

New River Community College

Student Nurse Handbook

2026-2027

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 for 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 of 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.

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.

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	Dealing 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., I.V. 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, 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*

Student Learning Outcomes

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

1. 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. Integrate clinical judgment when collaborating with the healthcare team in the management of complex clients.
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.
7. Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.

New River is committed to overall excellence through the following end-of-program outcomes. The outcomes allow the program to measure its overall effectiveness.

End of Program Outcome

1. At least 50% of students graduate on time measuring from enrollment in NSG100 or NSG115 through successful completion of NSG252.
2. At least 80% of the graduates from both program tracks will pass NCLEX on either their first or second attempt.
3. At least 80% of students wish to be employed as an RN will be six months after graduation.

Accreditation/Approval

Effective June 7, 2024, the associate of applied science degree nursing program at New River Community College at the New Rivier Community College located in Dublin, VA is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on December 31, 2026.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

View the public information disclosed by the ACEN regarding this candidate program [on the ACEN's website](#).

Upon granting initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the ACEN Board of Commissioners granting initial accreditation.

The nursing program has full approval by the Virginia Board of Nursing.

Virginia Board of Nursing
9960 Maryland Drive, Suite 300
Henrico, VA 23233

Concept-Based Curriculum

The AAS Nursing Program follows the Virginia Community College System (VCCS) common nursing curriculum, which utilizes multiple concepts and exemplars over four semesters of nursing courses. The curriculum flows from simple to complex concepts and covers health and illness, client recipient, and professional nursing concepts, integrating lifespan across the curriculum. Students are required to engage in the classroom, lab, and clinical courses as active learners. All enrolled students must prepare for class with “tickets to enter or TTEs.” The table below illustrates the sequence of courses required in the curriculum. Students may access detailed course descriptions through the college’s course catalog at [New River Community College](#).

New River Community College
CURRICULUM CHECKLIST
 Associate Degree Nursing Program

<u>First Semester (Fall)</u>	<u>Credits</u>
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
 <u>Second Semester (Spring)</u>	
BIO 150 Introductory Microbiology	4
NSG 152 Health Care Participant	3
NSG 170 Health/Illness Concepts	6
 <u>Third Semester (Fall)</u>	
ENG 112 College Composition II	3
NSG 210 Health Care Concepts I	5
NSG 211 Health Care Concepts II	5
 <u>Fourth Semester (Spring)</u>	
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

(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 100), and a three-credit college-level transfer course elective.

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.

I. Program Policies

Disability Accommodations Policy

The Nursing Program follows college policy regarding accommodation 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 accommodation.

Students who believe they may require accommodation 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 acceptance and prior to enrollment in the nursing program. 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 checks must be completed according to the New River procedures, and data provided by other means is 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.

Background Checks

Per the NRCC policy above and the contract agreements with clinical affiliates, all nursing students are required to complete a Criminal History and Sex Offender Crimes Against Minors Background Check before beginning the nursing program. The background check also includes a review of GSA or OIG exclusion lists, the US Treasury Department's Office of Foreign Assets Control list, or the Specially Designated Nationals. Employment verification indicates students are eligible for rehire. The fee for the background check will be paid by the student directly to the approved vendor. Nursing students are personally responsible for completing the required background check. If the student feels a positive finding on a background check was in error, it is the student's responsibility to resolve this issue with the vendor.

The Dean of Health Professions will review all positive findings on background checks and determine whether the student can enter the program based on clinical placement eligibility. Background clearance may preclude a student from attending clinical rotations and prevent the student from meeting the program learning outcomes. In such instances, students may refuse disclosure which would require meeting with the Dean to address clinical placement and continuance in the program. **A student's inability to attend clinical will result in course failure and result in dismissal from the nursing program. If there are new criminal charges pending against a student while enrolled in the nursing program, the student is responsible for reporting these to the Dean immediately.**

Due to clinical affiliation agreements, pending charges may interfere with the student's ability to attend clinical experiences. If faculty become aware of a new criminal conviction without notification by the student during a student's enrollment in the nursing program, the student may be dismissed from the program immediately.

Drug Screening

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.

Please Note: Marijuana may be legal under state law for specific medical use; however, marijuana remains part of the urine drug screen for clinical affiliates associated with the nursing program. A positive drug screen for marijuana and/or its metabolites prevents a student from obtaining clinical placement and results in removal from the program. 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 program requires students to obtain urine drug screens prior to attendance each fall semester. The clinical affiliates may determine more frequent drug screening and that may be before each semester, and/or random.

Attendance Policies

Absences

Students are required to attend ALL classes, Nursing Skills Labs (NSL), Simulation Labs, and Clinical experiences.

