullying” by others.
4. Take any student, faculty, or staff disagreements, conflicts, or disputes through the proper channels of authority for resolution to avoid dissension, division, and rift within the Nursing Department.
5. Report any acts of violation of this code of conduct utilizing appropriate channels of communication (student to student, student to faculty or staff, student to chair/dean or higher authority) depending on the degree or egregious nature of the violation based upon individual and moral/ethical judgment.
6. Follow the policies and procedures as set forth by the DSC Code of Student Conduct, and Nursing Department Code of Conduct which encompasses all of the policies in the nursing program student handbook.

This Nursing Code of Conduct is meant to hold all responsible for their acts and behaviors and make all accountable to each other. Violation of the code can result in academic consequences or even expulsion from the program.

I have read and agree to abide by the Dalton State College Code of Student Conduct and the Nursing Code of Conduct.

(Signature)

(Date)

(This form must be signed and uploaded into the appropriate D2L dropbox.)

POLICY VIII: COMPLAINTS/GRIEVANCES (RN-BSN)

If any student has a complaint/grievance but for any reason wishes the origin to be anonymous, they may direct the complaint/grievance to the Nursing Department Administrative Assistant who will then present it to the Nursing Department Chair.

Records of all written or formal complaints about the program that proceed through the appropriate channels are maintained in the Department of Nursing Office for five years. The initial course of action should be to settle the dispute/ grievance with the course instructor. If resolution is not attained, discussion may occur with the Nursing Department Chair and then, if necessary, can proceed through the appropriate appellate procedure as outlined in the college catalog.

A copy of the Dalton State Student Grievance Policy and Grievance Form can be found on pages 59-61 of this handbook.

POLICY IX: CONFIDENTIALITY (RN-BSN)

Confidentiality is the protection of the patient's privacy in written and oral communication. The "International Code for Nurses" and the American Nurses Association's "Code for Nurses" require that the nurse respect the patient's right to privacy by using professional judgement in revealing confidential information to other persons.

Students in the Dalton State College Nursing programs are expected to maintain patient confidentiality in all clinical settings. In the interest of privacy and confidentiality, discussion of patients should not be conducted in areas where others may overhear. Written material concerning patients must not contain identifying information.

Recording devices and cameras are strictly prohibited in the clinical area.

The patient's problems and conditions should be discussed only with those who need such information in order to improve his/her care.

Students should refrain from discussing operations of the clinical facilities in which they care for patients outside the clinical setting.

Students are expected to abide by all HIPAA guidelines.

POLICY X: HANDLING HAZARDOUS & INFECTIOUS MATERIALS (RN-BSN)

The U.S. Department of Health and Human Services, Public Health Service Centers for Disease Control (CDC) has established guidelines for the prevention of human immunodeficiency virus (HIV) transmission in health care settings.

Each hospital that provides clinical experiences for Dalton State College nursing students has developed policies, procedures and/or protocols based on the CDC guidelines regarding the handling of blood and other body fluids by health care personnel.

Nursing students shall observe all policies, procedures and/or protocols that the institution has established when handling blood or other body fluids. Failure to do so will constitute a major breach of SAFETY and will result in the student's failure in the nursing course currently in progress.

POLICY XI: HEALTH REQUIREMENTS (RN-BSN)

Any time there is a questionable ability to perform physically or emotionally, further examination is required and an FCE (functional capacity exam) by an IME (independent medical examiner) may be required or a psychiatric evaluation by a certified mental health provider.

RN-BSN Nursing students are assigned for clinical placement with a preceptor in a cooperating and approved clinical facility. Institutions through which the clinical rotations take place, students are required to complete a health form (to show health history and results of a physical examination), undergo a criminal background check and a drug screen, and show proof of up-to-date immunizations, including tuberculosis screening.

1. Physical Examination

Students enrolled in the RN-BSN Program at Dalton State College must have an annual physical examination completed either by a physician, licensed family nurse practitioner, or physician's assistant.

2. Immunizations

PRIOR TO ENROLLING IN THE FIRST RN-BSN COURSE (must be completed prior to NURS4100), each student will provide documentation of the following immunizations (if completed DSC's ASN program within the past three (3) years, a copy of your ASN immunization record can be obtained from the Nursing Administrative Assistant or PSI MedWise.):

- At least one documented dose of Tetanus Diphtheria Adult Pertussis (TDAP) required. If no documented TDAP, must take TDAP.
- Tetanus, Diphtheria (Td) booster every 10 years.
- Chicken Pox Vaccine(s) or if history of childhood chicken pox, must submit titer.

- Proof of two MMR (measles, mumps, rubella) immunizations given after 12 months of age if born after December 31, 1956. If born before 1956, proof of 2 MMR immunizations must be shown or rubella, rubeola and mumps titers showing immunity will be required.
- Hepatitis B vaccine series required. If vaccine started, student must provide documentation of all three vaccines as they are acquired.
- Annual Flu vaccination before October 15th of each year. Students must present documentation verifying current influenza vaccination prior to taking the NURS4100 course. Students should wait and take the current flu vaccination when it becomes available in September.
 - PROOF MEANS SIGNATURE OF LICENSED HEALTH CARE PROVIDER, CLINICAL STAMP, OR PHOTOCOPY OF IMMUNIZATION RECORD WITH CLINICAL STAMP OR SIGNATURE.

3. Other Health Tests Requirements

- Chest x-ray - A chest x-ray will be required ONLY with a positive TB skin test.
- Tuberculin Skin Test

Proof of two (2) TB skin tests, with the second test being 7 to 21 days apart. If the student has had a two (2) TB skin test and then annually has had one (1) TB skin test, the one (1) test will be sufficient.

(EXCEPTION - documentation of previous POSITIVE TB skin test, in which case the student must submit evidence of a chest x-ray the first year done within 2 years). We will accept the QuantiFERON-TB Gold serum blood test that checks for TB in place of the two step TB skin test; However, you may still have to get the two step test if a facility you are doing clinicals at does not recognize the serum blood test.

