

New River Community College
Student Nurse Handbook
2025 -2026

Introduction

Welcome to New River Community College's Associate Degree Nursing Program! You are a member of the 2027 graduating class, the- twenty-third associate degree nursing class to graduate from NRCC.

This *Student Nurse Handbook* is provided to inform you about policies, procedures, and other information specific to the associate degree Nursing program. *The Student Nurse Handbook* should be used along with Course Plans for your Nursing courses, the NRCC College Catalog, and the NRCC Student Handbook. Understanding programs and college policies is essential for progression and academic success. During the Nursing orientation, the policies will be reviewed, and you will have the opportunity to ask questions and seek clarification. You will sign the signature page at the back of the handbook indicating this process was completed. If you have questions as time passes, don't hesitate to contact your faculty advisor or the program head. You must comply with the policies outlined in college documents and the *Student Nurse Handbook*.

We look forward to working with you to help you meet your educational and career goals.

Nursing faculty members review the *Student Nurse Handbook* annually and other times when necessary. Nursing faculty members reserve the right to amend policies published in this *Handbook* at any time and to add policies as required. Students will be notified of changes in face-to-face communication, and printed copies of changes will be provided to students.

New River-Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033; 404-679-4558) to award Associates of Arts and Sciences and Associates of Applied Science degrees, as well as diplomas, certificates and career studies certificates. The Associate Degree Nursing Program is approved by the Virginia Board of Nursing (9960 Mayland Drive, Suite 300, Henrico, VA 23233; 804-367-4515) and is a candidate for accreditation by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326; 404-975-5000).

Disclaimer

New River Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the Domain Name System (DNS) registrations [ofwww.nr.edu](http://www.nr.edu) or www.nr.edu/Nursing, is up-to-date, complete, and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, when making academic decisions, a student's or prospective student's reliance upon information contained within these sources or individual program catalogs or handbooks does not constitute. It should not be construed as a contract with the college. Further, the college reserves the right to change any provision or requirement within these sources and any curriculum or program, whether during a student's enrollment or otherwise.

Links or references to other materials and websites provided in the above-referenced sources are only for information purposes and do not constitute the college's endorsement of the products or services referenced.

I. Program Policies

Mission and Philosophy

Mission

The mission of the New River Community College Associate Degree Nursing Program is to provide affordable, community-accessible quality Nursing education. The program prepares qualified students to provide safe, competent, entry-level Nursing care in 21st-century healthcare environments. Students are prepared to meet the ever-increasing complexity of the healthcare needs of Virginia's citizens.

Philosophy

New River Community College Nursing faculty ascribes to the core competencies for Nursing and Nursing education. While firmly based on science and the arts, the essence of Nursing is caring and compassionate patient-centered care. Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in patient-centered care. The Nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Nursing care is provided in collaboration with the patient, the family, and the healthcare team members. The Nurse displays a spirit of inquiry by examining evidence to improve the quality of care, promote safety, and improve patient outcomes. Nursing judgment is integral to making competent decisions about safe and effective Nursing care; Information management essential to Nursing care is communicated via various technological and human means.

Student Learning Outcomes

Students who complete the Associate Degree of Applied Science with a major in Nursing will be expected to:

- I. Provide patient-centered care that promotes therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
2. Practice safe Nursing care that minimizes the risk of harm across systems and client populations.
3. Demonstrate Nursing judgment through clinical reasoning, the Nursing process, and evidence-based practice in providing safe, quality care.
4. Practice professional behaviors encompassing the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of life-long learning.
5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
6. Demonstrate principles of collaborative practice within the Nursing and interdisciplinary teams, fostering mutual respect and shared decision-making to achieve stated care outcomes.

Student Learning Outcomes with Competencies

1. Provide client-centered care that promotes therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
 - a. Coordinate client-centered care delivery with sensitivity and respect.
 - b. Evaluate the effectiveness of teaching plans and outcomes and revise them to achieve the desired outcomes.

- c. Promote client self-determination in making healthcare decisions as a level 4 student.
 - d. Integrate therapeutic communication skills when interacting with clients and the client's support network.
 - e. Advocate independently for diverse individuals, families, and communities across the lifespan.
2. Practice safe Nursing care that minimizes the risk of harm across systems and client populations.
 - a. Evaluate human factors and safety principles.
 - b. Participate in the analysis of errors and designing system improvements.
 - c. Incorporate client safety initiatives into the plan of care.
 - d. Practice safe client care as a level 4 student.
 3. Demonstrate Nursing judgment through clinical reasoning, the Nursing process, and evidence-based practice in providing safe, quality care.
 - a. Evaluate an individualized plan of care based on client values, clinical expertise, and reliable evidence.
 - b. Independently prioritize changes in client status and intervene appropriately.
 - c. Apply the Nursing process to guide care.
 - d. Prioritize client care using evidence-based practice independently*.
 - e. Evaluate existing practices and seek creative approaches to problem solving.
 4. Practice professional behaviors encompassing the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of life-long learning.
 - a. Incorporate ethical behaviors and confidentiality in the practice of Nursing.
 - b. Assume responsibility and accountability for delivering safe client care.
 - c. Deliver Nursing care within the scope of Nursing practice.
 - d. Evaluate professional behaviors in interactions with clients, families, and healthcare providers.
 - e. Engage in reflective thinking to improve Nursing practice.
 - f. Develop a plan for lifelong learning in the Nursing profession.
 5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
 - a. Evaluate the standard quality measures encountered in clinical practice.
 - b. Evaluate the use of technology and information management to promote quality.
 - c. Evaluate fiscally responsible client care.
 6. Demonstrate principles of collaborative practice within the Nursing and healthcare teams, fostering mutual respect and shared decision-making to achieve stated care outcomes.
 - a. Compare and contrast the effectiveness of the interdisciplinary team members to promote optimal client outcomes.
 - b. Participate in the interdisciplinary plan of care to promote optimal client outcomes.
 - c. Evaluate communication strategies that include various communication and cultural differences.
 - d. Evaluate management skills and principles of delegation when working with other healthcare team members.
 - e. Reflects at a professional level on individual and team performance.

New River Community College
CURRICULUM CHECKLIST
 Associate Degree Nursing Program

First Semester (Fall)

BIO 142	Human Anatomy & Physiology II	4	_____
NSG 100	Introduction to Nursing Concepts	4	_____
NSG 106	Competencies for Nursing Practice	2	_____
NSG 130	Professional Nursing Concepts	1	_____
NSG 200	Health Promotion and Assessment	3	_____

Second Semester (Spring)

BIO 150	Introductory Microbiology	4	_____
NSG 152	Health Care Participant	3	_____
NSG 170	Health/Illness Concepts	6	_____

Third Semester (Fall)

ENG 112	College Composition II	3	_____
NSG 210	Health Care Concepts I	5	_____
NSG 211	Health Care Concepts II	5	_____

Fourth Semester (Spring)

NSG 230	Advanced Professional Nursing	2	_____
NSG 252	Complex Health Care Concepts	4	_____
NSG 270	Nursing Capstone	4	_____
*PHI 220	Ethics	3	_____

Total Minimum Credits 67 credits
 (Including pre-admission required courses}

*Notes: Students must choose a 3-credit college-approved Humanities/Fine Arts elective. See the college catalog for more information. PHI 220 Ethics is recommended.

Pre-admission required courses: ENG 111, BIO 141, PSY 230, SDV 101 (or SDV I00), and a three-credit college-level transfer course elective.

Disability Accommodations Policy

The Nursing Program follows college policy regarding accommodations for individuals with disabilities. Students admitted to the NRCC Nursing Program are expected to complete all course requirements that prepare them to perform the essential functions of a registered professional nurse. These essential skills must be performed, with or without reasonable accommodations. Students who believe they may require accommodations should contact the Office of Disability Services. All accommodations are provided in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

For more information about disability services, including policies and procedures, students should refer to the college's *Student Handbook and Planner*. To request accommodations or ask questions, contact Lucy Howlett, Coordinator of the Center for Disability Services, at 540-674-3619

Criminal Background Report

The college does not require students to undergo drug screenings, credit checks, employment verifications, or the like as a condition of acceptance or enrollment. The college does require students to undergo a criminal background check for admission under Virginia Board of Nursing regulation 18 VAC 90-27-70. Stipulations in clinical affiliation agreements require students to complete a criminal background report and other screenings before being permitted to engage in clinical experiences. It is the program's practice to require immunization records and drug screenings after a student is accepted into the Nursing program and before beginning the clinical component of any Nursing (NSG) course. A clinical agency may deny clinical participation for findings on the background report, and it is the decision of the clinical affiliate whether the student will be allowed to participate in clinical activities. Affiliation agreements prevent the placement of a student denied clinical participation at one facility into a clinical group at another agency. The inability to meet the clinical requirements prevents the student from satisfactorily achieving the course objectives, resulting in the failure of the course.