1. When an absence is necessary, the student must inform the faculty before the absence (by telephone) or email. For clinical absence, follow the instructions given by the clinical instructor for your current rotation. A message may be left on voice mail.
2. Work missed in classroom, lab, or clinical due to extenuating circumstances defined as absences due to illness, mandatory quarantine, personal or family emergency, court dates, or death in the family may be made up if the absences are appropriately documented. All other absences are considered unexcused, and work missed may not be made up. The student will receive a grade of "0" for any missed work.
All clinical absences are considered unexcused until an Approval Request for Missed Clinical Form is submitted and approved by the program director and your course faculty. Falsification of documentation is considered a violation of the New River Student Conduct Policy and may result in dismissal from the program.
3. It is the student's responsibility to arrange with the instructor to make up missed learning experiences in all classrooms, lab, or clinical areas. Clinical make-up will be scheduled after the Form is approved and the student requests a makeup, on a space available basis. Clinical make-up rotations for excused absences are not guaranteed. Clinical make-up rotations for unexcused absences are not permitted.
4. Make-up tests are not permitted. In the event of an excused absence on the day of the test, the questions on the final exam for that subject matter will be averaged and that will serve as the student's test grade.
5. Assignments are due on the day of return following an absence or as arranged by the instructor. The instructor may accept late assignments at his or her sole discretion. If a late assignment is accepted, a minimum of ten (10) points will be deducted for each day late. The instructor may waive point deductions based on documentation of extenuating circumstances.
6. Business, physician/healthcare provider, and dental appointments should be made after nursing program hours.
7. A healthcare provider's medical release is a requirement for the student to return to the clinical environment after an illness or condition resulting in three (3) or more consecutive days of absence.
8. A maximum of three (3) class absences (per course) is permitted. Excessive absenteeism is defined as more than three (3) days of missed classroom or in person instruction.
9. At all scheduled NSG didactic, laboratory, and clinical sessions attendance is mandatory.
EXCUSED MISSED CLINICAL ROTATIONS OR LAB EXPERIENCES MUST BE MADE UP. Clinical/lab absence more than 10% of the schedule may make it impossible for the student to complete the clinical objectives. Therefore, it may result in course failure and dismissal from the program. Decisions regarding failure/dismissal due to excessive absence will be made at the discretion of the program director and Dean of Health Professions, with faculty input. **Note: All make-up NSG simulation, and clinical hours are subject to faculty and facility availability. Make-up experiences must be scheduled through the lab and clinical coordinators for the program and are not guaranteed.**

Failure to complete the lab and clinical course requirements may result in course failure and/or removal from the program. In select circumstances, with permission of the director, students may earn an “incomplete” as a course grade. Students must consult with their faculty advisor should questions arise regarding course completion. The AAS Nursing Program’s attendance policy exceeds that of New River Community College and students are expected to comply with these standards.

Tardiness

Tardiness is not acceptable in the classroom, lab, or clinical. Students arriving late to class may not be admitted until break or as directed by faculty to maintain the learning environment. **Students who arrive late for a test are not permitted to enter the testing environment and must see the course instructor for further instructions.** Students are responsible for any missed classroom material. The number of times a student is tardy is counted in the total number of days absent. **Three tardies count as one absence.** A tardy is assessed for any lateness following the scheduled beginning of class, lab, or clinical.

Tardiness with a scheduled clinical experience may result in dismissal from the clinical setting and an unexcused clinical absence. Students should notify their clinical instructor immediately if lateness appears imminent due to unforeseen circumstances. It is the discretion of the clinical instructor to allow a student to participate in the clinical experience based on patient assignments, pre-conference requirements, and availability of patient report.

Test Review Policy

Test reviews will be in a format determined by course faculty and cover commonly misunderstood concepts and/ or exemplars. Individual test questions are not part of the test review. Students participating in reviews must maintain the professional and communication standards outlined in the nursing handbook. Test reviews will be conducted at a date/time determined by course faculty and communicated to all students via Canvas or email announcement. Students who score below 80% on a test are strongly encouraged to meet with faculty during office hours for an individual performance review. Students may schedule a review of their test performance up to the time of the next administered test. After that time, the test will be filed and unavailable for performance review.

Test Analysis Procedure

The program has a standardized system for test result analysis. All course faculty will follow this procedure. See course plans and syllabi for policy.