4. Pregnancy

If pregnant or in a six-week postpartum time, be aware that to progress/continue in the NURS4100 course, students must submit a Return to School/Work Form provided by their health care provider. The student must submit this form to the Nursing Department Administrative Assistant prior to enrolling in or returning to class or clinical after delivery.

5. Limitations

Any condition which might limit the student's ability to meet course objectives, jeopardize the student's health or jeopardize the health of others must be reported to the course coordinator and will require a medical release.

6. Allergies

Any allergy which exists on beginning NURS4100 or arises while enrolled in the course which might jeopardize the students' health must be reported on the physical exam or to the course instructor and will require a medical explanation and release. It is the students' responsibility to check labels and avoid products containing materials to which they might be allergic in the clinical rotation of NURS4100.

7. Drugs

Positive drug screens for illegal drugs or controlled substances without a valid prescription will result in termination from the program.

POLICY XII: HONOR SYSTEM (RN-BSN)

Honesty, integrity, and high ethical standards are essential in the education of students, and more importantly, in the development of professional nurses. The validity and equity of student grades are a benchmark that reflects the quality of student performance in the program and college. In order to protect the high standards of an education at Dalton State College, it is imperative that each student be committed to upholding the standards promoted by the institution. This also includes a student's responsibility to report violations in the Nursing Department Honor System.

Violations of the Honor System include cheating on exams, committing plagiarism, submitting another student's work as one's own, or obtaining unauthorized access to the Nursing Department's records. Violations of HIPAA regulations would also be considered a violation of the Honor System. Any violation of the Honor System would be grounds for failure of a course and possible expulsion from the Nursing program(s).

Any violation of the program/student handbook that is also a direct violation of the Dalton State College Code of Conduct (see: <https://www.daltonstate.edu/skins/userfiles/files/Dalton-State-College-Student-Code-of%20Conduct-Revised-6-2017.pdf>) will be reported to the College conduct administrator. Therefore, in addition to sanctions imposed by the nursing program, students may also face formal charges and/or sanctions from the College.

HONOR CODE

As a member of the Dalton State College Nursing program community, I am bound by honor to develop and uphold the highest standards of academic honesty, integrity, and ethical practice in the performance of my role as a nursing student. To fulfill this mission, I shall strive for full intellectual and moral development and to accept my personal and academic responsibilities. On my honor, I will not lie, cheat, steal, plagiarize, evade the truth, or tolerate those who do.

(Signature)

(Date)

(A signed copy should be uploaded into the appropriate D2L dropbox).

POLICY XIII: LIABILITY INSURANCE (RN-BSN)

Students enrolled in the Nursing programs at Dalton State College are required to purchase Professional and Personal Liability Insurance annually for the following minimum amounts of coverage:

Professional	\$1,000,000/\$5,000,000
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The Nursing Department seeks the best insurance package for the most reasonable price each year and makes group liability insurance available to students enrolled in the nursing program. The annual insurance fee of \$15.00 is deducted from your student fees each fall and is included in your fees for fall semester.

The annual insurance fee is *not* deducted from the student fees of LPN's that exempt the first semester of nursing courses or students that re-enter the program spring semester. These students should go to the Fiscal Affairs office in Westcott and pay the \$15.00 fee there.

POLICY XIV: OCCURRENCES IN CLINICAL AREA (RN-BSN)

Procedure for Student Injuries Acquired in Clinical

1. The student will notify their Preceptor and the instructor of the NURS4100 course immediately of the injury and the instructor will institute appropriate action.
2. The instructor will notify the clinical manager and initiate an occurrence report.
3. The instructor will provide the student with treatment options (hospital protocol).
4. The student will make a treatment decision. If the student cannot make a treatment decision, an attempt will be made to reach the student's family.
5. In an emergency situation, and if family cannot be reached, the instructor will make a treatment choice based upon his/her professional judgement.
6. If hospital protocol is refused, the student must sign a waiver.
7. The student is responsible for all costs incurred.

POLICY XV: PROFESSIONAL ACCOUNTABILITY (RN-BSN)

By the end of each course in the nursing sequence, the student will be functioning satisfactorily, or demonstrating satisfactory progress toward the development of the following behaviors that are considered essential in the safe and effective practice of nursing.

The student will:

1. comply with the safety policy.
2. comply with the attendance policy.
3. comply with the uniform policy.
4. accept and profit from constructive criticism and suggestions.
5. use time and resources purposefully.
6. contribute to clinical conferences.
7. recognize abilities and limitations and cope with own anxiety or seek appropriate help.
8. establish and maintain professional rapport with classmates, instructors, and health team members.
9. interact professionally and appropriately using gender and cultural sensitivity.
10. utilize appropriate channels of communication following chain of command.
11. speak professionally about professors, clinical instructors, and hospital staff.
12. refrain from “friending” faculty and clinical instructors on social media sites until after graduation from the program.

POLICY XVI: SUBSTANCE ABUSE (RN-BSN)

Any nursing student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. The nursing faculty member’s decision to drug test will be drawn from those facts in light of the experience of the observers and may be based on:

- observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug
- erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance

- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional
- conviction by a court, or being found guilty of a drug, alcohol or controlled substance in another legitimate jurisdiction.

Testing at the student's expense will be conducted using the following policy/ procedure:

1. The faculty member will have another faculty member or staff RN to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made.
3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical agency policies, if appropriate.
4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the nursing program.
5. If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class without penalty. Arrangement to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
6. If any-one laboratory test is positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the decision may be any one of the following: warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the program.
7. Confidentiality will be maintained.
8. Clinical facilities used by the program may require students to submit to back-ground checks and drug screenings before they are allowed in the facility. Based on the information obtained, these facilities can refuse student access. Failure to be accepted into clinical facilities may jeopardize a student's ability to complete the program.