Criminal background reports must be completed adhering to a specific policy and process, and data provided by other means are unacceptable. Students are responsible for all associated costs. Students absent from the program for more than one regular semester for any reason are required to complete and pay for an updated criminal background report.

Disciplinary Actions

Students enrolled in the NRCC Nursing Program are expected to demonstrate professionalism, academic integrity, and ethical behavior at all times. Violations of program policies, clinical standards, or college rules may result in disciplinary action.

Grounds for Disciplinary Action May Include (but are not limited to):

- Academic dishonesty (cheating, plagiarism, falsification of records)
- Breach of patient confidentiality (HIPAA violations)
- Unsafe, unethical, or unprofessional behavior in the classroom, lab, or clinical setting
- Insubordination or disrespect toward faculty, staff, patients, or peers
- Use of alcohol, illegal drugs, or being under the influence during academic or clinical hours
- Repeated absences, tardiness, or failure to follow attendance policies
- Failure to follow the nursing program's code of conduct or clinical policies

Disciplinary Process- Steps:

1. Incident Reported

A faculty member, clinical instructor, or staff member identifies and documents the alleged violation.

2. **Initial Review**

The issue is reviewed by the Nursing Program Director or designated faculty. The student is notified and may be asked to provide a written statement.

3. **Meeting with Student**

The student is invited to meet with faculty and/or the program director to discuss the incident and provide their perspective. This meeting is part of the fact-finding process.

4. **Determination of Action**

Based on the nature and-severity of the violation, one or more of the following actions may be taken:

- o Verbal Warning (documented)
- o Written Warning
- o Behavioral or Academic Probation (with dear conditions)
- o Temporary Suspension from Clinical or Class
- o Dismissal from the Nursing Program

5. **Documentation**

All disciplinary actions are documented and placed in the student's academic file. A copy may be shared with the college's Student Conduct Office if warranted.

6. **Student Appeal Process**

Students have the right to appeal decisions following the grievance procedures outlined in the *NRCC Student Handbook*. Appeals must be submitted in writing within the timeframe specified by college policy.

Security Measures for Access to Clinical Documentation Systems and Medical Equipment at Clinical Agencies

As a security measure, some clinical agencies require NRCC to have, in advance of beginning clinical at their facility, a student's name, address, phone number, email address, birth date, and the last four digits of social security p.umber to access clinical documentation systems and secured medical equipment used for patient care within the facility. Students will be asked to provide this information and consent to the release of this information by the program head to the appropriate individuals at clinical facilities so that students may access patients' medical records and use secured medical equipment to provide patient care.

Documentation of Required Medical Screenings and Immunizations

Clinical agencies require documentation of screenings and immunizations, detailed in clinical affiliation agreements, before permitting students' participation in clinical experiences. Requirements parallel the policies for each agency's employees and volunteers. Students will be asked to provide consent to disclose immunization status and screening results upon request by a clinical agency to that clinical agency's education liaison when a student is providing direct or indirect care to clients at the agency.

Screening and Immunization Record

Submission of the program's student Nurse Screening and hnmunization Record is essential in preparing for clinical experiences. The accurately completed health form is due to the clinical coordinator by the designated deadline assigned 1;y the Dean of Healthcare Professions before scheduled clinical experiences for returning first-year and returning and continuing second-year students. Students who fail to meet the due dates are not qualified to participate in clinical experiences at healthcare agencies.

1ST. YEAR STUDENTS and RETURNING STUDENTS

Immunization Record: The Nurse Screening and Immunization Record needs to be completed and submitted to the clinical coordinator to be kept with the student's records.

PPD: The two-step PPD is required if a student has not had a documented negative result within 12 months; otherwise, a PPD can be done. Two-step PPD testing can take two-weeks. An IGR may be substituted for the PPD screening for any year and submitted to the clinical coordinator to be kept with the student's records. (RETURNING STUDENTS)

Urine Drug Screen: The urine drug screen is one of the admission requirements for the program. This is done through Castle Branch. Urine drug screen may take 10 to 14 days to be processed. (RETURNING STUDENTS)

COVID: A copy of the COVID card or exemption form must be uploaded to Castle Branch through their document management system.

FLU: Flu vaccine or exemption form is required yearly and submitted to the clinical coordinator to be kept with student records. (RETURNING STUDENTS)

2nd. YEAR STUDENTS and RETURNING STUDENTS

PPD: The two-step PPD is required if a student has not had a documented negative result within the preceding 12 months; otherwise, a PPD can be done. Two-step PPD testing can take two weeks. An IGR may be substituted for the PPD screening for any year and submitted to the clinical coordinator to be kept with the student's records. (RETURNING STUDENTS)

FLU: Flu vaccine or exemption form is required yearly and submitted to the clinical coordinator to be kept with student records. (RETURNING STUDENTS)

Urine Drug Screen: The urine drug screen is one of the admission requirements for the program. This is done through Castle Branch. Urine drug screen may take 10 to 14 days to be processed. (RETURNING STUDENTS ONLY)

Deadlines will be assigned by the Dean of Healthcare Professions. Results of all immunizations, except for drug screen and COVID, are to be submitted to the clinical coordinator. Students who fail to meet the due dates are not qualified to participate in clinical experiences at healthcare agencies. Failure to attend clinical prevents the student from meeting the course objectives, resulting in a failing grade. Do not delay the completion of these requirements!

Advanced Placement Option - LPN to ADN

The Advanced Placement Option is designed for Licensed Practical Nurses (LPNs) who wish to earn an Associate Degree in Nursing (ADN). NRCC values all levels of nursing education and is committed to reducing barriers to academic and career advancement.

To qualify for advanced placement, LPN students must complete all non-nursing and required general education courses in the ADN curriculum. LPNs in good academic standing will be granted advanced standing for the first two semesters of the nursing sequence (NSG 106, NSG 152, and NSG 170) after successful completion of the spring semester.

Important: Students must maintain an unencumbered LPN license throughout the entire duration of the nursing program to remain eligible for advanced placement. Failure to maintain an active, unrestricted license may result in removal from the program.

Students who complete the program through the LPN to ADN pathway will graduate with the same number of credits and qualifications as students in the traditional ADN track.

HIPAA Guidelines and Confidentiality

The Health Insurance Portability and Accountability Act (HIPAA) regulates the use and disclosure of patients' personal health information, also referred to as Protected Health Information (PHI). All students and faculty participating in clinical experiences are required to strictly adhere to HIPAA guidelines:

Students will receive HIPAA training multiple times throughout the nursing program. In addition, students must complete any HIPAA training required by individual clinical agencies before beginning their clinical rotations.

Violations of HIPAA are taken very seriously.

Any breach of patient confidentiality may result in:

- Immediate expulsion from the clinical agency
- Legal consequences initiated by the clinical agency and/or the affected client(s)
- Failure of the clinical course, as the student will no longer meet the clinical requirements necessary to achieve course objectives

Maintaining patient confidentiality is not only a legal obligation but also a critical component of professional nursing practice.

Continuation in the Program and Progress Toward Degree Completion

The nursing curriculum is designed to support the development of the knowledge, skills, attitudes, and critical thinking necessary for competent nursing practice. Earning a nursing degree and preparing for licensure involves more than accumulating academic credits-it requires a strong foundation-in nursing fundamentals and progressive mastery of clinical competencies.

Each course in the program builds upon the knowledge and skills gained in previous coursework and clinical experiences. The curriculum is intended to be completed in **four consecutive semesters**, with continuity being essential to success.