NCLEX-Prep and Annual ATI Review for NCLEX-RN

Students must engage in NCLEX-RN prep, including attending a 3-4-day ATI Live Review seminar held for New River nursing students at the end of the 4th semester (Spring). Faculty partner with students in their NCLEX-RN prep through advising, coaching, and mentoring roles extending beyond program completion until a graduate is prepared to take NCLEX-RN. The schedule for the NCLEX-RN prep assignments and ATI Live Review seminar will be posted in the syllabi for 4th semester courses. Completion of all assignments, including remediation, is required for level 4 NSG courses.

Attendance is mandatory at the Live ATI Review seminar. Failure to complete the ATI Live Review seminar will prevent students from completing NSG 252 and may result in an incomplete grade that delays graduation. The ATI Live Review and all NCLEX-RN prep assignments identify a student's readiness for NCLEX-RN, including areas of content strengths and weaknesses that require additional study. The ATI Live Review course is typically scheduled during final exam week for the spring semester. See course syllabi for specific schedules and course requirements.

APA Documentation

The APA citation standards are the expected documentation system for all papers and written assignments in the nursing program. The tutoring center in the library can provide resources for students needing APA citation assistance. Students are encouraged to see faculty for questions regarding documentation for specific assignments and for help identifying appropriate reference sources.

AI Usage

Use of AI tools to complete homework assignments is prohibited unless the assignment instructions offer guidance on how to use it for the submission. If AI tools are used, they must be cited in the reference page.

Social Media Policy

The use of social media is prohibited in campus classrooms, labs, and clinical experiences. In addition, students are prohibited from using any patient/client, clinical agency, or New River information, data, or images on any social media. Students are never permitted to photograph patients or patient information; cameras are not permitted in patient care areas where a student is assigned to a clinical experience. Social media includes, but is not limited to Facebook, Meta, Snapchat, YouTube, Instagram, Myspace, etc. Students are required to maintain confidentiality and privacy laws. Failure to abide by policy and laws may result in dismissal from the program and/or legal liability. The AAS Nursing Program subscribes to NCSBN and VBON guidance regarding social media. Students are responsible for reviewing and follow the information in the link provided:

[NCSBN_SocialMedia.pdf](#)

Disciplinary Actions

Students enrolled in the NRCC Nursing Program are expected to demonstrate professionalism, academic integrity, and ethical behavior always. 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, undisclosed use of AI)
- 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
- More than 3 absences, excessive 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 and the Dean of Health Professions. The student is notified and may be asked to provide a written statement.

3. **Meeting with Student**

The student is invited to meet with the program director, the dean and sometimes the involved faculty 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 and a stepwise approach is not mandated:

- Verbal Warning (documented)
- Written Warning
- Behavioral or Academic Probation (with clear conditions)
- Temporary Suspension from Clinical or Class
- 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.

Clinical Policies

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 number 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 (more details by year below)

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 Immunization Record is essential in preparing for clinical experiences. The accurately completed health form is due to the clinical coordinator by the designated deadline assigned by 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

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, uploaded into the ACEMAPP and My Clinical Exchange platforms.

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.

Urine Drug Screen: The urine drug screen is one of the admission requirements for the program. This must be done according to the NRCC nursing program's procedure. Urine drug screen may take 10 to 14 days to be processed.

COVID: A copy of the COVID card or exemption form must be uploaded to the ACEMAPP and My Clinical Exchange Platforms.

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

2nd Year Students

PPD: A PPD can be done once if the program has documentation of a negative test within the past 12 months. Otherwise, a two-step PPD or IGR is required. Two-step testing can take up to two weeks including two administrations and readings. An IGR may be substituted for the PPD screening for any year and submitted.

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

Urine Drug Screen: A urine drug screen prior to attending class in the fall semester is required. This must be done according to the NRCC procedure. Urine drug screen may take 10 to 14 days to be processed.

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

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.

HIPAA Guidelines and Confidentiality

The Health Insurance Portability and Accountability Act (HIPAA) regulate 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 removal 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.

Program Progression

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.

- All general education and NSG courses must be completed in sequence before proceeding with the curriculum. The non-nursing courses can be taken earlier than they are listed in the curriculum grid, but not later.
- **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 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.** If a student is unsuccessful in NSG 252 and later returns to the program, **they must also repeat NSG 270.**
- 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 theory and clinical components, to meet program requirements.
- Progression through the nursing program will be delayed if General Education courses are not completed 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 clinical coordinator and uploaded to the ACEMAPP and My Clinical Exchange platforms. All screenings and immunizations must be current while enrolled in NSG courses.
- CPR Certification: copy of current card submitted to the clinical coordinator and uploaded into the ACEMAPP and My Clinical Exchange platforms with valid and appropriate certification maintained throughout the program.
- 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.