POLICY XVII: UNIFORMS (RN-BSN)

1. Students reporting for their clinical experience in NURS4100 must dress in the attire as indicated and requested by the facility along with their lab coat and official name badge. If no attire is specified, the uniform is khaki pants/skirt with lab coat and name badge. A student inappropriately dressed may be asked to leave the clinical area.
2. Avoid the following when wearing the uniform:
 - a. The use of excessive cosmetics, elaborate hair styles, chewing gum, or colored nail polish. Clear nail polish only.
 - b. Artificial or acrylic nails.
 - c. Smoking and the odor of smoke.
 - d. Perfume, shaving lotions, and strongly scented hair spray.
 - e. The outfit/lab coat should be unwrinkled.

**DALTON STATE COLLEGE
NURSING DEPARTMENT**

POLICIES:

1. Academic Standards
2. Attendance
3. Background Check & Drug Testing Policy
4. Cardiopulmonary Resuscitation
5. Certification in Health-Related Field
6. Change of Major from ASN to RN-BSN
7. Code of Conduct
8. Complaints/Grievances
9. Confidentiality
10. Handling Hazardous & Infectious Materials
11. Health Requirements
12. Honor System
13. Liability Insurance
14. Occurrences in Clinical Area
15. Professional Accountability
16. Substance Abuse
17. Testing Requirements **(LPN and ASN Only)**
18. Uniforms

I received the above policies on _____.
(date)

I state that I have read the above policies in full and agree to comply with these policies for the entire length of time that I am enrolled in the LPN or ASN program at Dalton State College.

(Signature)

(Date)

NURSING DEPARTMENT'S MISSION/PURPOSE

The mission/purpose of Dalton State College's Nursing Programs is to prepare students for employment as safe, effective nurses.

PROGRAM GOALS

1. In any given semester, the attrition rate of students failing to progress in the program due to academic failure in nursing will not be greater than 15%.
2. Graduation rates of students who complete the LPN program within a two-year time period, the ASN program within a three-year time period or the RN-BSN program within a two-year time period upon entrance into the first nursing class shall be at least 70%.
3. The graduates of the LPN or ASN programs who take the NCLEX-PN or NCLEX-RN examination within one year of graduation will pass on the first try at a pass rate at or above the national average.
4. After six months of employment, 80% of graduates will express satisfaction with their educational preparation at Dalton State College.
5. Eighty percent (80%) of employers of Dalton State College nursing graduates will express satisfaction with the performance of the graduates after six months of employment in the areas of critical thinking, communication, and therapeutic nursing interventions.
6. Within three months of passing the NCLEX, 75% of Dalton State College graduates will be employed as staff nurses in hospitals, healthcare facilities and similar agencies.
7. After six months of employment, 80% of graduates will have participated in professional growth activities. Professional growth activities are defined as:
 1. the regular reading of nursing literature
 2. attendance at workshops/seminars/in-services
 3. participation in a professional organization
 4. continuation of formal education
8. Each faculty member will attend at least five continuing education programs per year.
9. The physical facilities, supplies, and instructional materials will adequately support instruction.
10. The learning resources including library and instructional materials are comprehensive, current and available.
11. Fifty percent (50%) of full-time faculty will voluntarily participate in at least one public outreach activity each year. At least fifty percent (50%) of students enrolled in nursing sequence will voluntarily participate in at least one public outreach activity before graduation.
12. There will be a systematic evaluation of the unit in nursing, program of learning and the graduate which will be used for development, maintenance and revision of the program, and/or program outcomes.

MISSION STATEMENT

We the faculty of the Nursing Department at Dalton State College believe that our mission is to prepare students for employment as safe, caring, beginning nurse generalists who will assist in meeting the health care needs and improving the overall quality of life within the region. Our mission corresponds with the four core commitments of the Dalton State College mission as found in the Dalton State Catalog.

- selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment.
- excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services.
- public service through economic development and cultural activities that address the needs and improve the quality of life of the region.
- continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment.

In fulfilling the first core commitment, the Nursing Department employs full time faculty with a minimum Master's Degree preparation. In the LPN program, Bachelor's Degree prepared faculty are hired contingent on these faculty working towards a Master's degree. Many of the nursing faculty maintain additional certifications in a variety of specialty areas. These faculty members are dedicated to ensuring student success through teaching efforts, and a technologically enhanced learning environment using human patient simulators, online course offerings and the use of clinical facilities with electronic medication and medical record systems.

The second core commitment is fulfilled through providing students with exceptional learning opportunities in a wide variety of health care related areas that serve diverse patient populations. Supporting, encouraging, and recognizing the abilities, values, cultural, and gender diversity of the student population are priorities in promoting the success of our graduates.

In fulfilling the third core commitment, a commitment to public service is demonstrated by collaborative efforts with other DSC faculty and staff, local hospitals, agencies and Departments. Faculty, staff and students frequently volunteer their knowledge and skills at local events or activities that seek to address health promotion, higher education, or support the mission of Dalton State College.

Every faculty and staff member of the Nursing Department continually strives to ensure fulfillment of the fourth and final core commitment. In order to meet the needs of our graduates and their employers as well as to ensure instruction is current and relevant to health care, data are collected from a variety of areas and evaluated to continually improve the quality of education and instruction. Each member of the nursing faculty serves on various college wide committees involved with planning and assessing the purpose and mission of the college.

In fulfilling the mission of the department and the college, we seek to inspire our students to be active members who continually grow in knowledge and skill through education and practice within the

nursing profession. As we look to the future and our place in a competitive, global society, we seek to become more student-oriented and community-centered. Successful completion of the student learning outcomes and program outcomes enable graduates to realize their career goals and function safely and effectively as nurse generalists.

MISSION STATEMENT SCHOOL OF HEALTH PROFESSIONS

In accordance with the mission of Dalton State, the School of Health Professions promotes wellness and prepares students to be competent, ethical, professional, and compassionate health care and social work practitioners in their fields. This is accomplished by providing students with contemporary, diverse, and relevant classroom, laboratory, and clinical experiences in a dynamic environment.

PHILOSOPHY

The faculty believe that five core values influence and are basic to the practice of nursing. These values are caring, communication/collaboration, professionalism, competence/safety and evidenced based practice. These values, included in the National League of Nurses (NLN) Education Competencies Model and Institute of Medicine (IOM) competencies for all health care professionals, provide the base for a curriculum designed to prepare LPN, ASN and RN-BSN graduates to practice successfully in a dynamic, constantly changing health care system (IOM, 2012; NLN, 2013).