Guidelines for Continuation and Re-entry:

- **Absence of More Than Two Semesters:**
Students who are absent from the program for more than two consecutive semesters may be required to **audit** one or more previously completed nursing courses **or** demonstrate competency in those content areas through an approved evaluation process.
- **Absence of Four Semesters or More:**
Students who have been out of the program for **four or more semesters** must **repeat all nursing (NSG) courses** to ensure current competency and safe practice.
- **Re-admission Requirements:**
Students seeking re-admission must:
 - Demonstrate **dose calculation competency** by achieving **90% or higher** on the Dose Calculation Competency Assessment,
or
 - Re-take **NSG 106** and earn a grade of **C or higher** before re-admission will be considered.

These policies ensure that returning students are adequately prepared to continue their nursing education and meet the standards of safe, effective practice.

- All general education and NSG courses must be completed in sequence before proceeding with the curriculum.
- A minimum of a "C" grade is required for satisfactory completion of a nursing course and each general education course.
- The student admitted to the ADN program must complete NSG 100, 106, 130, 200, and BIO 142 with a grade of C or better to continue. A student withdrawing from NSG 106 or NSG 200 must withdraw from NSG 100. A student withdrawing from NSG 100 and/or NSG 106 may continue in NSG 200.
- Second-semester students must complete NSG 152, 170, and BIO 150 with a grade of C or better to continue in the program.
- Third-semester students must complete NSG 210 and 211 with a grade of C or better to continue in the program.
- Fourth-semester students must complete NSG 230, 252, and 270 with a grade of C or better. Students withdrawing from NSG 252 or NSG 270 must also withdraw from the other course corequisites.
- ENG 112 and 3-credit humanities electives must be completed before graduation. It is recommended that PHI 220 be taken as this elective.

Clinical Requirements and Course Progression

- A "Satisfactory" clinical rating is required in all nursing courses with a clinical component. Students must achieve both a minimum passing theory grade (C or higher) and a satisfactory clinical evaluation to successfully complete the course.
- If a student earns a D, F, or W in a nursing course or receives an unsatisfactory clinical rating, they must retake the entire course, including both the theory and clinical components, to meet program requirements.

Grade Scenarios:

- D or F in theory and Unsatisfactory in clinicals:
The final grade recorded will be the theory grade (D or F).
- C or better in theory and Unsatisfactory in clinicals:
The final course grade will be recorded as a D, due to failure to meet clinical requirements.
- D or F in theory and Satisfactory in clinicals:
The final grade remains the theory grade (D or F), and the course must be retaken.
- Additional Guidelines:
- Students are not permitted to audit any NSG course beyond the level for which they have previously earned credit.
Example: A student who fails or withdraws from a first-semester NSG course may not audit a second-semester NSG course.
- Progression through the nursing program may be delayed if course prerequisites are not met due to a failed or withdrawn course.

- In addition to completing the course, each student must provide the following items as required in clinical affiliation agreements to continue in the program. Failure to meet any stipulation in the clinical agreements renders the student ineligible to attend clinical experiences. The inability to meet the clinical requirements prevents the student from satisfactorily achieving the course objectives, resulting in the failure of the course.

- Screening and Immunization Record: fully completed and submitted to the program head annually by the designated due date. All screenings and immunizations must be current while enrolled in NSG courses.

- CPR Certification: copy of current card submitted to the program head with valid and appropriate certification maintained throughout the program (see CPR policy).
- Current Criminal Background Report: completed as part of admission into the Nursing program and, therefore, before beginning the clinical component of any Nursing (NSG) course. Students absent from the program for any reason must complete an updated report.
- Attend Agency Clinical Orientation(s) and complete all other Required Training as Scheduled: the student must attend clinical orientation(s) on the date and time specified by the clinical agency. Clinical orientation is a contractual stipulation with each affiliating agency. Failure to attend orientation, inability to complete other required training, or failure to meet any other contractual stipulation renders the student ineligible to participate in clinical experiences. The failure to meet the clinical requirements prevents the student from satisfactorily achieving the course objectives, failing the course.

Readmission to the Nursing Program

A student who fails to earn a grade of C or better in any BIO or NSG course is ineligible to continue in the next nursing course. The student may seek readmission to repeat the NSG course(s) by contacting the nursing program head as soon as possible in the semester before readmission. A 2.5 cumulative GPA at the time of readmission is required. Priority will be given to students with higher GPAs and higher TEAS scores.

Re-admission to the program the following year is not guaranteed. Beginning Fall 2024, students will only be allowed two attempts to be successful in a course in the associate degree program. Additionally, the student would be obligated to meet admission and curriculum requirements in effect at the time of readmission to the Nursing program. This may generate additional course requirements. Readmitted students must repeat any course resulting in a D, F, or W, and earn a final grade of C or better before taking the next course in the sequence. Remember that College policy indicates that a student should usually be limited to two enrollments in a credit course (2024-2025 College Catalog).

- Students seeking re-admission to the first semester of the Nursing program will be considered without bias or preference along with all other applicants seeking admission to begin the program in the fall semester. Students must meet all admission criteria, including college placement tests. A student may use his or her TEAS score from the previous year; however, he or she is strongly encouraged to seek advice from the program head on whether the score is competitive. A prospective student may take the TEAS once per calendar year unless they receive permission from the program head.
- Students are readmitted to the 2nd, 3rd, and 4th semesters of the Nursing program on a space-available basis. Often, the number of students seeking readmission exceeds the program's capacity; therefore, the following guidelines establish the priorities for readmission to 2nd, 3rd, or 4th semester:
 - o First priority is always given to Nursing students with continual and uninterrupted enrollment in the Nursing course sequence and to the advanced placement option/transition student cohort accepted each year in the spring semester.
 - o Second priority is NRCC Nursing students who have not earned less than a C grade in an NSG or BIO course, have withdrawn from the Nursing course(s) in one semester with at least 78% of the total points at the time of withdrawal, and found it necessary to interrupt enrollment for up to one year due to extenuating circumstances. Students would be readmitted with a preference for higher GPAs and TEAS scores.

- o Third priority goes to transfer students with no grade in an NSG or BIO class lower than a C and NRCC Nursing students who earned only one D in an NSG course at any college or have withdrawn from the Nursing course(s) in one semester with less than 78% of the total points at the time of withdrawal. Previous NRCC Nursing students who have been out of the Nursing sequence for one year would be considered in this group. Students would be readmitted with a preference for higher GPAs and TEAS scores.
- o Fourth priority is NRCC Nursing students and transfer students who have earned two Ds, one F, or 2 or more Ws in NSG courses at any college. Students would be readmitted with a preference for higher GPAs and TEAS scores.
- o Fifth priority is former Nursing students and transfer students who have earned more than two Ds, more than one F, or two or more Ws in NSG courses at any college. Students would be readmitted with a preference for higher GPAs and TEAS scores.

Please note that an updated criminal background report is required since enrollment in Nursing (NSG) courses has been interrupted. All transfer students must complete the background report process and all other requirements in clinical affiliation agreements prior to beginning any clinical course.

Eligibility for Licensure as a Registered Nurse

After completing the associate degree Nursing curriculum, students are awarded an Associate of Applied Science Degree. Graduates can apply to take the examination required for licensure as a Registered Nurse. Once the graduate has met the application requirements and standards prescribed by the Virginia Board of Nursing, he or she can schedule a test date. Students who wish to take the Virginia exam will receive information about the process from the program head in the spring semester before graduation. Students who want to take the exam outside Virginia should contact the Board of Nurse Examiners in the state where the exam will be taken. The student is responsible for fees associated with applying for the Registered Nurse licensure exam.

Completing the associate degree Nursing program at New River Community College does not guarantee licensure or the opportunity to sit for a licensure examination, certification, or employment.

Students are hereby informed that the Board of Nursing may deny examination or licensure to individuals found guilty of the following causes even though they have completed the Nursing program. A student who has been convicted or pled guilty or *nolo contendere* to any illegal offenses other than minor traffic violations should contact the program head. Contact information for the Board of Nursing: The Virginia Department of Health Professions, Virginia Board of Nursing, Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23123, (Phone 804-367-4515).