Grading Policies

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

Students must achieve an 80% or better test average in any nursing course prior to grades from additional assignments being added in to the final course grade. Failure to achieve at least an 80% test average, will result in failure of the course and subsequent dismissal from the program.

NOTE: Nursing course grades are not subject to rounding – i.e. 79.91 will be recorded as a 79.91.

Extra credit opportunities are not offered in the nursing program.

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.

Re-Admission Requirements

A student who fails to earn a grade of C or better in any General Education taken at the time it appears in the curriculum grid, 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 director 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.** Returning students must meet admission and curriculum requirements in effect at the time of readmission to the Nursing program. This may generate additional course requirements.

Re-admission to the program the following year is not guaranteed. Students are allowed two attempts to be successful in a nursing course in the associate degree program. 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. NRCC College policy indicates that a student should usually be limited to two enrollments in a credit course (2024-2025 College Catalog). **Students who are unsuccessful in two or more nursing courses during their enrollment are no longer eligible to return to the associate degree program.**

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 their TEAS score from the previous year; however, it is strongly encouraged to seek advice from the program director on whether to consider retaking it to improve the score. A prospective student may take the TEAS once per calendar year unless they receive permission from the program director.

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, open slots are very competitive. **Note: Students seeking readmission must meet the grade point average requirement of 2.5 and all other admission requirements at the time of 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, and
- **Prove competency in skills if entering after semester one**

Please note that an updated criminal background report is required prior to the first day of the semester 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 Virginia Board of Nursing directly. 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 23233, (Phone 804-367-4515).

The following is the regulation 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.*

Pinning Ceremony for Nursing Program Graduates

A long-held tradition in Nursing education is participation by graduates in a Pinning Ceremony. Upon successfully completing the nursing program, graduates may purchase a pin representative of and unique to NRCC's Nursing program. 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 Professions division at NRCC, the nursing pinning and graduation may 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.

Student Governance

Student-Faculty Advisory Committee

Purpose: To afford students a formal communication process between students and faculty members to offer input into how NRCC can 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 or two additional student representatives will 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 nursing program director 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.

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 if 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 recordings 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, clinical agencies, 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 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 Environment and Requirements

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, ATI, 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. (See separate test review policy)

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

Correct Channel of 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
- Program Director
- Dean of Health Professions
- Vice President of Academics and Student Services

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 faculty member(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.

Nursing Department Faculty and Staff Information

Dean of Healthcare Professions

Dr. Kelley Pennell
Office: Godbey 71
Office phone: 540-674-3633
E-mail: Kpennell@nr.edu
Postal mail: NRCC, 5251 College Drive, Dublin, VA 24084

ADN Nursing Program Director

Caitlin Reed
Office: Godbey 68
Office Phone: 540-674-3600 X4309
E-mail: creed@nr.edu
Postal Mail: NRCC, 5251 College Drive, Dublin, VA 24084

Nursing Faculty

Lisa Johnston
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E-mail: ljohnston@nr.edu
Postal mail: NRCC, 5251 College Drive, Dublin, VA 24084

Wendy Hay
Office: Godbey 81
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E-mail: whay@nr.edu
Postal mail: NRCC, 5251 College Drive, Dublin, VA 24084

Lisa Helmick
Office: Godbey 80
Office phone: 540-674-3600 X 4267
Email: lhelmick@nr.edu

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

Earn to Learn Coordinator

Melinda Tunnell

Office Phone: 540-674-3600 X4390

Email: mtunnell@nr.edu

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

Health Professions Administrative Assistant

TBA

Office: Godbey 69

Office Phone: TBA

Email: TBA

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

Faculty Advisor

During the program's first week, each student will be assigned to 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 students 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. Competing priorities might put your academic standing at risk.

Faculty members strongly encourage students not to choose clinical placement at an agency where they are employed. While a familiar environment might be appealing, role confusion for students and others employed at the agency might make meeting the clinical objectives difficult.

Estimated Anticipated Expenses

In addition to tuition and fees, nursing students must anticipate several 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*	\$220
Uniform Shirt	\$35 X 2	Uniform Shirt	Replace as needed
Uniform Trouser	\$35 X 2	Uniform Trouser	
Uniform Jacket	\$40	Uniform Jacket	
Uniform Shoes	\$80	Uniform Shoes	
Uniform Name Tag	No charge	Uniform Name Tag	
Watch**	\$30		
Stethoscope	\$60 and up		
Penlight	\$5	Penlight	Replace as needed
Ink pen with black ink	\$1	Ink pen with black ink	
Nursing Textbooks (new) including ATI/Kaplan****	Approx. \$1,860.75	Nursing Textbooks (new) including ATI/Kaplan****	Approx. \$1,557
Clinical Platforms	\$100-200	Clinical Platforms	\$100-200
CPR BLS certification	Approx \$50 and up		Approx 50.00
CPR card fee	\$5	CPR card fee	N/A for current card
Supply Kit for Lab	\$125		
Bandage scissors	\$16	Urine Drug Screen	\$120
Criminal Background Check & Drug Screen	\$180	Criminal Background	\$45-55 (readmission)
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; 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.			
****The Kaplan/ATI fees must be paid each semester.			
Please note: The application and testing fee for the national licensure exam is currently \$390, paid to the Virginia Board of Nursing. Applications are usually submitted in April prior to May graduation date.			