The faculty believe that registered nurses use skills, knowledge and attitudes to provide high quality, safe nursing care which enhances human flourishing, is patient/client centered and incorporates theory, research, informatics, and evidence based practice. Working in interdisciplinary teams, registered nurses provide competent, compassionate care reflecting critical thinking and sound nursing judgment. Further, the practice of nursing incorporates a value system that is ethical, civil, and respectful of individual integrity and differences.

The faculty also believe that nursing education is a continuous process that provides opportunities for educational advancement as well as clinical expertise. Thus, the Nursing Department offers an entry from the LPN program into the ASN program and the ASN program offers a seamless continuation into the RN-BSN degree program for registered nurses.

References

- Institute of Medicine (IOM). (2012). *The future of nursing leading change, advancing health*. Washington, DC: The National Academies Press.
- National League for Nursing (NLN) (2013). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, masters, Practice Doctorate, and Research Doctorate Programs in Nursing*. New York: National League for Nursing.

NURSING PROGRAM STUDENT LEARNING OUTCOMES

1. Provide competent, high quality, patient-centered nursing care to individuals and their families in a variety of settings.
2. Effectively communicate/collaborate with patient, family, and other health care workers in devising a plan of care to meet mutually identified patient needs.
3. Utilize critical thinking/nursing process/clinical judgment and best practices to provide overlying safe, cost-effective, quality care.
4. Use knowledge of common, well-defined health needs with predictable outcomes while prioritizing, implementing and revising therapeutic interventions using current best practices and professional standards.
5. Practice nursing in a manner that reflects personal responsibility and accountability, patient advocacy, and civility as well as prevailing ethical, legal and regulatory standards.
6. Participate in activities related to quality improvement, safe delivery of care and integration of technology into health care.

LPN and ASN NURSING DEPARTMENT PROGRAM OUTCOMES

1. Synthesize knowledge from nursing and related disciplines in the provision of care to clients within the health-illness continuum throughout the life span.
2. Utilize creative leadership to promote quality health care and patient safety in a rapidly changing multicultural, multiethnic, global environment.
3. Synthesize and apply evidence and research findings from nursing and from other disciplines to improve or change nursing practice.
4. Use appropriate and current technology and skills in the delivery of safe and effective patient care.
5. Function as an advocate and change agent in influencing healthcare policies, delivery, economics, and health disparities to improve the quality of health for diverse populations.
6. Collaborate and communicate with members of the health care team in the delivery of individualized, cost-effective and ethical health care services.
7. Demonstrate an understanding of accountability, responsibility, values, and standards of moral, ethical, and legal conduct that impact the role and practice of the professional nurse.
8. Utilize theoretical knowledge and clinical competencies in caring for culturally diverse populations in a variety of clinical settings.
9. Pursue higher degrees in nursing.

RN-BSN NURSING DEPARTMENT PROGRAM OUTCOMES

1. To provide accessibility and seamless progression for ASN-RNs to obtain a Bachelor's of Science Degree (BSN).
2. To prepare ASN-RNs for professional advancement through the BSN by expanding knowledge and skills in the following: - nursing judgments/clinical decision making utilizing nursing science and knowledge from other disciplines in the provision of safe, high quality care- utilization and development of evidence based practice and health care informatics.
3. To provide patient/client-centered care in collaboration with other health care providers and patients, families and communities locally, nationally and globally that fulfills human capacities.
4. To prepare graduates to pursue higher degrees in nursing.

NURSING CURRICULUM ORGANIZATIONAL DESIGN

The Nursing Department at Dalton State College has designed programs which focuses on five major core values which influence the role of the nurse and the framework of our curriculum:

- 1) Caring
- 2) Communication/Collaboration
- 3) Professionalism
- 4) Competence/Safety
- 5) Evidence-Based Practice

These core values are introduced in the first nursing course and serve as the vehicle for presenting theory and guiding practice in all subsequent nursing courses in the nursing programs.

We believe that students learn caring from interactions with faculty and fellow students. Therefore, our students are educated in an atmosphere of shared and mutual respect which fosters a beginning to assimilation of the caring behaviors of the professional nurse. The caring behaviors of faculty are demonstrated through interactive teaching styles and most importantly through personal dialogue and meaningful teaching/learning interactions.

Communication and collaboration are both vehicles through which learning occurs and safe, quality nursing is given. Assignments are given in writing in each course syllabus and reinforced in informal one-on-one interactions as well as formal dialogue with the class as a whole. Collaboration exists between nursing faculty, administrative staff, support staff, clinical agencies, and most importantly students.

Professional behaviors are emphasized as a means to safe, effective nursing care and evaluated in each clinical nursing course. Each student receives an end of program evaluation which critiques this area of their clinical performance.

The nursing faculty believe that every patient/client has a right to care given by a safe practitioner. Safety factors are integral components of all areas of the teaching/learning process. Through all nursing education endeavors, the student is taught to think critically in making important decisions and arriving at safe conclusions. Students are encouraged to examine research findings and utilize evidence-based practice when planning and delivering patient care. Twelve curriculum concepts have been identified that provide the means for supporting the core values. These concepts are introduced in the first semester of the nursing sequence and provide the students with an overview or baseline from which to expand his/her knowledge in subsequent courses. The emphasis placed on individual concepts varies from course to course throughout the program. The curriculum concepts are as follows:

- 1) Maslow's Hierarchy of Needs
- 2) Growth and Development
- 3) Health/Illness Continuum
- 4) Health Teaching
- 5) Nutrition
- 6) Pharmacology
- 7) Rehabilitation
- 8) Cultural Diversity
- 9) Economic, Ethical, and Legal Issues
- 10) Political and Historical Issues
- 11) Therapeutic Interventions
- 12) Technology

Each of the course descriptions defines the core content to be covered during that particular course of study. The curriculum concepts function to unify each course and to provide continuity throughout the program.