Following is an extraction cited from the Commonwealth of Virginia Board of Nursing Statutes and Regulations:

§ 54.1-3007. **Refusal, revocation or suspension, censure, or probation:** The Board may refuse to admit a candidate to any examination, refuse to issue a license, certificate, or registration to any applicant, and may suspend any license, certificate, registration, or multistate licensure privilege for a stated period or indefinitely, or revoke any license, certificate, registration, or multistate licensure privilege or censure or reprimand any licensee, certificate holder, registrant, or multistate licensure privilege holder, or place him on probation for such time as it may designate for any of the following causes:

1. *Fraud or deceit in procuring or attempting a license, certificate, or registration.*
2. *Unprofessional conduct.*
3. *Willful or repeated violation of any of the provisions of this chapter.*
4. *Conviction of any felony or any misdemeanor involving moral turpitude.*
5. *Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or the public.*
6. *Use of alcohol or drugs to the extent that such use renders him unsafe to practice or any mental or physical illness rendering him unsafe to practice.*
7. *The denial, revocation, suspension or restriction of a license, certificate, registration, or multistate licensure privilege to practice in another state, the District of Columbia or a United States possession or territory; or*
8. *Abuse, negligent practice, or misappropriation of a patient's or resident's property.*

Course Grade

Grading Scale for All NSG Courses

A=	92-100
B =	84-91.99
C=	80-83.99
D =	70 - 79.99 (Failure)
F =	0 - 69.99

The average of the designated course tests and exam scores must be at least 80% **before** the points for additional assignments are added. Failure to achieve the cumulative 80% in all tests will result in failure of the course. The students will receive the test and exam grade average for the course grade (excluding the additional assignment points) at the end of the semester.

Students who are successful in achieving the cumulative 80% or greater on all unit tests and the comprehensive exam will receive the additional points earned on each assignment. Students should be aware that depending on the points earned for the additional course assignments may not necessarily improve the overall course average. Failure to achieve the 80% for the course will result in failure of the course.

NOTE: Grades will not "round." ..., i.e. 79.91 will be recorded as a 79.91.

Extra credit opportunities are not offered in the nursing program.

Class Organization

Student-Faculty Advisory Committee

Purpose: To utilize formal communication between students and faculty members to further strengthen teaching and learning, and support student success.

Membership of the Committee: The committee is comprised of Nursing faculty members and student representatives. Each class shall have two representatives: the class elects one and Nursing faculty members select the other. One additional student representative may be elected from the LPN "bridge" cohort. Student Representatives from the traditional Nursing program serve for two consecutive years while enrolled in the Nursing program. The Bridge Student Representative will serve for three consecutive semesters while enrolled in the Nursing program.

Convening meetings: The program head will convene a meeting of the committee annually and otherwise as needed or requested.

Ad Hoc Committees

Other committees will be formed on an as-needed basis.

Social Media Guidelines for Students in a Professional Nursing Program

The following guidelines are provided for the appropriate use and conduct on social media sites. Examples of social media include but are not limited to blogs, microblogs; wikis, virtual worlds, Facebook, YouTube, Twitter, Flickr, and Snapchat. Once you become a student in a professional Nursing program, your public persona as presented on social media is affected, and you are subject to scrutiny under professional standards. **Stop and think before you post.** Students who participate in social networking represent themselves and, by extension, New River Community College and the Nursing Program.

Do not post information about patients, clinical agencies, or their staff. Disclosing information about a patient is a violation of HIPAA. This includes posting photographs or images of patients, clinical agencies, and staff. Be advised that others can identify patients simply from references to a patient's history or present illness or other seemingly insignificant information. HIPAA policy indicates that even if an individual is not identified by name within the information disclosed, if there is a reasonable basis to believe that the person could still be identified from that information, then its use or disclosure is a violation.
(<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>)

Students do not have permission from the nursing faculty to use NRCC faculty names, faculty images, or program images. Students should provide their consent before using their name or photo on another's social media site. Students must not mix social and professional pursuits.

Students must also be aware of how their behavior outside the clinical environment can affect them professionally. Illegal, unethical, or unprofessional behaviors exhibited on social media outlets or posted in photographs can have significant educational, professional, personal, and even legal consequences. So, once again, think before you post. Equally important is always to be aware of what others are posting about you.

Pinning Ceremony for Nursing Program Graduates

A long-held tradition in Nursing education is participation by graduates in a Pinning Ceremony. Upon completing the Nursing program, graduates may purchase a pin representative of and unique to NRCC's Nursing program. During the ceremony, the school pin is presented by Nursing faculty members during a ceremony with family and friends. It is a solemn occasion that honors Nursing and connects all Nurses with a history of caring and serving others. Pinning is also a celebratory occasion that marks the achievements of graduates.

The ceremony will be held in Edwards Hall. The college will announce the date and time. Nursing faculty members direct the program format. Students and faculty members will work closely to plan the event's details.

With the creation of the Health Services division at NRCC, the nursing pinning and graduation will be separate events. Students are encouraged to attend both events.

Students purchase pins. Orders and purchases are handled through the College Bookstore during designated times.

Nursing Competencies and Responsibilities

Nursing is a physically, emotionally, and intellectually demanding profession. Students engaged in clinical experiences while enrolled in the program perform the role of Registered Nurses. Based on expectations published by the Council on Collegiate Education for Nursing, the chart below describes activities associated with clinical experiences. Students who miss clinical due to illness or injury must submit a doctor's excuse to the department head before returning to clinical

Category	.Examples of Clinical Competencies and Responsibilities*
Analytical and Critical Thinking	Read and understand written documents in English (e.g., protocols), focus attention on tasks in a distracting/chaotic environment, identify cause-effect relationships, use long- and short-term memory, prioritize tasks.
Professional Relationships	Deal with the unexpected (e.g., patient crisis), handle strong emotions of others while controlling personal responses.
Communication	Communicate in English with patients, families, and agency staff members (both orally and written).
Mobility	Move within confined spaces, reach above shoulders (e.g., LV. poles) and reach below waist (e.g., plug in electrical appliances), walk six to eight hours, stand at bedside up to 60 minutes to assist with procedures.
Motor Skills	Perform CPR, operate a fire extinguisher, key/type (e.g., use a computer), manipulate a syringe, manipulate an eye dropper.
Hearing	Hear faint body sounds (e.g., blood pressure, heart, lung, and abdominal sounds), hear monitor alarms, hear in situations when not able to see lips (e.g., when masks are used).
Visual	See objects near (e.g., computer screen), see objects far (e.g., patient at end of the hall), distinguish color intensity (e.g., flushed or pale skin), read digital displays, read graphic printouts, read small medication labels.
Tactile Sense	Use sense of touch to gather assessment data (e.g., palpate pulses, detect warmth vs. coolness).

**Examples are intended as clarification, not as a comprehensive list*

II. Course and Classroom Policies

Announcements

Announcements to students may be posted electronically on Canvas for all courses with Canvas support and/or included on the daily attendance roster for courses. This information will be relevant, useful, and helpful, so students benefit from checking announcements daily. Canvas can be accessed from any computer via the NRCC Home page or <https://my.vccs.edu>. Students should also access the Nursing Organization on Canvas to read pertinent announcements and other relevant information at designated times, such as between semesters.

Beverage and Food Restrictions in the Nursing Skills Lab

A dispensation from the college policy has been granted and is as follows:

Beverage and food restrictions apply to the Nursing Skills Lab. Any liquid, whether consumed by eating or drinking, must be contained in a spill-proof cup or bottle with the lid closed when not in use. Food may be consumed as long as it does not cause soiling of furnishings and equipment. Compliance with this policy will be continuously evaluated. The policy with dispensation may be withdrawn at any time and replaced with the college policy prohibiting drinking and eating food in all classrooms and lab spaces.

Recording Lectures/Labs

- Audio recording: Students must ask Nursing faculty members for permission prior to audio recording lectures. Generally, faculty members will give permission for the duration of the semester. Audio recording of guest speakers and discussions of sensitive subjects in the classroom may be exempt from general permission to record. Faculty members do not have the authority to give permission to record copyrighted materials that may be used in class.