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).

Clinical Compliance

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 nursing program director 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 nursing program director.

Following the initial deadline, continuous CPR certification is the student's responsibility while enrolled in the nursing program. Contractual stipulations with affiliating agencies do not allow non-certified students participation 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.

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.

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 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).

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 completed health form *and* the results of the urine drug screen are due to the nursing program director, submitted to the ACEMAPP and My Clinical Exchange platforms by the designated deadline assigned by the nursing program director, prior to scheduled clinical experiences. Students who fail to meet the due dates are not qualified to participate in clinical experiences at healthcare agencies. **Failure to attend clinical assignments 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 clinical partner systems and reviewed by the Clinical Coordinator.

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 **one** 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 **one** 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.

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

All students must wear the approved program uniform when attending assigned clinical rotations. Ordering information will be provided at orientation.

The female uniform includes a clean, non-wrinkled uniform, socks covering the ankles, and clean, close-toed shoes. Scrub tops must fit loosely over the hips and buttocks; no undergarments, such as t-shirts, should be visible below the hem. Undergarments should be flesh-colored and not be visible at any time. The uniform bottoms must reach the student's ankle.

- 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 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-sleeved 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, grey, 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's 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 above the shoulders 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 clear, 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.
- No smoking or perfumed agents

Body Art, Tattoos, Offensive Imagery, Piercings, and Fingernails

- All visible body art and/or tattoos must be covered while participating in NRCC assigned clinical experiences. (no exceptions)
- Each student is allowed a set of plain stud earrings in one hole per ear. All other piercings (including tongue, nose, face, and multiple per ear) must be removed or covered with a Band-Aid if new and unable to safely remove.
- Fingernails must be natural, short and free from polish or artificial nails.
- Fragrances (perfume/aftershave) are not to be worn.
- Chewing gum is not permitted.
- No smoking while in NRCC nursing uniform regardless of the location. Students in the official uniform are always representing NRCC.
- 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. 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, including** 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 0800 to 1130 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.

IV. Risk Management

Clinical During Inclement Weather/Clinical Cancellation Policy

The associate degree Nursing program didactic and laboratory classes adhere to the college policy on class cancellation or delayed opening during inclement weather. **Clinical experiences are difficult to reschedule and will be held unless you are notified otherwise.** You must wait to hear from your clinical experience faculty regarding when and if the clinical experience is closed. There will not be delayed clinical experiences. 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.

Each student is responsible for evaluating whether it is safe to travel to their scheduled clinical experience during inclement weather. All clinical hours must be completed, so if you do not feel it is safe for you to travel, you will attend the scheduled clinical make up 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 from 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.

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 any 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 24, 2026 (traditional option), February 6, 2027 (advanced placement option).** *(All links successfully accessed on July 16, 2026.)*

Student Signature _____ Date _____

Student's Printed Name _____

Latex Allergy: [Latex Allergy A Prevention Guide | CDC Archive](#)

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: [Exoskeletons: Potential for Preventing Work-related Musculoskeletal Injuries and Disorders in Construction Workplaces | NIOSH Science Bulletin | CDC](#)

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 24, 2026, 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 arises, please contact:

Name: _____ at the 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: _____ Date: _____

Participant's Printed Name: _____

Participant's Address

City

State

Zip

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

My child/ward, the student, 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/student's name: _____

Parent's or guardian's signature: _____ Date: _____

Parent's or guardian's printed name: _____

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:
(initials)	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.
Signature:	
Print Name (include middle initial):	
Last Four Digits of Social Security Number:	
Date of Birth (mm/dd/year):	
College Email: _____@email.vccs.edu	
Today's Date	

Print Student Name Here

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 _____

I give permission to the nursing faculty at New River Community College to respond to employer requests for references pertaining to employment offers.	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.
Student Signature _____ Date _____	Student Signature _____ Date _____

New River Community College
General Health Guidelines and Student Expectations
Fall 2026/Spring 2027 Term

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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