LPN and ASN Nursing Curriculum

The nursing curriculum progresses from simple to complex beginning with a fundamental nursing course, pharmacology/dosage calculations, and nutrition and ending with Nursing Care Across the Lifespan III and Nursing Issues (a professional preparation/transition course) in the ASN and Mother/Baby and Pediatrics in the LPN program. Thus, the first semester of the nursing sequence provides the basic knowledge and skill base for patient/client care, the administration of drugs, and the principles for diet therapy.

As the programs continue, the subsequent semesters introduce more complicated elements of nursing management and care. In the ASN program, the second semester (which consists of two mini-esters) emphasizes the childbearing family and mental health. Then in both the LPN and ASN programs, students advance into high acuity areas in medical surgical nursing with both programs culminating in their last course with students being assigned an individual preceptor. Growth and development, which includes pediatrics and geriatrics, is integrated into each nursing course.

General education courses lay the foundation for understanding the physiologic processes of the body, computation of drug dosages, verbal and written communication skills, and human behavior. They are co- or pre-requisites to nursing courses to provide the knowledge and skills necessary for progression through the program. It is a privilege to take Biology 2212 or Biology 2215 without the pre-requisite requirement of Biology 1107. If a student takes Biology 2212 or Biology 2215 and withdraws or makes below a "C", they cannot retake the course without taking Biology 1107 first. Science and/or nursing courses must be taken within 5 years of entry or re-entry into the nursing program (LPNS 1006 or NURS 1111), or they shall be repeated.

For the ASN Program: Satisfactory completion of Anatomy and Physiology (A&P) I (BIOL 2212), Math 1001, Math 1101, Math 1111 or Math 1113, and English Composition I (ENGL 1101) are required before consideration into the ASN program. These three courses provide the physiologic concepts, math computational abilities, and writing skills important to the first semester of nursing (Basic Nursing Care, Pharmacology, Nutrition). Anatomy and Physiology II is a co-requisite in the first semester of the nursing sequence building on the physiologic understanding of the body for subsequent nursing courses. Microbiology is a corequisite to Maternal Newborn Nursing and Mental Health Nursing to develop an understanding of how diseases involving microorganisms are spawned and complement the medical/surgical elements of each nursing course. Psychology is also a co-requisite to support the mental health portion of the course. The rest of the general education courses serve to expand communication skills and incorporate knowledge of the historical and political systems of our state and nation (required by state legislature).

For the LPN Program: Satisfactory completion of Human Biology (BIOL 1100) or A&P I (BIOL 2212), Math 1001, Math 1101, Math 1111 or Math 1113, English Composition I (ENGL 1101), English Composition II (ENGL 1102) or Fundamentals of Speech (COMM 1110) and Psychology (PSYC 1101) are required before consideration into the LPN program. These five courses provide the physiologic concepts, math computational abilities, and writing skills important to the first semester of nursing (Nursing Fundamental, Med Calculations/Pharmacology, Nutrition and Allied Health Terminology). Allied Health Terminology (ALHT 1130) and Nutrition (NURS 1113) are co-requisites in the first semester of the nursing sequence building on the physiologic understanding of the body for subsequent nursing courses.

To adjust the curriculum to allow for practical nursing licensure and experience, an LPN to RN option exists. Course credit for previous knowledge and skill can be achieved for the first semester of nursing through standardized and program testing.

Team teaching is the strategy by which the various backgrounds, abilities, and skills of the nursing faculty is utilized. Further, the faculty incorporate a variety of teaching/learning/evaluation strategies to assist the student in successfully achieving established new graduate outcomes.

Revised February 2019

**DALTON STATE COLLEGE
NURSING DEPARTMENT**

**OVER-RIDING COMPETENCY FOR SAFETY
*(based on Joint Commission NPS Goals)**

The Nursing Faculty believes that every patient/client has a right to care given by a safe practitioner. This practitioner should make clinical judgements and managerial decisions to ensure accurate and safe care. To that end, the following criteria have been identified that apply to all facets of nursing practice.

The student will:

1. be prepared for all clinical experience by:
 - a. obtaining patient/client assignment before clinical experience.
 - b. knowing patient/client information appropriate to clinical assignment (including allergies).

2. make appropriate patient/client contact before initial nursing action by
 - a. introducing self to patient/client.
 - b. verifying the identity of the patient/client through:
 1. checking the arm band.
 2. having patient/client, significant others or other staff state patient/client name and date of birth.

3. perform nursing skills competently according to standards of care.

4. acts to prevent accidents and injury to patients/clients, self and others by
 - a. maintaining patient's/client's physical safety adhering to Policy X regarding handling hazardous and infectious materials.
 - b. maintaining a safe environment with particular attention to the following areas:
 1. safety devices
 2. furniture arrangement
 3. equipment
 4. temperature control and ventilation
 5. floors
 - c. using correct body mechanics and appropriate assistance
 1. in terms of the patient/client
 2. in terms of the nurse
 - d. maintaining the patient's/client's emotional security by
 1. adhering to Policy IX regarding confidentiality.
 2. establishing effective communication according to the course objectives.
 3. maintaining appropriate professional boundaries in the nurse-patient/client relationship.
 4. protecting and promoting the patient's/client's dignity.

5. use aseptic technic by
 - a. adhering to Policy X.
 - b. protecting self from contamination.
 - c. protecting patient/client from contamination.
 - d. disposing of contaminated material appropriately.
 - e. confining contaminated material to contaminated areas.
 - f. establishing and/or maintaining a sterile field when indicated.

6. follow written information and verbal direction accurately and promptly by
 - a. interpreting orders correctly.
 - b. referring to agency's procedures or policy manuals for clarification and guidance before initial action.
 - c. seeking appropriate guidance when problems and needs arise.

7. administer drugs correctly using the six rights:
 - a. patient/client
 - b. drug

- c. dose
 - d. time
 - e. route
 - f. documentation
8. promptly report errors involving patient/client care:
- a. reporting to the instructor the error.
 - b. protecting patient/client from misconceptions concerning an error.
 - c. completing and signing incident/unusual occurrence report as directed by the agency.
 - d. re-evaluating actions leading to the error with the instructor.
9. promptly report significant changes in patient's/client's condition to instructor, team leader and/or charge nurse.
10. report all information (verbal and written) honestly and accurately. Falsification of a patient/client record is a criminal offense.
11. be alcohol and drug free.