Students using audio recorders must do so in a manner that does not disrupt lectures or classes or other students in the classroom. They may not place the device on the instructor's podium or attach microphones to it

Nursing faculty members support and comply with NRCC's policy for recording lectures. Recorded lectures "may not be shared with other people without the consent of the lecturer. Recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer." [New River Community College Student Handbook and Planner]

- Video recording or photographing: Video recording or photographing by students in the classroom and college laboratory during scheduled class/lab time is generally not allowed. Exceptions may be made on a limited basis in the college laboratory setting and are at the discretion of the laboratory instructor. Video recording or taking photographs by students requires the permission/release of all parties involved in advance of the imaging. Video recording and taking photographs in any location inside a clinical setting is prohibited as a violation of HIPAA standards.
- Course Plan Policies: In addition to these general guidelines, Course Plans may contain specific policies that relate to electronic equipment with imaging capability. It is important to familiarize yourself with your course plan.

Testing

Computer Equipment and Software Requirements

Distance learning through online resources requires computer access with a web camera and high-speed internet and should be accessible outside of campus by enrolled students. Software downloads required for distance learning and testing include Zoom and Respondus LockDown Browser. Students must also be able to access Canvas, Kaplan, and Lippincott course materials virtually throughout enrollment in all nursing courses.

Student tutorials, Canvas resources, download requirements for Respondus LockDown Browser and email assistance can be accessed through NRCC at the following links:

Canvas <https://www.nr.edu/online/>

Technology <https://www.nr.edu/ts/students.php>

My applications (Canvas, Zoom) <https://nr.my.vccs.edu/ui/applications>

Respondus LockDown Browser: Go to Canvas Home. Next, scroll down to Student Computing Initiative, click, and you will see LockDown Browser.

Students are not allowed to bring the following items to the testing area:

1. Bags, purses, wallets, backpacks, book bags
 2. Coats, hats, gloves, hoods, baseball caps, sleeves that extend beyond the wrist
 3. Food or drink, gum, candy
 4. Cell phones or smartphones, tablets, watches, blue-tooth devices, or other electronic devices
- Students will use cell phones to utilize the "push identification" to log into Canvas, and then the cell phone will be placed in a basket in front of the classroom until the student finishes the test. Additional items may be restricted at the discretion of the faculty.

Only students with documented disabilities who have been evaluated and approved by the Center for Disability Services in Student Services will be provided with any special testing arrangements.

A test review will be conducted. This may be undertaken in the classroom or with one-on-one appointments.

Students who disagree with a keyed answer may complete a Student Test Item Query form to explain their rationale for their chosen answer. The form will be submitted to the faculty.

Use of Ear Plugs in Classroom for Testing

Students may use noise-reducing earplugs during written Nursing tests. Earphones (earbuds) capable of transmitting sound may not be used under any circumstances, even if the earphones are not plugged into a device. A student wishing to use noise-reducing earplugs is expected to confirm the appropriateness of any in-ear device with the course faculty member before use during testing.

Advanced Placement Clinical Hour Credit

Pursuant to the Virginia Board of Nursing Regulations for Nursing Education Programs 18VAC90-27-100 B, licensed practical nurses in the advanced placement option will receive credit for 90 clinical hours of the clinical hours received in their practical nursing program.

III. Student Policies

Access to Computers on Campus

The College has extensive computing facilities. Computers are available in the library and students may use computers in computer labs when a class is not in session.

Channels of Communication

Communication is an essential skill in Nursing and is evaluated as a professional behavior for Nursing students. Students are expected to follow appropriate communication channels as follows:

- Course Faculty Member
- Dean of Healthcare Professions

Contacting Nursing Faculty Members

Each full-time faculty member is available to meet with students during office hours. Ideally, the student will make an appointment with the faculty member to set aside time for the meeting. Office locations, phone numbers, and e-mail addresses are listed below. If unforeseen circumstances affect class or clinical, students should contact the facultymember(s) teaching the course(s) affected.

Faculty members request that all college-related communication take place face-to-face or by college-provided means, such as Canvas, college e-mail, and office telephone, rather than through personal email accounts or informal social media.

NOTE: Some Nursing faculty offices are located inside the Nursing lab area. Students wishing to meet with a faculty member are free to enter the lab area at any time, even if the lab is in session. This is not considered an intrusion, as the nature of lab activities requires students to collaborate in groups and participate in hands-on activities.

Lisa Johnston

Office: 97

Office phone: 540-674-3600 X 4434

E-mail: ljohnston@nr.edu

Postal mail: NRCC, 5251 College Drive, Dublin, VA 24084

Wendy Hay

Office: Godbey 81

Office phone: 540-674-3600 X4233

E-mail: whay@nr.edu

Postal mail: NRCC, 5251 College Drive, Dublin, VA 24084

Lisa Helmick
Office: Godbey 98
Office phone: 540-674-3600 X 4267

Caitlin Reed

Office: Godbey 80
Office Phone: 540-674-3600 X4309
E-mail: creed@nr.edu
Postal Mail: NRCC, 5251 College Drive, Dublin, VA 24084

Heather Umberger

Office: Godbey 30
Office phone: 540-674-3600 X4414
E-mail: humberger@nr.edu
Postal mail: NRCC, 5251 College Drive, Dublin, VA 24084

Clinical Coordinator:

Donna Davis

Office: Godbey 61
Office Phone: 540-674-3600 X4437
E-mail: dsdavis@nr.edu
Postal Mail: NRCC, 5251 College Drive, Dublin,VA 24084

Dean of Healthcare Professions

Helen Wolfe

Office: Godbey 71
Office phone: 540-674-3600 X4252
E-mail: hwolfe@nr.edu

Faculty Advisor

During the program's first week, each student will be assigned a nursing faculty program advisory. The student and the advisor share the responsibility of developing a plan for completing the associate degree nursing curriculum. The advisor can provide sound academic advice and answer questions about the curriculum. Students are responsible for consulting with advisors to develop a program plan and help ensure enrollment in required courses.

Name and Address Changes

Updating student records with changes in name, mailing address, and phone number is essential for receiving information from the College. The student may make changes to PeopleSoft or contact the Admissions Office for assistance.

Student Employment

There is no policy limiting the number_of hours a Nursing student may work. The ability to balance academic responsibilities at the college with other obligations will depend upon the individual student. Academic jeopardy is a risk when a student's collective obligations exceed his or her ability to manage them successfully.

Nursing students, while present as paid employees on the job as nursing assistants, licensed practical nurses, or in other health-related jobs, must practice within the paid position's legal guidelines and job description. Likewise, nursing students present in clinical agencies during nursing course-related experiences or activities must function only in the role of a student nurse. Any employment is independent of status as an NRCC nursing student, and neither nursing faculty members nor New River Community College assume any responsibility for students' activities while they are working as employees of an agency.

Because the student nurse uniform is highly associated with participation in college clinicals, students may wear the NRCC student nurse uniform and name tag only when engaged in activities required explicitly as a part of a nursing course in which they are enrolled:

Faculty members strongly encourage students not to choose clinical placement at an agency where they are employed. While the security of a familiar environment is tempting, it is challenging to assume an expanded professional and leadership role in a setting where the student functions in a subordinate position as an employee.

Liability Insurance

Student nurse malpractice insurance, provided by the Department of Risk Management for the Commonwealth of Virginia, covers student clinical practice when he or she is engaged in assigned course-related activities. This liability insurance will NOT cover student work outside of course assignments (e.g., Nursing assistant, volunteer, or summer extern).

CPR Certification .•

Clinical contracts stipulate that a student must hold valid certification in CPR with a professional-level card. *Only* the American Heart Association Basic Life Support (BLS) or the Red Cross CPR for Professional Rescuers cards meet this requirement. CPR certification must include infant, child, adult, and AED training. The course taken must have a live component for the skills competency evaluation. Traditional first-year students must submit a valid professional-level card to the program head by the designated deadline before being permitted to engage in clinical activities. Students admitted into the advanced placement option must submit the same by the deadline assigned by the program head.

Following the initial deadline, continuous CPR certification is the student's responsibility while enrolled in the nursing program. Contractual stipulations with affiliating agencies bar non-certified students from participating in clinical experiences. The student's inability to meet the clinical requirements prevents the student from satisfactorily achieving the course objectives, resulting in the course's failure.

Estimated Anticipated Expenses

In addition to tuition and fees, nursing students must anticipate a number of expenses necessary to complete the objectives of the program. **Estimated** costs that are related to nursing courses:

First Year Expenses		Second Year Expenses	
Requirement (unless noted as optional)	Approximate Cost	Requirement (unless noted as optional)	Approximate Cost
Screening and Immunization Record*	\$220	Screening and Immunization Record*	\$35
Uniform Shirt	\$33 X2	Uniform Shirt	Replace as needed
Uniform Trouser	\$35 X2	Uniform Trouser	
Uniform Jacket	\$40	Uniform Jacket	
Uniform Shoes	\$125.00	Uniform Shoes	
Uniform Name Tag	No charge	Uniform Name Tag	
Watch**	\$30		
Stethoscope	\$65 and up		
Penlight	\$10.00	Penlight	Replace as needed
Ink pen with black ink	\$1	Ink pen with black ink	
Nursing Textbooks (new)	Approx. \$1575	Nursing Textbooks (new)	Approx. \$787.50
CPR BLS certification	\$55	CPR BLS certification	Approx \$55
Kaplan	(\$333.50/sem.)	Kaplan	(\$333.50/sem.)
Supply Kit for Lab	\$294.29		
Bandage scissors	\$16		
Criminal Background Check & Drug Screen	\$179.75	Criminal Background Check	\$45-55 (fee-admissions)
Clinical Travel Costs***	\$ varies	Clinical Travel Costs***	\$varies
CPR Mask (in supply kit)	\$16 if purchased separately	Nursing School pin (optional)	\$50
* Cost varies considerably; some items may be covered by insurance. Estimate does not include Hepatitis B vaccination (optional; cost approximately \$150).			
** Neutral color, non-ornamental watch with second-hand required; students may use a watch they currently own if appropriate.			
***Transportation to clinical experiences is the responsibility of the student. Clinical experiences are located throughout the service area and may include Roanoke for specialty experiences.			
<i>Please note: The application and testing fee for the national licensure exam is currently \$395,95 paid to the Virginia Board of Nursing. Application is usually submitted in March prior to a May graduation date.</i>			

Screening and Immunization Record

Submission of the program's student Nurse Screening and Immunization Record is an important step in preparing for clinical experiences. Completion of a form is an annual requirement. The accurately completed health form *and* the results of the urine drug screen are due to the program head by the designated deadline assigned by the program head, which is prior to scheduled clinical experiences for first year students. The health form for continuing or returning second year students is due to the program head by the designated deadline assigned by the program head. Students who fail to meet the due dates are not qualified to participate in clinical experiences at healthcare agencies. Failure to attend clinical prevents the student from meeting the course objectives, resulting in a failing grade. **Do not delay the completion of the form!** A properly submitted urine drug screen may take 10 to 14 days to be processed. Two-step PPD testing can take two weeks. The Nurse Screening and Immunization Record will be submitted to CastleBranch through their document management system.

Instructions for Screening and Immunization Record:

The same healthcare provider does not have to complete the entire form.

Annual Tuberculosis Screening: A two-step PPD skin test is required. Test results for each step are read within 48 - 72 hours. The results of the test must be recorded in millimeters. Here are the guidelines for PPD testing:

- If the results are < 10mm, the results are negative.
- If the results are positive, appropriate follow-up care must be documented.
- Students who are known for positive reactors or who cannot be tested must furnish documentation from a health care provider that there is no chest x-ray evidence of active TB disease and no current signs and symptoms of TB disease.
- Two-step PPD skin testing is required for individuals who have not had a documented negative skin test result during the preceding 12 months. Students with one documented negative PPD result in the last 12 months may use that result for step one and proceed to step two testing.
- An IGRA result may be substituted for the PPD screening for any year.

Evidence of Immunity to Rubella and Rubeola: Must be documented by providing proof of™ of the following:

- Documentation of immune titers to both Rubella as well as Rubeola (possibly part of previous healthcare records); OR
- Documentation of two MMR vaccinations.
- Titer results and interpretation must be included.

Evidence of Immunity to Varicella: Must be documented by providing proof of™ of the following:

- Positive history of chickenpox.
- Immune titer for varicella; OR
- Documentation of vaccination for Varicella.
- Titer results and interpretation must be included.

Evidence of Current Tetanus Immunization:

- Documentation of a tetanus immunization within the last 10 years is required. If the student's immunization status is not current, an updated tetanus immunization must be documented.

- Re-immunization is required anytime the date of the most recent immunization exceeds 10 years.

Urine Drug Screen: Substance Abuse Panel

Clinical affiliates require students to submit to urine drug screening to participate in clinical experiences at their facilities. Contracts with specific clinical affiliates dictate the frequency of urine drug screening for students and faculty. Drug screen issues (positive screens) must be resolved between the student and the laboratory performing the drug screen under the student's Castle Branch account. Note: Marijuana may be legalized under state law for certain medical uses. However, marijuana remains part of the urine drug screen for clinical affiliates associated with the nursing program. The presence of marijuana metabolites in the urine that results in a positive drug screen prevents a student from obtaining clinical placement and results in removal from the program. The student may continue nursing classes that do not require clinical placement. The student may reapply for admission to the program in future admission cycles.

Note: Any student failing to complete the required program/clinical documentation for admission, return, or progression to next semester will be ineligible to attend clinical. Failure to attend clinical may result in course failure and dismissal from the nursing program. The student must adhere to posted deadlines for all clinical requirements to maintain placement in the program. The clinical affiliates determine the frequency of drug screening and may be annual, prior to each semester, and/or random.

- If the event students are advised by the Nursing program head to use an outsider vendor, the results may either be mailed directly from the health care provider to Helen Wolfe, Dean of Healthcare Professions, New River Community College, 5251 College Drive, Dublin, VA 24084 or may be hand-delivered in a sealed envelope with the signature of the health care provider across the envelop flap. If the results are to be mailed, the student is advised to take a stamped envelope with the above address to the health care provider for use in mailing results. •
- Hepatitis B Vaccination or Assumption of the Risk: The student may provide evidence of the **completed** immunization sequence or must sign the Assumption of the Risk Statement.
- Vaccination is a series of three injections, and documentation includes evidence of the completed series or an immune titer level. Dates of vaccinations or an immune titer result with interpretation must be provided, and the signature of an authorized healthcare provider must be included.
- In the absence of documentation of the completed vaccination series, the student must sign the Assumption of the Risk Statement.

The Screening and Immunization Record for Continuing Students includes an annual tuberculosis screening.

Please note: Documentation of *COVID-19, seasonal, and other flu vaccines* may be required by healthcare agencies for a student to participate in clinical experiences. Generally, healthcare agencies apply the same policies for student nurses as agency employees. Students will be advised of any additional health requirements, such as flu vaccination, and must comply to participate in clinical experiences. The inability to meet the clinical requirements prevents the student from satisfactorily achieving the course objectives, resulting in the failure of the course.

Uniform Policy

The nursing faculty believes that a professional appearance reflects positively on the college, the nursing program, and the nursing profession. The uniform policy aims to maintain a professional image based on safety requirements and infection control and to maintain compliance with clinical partner requirements.

When wearing the student nurse uniform, the student must comply with all aspects of the uniform policy. Students may not wear a "partial" student nurse uniform at any time. Remember that students must adhere to the hair/nail/jewelry/gum policy when dressed in the program uniform.

The student uniform* consists of the following:

- Caribbean Blue (solid color) V-neck or round neck short sleeve scrub top with side seam or patch pockets on the front of the garment at the hemline or a chest pocket. The uniform scrub top must be plain and correctly sized, with no contrasting stitching, piping, or decoration. A plain white or black cotton round-neck t-shirt may be worn beneath the V-neck scrub top (thermal knitting is prohibited). A short-sleeved t-shirt is recommended; however, if long sleeves are worn, the cuff must not extend beyond the wrist for infection control reasons. The garment must not expose cleavage or midriff at any time, such as when bending, reaching, or providing patient care.
- Caribbean Blue (solid color) uniform straight-leg trousers or knee-length skirt. Trousers must be hemmed and no longer than the heel of the shoe. For infection control reasons, the trouser hem cannot touch the floor. "Joggers" uniform pants with elastic at the ankles may be worn if properly fitted. Trousers or skirts must be worn at one's natural waistline.
- A long-sleeve scrub jacket is optional. It must have a round or V-neck and front snaps or buttons if worn. Cuffs on the jacket may be knit or hemmed, but they must not extend beyond the wrist. Jackets may be white or Caribbean blue. Sweaters, sweatshirts, or hoodies should not be worn with the uniform at any time.
- White or black nursing shoes with a closed low heel, closed toe, and soft soles. (Clogs are not permitted.) Plain white or black leather athletic shoes are acceptable. Shoes must be non-permeable, including the tongues. White crew socks that cover the entire ankle must be worn with trousers, or white stockings must be worn with skirts and may be worn with trousers.
- The college provides a student nurse nametag. The nametag* is to be worn on the left bodice of the scrub top. If the jacket is worn, the nametag is placed on the left bodice of the jacket.
- A neutral-colored, non-ornamental watch with a second-hand.