**CRITICAL THINKING/NURSING PROCESS/CLINICAL JUDGEMENT
LPN and ASN LEVEL 1: (LPNS 1006 and NURS 1111)**

CLINICAL SETTING	Involves clinical experiences dealing holistically with patients/clients of all ages in geriatric, acute, and day care settings.
ASSESSMENT	<p><u>Collects information and contributes to the data base</u></p> <p>Uses interview, observation and examination of the patient/client and his/her environment to collect data related to needs from Maslow's hierarchy.</p>
ANALYSIS/DIAGNOSIS	<p><u>Analyzes and interprets data</u></p> <p>Examines data base for evidence of real or potential problems related to Maslow's hierarchy and the developmental level of the patient.</p> <p><u>Establishes nursing diagnoses</u></p> <p>Identifies and analyzes data utilizing critical thinking skills to formulate nursing diagnoses listed in priority from the first two levels of Maslow's hierarchy.</p>
PLANNING	<p><u>Develops individualized plan of care</u></p> <p>Establishes priorities in care based on nursing diagnoses, Maslow's hierarchy, and developmental level.</p> <p>Lists at least two standard nursing interventions for each nursing diagnosis and identifies the evidence base for each nursing intervention.</p>
IMPLEMENTATION	<p><u>Implements plan of care</u></p> <p>Completes therapeutic nursing interventions necessary to accomplish care. Documents patient/client care on care/concept map and nurses' notes.</p>

CRITICAL THINKING/NURSING PROCESS/CLINICAL JUDGEMENT LPN Level 4 and ASN LEVEL 2: (LPNS 1040/1045 and NURS 1115)

CLINICAL SETTING	Involves clinical experiences dealing holistically with patients/clients of all ages experiencing common, well-defined illnesses, surgeries, and conditions in a variety of maternal/infant settings.
ASSESSMENT	<p><u>Collects information and contributes to data base</u></p> <p>Uses interview, observation, chart review and examination of the patient/client and his/her environment including the health care team to collect data related to needs from Maslow's hierarchy and report to health care team members.</p> <p>Observes patient/client for the presence or absence of actual or potential problems associated with maternal/infant.</p> <p>Identifies, documents, and reports changes in health status to health care team members.</p> <p>Writes initial assessment statement using appropriate observation techniques for patient's/client's condition.</p>
ANALYSIS/DIAGNOSIS	<p><u>Analyzes and interprets data</u></p> <p>Analyzes data base to discriminate significant from insignificant data, identify actual or potential problems related to Maslow's hierarchy and the developmental level of the patient/client, and explain psychological/physiological basis for problems.</p> <p><u>Establishes nursing diagnoses</u></p> <p>Identifies and analyzes data utilizing critical thinking skills to formulate nursing diagnoses listed in priority from the first three levels of Maslow's hierarchy.</p>
PLANNING	<p><u>Develops individualized plan of care</u></p> <p>Establishes priorities in care based on nursing diagnoses, Maslow's hierarchy, and developmental level.</p> <p>Plans with patient/client in identifying nursing interventions.</p> <p>Lists at least three nursing interventions for each nursing diagnosis and identifies the evidence base for each nursing intervention.</p>
IMPLEMENTATION	<p><u>Implements plan of care</u></p> <p>Completes therapeutic interventions necessary to accomplish care.</p> <p>Documents patient/client care on care/concept map and nurse's notes.</p>
EVALUATION	<p><u>Evaluates plan of care</u></p> <p>Uses established criteria to evaluate and document patient/client status and response to care in relation to each nursing diagnosis and alters plan of care according to any changes in patient/client status.</p> <p>Evaluates communication techniques in significant nurse-patient/client interaction.</p> <p>Communicates changes in health status to appropriate health care team members.</p>

CRITICAL THINKING/NURSING PROCESS/CLINICAL JUDGEMENT

ASN LEVEL 2: Mental Health Nursing (Nursing 1116)

CLINICAL SETTING	Involves clinical experiences dealing holistically with patients/clients of all ages experiencing common, well-defined illnesses, surgeries, and conditions in a variety of mental health settings.
ASSESSMENT	<p><u>Collects information and contributes to data base</u></p> <p>Uses interview, observation, chart review and examination of the patient/client and his/her environment including the health care team to collect data related to needs from Maslow's hierarchy and the developmental level of the patient/client, and explain psychological/physiological basis for problems.</p> <p>Observes patient/client for the presence or absence of actual or potential problems associated with maternal/infant, mental health, and hospitalized patients/clients in a variety of clinical arenas.</p> <p>Writes initial assessment statement using appropriate observation technique for patient's/client's condition.</p>
ANALYSIS/DIAGNOSIS	<p><u>Analyzes and interprets data</u></p> <p>Analyzes data base to discriminate significant from insignificant data, identify actual or potential problems related to Maslow's hierarchy and the developmental level of the patient/client, and explain psychological/physiological basis for problems.</p> <p><u>Establishes nursing diagnoses</u></p> <p>Identifies and analyzes data utilizing critical thinking skills to formulate nursing diagnoses listed in priority from the first three levels of Maslow's hierarchy.</p>
PLANNING	<p><u>Develops individualized plan of care</u></p> <p>Establishes priorities in care based on nursing diagnoses, Maslow's hierarchy, and developmental level.</p> <p>Plans with patient/client in identifying nursing interventions.</p> <p>Lists at least three nursing interventions for each nursing diagnosis and identifies the evidence base for each nursing intervention.</p>
IMPLEMENTATION	<p><u>Implements plan of care</u></p> <p>Completes therapeutic interventions necessary to accomplish care.</p> <p>Documents patient/client care on care/concept map and nurse's notes.</p>
EVALUATION	<p><u>Evaluates plan of care</u></p> <p>Uses established criteria to evaluate and document patient/client status and response to care in relation to each nursing diagnosis and alters plan of care according to any changes in patient/client status.</p> <p>Evaluates communication techniques in significant nurse-patient/client interaction.</p> <p>Communicates changes in health status to appropriate health care team members.</p>