When engaging in program-related experiences in the community, the following attire will be worn instead of the student Nurse uniform:

- Ankle-length trousers or females may choose knee-or mid-calf-length skirts. The garment should be solid and neutral (e.g., black, navy, brown, or khaki). Jeans or jeans-style garments are not permitted.
- A neutral, non-decorative shirt or top with no exposed cleavage or midriff at any time. Scoop-neck and V-neck tops may not reveal cleavage when leaning forward. Males must wear a shirt with a collar. Bold prints, bright colors, and slogans must be avoided for both genders.
- Shoes of a neutral color are to be closed-toe and closed-heel, with a heel height of less than 2 inches. Athletic shoes are not permitted. Socks covering the entire ankle must be worn with trousers, or stockings must be worn with skirts and can be worn with trousers.
- NRCC student Nurse nametag* must be worn on the left bodice of the shirt or top.

While engaged in every program-related clinical activity, the following regulations will be followed:

- Hair must be clean, neat, and restrained with a plain clip or non-ornamental clasp if it falls forward when leaning forward. Mustaches and beards are to be clean, well-trimmed, and not to exceed 2 inches beyond the chin. All other males must be clean-shaven.
- Fingernails must be natural nails (no artificial nails/extendors) that are clean, short, and polish-free.

- Jewelry is limited to a plain wedding band and one pair of small plain studs worn in the earlobe if ears are pierced. A medic alert bracelet is allowed. A minimally visible small stud must be used in nares for piercings other than ears. Other visible body piercings must be removed while in uniform and when engaged in any clinical or course-related activity (whether a uniform is required). Nose rings and lip piercings must also be removed while in uniform.

- **Body Art, Tattoos, and Offensive Imagery**

The following may **not** be visible at any time during clinical experiences:

- Tattoos or clothing displaying:
 - Nudity or sexually explicit content
 - Political, ideological, racial, religious, cultural, gender-based, or sexual orientation references
 - Drug, alcohol, cannabis, or firearm-related imagery or language
 - All non-compliant tattoos or items must be fully covered.
 - No offensive stickers or accessories may be worn.
 - Fragrances (perfume/aftershave) are not to be worn.
 - Chewing gum is not permitted.
 - Cell phone use: the student at no time can access social media during clinical experience. It is the clinical instructor's discretion if the student can look up medication, etc., on the student's cell phone. Students may not carry the primary nurse's unit cell phone on the clinical site
- *Important note on nametag and student uniform:** The student nurse nametag is to be worn only when the student is acting in the capacity of an NRCC student nurse completing an assignment associated with a Nursing course. Likewise, an employer nametag must **never** be worn by the student engaging in program-related experiences. Students may only wear the NRCC student nurse uniform when engaged in activities required as a part of a Nursing course in which they are currently enrolled.

Participation in Experiences at the Regional Clinical Simulation Center (CSC)

Students may have the opportunity to participate in learning experiences at the regional clinical simulation lab, which is located on Radford University's business campus.

The Radford University Regional Clinical Simulation Center stipulates these specific expectations when participating in experience at the site:

- **Simulation Center Preparation:** Students must bring the completed answers to the admission ticket questions and present them to the CSC instructor for admission to the simulation session. Students not admitted to simulation experiences due to inadequate preparation (as assessed by CSC staff) are considered absent with a missed clinical day.
- **Attendance:** Clinical simulation experiences are offered at specific times. Students are expected to be punctual. Note: Students who are late will be sent home and notified by the college instructor. This is considered a missed clinical experience. First, miss-reschedule if possible. There will be no rescheduling for the second miss (same student). Make-up clinicals are not guaranteed.
- **Required Equipment:** Stethoscope, penlight, pen with black ink, bandage scissors, and watch with sweep second hand.

- **Dress Code:** to enter the Clinical Simulation Center, the student must wear attire stipulated by the **nursing program's clinical uniform policy (see page 24 of this handbook)** this will include the student nametag. Students who do not comply with their program's clinical uniform policy will not be allowed to engage in the assigned learning experience and will be dismissed by Clinical Simulation Center personnel. Dismissal due to non-compliance with the clinical uniform policy is a missed clinical day.
- **Audio and Video Recording:** Simulation Center staff members will audio-video tape all participants engaged in simulation activities. The tape will be used in the debriefing portion of simulation experiences and will be available for students and instructors to review.
- **Confidentiality:** Clinical Simulation Center policy stipulates that all CSC records, documents, or communications are confidential and privileged. Disclosure of such records, documents, or communications to anyone during or after any CSC experience violates the college's honor code.
- **Weather Policy:**
- **Closing:** When Radford University or NRCC is closed, the Radford Clinical Simulation Center will be closed.
- **Delayed Opening:** When Radford University or NRCC announces a one-hour or two-hour delayed opening due to inclement weather, the 0800to1130 simulation session will be canceled; the 1145 to 1500 simulation session will begin at a regularly scheduled time. Standardized Patient experiences will be canceled up to opening time. The Clinical Coordinator will work with CSC staff to attempt to reschedule sessions.
- *Clinical instructors will give additional information on appropriate actions when inclement weather causes changes in the schedule.

*Clinical instructors will give additional information on appropriate actions when inclement weather causes changes in the schedule.

- **Risk Management**

Travel during Inclement Weather

The associate degree Nursing program adheres to the college policy on class cancellation or delayed opening during inclement weather. Clinical days present a unique challenge since many clinical assignments begin early in the morning. During agency orientation, the instructor will explain how the student will be notified of weather-related changes to the clinical schedule. Students are responsible for ensuring their safety and should make travel decisions accordingly. Students who do not attend scheduled classes or clinicals when the college is in session or on a delayed schedule are counted absent for the clinical day.

Safety

To ensure patient safety, it is the student's responsibility to inform faculty members about circumstances that prevent the student from safely providing care for patients and/or from safely performing the role of Student Nurse. During pregnancy, it is the student's responsibility, in consultation with her healthcare provider, to ensure her safety.

Providing References

The student may give or withhold permission for the nursing faculty at New River Community College to respond to employer reference requests regarding employment offers. Without general

permission to reply, nursing faculty members will acknowledge reference requests only if a signed release (provided by the employer) is provided to each faculty member affected and for each occasion that a reference is requested. (See Student Nurse Handbook Signature Form.) The nursing faculty must receive a two-week notice for references, not including holidays and semester or interim semester breaks.

Clinical Assignment of Clients

1. Student assignments will be based on course and program learning objectives as well as the learning needs of the students without regard to clients' race, gender, age, ethnicity, or medical diagnosis. The student will agree to care for all clients assigned by the clinical instructor while he or she is enrolled in the associate degree nursing program at New River Community College. The Assumption of the Risk Form provides details of potential risks related to clinical experiences.
2. Prior to caring for clients, each student will receive extensive instruction about the principles and practices of Standard Precautions. The student must agree to always use standard precautions in caring for every client and at any time that potential exposure to infectious agents could occur.

Hepatitis B Vaccination Policy

Hepatitis B virus (HBV) is a serious occupational risk in Nursing. Exposure to blood and body fluids places an individual at risk for contracting HBV. According to the Centers for Disease Control (CDC), 15 to 25% of healthcare workers will contract HBV during their careers.

Vaccination can prevent infection with HBV. The CDC recommends a vaccination series for anyone frequently exposed to blood and other body fluids. Nursing students at NRCC are **strongly** encouraged to discuss vaccination with their healthcare providers.

The student is hereby informed that due to the possibility of exposure to blood and other potentially infectious materials during clinical experiences, he or she may be at risk of acquiring Hepatitis B virus (HBV) infection. Should the student elect not to receive the Hepatitis B vaccine, he or she agrees to assume the risk associated with lack of immunization voluntarily. The Assumption of the Risk Statement is included in the program Screening and Immunization Record.

Personal Health Care during Clinical Participation

The student must understand that he or she will be responsible for his or her health while participating in program-related activities at the clinical agencies and all other sites. The cost of any medical services, whether provided by clinical agencies as a required action based on events (such as a needle stick) or taken on the student's behalf in the event of an emergency, shall be the student's sole responsibility.

Risks Associated with Clinical Practice in the Campus Lab/Clinical Setting

Clients under stress from physical and/or emotional ill health often direct feelings onto other people in the environment. Students are assigned to settings, such as community agencies, institutions, and homes, where agitation, hostility, anger, sexually inappropriate and other unpredictable behavior can occur. Required coursework addresses these issues; students must learn and use strategies and interventions for such behavior(s).

The nursing profession has several potential risks associated with clinical practice, such as but not limited to exposure to infectious agents, some of which may be drug-resistant, exposure to

potentially harmful effects of medical therapeutic agents, latex allergy, injury sustained in the provision of patient care, and physical harm or emotional distress because of inappropriate and unpredictable behavior displayed by clients. Students will learn about measures to be used to minimize these risks. To be informed about occupational risks, the following publications and documents must be read during the nursing orientation or by the deadline assigned by the Nursing program director. Each student will be asked to formally acknowledge that the assignment has been completed and that he or she has had the opportunity to ask questions and seek clarification. Each student must document that he or she has completed this assignment by returning the provided signature page to the Nursing program head before being permitted to engage in clinical activities.

Acknowledgment of Risks Associated with
Clinical Practice in the Campus Lab / Clinical Setting

I have read the following publications and documents. I understand the associated risks and agree to use the measures I am learning in the campus lab and all Nursing classes to minimize the risks. Also, I understand that if any questions arise with respect to risks associated with my procedure or practice, I must discuss questions with the appropriate faculty member or clinical instructor prior to undertaking the activity. **Submit signed form to Dean of Healthcare Professions or Assistant to the Dean on or before Monday, August 25, 2025 (traditional option), February 6, 2024 (advanced placement option).** (All links successfully accessed on May 2nd 2025.)

Student Signature _____ Date _____

Student's Printed Name

Latex Allergy:

<https://www.cdc.gov/niosh/docs/98-113/default.html>

Exposure to Blood:

<https://www.cdc.gov/niosh/docs/2007-157/default.html>

Hepatitis B:

<https://www.cdc.gov/hepatitis-b/about/>

Universal/Standard Precautions:

<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

<http://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>

TB:

<http://www.cdc.gov/tb/>

Healthcare Associated Infections:

<http://www.cdc.gov/hai>

Musculoskeletal Injuries:

<https://blogs.cdc.gov/niosh-science-blog/2008/09/22/lifting/>

ASSUMPTION OF THE RISK FORM

I agree that as a participant in the Associate Degree Nursing Program associated with New River Community College (the "College") scheduled for August 25, 2025, to May 15, 2027.

I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to, exposure to infectious agents (such as Hepatitis B, HIV, and Tuberculosis), some of which may be drug-resistant microorganisms, exposure to potentially harmful effects of medical therapeutic agents (such as chemotherapeutic drugs and radiation), latex allergy, injury sustained in the provision of client care (such as needle sticks, musculoskeletal injuries, and equipment-related injuries), physical harm or emotional stress as a result of inappropriate and unpredictable behaviors displayed by clients.

I understand that in the event of accident or injury, personal judgment may be required by clinical agencies or College personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or clinical agency personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to consider my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and each clinical agency for my safety or the safety of others, as well as any and all of the College's and clinical agency's rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of my property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College and/or clinical agencies. I understand that this Assumption of Risk form will remain in effect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with the director of the associate degree nursing program, at which time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact

(name) _____ at phone number _____

I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.

____ I represent that I am 18 years of age or older and legally capable of entering into this agreement.

(Participant's signature)

(Participant's printed name)

(Date)

(Date)

(Address)

If participant is less than 18 years of age, the following section must be completed:

____ My child/ward is under 18 years of age, and I am hereby providing permission for him/her to participate in this program, and I agree to be responsible for his/her behavior and safety during this event.

(Child's Name)

(Parent's or guardian's signature)

(Date)

(Date)

(Address)

Approved as to form by Rita R. Woltz, System Counsel for the VCCS.

Consent for Release of Information to Clinical Agencies

Initials	Permission to disclose:
	As a security measure, some clinical agencies require NRCC to have in advance of beginning clinical at their facility, a student's name, address, phone number, email address, birth date, and last four digits of social security number in order for the student to access clinical documentation systems and secured patient equipment within the facility. By providing this information and signing this form, you consent to the release of this information by the program director to the appropriate individuals at clinical facilities for the duration of your enrollment in the nursing program.
(initials)	
	Clinical agencies require documentation of screenings and immunizations prior to participation in clinical experiences. The requirements are detailed in clinical affiliation agreements and documented on each student's Screening and Immunization Form. Your signature below provides your consent to disclose immunization status and screening results upon request only to clinical agencies where the student is providing direct and indirect care to clients for the duration of your enrollment in the nursing program.
(initials)	
Signature:	
Print Name (include middle initial):	
Last Four Digits of Social Security Number:	
Date of Birth (mm/dd/year):	
College Email:	<u>@email.vccs.edu</u>
Today's Date	

Print Student Name Here

Student Nurse Handbook Signature Form

This document will be maintained by the program director during your enrollment in the program. A copy of the signature form is included in the contents of the *Student Nurse Handbook*.

Program Handbook Disclaimer and Signature Form

This Student Nurse Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the program. There is no mutuality between you and the College concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the college. Furthermore, the College reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

Your signature in this section below is simply your acknowledgement that you have received and agreed to read this handbook.

Student name (printed) _____ Date _____

Student's Signature _____

I understand that the Board of Nursing may deny examination or licensure to an individual who has been convicted or pled guilty or nolo contendere to certain illegal offenses even though he/she has successfully completed the nursing program. I have been given a list of offenses found in the *Commonwealth of Virginia Board of Nursing Statutes and Regulations*. [see NRCC Student Nurse Handbook]. Further, I have been instructed how to proceed if I believe that I may be in jeopardy of being denied the opportunity to be licensed.

Student Signature _____ Date _____

Following graduation, I give my permission to send my employer a survey to gather information about my performance as a new graduate for the purposes of building and maintaining a current and relevant curriculum.

Student Signature _____ Date _____

<p>I give permission to the nursing faculty at New River Community College to respond to employer requests for references pertaining to employment offers.</p>	<p>I do not give permission to the nursing faculty at NRCC to respond to employer requests for references without a specific signed permission for each reference provided to each faculty member affected. In order to acknowledge the request for a reference, including phone references, a signed release (provided by the employer) must be received by each faculty member affected prior to release of any relevant information.</p>
<p>Student Signature Date</p>	<p>Student Signature Date</p>

New River Community College

General Health Guidelines and Student Expectations

Fall 2025/Spring 2027 Tenn

In guarding against the transmission of infectious illnesses, we must follow specific health-related best practices.

As a condition for attending class or otherwise using NRCC facilities, I, as a student, agree to the following conditions:

1. I will follow all CDC, state, and local guidelines pertaining to diseases and health conditions. More information can be found at the links below.
 - a CDC Diseases and Conditions: <https://www.cdc.gov/nchs/fastats/diseases-and-conditions.htm>
 - b Virginia Department of Health: <https://www.vdh.virginia.gov/>
 - c New River Health District: <https://www:nrvroadtowellness.com/>
2. In the event of health threats or changes in guidelines, I understand in-person classes may be moved online, fully or partially. I must be prepared to access technology and the internet with as little as 24 hours' notice.

By continuing my enrollment in class(es), I **agree to meet the abovementioned expectations.** New River Community College encourages all students to vaccinate against transmissible illnesses fully. Vaccination information is available on the Virginia Department of Health website at www.vdh.virginia.gov.

NOTES

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