CRITICAL THINKING/NURSING PROCESS/CLINICAL JUDGEMENT LPN and ASN LEVEL 3: (LPNS 1011/LPNS 1021 and NURS 2011)

CLINICAL SETTING	Involves clinical experiences dealing holistically with patients/clients of all ages experiencing relevant, well-defined health alterations in a variety of acute and community based settings.
ASSESSMENT	<p><u>Collects information and contributes to data base</u></p> <p>Uses interview, observation, chart review, and examination of the patient/client and his/her environment including the health care team, family, and significant others to collect data related to needs from Maslow's hierarchy.</p> <p>Writes initial assessment statement using appropriate observation techniques for patient's/client's condition.</p> <p>Identifies and documents changes in health status.</p>
ANALYSIS/DIAGNOSIS	<p><u>Analyzes and interprets data</u></p> <p>Analyzes data base to discriminate and explain difference between significant and insignificant data and identify actual or potential problems related to Maslow's hierarchy and the developmental level of the patient/client and explain psychological/physiological basis for problems.</p> <p><u>Establishes nursing diagnoses</u></p> <p>Identifies and analyzes data utilizing critical thinking skills to formulate nursing diagnoses listed in priority from all levels of Maslow's hierarchy.</p>
PLANNING	<p><u>Develops individualized plan of care</u></p> <p>Establishes priorities in care based on nursing diagnoses, Maslow's hierarchy, and developmental level.</p> <p>Plans with patient/client and the health care team in identifying nursing interventions.</p> <p>Lists the relevant nursing interventions for each nursing diagnosis and identifies the evidence base for each intervention.</p>
IMPLEMENTATION	<p><u>Implements plan of care</u></p> <p>Completes therapeutic interventions necessary to accomplish care.</p> <p>Documents patient/client care on care/concept map and nurse's notes.</p>
EVALUATION	<p>Uses established criteria to evaluate and document patient/client status and response to care in relation to each nursing diagnosis and alters plan of care according to any changes in patient/client status.</p> <p>Communicates changes in health status to appropriate health care team members.</p>

CRITICAL THINKING/NURSING PROCESS/CLINICAL JUDGEMENT LPN and ASN LEVEL 4: (LPNS 1031/1055 and NURS 2012)

CLINICAL SETTING	Involves clinical experiences dealing holistically with patients/clients of all ages experiencing complex, well-defined health alterations in a variety of acute and community based settings with emphasis placed on health care team management in the provision of quality care.
ASSESSMENT	<p><u>Collects information and contributes to data base</u></p> <p>Uses interview, observation, chart review, and examination of the patient/client and his/her environment including the health care team, family, and significant others to collect data related to needs from Maslow's hierarchy and report to health care team members.</p> <p>Writes or delegates initial assessment statement using appropriate observation techniques for patient's/client's condition.</p> <p>Identifies, documents, and reports changes in health status to health care team members.</p>
ANALYSIS/DIAGNOSIS	<p><u>Analyzes and interprets data</u></p> <p>Analyzes data base to discriminate and explain difference between significant and insignificant data and identify actual or potential problems related to Maslow's hierarchy and the developmental level of the patient/client and explain psychological/physiological basis for problems.</p> <p><u>Establishes nursing diagnoses</u></p> <p>Identifies and analyzes data utilizing critical thinking skills to formulate or update nursing diagnoses listed in priority from all levels of Maslow's hierarchy for individual and groups of patients/clients during and after nursing rounds and team conferences.</p>
PLANNING	<p><u>Develops individualized plan of care</u></p> <p>Establishes priorities in care based on nursing diagnoses, Maslow's hierarchy, and developmental level for individual and groups of patients/clients.</p> <p>Plans with patient/client and the health care team in identifying nursing interventions and establishing goals.</p> <p>Lists the relevant nursing interventions for each nursing diagnosis and goal.</p>
IMPLEMENTATION	<p><u>Implements plan of care</u></p> <p>Completes or delegates therapeutic interventions necessary to accomplish care goals.</p>

**DALTON STATE COLLEGE
DEPARTMENT OF NURSING
LPN and ASN PROGRAMS**

RELEASE FORM

I authorize the Nursing Department at Dalton State College to release my name and address to employment agencies for potential recruitment and/or scholarship possibilities and release information about my nursing abilities to prospective employers.

NAME _____

PERMANENT ADDRESS _____

=====

I hereby grant permission to the Nursing Department at Dalton State College to release my name and address to employment agencies for potential recruitment and/or scholarship possibilities and to release information about my nursing abilities to prospective employers, if a request for such information is made to the College.

(Signed)

(Printed Name)

(Date)

I do not wish any information concerning my nursing abilities to be released to prospective employers other than the dates of my enrollment at Dalton State College, the date of my completion of the program and my final rank in class (ie: upper third, middle third or lower third) or any information released to employment agencies for potential recruitment and/or scholarship possibilities.

(Signed)

(Printed Name)

(Date)

(A copy to sign and return will be distributed at LPN & ASN Nursing Orientations).



**School of Health Professions: Department of Nursing
Student Grievance Policy and Grievance Form
(Not related to Title IV grievance Policy)**

- When a student has a concern with a faculty or situation, that student is encouraged to speak directly to the instructor about the problem within two (2) business days. If the faculty is able to resolve the situation, the grievance process is effectively terminated.
- If the concern is not resolved with the faculty; the student may proceed to the appropriate course coordinator of the Department of Nursing within two (2) business days after faculty has been consulted. If the course coordinator is able to resolve the situation, the grievance process is effectively terminated.
- If the concern is not resolved with the course coordinator; the Department of Nursing Grievance Committee may be invited to hear the concern, again within two (2) business days after the course coordinator has been consulted. If the Grievance Committee is able to resolve the situation, the grievance process is effectively terminated.
- If the concern is not resolved with the Grievance Committee; the student may proceed to the appropriate Chair of the Department of Nursing within five (5) business days after meeting with the Grievance Committee. If the Chair is able to resolve the situation, the grievance process is effectively terminated.
- If the concern is not resolved with the Chair; the student may proceed within five (5) days to the next level in the process by bringing the issue to the School of Health Professions Dean. The dean will entertain grievances only from individual-not from groups-and only after the student has spoken to the faculty about the matter. Furthermore, the dean will not accept anonymous grievances.
- Grievances must be documented in writing on the School of Health Professions form, located in the School of Health Professions administrative assistant's office. A dismissed student must present the documentation within ten (10) business days.
- The process for presenting a grievance to the Dean requires the student to complete and submit a grievance form. The form includes a statement describing the nature of the problem and signatures of both the faculty and the student indicating that they have participated in a conference and could not reach a resolution. The date of the meeting between student and faculty must be recorded on the form. It is the responsibility of the student to submit the completed form to the Dean of the School of Health Professions.
- If the grievance is determined to be unfounded or easily resolved, the resolution will be documented, dated and verified by signatures of both the dean and the student. A copy of the grievance form is to be placed in the student's Health Professions Education file as documentation in the process toward resolution.
- If a resolution cannot be reached through a student conference, the dean may determine the necessity to confer with the faculty before proceeding further. At this point the dean and faculty may determine the need for a conference between student, faculty, and dean to further discuss a resolution. A mutually agreed upon date and time will be determined and a meeting scheduled. If an appropriate and mutually acceptable resolution can be reached at this conference the solution is documented, signed, dated, and placed in the student's file as documentation of consensus regarding resolution. The grievance process is terminated at this point.
- If a resolution cannot be reached through a conference involving the dean, the faculty and the student, the grievance form is signed and dated by all attendees and updated by the Dean of the School of Health Professions to reflect a referral to the Office of the Vice President of Enrollment and Student Services(VPESS). A copy of the form is placed in the Student's file as documentation in the process toward resolution. The student is then responsible for submitting the grievance form to the Assistant Vice President of Academic Affairs, the ombudsperson on campus.



- Documentation detailing the resolution from the VPESB will be attached to the Student Grievance Form and placed in the Student's file as documentation of the resolution of the grievance
- At steps 2 and 3 the student may request the assignment of a faculty member not involved in the concern to assist the student. The Grievance Committee includes four faculty members. At steps 2,3, and 4, the college will respond to the student within seven (7) business days. The time may be extended if the student and administration mutually agree.

Faculty Grievance is also covered through the Faculty Handbook as follows:

ALTERNATIVE DISPUTE RESOLUTION (ADR)

Dalton State College is a participant in the Board of Regents' "Initiative and Policy Direction on Conflict Resolution," which was established in 1995. This initiative created a System-wide conflict alternative dispute resolution (ADR) program which resolves conflicts at the lowest level within the institution.

It is the practice of DSC to settle disputes quickly and fairly, at the lowest possible institutional level, and within an environment of fairness, trust, and dignity for all. Usually this is accomplished one-on one; but if resolution cannot be reached at this first stage, the dispute should be submitted to the Dalton State College ADR liaison officer.

The Director of Human Resources serves as the Dalton State College ADR liaison officer. The ADR campus-wide committee consists of all School/Divisional/Departmental Chairs.

The Consortium on Negotiation and Conflict Resolution (CNCR), located at Georgia State University, provides oversight responsibility and training support for the Dalton State College ADR program (Faculty Handbook, page 21/177)

CONDUCT/DISCIPLINE

Dalton State College students are expected to deport themselves as responsible, mature members of the college community. The Student Code of Conduct, published in the Student Handbook, describes expected and prohibited behaviors, student rights and responsibilities, and disciplinary procedures.

You and your students have the right to an orderly teaching/learning environment and the responsibility to support such an environment by discouraging behaviors detrimental to an effective academic experience. You should identify for your class those behaviors and activities that you find disruptive, unethical, or otherwise unacceptable.

No member of the College community should be permitted to interfere with the safety, welfare, or learning opportunities of any other member or to compromise the academic integrity of the College. Violations of academic policies or principles are usually dealt with by the course instructor. Other conduct infractions are normally referred to the Vice President for Enrollment and Student Services or the Office of Public Safety.

Should an occasion arise in which you need assistance, feel free to contact your dean/chair, the Vice President for Academic Affairs, the Vice President for Enrollment and Student Services, or the Office of Public Safety (Faculty Handbook, page 31/177).



School of Health Professions (SHP) Department of Nursing Student Grievance Form

The form must be filled out completely and signed by the student and the appropriate parties for the complaint to be appropriately addressed according to SHP policy.

This form and any attachments should then be taken to the appropriate office, proceeding up the chain of command. This completed complaint form will be placed into the student's file.

Date: _____ Term: _____ Department _____

Student Name _____ ID: _____

Faculty: _____ Course: _____

Date of Resolution of Concern _____

On a separate page, state your complaint. Be specific and include dates and details of the grievance. Include what action has been taken to resolve the grievance and what the results were from those actions. Attach the separate sheet to this form.

I have spoken with this faculty about the problem described, and we have been unable to reach a resolution to the problem.

Student Signature Date of Meeting

I have spoken with this student about the problem described above and we have been unable to reach a resolution to the problem.

Faculty Signature Date of Meeting

I have spoken with this student about the problem described above and we have been unable to reach a resolution to the problem.

Faculty Signature Date of Meeting

Faculty comments may be provided on the back of this sheet or on a separate attached sheet.

I have spoken with this student about the problem described above, and we have been unable to reach a resolution to the problem.

Chair Signature Date of Meeting

Nursing Chair comments may be provided on the back of this sheet or on a separate attached sheet.

I have spoken with this student about the problem described above and we have been unable to reach a resolution to the problem.

SHP Dean Signature Date of Meeting

Comments: I have spoken with this student about the problem described above and we have successfully reached a resolution to the problem.

SHP Dean Signature Date of Meeting

Comments: