Accreditation
Rappahannock Community College (RCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of RCC.

Approval
The RCC Practical Nursing Program is approved the Virginia Board of Nursing to provide practical nursing education in the Commonwealth of Virginia. Contact the Virginia Board of Nursing at Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23233 or call 804-367-4515 for questions regarding approval status.
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Introduction

Welcome to Rappahannock Community College and the Practical Nursing Certificate Program (PN). The faculty and staff will help to facilitate your goal of completing the program and becoming a Practical Nurse. This handbook contains the policies and procedures specific to Rappahannock Community College’s Practical Nursing Certificate Program. It is intended to be used by nursing faculty and students in conjunction with the RCC Student Handbook and Catalog. You will be asked to sign a statement that verifies that you understand the contents and agree to comply with the conditions contained within the packet while you are a student in the RCC Practical Nursing Certificate Program.

It is important you understand and accept that you are entering a career that requires discipline, mature behavior, a professional attitude, and responsible decision-making. Two additional qualities we expect in each student are accountability and professionalism. Everyone associated with this program, students and faculty alike, are expected to exhibit professional behavior in the academic and clinical settings at all times. Maturity, knowledge and skill, as well as a responsibility to self and others are hallmarks of the professionalism expected of you throughout the program and your professional career. Commitment to the education process in the nursing program is a professional responsibility, so you must plan your educational path accordingly. In addition to professional behaviors, the successful student in this program will exhibit the highest ethical standards required of practical nurses, including but not limited to, truth, honesty, fairness and commitment to caring. Students in the PN program will adhere to the legal requirements for students in helping professions as described in the Nurse Practice Act of the Virginia Board of Nursing.

Personal flexibility is essential to meet the needs and demands of the nursing program. The college offers this program in affiliation with the health care agencies and practitioners in the communities the college serves. The often rapid changes in health care law, standards of practice, technology, and content of credentialing examinations may necessitate immediate changes in the program’s course content, policies, procedures, and course scheduling. Therefore, be prepared for possible changes in class or clinical schedules that may require adjustments to your personal schedule. Even though you may select a home campus, you may be required to travel to other campuses, labs or clinical sites as the needs of the program dictate.

Completion of the RCC PN Program leads to career opportunities and personal satisfaction. If you have problems meeting the expectations of the program, consult your faculty advisor or the instructor. Faculty members want to help you acquire the necessary knowledge and skills to be a nurse and will work with you to accomplish your educational goals. Students and faculty work together with mutual respect to make your educational experience a positive one.

Rappahannock Community College does not discriminate on the basis of race, color,
national origin, sex, disability in its programs or activities. Inquiries related to college’s nondiscrimination policies should be directed to Dr. David Keel, Dean of Student Development, Rappahannock Community College, 12745 College Drive, Glenns, VA 23149, or by phone at 804-758-6731, or email at dkeel@rappahannock.edu.

Catalog Policy

The Practical Nursing faculty of Rappahannock Community College reserves the right to change, delete, supplement or otherwise amend rules and policies at any time. The RCC faculty will communicate changes in writing with as much advanced notice as possible, given the circumstances of the change.

Administration

A division of the Virginia Community College System, Rappahannock Community College (RCC) is approved by the State Board for Community Colleges and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The Certificate in Practical Nursing (PN) Program has received continuous approval by the Virginia Board of Nursing. The last approval date was April of 2013. (See the VA BON website at: http://www.dhp.virginia.gov/nursing/)

RCC Administration:

President, Dr. Elizabeth Crowther  
Vice President of Instruction & Student Development, Dr. Donna Alexander  
Dean of Health Sciences, Charles Smith, MS, RN  
Interim PN Program Head, Ellen Koehler, MSN, RN, CNE  
Administrative Assistant to the Dean of Health Sciences, Jennifer Carr

Faculty:

Bonnie Cooley, JD, MSN, RN  
Susan Perry, BSN, RN  
Shelia Rice, BSN, RN  
Karen Taliaferro, BSN, RN
RCC Statement of Mission and Values

The RCC mission statement is: *Rappahannock Community College provides access to high quality educational experiences for members of its community, preparing them for success as learners, employees, and citizens of the 21st century.*

The RCC values statements are about commitment to our students, community, and employees through access, excellence, and effectiveness. The full documents can be found at: [http://www.rappahannock.edu/catalog/about/who-we-are](http://www.rappahannock.edu/catalog/about/who-we-are).

The faculty of the RCC PN program accepts the mission and values of the college as guiding principles for practical nurse education.

General Nursing Program Information

Program Purpose

The purpose of the PN curriculum is to prepare students to provide safe and effective nursing care for clients with common health problems as defined by the role of the practical nurse, as well as to collaborate effectively with all members of the healthcare team. Graduates will provide clinically competent, contemporary care that meets the needs of individuals across the lifespan, families and communities. Upon successful completion of the curriculum, the graduate will be eligible to apply to take the NCLEX-PN® examination leading to licensure as a practical nurse.

Program Mission, Vision and Values

The mission of the Practical Nursing Program is to offer quality, comprehensive practical nurse education and to prepare practical nurses who demonstrate the highest ethical standards while performing their roles in the health care team. The vision of the Practical Nursing Program is to promote lifelong learning, provide quality nursing education, and to prepare graduates who will be dedicated to serving their community as evidenced by safe and effective nursing practice within the scope of the role of the practical nurse. The values of the Practical Nursing Program are to develop a student commitment to caring, acceptance of responsibility within in scope of practice, and responsiveness to the diverse populations throughout the lifespan they will serve as they transition to the role of practical nurses.

Program Outcomes

The terminal outcomes for the RCC Practical Nursing Program are:

1. 100% of graduating students receive satisfactory ratings on end-of-semester clinical
evaluations
2. At least 80% of graduates rate their preparation on the PNE graduate survey elements as “agree” or “strongly agree”
3. At least 80% of employers rate their satisfaction with graduate student learning outcomes as “agree” or “strongly agree”.
4. The aggregate NCLEX-PN pass rate will be at or above the state or national percentages, whichever is highest.

**Student Learning Outcomes**

By the end of this program the learner will:

1. Implement the plans of care for clients through provision of safe and effective nursing care within the scope of the LPN role and education.
2. Communicate therapeutically with clients/families and effectively with members of the healthcare team in all forms of communication.
3. Provide culturally congruent care across the lifespan and across all healthcare environments.
4. Deliver safe and effective nursing care that conforms to the highest legal and ethical standards as prescribed by the Virginia Board of Nursing.
5. Identify and report suspected abuse with clients across the life span.
6. With collaboration, apply critical thinking skills to the holistic care of clients.
7. Demonstrate adequate preparation to be eligible to sit for the NCLEX-PN licensure examination.

**Curriculum**

The PN curriculum is a 46-credit Certificate Program that includes both general education and practical nursing courses. Students may take as many general education support course as they choose to prior to application or entrance to the program. Once the student is in the program, all courses must be completed in the sequence as prescribed in the table below. All courses in one semester must be satisfactorily completed before advancing to the next semester.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credits</th>
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<tr>
<td>NUR 120</td>
<td>Nursing Terminology and Charting</td>
<td>2</td>
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<td>2</td>
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<tr>
<td>PNE 155</td>
<td>Body Structure and Function</td>
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<td>0</td>
<td>3</td>
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<tr>
<td>PNE 161</td>
<td>Nursing in Health Changes I</td>
<td>4</td>
<td>9</td>
<td>7</td>
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<tr>
<td>NUR 135</td>
<td>Drug Dosage Calculation</td>
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<td>1</td>
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<tr>
<td>SDV 100</td>
<td>College Success Skills</td>
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<td>0</td>
<td>1</td>
</tr>
<tr>
<td>SOC 200</td>
<td>Principles of Sociology I</td>
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<td>17</td>
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<tr>
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<tr>
<td>---------</td>
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<td>---------</td>
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<td></td>
</tr>
<tr>
<td>PNE 162</td>
<td>Nursing in Health Changes II</td>
<td>6</td>
<td>12</td>
<td></td>
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<tr>
<td>PSY 230</td>
<td>Developmental Psychology</td>
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<td>0</td>
<td></td>
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<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
<td>0</td>
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<tr>
<td>PNE 173</td>
<td>Pharmacology</td>
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<td>0</td>
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<td></td>
<td>Semester Total</td>
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<td>12</td>
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<thead>
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<th>Lecture</th>
<th>Lab</th>
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</thead>
<tbody>
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<td>HLT 230</td>
<td>Principles of Nutrition and Human Development</td>
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<td>0</td>
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<tr>
<td>PNE 145</td>
<td>Trends in Practical Nursing</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>PNE 163</td>
<td>Nursing in Health Changes III</td>
<td>4</td>
<td>12</td>
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<tr>
<td></td>
<td>Semester Total</td>
<td>8</td>
<td>12</td>
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**Total Minimum Credits: 46**

*Course Descriptions*

**NUR 120 - Nursing Terminology and Charting**
Focuses on basic terminology used in nursing. Emphasizes combining word forms and applications to nursing situations and the patient's record.
Lecture 1-2 hours per week.
1-2 credits

**PNE 155 - Body Structure and Function**
Studies the structure and function of the body.
Lecture 3-4 hours per week.
3-4 credits

**PNE 161 - Nursing in Health Changes I**
Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.
Lecture 2-4 hours. Laboratory 6-15 hours. Total 10-17 hours per week.
6-7 credits

**NUR 135 - Drug Dosage Calculations**
Focuses on apothecary, metric, household conversion in medication dosage calculation for adult and pediatric clients. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates.
Lecture 1-2 hours per week.
1-2 credits

**PNE 162 - Nursing in Health Changes II**
Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.
Lecture 4-6 hours. Laboratory 12-21 hours. Total 18-25 hours per week.
10-11 credits

**PNE 173 - Pharmacology for Practical Nurses**
Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem solving skills used in medication administrations. Emphasizes major drug classes and specific agents within each class.
Lecture 1-2 hours per week.
1-2 credits

**PNE 145 - Trends in Practical Nursing**
Studies the role of the Licensed Practical Nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment.
Lecture 1 hour per week

**PNE 163 - Nursing in Health Changes III**
Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.
Lecture 4-5 hours. Laboratory 9-15 hours. Total 14-19 hours per week.
8-9 credits

**Student Estimated Costs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tr>
<td>Tuition and Fees (47 credits X $144.19*)</td>
<td>$6776.93</td>
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<tr>
<td>Uniforms and Shoes</td>
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<tr>
<td>Books</td>
<td>500.00</td>
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<tr>
<td>Standardized Testing and NCLEX Preparation Materials</td>
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<tr>
<td>Clinical Supplies</td>
<td>200.00</td>
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<tr>
<td>Malpractice Insurance</td>
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<tr>
<td>Criminal Background Checks/Drug Screens/Document Tracker</td>
<td>120.00</td>
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<tr>
<td>Medical</td>
<td>500.00</td>
</tr>
<tr>
<td>Graduation and Licensure</td>
<td>500.00</td>
</tr>
<tr>
<td>Travel to Clinical Agencies</td>
<td>Variable</td>
</tr>
<tr>
<td>Total Estimated Costs</td>
<td>$9329.93+</td>
</tr>
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**Clinical Agencies used for Instruction**

The list below is the most complete list of clinical agencies to date. Clinical site availability may vary from semester-to-semester or year-to-year.

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<tr>
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<td>----------------------------------------------------------------------------</td>
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<tr>
<td>Riverside Convalescent Center - Saluda</td>
<td>Fundamentals, Medical-Surgical Community, Leadership</td>
</tr>
<tr>
<td>Riverside Convalescent Center - West Point</td>
<td>Fundamentals, Medical-Surgical Community, Leadership</td>
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<tr>
<td>Riverside Lifelong Health - The Orchard</td>
<td>Fundamentals, Medical-Surgical Community, Leadership</td>
</tr>
<tr>
<td>The Lancashire Long Term Care Facility</td>
<td>Fundamentals, Medical-Surgical Nursing, Leadership</td>
</tr>
<tr>
<td>Virginia Health Services</td>
<td>Fundamentals, Medical-Surgical Community, Leadership</td>
</tr>
<tr>
<td>Walter Reed Convalescent &amp; Rehabilitation Center</td>
<td>Fundamentals, Medical-Surgical Community, Leadership</td>
</tr>
<tr>
<td>Cumberland Hospital for Children and Adolescents</td>
<td>Mental Health, Community, Leadership</td>
</tr>
<tr>
<td>Rappahannock Westminster Canterbury Assisted Living, Convalescent and</td>
<td>Fundamentals, Medical-Surgical Nursing, Leadership</td>
</tr>
<tr>
<td>Rehabilitation Center</td>
<td></td>
</tr>
<tr>
<td>Children’s Hospital</td>
<td>Pediatric, Fundamentals, Medical-Surgical Community, Leadership</td>
</tr>
<tr>
<td>Medicorp- Mary Washington Hospital</td>
<td>OB- Mother-Baby, Labor-Delivery, Newborn, Post Partum</td>
</tr>
<tr>
<td>Gloucester Free Clinic</td>
<td>Community, Medical-Surgical</td>
</tr>
<tr>
<td>Tappahannock Free Clinic</td>
<td>Community, Medical-Surgical</td>
</tr>
</tbody>
</table>

**Financial Aid**

A wide variety of financial aid opportunities are available to nursing students, including scholarships for health care students only. The RCC Financial Aid Office welcomes inquiries about providing assistance. See: [http://www.rappahannock.edu/catalog/financial-aid-veterans-affairs](http://www.rappahannock.edu/catalog/financial-aid-veterans-affairs).

**Academic Calendar**

The academic calendar may be found by accessing the college website at: [http://www.rappahannock.edu/schedule](http://www.rappahannock.edu/schedule). The calendar contains the deadline date for dropping a course and obtaining a tuition refund.
Policies and Procedures

Attendance

The PN program follows the college policy for absences and may be stricter than the college policy because of the nature of the program of study. Refer to each course syllabi for the maximum number of hours allowed for class, campus lab and clinical experience absences. There are no excused absences—the student is either present or not, regardless of the circumstances. As a general rule, there are no makeup classes, labs or clinical experiences in a given semester. However, faculty reserves the right to alter that policy based on unforeseen college closures for a variety of reasons. If makeup sessions are required, students are expected to attend and alter their work and life schedules accordingly.

Since the PN program is a legally regulated program, faculty must be very strict with attendance in all parts of the program. Students must meet minimum hours, but they must also meet course objectives. Students who demonstrate excessive absences are not able to fulfill all course and clinical objectives. Further, excessive absenteeism is a poor professional behavior that is not tolerated in healthcare agencies.

Students who are at the border for exceeding the absence policy for a course as designated in each course syllabus will be required to meet with the course instructor to determine a plan of action and potential sanctions if absenteeism persists. A copy of the documented plan will be included in the student permanent record. If the student accrues absences in excess of the policy, the student will be withdrawn academically unless there are mitigating circumstances involved.

All students are expected to be present on time and ready for class, lab and clinical experiences. Students are expected to be on the patient care unit at the start of clinical. Three incidences of tardiness in either class, lab, or clinical will result in an absence in that component of the course.

Class Attendance

Students are expected to attend all classes. In the event a student is unable to attend a class session or will be late, the faculty is to be notified via email at the earliest possible time. Students are responsible for any and all course material missed during the absence. Faculty are not obligated to revisit missed content with the student.

Students who exceed the class absence policy limits in any class will be administratively withdrawn from the course. If the withdrawal occurs prior to the 60% census date, the student will earn a “W”. If it is after the 60% census date, the student will earn a grade of “F” and will be exited from the PN program pending appeal using the Readmission Policy. Final course grades earned due to personal or administrative withdrawal are entered into the student’s permanent record.
In hybrid courses, attendance is based on participation in the course via assignments in the Blackboard Course Management System. Students are expected to log in and complete activities at least three times per week in weeks that the class does not meet face-to-face. Each course syllabus will delineate the participation requirements for hybrid attendance.

**Campus Laboratory Attendance**
Students are expected to attend all campus lab sessions. These lab sessions may count toward your clinical hours required by the VA BON (simulation only) and thus, are a requirement for graduation and progression to licensure. Students must satisfactorily perform skills and simulation in the campus labs and may not be allowed to perform a skill in clinical if it has not been supervised in the campus lab. A campus lab absence is counted as a clinical absence.

Students who exceed the campus lab absence policy limits in any course will be administratively withdrawn and earn a clinical unsatisfactory for the course, leading to an overall unsatisfactory rating for the entire clinical component of the course. Students who fail the lab component of the course may not continue in either the clinical or the didactic portions of the course.

**Clinical Attendance**
Students are expected to attend all clinical experiences. These experiences count toward your clinical hours required by the VA BON and thus, are a requirement for graduation and progression to licensure. No student may graduate without having completed 400 direct care hours of clinical experiences (patient and simulations).

Clinical absences cause disruption in patient care. Thus, at the earliest possible time students will notify the instructor by email or other communication as required. Students who fail to notify the instructor are considered “no call, no show”. At the very least, the student will receive an unsatisfactory for the clinical day and will be warned in writing. Any further incidence of “no call, no show” will result in immediate dismissal from the nursing program. Failure to notify is a breach of duty and professionalism and is not tolerated except under the most extreme emergency situations that are handled on a case-by-case basis.

**Essential Functional Abilities for Admission and Progression**

Students in the PN program must be mentally, physically and emotionally capable of performing the work required in the nursing program. Thus, each of the following areas must be free of deficit to allow the student to participate fully in the student experience. Further, students are required to present a signed statement at the beginning of the program attesting to these functional abilities (See Appendix A). At any time these functional abilities change, the student is required to notify faculty for a decision regarding continued participation in the program.
Speech: Communicates in English orally and in writing with clients, physicians, peers, family members and the health care team from a variety of social, emotional, cultural and intellectual backgrounds.

Hearing: Auditory acuity to note slight changes in the client’s condition and to perceive and interpret various equipment signals and to use the telephone.

Vision: Posses the visual acuity to read and distinguish colors, to read handwritten orders, and any other handwritten and printer data, i.e., medication records, and scales; chart content and provide for safety of clients’ condition by clearly viewing monitors in order to correctly interpret data.

Smell: Olfactory ability sufficient to monitor and assess health needs.

Mobility: Walk or stand for prolonged periods over six to eight hours period. Must be able to bend, squat or kneel, and assist in lifting or moving clients of all age groups and weights. Perform CPR i.e., move above patient to compress chest and manually ventilate patient. Work with arms fully extended overhead.

Manual Dexterity: Determine eye/hand coordination and manipulation of equipment such as syringes and IV infusion pumps. Able to use a computer/keyboard.

Fine Motor: Use hands for grasping, pushing, pulling, and fine manipulation and possess tactile ability sufficient for physical assessment and ability to differentiate change in sensation.

Arithmetic Competence: Comprehend and apply basic mathematical skills, e.g., factor labeling, use of conversion tables, calculation of drug dosages and solutions. Measure time, use calculator, read and record graphs.

Writing: Communicate and organize thoughts to prepare written documents that are correct in style, grammar and mechanics.

Emotional Stability: Establish therapeutic boundaries, adapt to changing environment/stress, perform multiple responsibilities concurrently, handle strong emotions, provide client with emotional support, focus attention on task.

Analytical Thinking: Transfer knowledge from one situation to another, process information, evaluate outcomes, prioritize tasks, problem solve.

Critical Thinking: Identify cause-effect relationships, plan/control activities for others, synthesize knowledge and skills, and sequence information.

Interpersonal Skills: Negotiate interpersonal conflict, respect differences in clients, and establish rapport with clients and coworkers, explain procedures and educate client/family.

Program Admission

Because there are limited seats in the PN program each year, students must compete for spaces in the program. The admission documents and application on the webpage (http://www.rappahannock.edu/catalog/certificate-programs/practical-nursing) serve as the policy for admission to the PN program. Students must have declared Practical Nursing as a curricular major prior to application and must have been placed by college advisors in the PN program plan.
Program Progression

The following policy statements guide progression decisions in the PN program:

- All curricular courses must be successfully completed with a grade of “C” or better
- A cumulative GPA of 2.0 or better must be maintained throughout the program
- A failing grade (D or F) in any required general education courses automatically causes the student to stop out of the PN program; the course must be remediated and completed successfully for the student to be readmitted to the PN program
- A failing grade (D or F) in PNE 155, NUR 135 or NUR 120 will require the student to stop out of the program and not progress to the second semester until the courses are passed successfully
- A failing grade (D or F) in PNE 161 will require a new application and the student will compete for a space with the new cohort—acceptance into the next cohort of students is not guaranteed. If the student is unsuccessful in the first semester of the PN program, the student must meet with the Program Head to determine remediation plans prior to submitting any subsequent application and will be ranked after first time applicants are placed.
- All required health, background screenings, immunizations and CPR must be kept current at all times. Failure to maintain appropriate credentialing will result in student dismissal from the program until those documents are completed
- Students who must wait more than one semester to return to the nursing sequence in the PN program must complete another criminal background check and urine drug screen at the student’s expense
- Students are allowed one course withdrawal (W) from core nursing courses throughout the program
- Students who fail two courses in the core curricular nursing courses are not eligible to return to the program
- Students are limited to two enrollments in any single credit course. In the event of extenuating circumstances, the Program Head will seek approval for a third enrollment from the Dean of Health Sciences and the Vice President of Instruction and Student Development as required by VCCS policy (5.6.3).

Program Readmission

- Students who stop out of the program for one year or less must request of the Program Head in writing to be readmitted to the nursing sequence at the point where they exited the program.
- An absence from the program for more than one year will require reapplication to restart the program, and an interview with the Program Head upon request.
- Students are required to negotiate an action plan for success with the PN Program Head prior to reentering the program.
Transfer Students

The PN program does not accept student transfers at this time.

Auditing

Students may not audit any NUR or PNE course in the curriculum.

Grading

The student’s knowledge and understanding will be evaluated by both oral and written tests, assignments and a variety of other activities. A final grade of 80% (“C”) is required in each course in the PN curriculum in order for the student to continue the nursing sequence. Scoring in PN courses is done based on the accumulation of points throughout the semester. Each PN course in the nursing sequence has different point spreads used in the determination of final course grades. Please review each course syllabus carefully, as the points needed to receive any particular letter grade may vary widely.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100%</td>
</tr>
<tr>
<td>B</td>
<td>85-91%</td>
</tr>
<tr>
<td>C</td>
<td>80-84%</td>
</tr>
<tr>
<td>D</td>
<td>70-79%</td>
</tr>
<tr>
<td>F</td>
<td>Below 70%</td>
</tr>
</tbody>
</table>

Clinical Grading

Personal qualities, behavior, attitudes, professionalism, and skills of the student in the clinical area will be evaluated using the clinical evaluation tool for each nursing course that has a clinical component. Anecdotal notes are maintained for each student and used in the evaluation process. Clinical experiences are graded as satisfactory or unsatisfactory and are not assigned a numerical or letter grade. The student must maintain a satisfactory clinical grade in order to continue in, and complete PNE 161, PNE 162, and PNE 163 with a passing grade (C or better).

The final letter grade for each clinical course is determined as follows:

- Students who pass both the didactic and clinical components of the course will receive the final letter grade consistent with the course test/assignment average
- Students who pass the didactic component of the course, but fail the clinical component for any reason, will receive the grade of “D” for the final grade
- Students who pass the clinical component of the course, but fail the didactic component will receive a final letter grade consistent with the course test/assignment average
- Students who fail both the didactic and clinical components of the course will receive a final letter grade of “F” for the course.
**Instructional Methods**

The PN program is a fast-paced, intensive learning experience. There is a great deal of content to be covered each semester. Successful mastery of course content materials is dependent upon student engagement at all phases of content delivery, as well as student preparation prior to class. It is expected that the student will be prepared prior to each class in order to participate and perform activities/skills required during each session. Students who do not read and prepare for class are usually unsuccessful. The PN program uses active learning strategies to develop critical thinking processes. Active learning requires that the student spend significant time engaging with course materials prior to each class. The student is responsible for any and all content assigned and taught in and out of class time, even if the content is not addressed specifically during class.

Instructional methods include, but are not limited to:
- Reading assignments
- At-home activities
- Narrated lectures
- In-class lectures
- Discussion Board, journal and/or blogging activities
- Independent, pair or small group activities in or out of class
- Demonstration
- Discussion
- Role Play
- Simulation
- Videos
- Guest presentations

**Dress Code**

The dress code provides a standard for a professional image. The way a student is attired may give patients and families their first impression about the student and nurses in general. The student uniform allows for students to be easily identified.

- Students will wear the PN school uniform in the clinical area as supplied by Med-Air Homecare. Please contact Med-Air at 1659 Tappahannock Blvd. Tappahannock, VA 22560. Phone: 804.445.8525 Fax: 804.445.8528
- Shoes must be white with closed toes and closed heels. Hosiery or white socks must be worn in the clinical setting.
- The school picture identification badge is to be worn every time the student is in the clinical setting and must be attached to the lapel of uniforms. It is not permissible to wear badges below the chest.
• The student must be clean, neat, and free of odor. Uniforms are to be clean and wrinkle free. The uniform must be correctly sized without evidence of being tight-fitted such as creases, rolling, or pulling. The uniform must be pressed and be in good repair with no obvious stains. No sweat tops or knit cuffed pants are to be worn.

• The hair is to be clean and worn away from the face, off the collar, and in keeping with facility policy. Some facilities specify that hair color be the natural color for the person’s skin tone.

• Facial hair must be trimmed and kept clean.

• Make-up may be worn in moderation.

• Underwear must be worn, but not visible through the uniform fabric.

• Jewelry will be limited to a plain metal wedding band, a watch with a second hand, and – if desired- no more than one pair of small stud earrings. Loop earrings, studded rings, and necklaces are prohibited since they can catch on equipment or be pulled by patients and cause damage to the wearer and/or patient. Pierced jewelry may be worn on the ears only and only one studded pair of earrings. Any additional exposed piercings must be removed during the clinical and campus lab experience. This includes but is not limited to: tongue rings, eyebrow rings, lip rings, nose rings, etc.

• Fingernails must be clean and no longer than the ends of the fingertips. Artificial nails may not be worn as they pose an infection risk for the nurse. Nail polish is not permitted.

• No perfume, cologne or after-shave is to be worn in the clinical setting. Deodorant must be unscented or mild.

• Tattoos must be covered with clothing, concealer or bandages. Tattoos may not be visible at any time during the clinical lab experience.

Students must dress appropriately for class and campus lab. Clothing must not exhibit offensive language or pictures. Necklines should be modest and breasts, or any portions thereof, must not be visible. Pants, mid-length skirts, and mid-length shorts are acceptable provided they fall well below the lab coat hemline.

For campus lab, the white uniform lab coat is required over a set of matching single colored scrubs. Rappahannock Community College nursing students are expected to conform to high standards of personal appearance and hygiene. Attire worn on campus should reflect a sense of dignity and professionalism.
Legal Aspects of Clinical

The following guidelines apply to students as they practice in the clinical area:

1. Practical nursing students are responsible for their own acts of negligence should patient harm occur during a clinical experience.

2. Patients have the right to receive the same standard of care from a student as with a licensed practical nurse based on the level of education and role preparation under the supervision of a Registered Nurse.

3. The student is responsible for proper preparation for each clinical experience and has the duty to inform the instructor when not prepared.

4. Students must never perform a procedure they have not been taught either in class, campus laboratory, or clinical laboratory. Newly acquired skills will be performed in the presence of the clinical instructor for the purposes of client safety and skill performance evaluation. Medications may not be given independently. All students must be properly supervised during all phases of medication administration.

5. Students must follow proper agency policies and procedures while practicing in the clinical area. Policies and procedures may vary according to individual clinical sites. Please familiarize yourself with institutional policies and procedures in any facility where clinical experiences are offered.

Injuries: The institutions offering RCC PN students’ clinical experience are not liable for any injury or illness that may occur as a result of activities in the clinical areas. Students are responsible for health care costs for treatment of any illness of injury they may suffer while in this program.

Professional Behaviors

- Smoking in uniform, including e-cigarettes and vaping devices shall not be permitted. Drinking alcoholic beverages while in uniform is forbidden. Unprofessional language or actions while in uniform or class is unacceptable and can be grounds for dismissal.
- Food, drink, and gum are allowed in designated areas, but never in the clinical learning lab. Food and drink will be consumed during appropriate breaks in the clinical experience. Gum is always prohibited in clinical agencies.
- Clinical facilities maintain the right to refuse clinical placement of any student whose performance is unsatisfactory, whose personal characteristics prevents desirable working relationships within the facility, and/or whose health status is unacceptable.
- Students are expected to follow the clinical facility’s policies related to confidentiality and access to information.
- Cell phones and other personal communication devices must be turned off in the classroom and clinical laboratories, and are not permitted in the clinical setting. Please request permission by faculty for emergency situations. Use of cell phone cameras in the clinical setting is strictly forbidden. Breach of patient confidentiality can result in
• dismissal from the program.
• It is understood that students use a variety of social media for communication. Students must be aware of how their personal presence on social media reflects their professional status as a nursing student at RCC. Discussions of patients, clinical environments, clinical agency staff, faculty or other students is STRICTLY FORBIDDEN on social media. Students who breach acceptable social media standards or HIPAA guidelines may be subject to investigation by the Dean of Student Development with consequences earned based on the circumstances surrounding the breach.

Student/Faculty Resolution Process Policy

Purpose:
To ensure that students are accountable for their actions and to provide an orderly process that must be followed for any dispute and/or grievance. Students are expected to treat their instructors and classmates with respect at all times. At no time will disruptive behavior be tolerated in a classroom or laboratory setting. Sanctions for disruptive behavior can result in dismissal from the college. This resolution process must follow the levels in order. The reason for this is that it teaches how to utilize the correct chain of command in the work environment.
The Chain of Command for any dispute and/or grievance with RCC is as follows:
   A. Classroom or Clinical Instructor
   B. Program Director
   C. Dean of Health Programs
   D. Dean of Student Services
   E. Vice President of Academic and Student Development
   F. College President

In the event of a student/instructor conflict in a classroom or clinical situation, the faculty member will meet with the student as soon as possible to discuss the issue and create a resolution plan. A written description of the problem and the resolution plan will be placed in the student program folder. If resolution is not resolved within the agreed upon time period, the situation will be referred to the Program Director. The student, the faculty member and the program director will meet to determine a satisfactory resolution. Every effort should be made to resolve the issue, so as to encourage problem solving among the involved parties. This process may be repeated through the chain of command as listed above if a resolution remains unsatisfactory to any of the involved parties.

Clinical Competency Policy

Policy: Students who are found with sufficient clinical deficiencies such that the student will not be able to remediate and meet course objectives will receive a failing grade in the course where the determination of clinical incompetence is made. Students with egregious acts of behaviors incompatible with nursing in the role of the practical nurse may be dismissed from the program with no readmission allowed. Each case is investigated fully prior to sanction in accordance with the PN program policy and RCC procedures. A range of sanctions from written warning up to and including program dismissal is possible depending upon the circumstances of the deficiency. (See the RCC Student Handbook at http://www.rappahannock.edu/catalog/student-handbook)
Students who are in clinical at the time of the clinical deficiency may be removed from the clinical experience immediately and must have a conference with clinical faculty and the Program Head to determine if and when the student may return to clinical.

The RCC faculty supports the Board of Nursing and regulations governing other Health Profession curricula, and therefore, uses these regulations as standards of conduct in the Health Profession Programs. Any unsafe clinical performance will be handled according to this clinical competence policy and may be grounds for failure of a course and/or dismissal from the program. These regulations may be viewed at www.dhp.state.va.us.

**Failure to Practice in a Safe Manner includes, but is not limited to, the following:**

A. **Regulatory Deficiencies**
   1) Exceeding the bounds of the regulatory agency of the specific Health Profession Program (information available at www.dhp.state.va.us).
   2) Failing to safely perform procedures or follow policies as specified in the Policy and Procedures Manuals of the affiliated institution or health care agency.
   3) Failure to correctly administer a medication according to accepted standards.

B. **Ethical Deficiencies**
   1) Delegating responsibilities for clinical duties.
   2) Failing to follow the Code of Ethics and Standards of Practice for the designated curriculum.
   3) Failure to report errors of commission or omission by self or other health care personnel.
   4) Failure to report any biological, psychological, social or cultural problem related to the student’s emotional and physical stability which might compromise the student’s ability to perform in a satisfactory manner in the clinical setting and/or failure to institute means to correct these problems.
   5) Breach of confidentiality.

C. **Deficiencies in Accountability:**
   1) Failure to use the proper process for preparation, documentation, and care of patients to ensure appropriate, safe care, as well as continuity of care.
      Accountability for use of the process shall include written, verbal, and non-verbal communication.
   2) Failure to notify either staff or clinical instructor or both of any circumstances which would require the student to practice beyond the scope of his/her preparation.
   3) Fraud or deceit shall mean, but not be limited to:
      a. Filing false credentials;
      b. Falsely representing facts on an application;
      c. Giving or receiving assistance in any individually assigned task or project.

D. **Unprofessional conduct shall mean but not be limited to:**
   1) Performing acts beyond the limits of the practice of the profession.
2) Assuming duties and responsibilities within the practice of the profession without adequate training or when competency has not been maintained.
3) Obtaining supplies, equipment, or drugs for personal use or other unauthorized use.
4) Assigning unqualified persons to perform functions that require a licensed and/or certified practitioner of the profession.
5) Falsifying or otherwise altering patient records.
6) Abusing, neglecting, or abandoning patients or clients.

E. Conviction of any felony or any misdemeanor involving moral turpitude.
F. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of patients or to the public.
G. Use of alcohol or drugs or any mental or physical illness rendering him/her unsafe to practice.

Abuse, negligent practice, or misappropriation of a patient’s or resident’s property.

Campus Laboratory Etiquette

Purpose/Services: The Nursing Labs have been established to provide a simulated clinical setting in which the student can learn, practice, and thus successfully develop basic nursing skills prior to performing these skills with clients in a healthcare facility. The labs may be used for structured campus labs, simulated learning, tutorial experiences, and independent student practice. There are videos, computer programs, manikins, models, and other learning aids available in the lab to both provide basic instruction and enhance other learning activities. Students are expected to help set up labs and take down labs as directed by faculty.

A faculty member must be present at all times when students are in the labs.

Nursing Lab Appearance
As a courtesy to all who use the lab, this academic learning center will need to be maintained and returned to an orderly fashion when not in use. When the day or practice time is complete, please ensure that the lab is left in the following manner:
   a) Beds in the lowest position, linens neat and manikin properly placed
   b) A fitted sheet, with one pillow, on each of the beds
   c) Over bed tables placed at the foot of each bed
   d) Chairs pushed underneath the table/computer desk
   e) Equipment placed along the side of the lab walls, not covering the emergency equipment

Food and Drinks
Food, drink, and/or gum will not be allowed in the simulation labs under any circumstances.

Nursing Lab Equipment
Campus laboratory and Nurse Lab Pack supplies are not for human use. The supplies are for use on the Sim People in the campus laboratory under the supervision of a campus lab instructor. Use of laboratory supplies on a human will result in immediate dismissal from the PN Program. This excludes the blood pressure cuff, stethoscope, and penlight.
No equipment (i.e. manikins, blood pressure cuffs and etc.) shall be removed from the campus nursing lab settings.
   f) All over bed tables are not to be removed from the lab setting
   g) The lab computer is available for academic purposes
   h) Do not remove the reference books from the lab setting

**Nursing Lab Storage Room**

The nursing lab storage area will remain locked and/or closed when not in use. No student is to enter the storage room at any time. If you need supplies the instructor will obtain them.

**Nursing Lab Linens**

The linen in the nursing lab will be used for practice purposes.
   i) Please do not remove the linen from the lab setting for personal use
   j) Some personal care items, for demonstration and lab use, are located within the bedside stand

**Nursing Lab Supervision**

The nursing lab will be supervised by designated nursing faculty
   k) The nursing lab doors will remain closed and/or locked when not in use
   l) No student can be in the nursing lab setting before opening and after closing hours

**Nursing Lab Evaluation**

Student’s utilization of the nursing lab will be continuously evaluated; student input is vital to the nursing faculty in planning the best laboratory learning experience.

**Testing Policy**

**Purpose:** To ensure the best learning opportunity in testing and to ensure fairness and equity in testing policy for all students.

**A. Test Attendance**

1. Attendance is required for all tests.
2. Students who must miss a test must contact the faculty member either by voice or e-mail prior to the start of the test. Failure to notify the faculty may result in a grade of “0.” Mitigating circumstances will be handled on a case-by-case basis.
3. Make-up tests may be different from the initial test and may consist of multiple choice, fill in the blank, essay or any combination of testing strategies. Make-up tests must be completed on the day the student returns to campus. All arrangements for make-up tests should be coordinated in writing with course faculty.
4. Students arriving after a test has started must complete the test within the same time frame as the other students. Tardiness in the testing environment produces distractions for other students. Faculty may decide to bar the tardy student from the testing environment. Faculty will use her/his judgment as to whether the student is allowed to enter the testing environment based on the length of time the seated students have been testing.
5. No re-tests will be given in any course.
**B. Test Administration**

1. Only computers provided by RCC will be used for on campus tests and exams.
2. Only RCC Computer Desktop calculators or hand held ones approved by faculty will be permitted for use during tests if the test permits calculator use.
3. Faculty may assign student seating during testing. The student will abide by faculty decisions regarding seating.
4. All student belongings including cell phones and other electronic devices, purses, notebooks, and miscellaneous papers are placed at the front or rear of the room as determined by the instructor.
5. Students may not have anything other than a writing implement at the testing computer. If scratch paper is required, the student will request one sheet of paper from the instructor, will place her/his name at the top and turn in the paper at the end of the test. With permission of faculty, the student may have a 5x8 index card for covering up responses of test items, but the card must be turned in to faculty at the end of the test.
6. Once a test is finished, the student is to turn off the computer and sit quietly while others finish. Students may NOT leave the testing environment during the test or between the test and the collaborative test without permission from the instructor. If a student leaves the testing environment for any non-emergency reason the test will be considered completed and the student will not be readmitted.
7. Students will be given 1.25 minutes per question throughout the curriculum.
8. Student must complete the test in the allotted time frame. The testing clock will be used on all testing computers. The specific time frame for each test will be noted in the instructions. Faculty reserves the right to force completion for any test.

**C. Collaborative Testing**

1. Group collaborative testing may be used throughout the nursing program as a teaching/learning tool.
2. Collaborative testing groups will be assigned by faculty.
3. Students must be present to participate in collaborative testing and must have taken the test with the rest of the class.
4. Students must actively participate in the collaborative group process to receive points. The decision of faculty in these cases is final.
4. Points may or may not be awarded for collaborative testing and is up to the discretion of the faculty.

**D. Test Security & Review**

1. Altering graded Scantron sheets, Blackboard testing submissions, assignments, clinical paperwork, and reproducing or disseminating test materials electronically is a violation of the academic integrity policy.
2. Collaborating on testing when instructions specify individual testing is a violation of this policy.
3. All nursing exams are confidential. Students may not divulge any questions on an exam to any individual. The unauthorized possession, reproduction, or disclosure of any exam materials, including the nature or content of exam questions, before, during, or after the exam is in violation of this policy.

4. Test review sessions are offered by faculty as learning opportunities. Test administration policies will be followed during the test review as above. The faculty reserve the right to terminate test review.

5. During individual testing, collaborative testing and test review, the student may not have any devices at the workstation. During test review all computers must be off. No writing is allowed. Under no circumstances are items to be written down or recorded with any device.

6. Breaches of this policy will result in significant sanctions as described previously.

**E. Test Results**

Students will not have access to their test scores until all students have tested and the faculty has had the opportunity to conduct a test item analysis review. Test scores will be given to students through Blackboard or by course faculty. Faculty has the discretion to offer a test review if needed, but a review is not mandatory. Once a student has received a final test grade, the student can individually review his/her test during faculty office hours for a period of two weeks. After this time, the grade is final and cannot be reviewed or challenged. No test grades will be given over the phone or via e-mail. Test items will not be visible electronically for any reason and no test items are discussed via phone or email. All individual test reviews are conducted in person with faculty and are private and confidential.

**F. Standardized Testing**

In an effort to expose the student to different testing styles and to validate knowledge across the curriculum, mandatory standardized tests will be given in each semester. A final comprehensive predictor test will be given at the end of the program. The costs of these tests are the responsibility of the student.

**Graduation Requirements**

It is the student responsibility to:

- Apply for graduation by completing the Admissions and Records application, either online or in person
- Contact the VA BON or visit the NCSBN website for NCLEX-PN requirements, application, fees and testing options
- Apply with the VA BON by no later than the midpoint of the PNE 163 course so that NCLEX-PN testing can be done within 6-8 weeks after graduation
- Participate in the required pinning ceremony at the end of the program
- Purchase the appropriate school pin for pinning
Computer Competency Requirements
Faculty have identified the following basic computer skills as imperative for all students in the RCC PN program. In addition to these personal skills, there are also requirements for appropriate hardware and software.

Word Processing Skills
- Open new file
- Open an existing file
- Locate a file on: hard drive, disk, and server, if appropriate
- Save a file on a specific drive and folder (save & save as)
- Save a file in a new location or with a new name
- Rename a file
- Copy, cut, paste text
- Format text
- Multi-Tasking (navigating between two or more applications without closing and reopening them; desktop management)

The school supports Microsoft Office Suite (Word, Excel, and PowerPoint). The PN Program requires all electronically submitted assignments be in Microsoft Office Word. PowerPoint is used for student presentations. Microsoft Office 365 is available free to students via the RCC Website. Internet accessibility is required.

Students enrolled in PN courses should have a wide band width access to the internet. The connectivity speed of dial-up access may not allow some programs to run. This access is recommended for home/mobile use, but students may also access free internet WIFI on either campus.

Internet skills include:
- Connect to an Internet Service Provider (ISP)
- Use a web browser
- Use myRCC and Student Information Services (SIS)
- Connect to Blackboard
- Attach (upload) documents to email or online applications (Blackboard)
- Navigate a discussion board thread in Blackboard
- Detach (download) documents from email or online applications (Blackboard)

Technology

The following are minimal requirements for appropriate access to technology based courses. If you do not personally own the required technology, please use the libraries on either campus. Reliable high-speed internet connections are strongly suggested. If you plan to use a laptop, please consult the IT department the first week of school to have your computer and internet capabilities evaluated. If you have difficulty at home with internet access or have computer issues, please contact the IT helpdesk. Students are responsible for any and all materials provided electronically.

PC with 1 GHz or higher processor clock speed recommended; 233 MHz minimum
required (single or dual processor system); Intel Pentium/Celeron family, or AMD
K6/Athlon/Duron family, or compatible processor recommended.
- 1 gigabytes (GB) of RAM or higher recommended
- 10 gigabytes (GB) of available hard disk space
- Super VGA (1024 x 768) or higher-resolution video adapter and monitor
- CD-ROM or DVD drive
- Keyboard and Microsoft Mouse or compatible pointing device
Apple
- MAC OSX 10.6

Certified Browsers and software for Blackboard include the following or newer:
- Internet Explorer 9—Not recommended
- Firefox 5+ - Most recent version recommended
- Chrome – most recent version recommended
- Safari 5.0
- Oracle Java Version 7, Update 15 (minimum — most recent update recommended)
  Headset microphone with inline mute function

Minimum supported technology requirements for Windows 7
PCs that meet the minimum supported technology requirements will be able to run the
core features of Windows Vista with the basic user experience.

Windows Minimum supported Technology Requirements
Processor: 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
System Memory 1GB RAM (32-bit) or 2 GB RAM (64-bit)
GPU SVGA (800 x 600)
Graphics Memory -----  
HDD 20 GB
HDD Free Space 16 GB
Optical Drive CD-ROM drive
Audio -----  
Internet Broadband strongly recommended
Additional Connections USB
1) Processor speed is specified as the nominal operational processor frequency for the
device. Some processors have power management which allows the processor to run at
a lower rate to save power.
2) The CD-ROM may be external (not integral, not built into the system).

Other Recommendations for Blackboard
- If you use a public computer lab or library, you need to log out of the application and exit the browser
  completely when you are finished. (That is, all windows must be closed and the programs closed or exited.) This
  clears your username/password.
  If you do not exit the browser completely, the next user will have access to your course account.
- For optimum viewing your screen resolution should be set at 1024 x 768 pixels
- Disable any “pop-up blocker” software that you have installed on your computer
- Keep your virus software updated in order to scan for the latest viruses
- Enable Java/ JavaScript with the latest Java download (www.java.com)
  You can do a browser check online at

Student Conduct/Honor Code

As a member of Rappahannock Community College’s student body, you are considered to be a
responsible adult. Your conduct while in class, on-campus, or participating in any other College-
sponsored activity should reflect that adult responsibility. As a future health professional, you
are bound by certain legal and ethical requirements.
RCC does not condone academic dishonesty. The complete policy may be reviewed at [http://www.rappahannock.edu/catalog/student-handbook/academic-honesty/](http://www.rappahannock.edu/catalog/student-handbook/academic-honesty/)

Faculty are required to report violations of the policy.

Consequences for violators: With the understanding that integrity is paramount in healthcare professions, violations of a breach of conduct will be taken seriously. Violations carry serious consequences.

*Upon report of or suspected violation, the student will be made aware of the possible violation both verbally and in writing. The student will be made aware of suggested sanctions at that time and a copy of the incident placed in the student permanent record.

*Given evidence to suggest a violation of academic integrity, faculty will report the incident to the Program Head for the PN program and to the Dean of Student Services. The Dean of Student services will review and investigate the alleged incident.

*Potential sanctions for violation of academic integrity include but are not limited to: a zero on the assignment, quiz, test or exam; loss of testing privileges in the testing center; unsatisfactory rating on lab or clinical performance; suspension from class, and/or lab, and/or clinical for a predetermined period of time; course failure; expulsion from the nursing program and/or college.

*In accordance with RCC policy, failure to report instances of academic misconduct is in itself a breach of the Academic Honest Policy and the student may be subject to sanctions.

*Violations of academic integrity are handled on a case-by-case basis and the severity of the sanction is commensurate with the violation if substantiated.

The great majority of students conduct themselves appropriately. In those cases in which a student’s behavior may be outside of the bounds of what is expected, the College reserves the right to take disciplinary action as needed to preserve order and/or to maintain an effective educational environment. Generally, the College will initiate disciplinary action when a student engages in any conduct not authorized by the College that disrupts the educational pursuits of other students, the maintenance of order, the educational environment on campus, or the proper functioning of the College. For examples of conduct for which a student may be subject to disciplinary action please see the full Student Conduct policy in the RCC Student Handbook.

Students who for one reason or another are found guilty of violations of law in any municipality will immediately notify the Program Head. Depending upon the nature of the offense, the student may be dismissed from the program. At any time the student is barred from a clinical agency, the student may be dismissed from the program.

**Services for Students with Disabilities**

The Americans with Disabilities Act (ADA) states:

“No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

“Otherwise qualified” in the ADA means that only those people who are able to meet the
technical and academic qualifications for entry into a school, program or activity are protected by the ADA. This means that accommodations which are a “fundamental alteration” of a program or which would impose an undue financial or administrative burden are not required.

The college has no responsibility for identification and evaluation of students with disabilities. If an evaluation is needed, the expense is the student’s responsibility. Students with documented disabilities are eligible for additional support services through the College’s Student Support Services program.

It is important to RCC that all students have a learning environment that is conducive to their needs. Therefore, any student who feels that they may need some type of accommodation in order to make this class a successful setting, should go to the Counseling Office or Student Support Services on either campus for information about applying for services and accommodations. For additional information refer to “Student Services” on the RCC website http://www.rappahannock.edu/catalog/student-success/services-for-students-with-disabilities

Library Services

Students are advised to use the library services, become familiar with electronic collections and to access library staff for support with projects. Students without a computer or reliable internet connections can use the computer services in the libraries on either campus.

Faculty will place certain assigned readings and viewing materials in the libraries as needed.

Patient Confidentiality Guidelines

Privacy, Confidentiality & Patient Rights (HIPAA)

Behaving with respect means that staff, students included, treat all situations and people ethically and according to the mission, vision and values of the facility in which students perform clinical rotations. The privacy of patients and the confidentiality of patient health information is mandatory. As of April 15, 2003, the Health Insurance Portability and Accountability Act (HIPAA) became law. Failure to adhere to the tenets of this act will result in monetary fines.

HIPAA regulations require:
A. General respect for other’s privacy
   1) Don’t review any private medical information about patients unless you are assigned to them.
   2) Do not discuss private information about patients in public places
   3) Do not leave patient information in a public place
   4) Do not use computer access to look up health information on patients not under your care
B. Common courtesy
   1) Close doors, pull curtains
   2) Be aware others around you
   3) Be careful of where you put charts and clipboards
   4) Dispose of patient information properly
C. Talking about patient information
   1) Patients will be asked if information can be shared with visitors or caller
   2) Each time you enter a patient’s room, remember to
      a) ask the patient if they are comfortable with people in the room hearing a discussion about their health
      b) if the patient is uncomfortable with others around, ask visitors to leave the room before you discuss the patient’s health
   3) Even if you are cleaning the room, serving a tray of food, transporting a patient, answering a bell, it is not polite or appropriate to ask the patient “what are you here for” or any other question about their health in front of other people.
   4) Avoid any discussion or mention of patients, staff, facilities and families on social media.

Breach of confidentiality and/or failure to comply with HIPAA regulations will result in disciplinary action, up to and including program dismissal. A “Confidentiality Statement” is required by clinical facilities and will be completed each semester for clinical placement approval. Faculty will provide the clinical application and confidentiality statements prior to each semester.

*Health Precautions Policy*

**Required Background Checks, Immunizations and Credentials**

All RCC Health Professions students will use CertifiedBackground.com for all required background investigations, urine drug screen, immunization documentation and other credentials, such as CPR documentation. Faculty will not keep any required documentation, so the student must keep all originals and maintain access to their private site on the CertifiedBackground.com web vault. Further, faculty will not be involved in mitigating any negative result that occurs with background investigations or urine drug screening. Students are solely responsible to clearing any negative result.

Students are further advised that any negative result or missing data will result in the student not being allowed into the clinical component of the course. Students must have no negative indicator in any area.

Students are required to perform annual documentation procedures in certain areas and will be notified in advance from Certified Background as appropriate. Careful adherence to due dates and timelines is essential
Infectious Diseases

The management of issues related to infectious diseases in schools of nursing is a significant concern, since the rapid increase in blood-borne diseases has caused an awareness of the need for policies and guidance. The following policy is concerned with all infectious diseases, which may potentially be transmitted during the clinical education of students, including, but not limited to, Human Immunodeficiency Virus (HIV) and Hepatitis B virus (HBV).

It is the goal of the PN faculty to promote a safe environment for students, faculty, and the clients with whom we come in contact. These risks are minimized by careful adherence to Centers for Disease Control (CDC) Universal Precautions guidelines for all client contacts. However, the nature of the profession of nursing is such that students and faculty may potentially become infected by clients with infectious diseases and may in some cases have the potential to infect those clients with whom they come in contact. Although confidentiality of medical information and individual rights are recognized and supported, the importance of maintaining safety for clients, students and faculty may take precedence in some circumstances. RCC PN students are required to adhere to all affiliating agency policies regarding infectious diseases and prevention. Students who refuse any vaccine will be required to follow agency policies regarding declination and this may prohibit clinical attendance at partnering facilities.

Students in the RCC PN Program are not permitted to care for any patient in the clinical setting who is on Airborne Precautions. This includes, but is not limited to patients, with a diagnosis of active tuberculosis, measles, anthrax, small pox, etc.

Students are required to submit documentation of compliance with immunizations and/or titer results through www.CertifiedBackground.com’s Student Immunization Tracker. The cost of this tracker is the responsibility of the student. This must be updated and maintained to ensure compliance throughout the academic year.

Students must show documentation of the following by the given date during orientation prior to enrolling into the nursing program:

a. Rubella (German Measles): Proof of one vaccine and a positive titer
b. Rubeola (Measles): Proof of two doses of vaccine or a positive titer
c. Mumps: Proof of two doses of vaccine or a positive titer
d. Tetanus, Diphtheria, Pertussis (Tdap): Proof of a vaccine within 10 years
e. Chickenpox: Proof of two doses of vaccine or positive titer
f. Tuberculosis: 2-step PPD required (2 doses 14 days apart) with negative results or history of 2-step PPD with yearly PPD documentation or negative chest x-ray result with completion of the Tuberculosis Screening Form
g. Hepatitis B: Proof of three doses of vaccine is required. Hepatitis B (HBV) immunization series completed or in progress. The student is responsible for providing subsequent vaccines when received.
Students must show documentation of the following each year:

a. Tuberculosis: Negative two-stage PPD or its equivalent or completion of the Tuberculosis Screening Form prior to the start of a new class.

b. Influenza: Proof of vaccine (including lot number and expiration date) by the date required by clinical agencies each year or completion of the Declination of Influenza Vaccination. Students who refuse the influenza vaccine may be denied access to clinical sites based on agency policies in effect.

All students with known or suspected airborne infections must notify their clinical instructor prior to initiation of direct client contact or prior to reporting for lab or clinical duty. Student with known or suspected blood borne infections or non-intact skin must notify the clinical instructor prior to performing any invasive procedure which may place the client or student at risk for infection. Student with known or suspected immune deficiencies should consult with their clinical instructor prior to caring for clients who may place them at undue risk of infection. Faculty will decide if it is safe for the student to attend lab and clinical activities. The decision of the faculty is binding.

A student has an ethical duty to report any accident that exposes him/herself or a patient to a risk of transmission of blood-borne disease. The Student Exposure to Blood/Body Fluids Policy will be followed if such an accident occurs. Accidental exposure to blood or body fluids should also be documented via incident report forms according to clinical institutional policy.

Student Exposure to Blood/Body Fluids

Purpose: To provide a protocol to inform students, faculty, and clinical agency personnel regarding the procedure for the management of student exposure to blood-borne pathogens and airborne pathogens.

I. Preventatively students should provide evidence of current Hepatitis B, measles, mumps, and rubella (MMR), and diphtheria, pertussis, and tetanus (DTP) immunizations, as well as purified protein derivative (PPD) testing as previously defined, prior to beginning clinical. Additionally, students will be required to maintain competence with regards to occupational safety and health administration (OSHA) standards for the prevention of blood-borne pathogens and communicable diseases throughout the nursing program.

II. Students will be supervised by qualified nursing faculty in the clinical area and are expected to follow clinical agency policy concerning the handling of hazardous wastes and the implicit use of universal precautions and standard precautions as appropriate.

Procedure:

I. Immediately following exposure to blood or body fluids:
   a. For eye splashes:
      i. Remove contact lenses if present
ii. Immediately flush eyes with copious amounts of cold water for 15 minutes.

b. For oral or nasal mucosa splashes:
   i. Immediately flush area/s with cold water for 15 minutes.

c. For skin exposure needle stick:
   i. Immediately wash area with soap and water.

_Students should immediately notify nursing faculty, charge nurse, and/or preceptor if any of the above occur._

II. Transport
   a. If in a non-hospital setting the student should go immediately to the nearest emergency department and should obtain the name of the clinical agency contact person who is coordinating the assessment of the source client.

   b. If in a hospital setting the student should go to employee/occupational health or the emergency department. Student should be identified as a Rappahannock Community College nursing student who has received a needle stick.

   c. Once in the emergency department, faculty should notify the department of RCC requirements:
      i. Labs should be drawn within 1 hour of exposure.
      ii. Exposed student baseline labs:
          1. HIV Antibody
          2. Hepatitis B Surface Antibody
          3. Hepatitis C Antibody
          4. Pregnancy Test (for female students)
      iii. Source client baseline labs:
          1. Rapid HIV screen
          2. HIV Antibody
          3. Hepatitis Panel (HCV Antibody, Hepatitis B Surface Antigen, Hepatitis B core IgM Antibody)
          4. SGPT (ALT) Serum
          5. GGTP Serum
          6. SCOT (AST)
          7. Consent for HIV testing of the source client should be obtained by the site, not the student.
      iv. Questions should be referred to the responsible nursing faculty and/or the nursing program director
      v. Before leaving the emergency department the student should obtain copies of
         1. The facility incident report,
         2. All lab results, and
         3. Emergency department discharge paperwork.

_Follow up:_ The student should follow the discharge follow-up directions given by the emergency room physician or primary care provider. A letter of release will be required from the student’s primary care provider to allow the student to return to clinical. A detailed plan of follow-up may be prescribed by the PN program director.
Change in Health Status

In the event that a health status changes the student needs to contact their healthcare provider to determine if clinical practice could potentially endanger her/himself or others. The student is under no obligation to disclose the nature of the health status change. However, the student assumes all associated risks. In the event that a change in health condition also causes a change in functional abilities, the student will need to submit a health provider statement attesting that the student can perform full clinical duties.

Drug and Alcohol Policy

**Policy:** All students in the PN program are subject to the college drug and alcohol policy as stated in the following link: [http://www.rappahannock.edu/catalog/college-wide-policies/tobacco-alcohol-and-controlled-substances/](http://www.rappahannock.edu/catalog/college-wide-policies/tobacco-alcohol-and-controlled-substances/)

The following policy applies to students admitted to the RCC Practical Nursing Program and is supplemental to the college policy. No student shall be under the influence of, use, consume, possess, purchase, sell, dispense, distribute, manufacture or display any illegal drugs or alcoholic beverages while on duty or in RCC nursing uniform. No student shall violate any federal or state criminal drug statute at any time. No student will perform duties under the influence of prescription drugs which may affect the student’s ability to perform safely or effectively. Violation of this policy will result in dismissal from the program.

**Purpose:** The Health Profession Programs at Rappahannock Community College are firmly committed to maintaining an environment free of the influence of illegal drugs and alcohol. This commitment provides for the health and safety of students, patients, and faculty.

**Conditions:**

- Violations of any of the requirements listed in the policy may result in dismissal from the program in which the student is enrolled.
- The term “on duty” includes class time, clinical time, break time, and meal time on any site in which a Rappahannock Community College class or clinical is taught. The term “under the influence” includes not only obvious impairment but also having a level of illegal drugs or alcohol in the body that would produce a positive result in a drug or alcohol screening test.
- The term “illegal drugs” used in this policy includes not only any drug which is not legally obtainable, but controlled substance for which the student does not have a lawful prescription or which the student is using in a non-prescribed manner.
- No student shall engage in any off-duty involvement with illegal drugs, including but not limited to cocaine, marijuana, heroin, or any hallucinogenic agent.

**Procedure:**

Students are responsible for all costs associated with drug/alcohol testing.
Drug/alcohol testing is required as part of the admissions process to all Health Program curricula at Rappahannock Community College. If the student wishes to be accepted into a Health Profession program, he/she must consent to the testing and sign the acknowledgement form indicating he/she has read and understood the Drug/alcohol policy. Drug screening is secured through the company Certified Background and is part of the expense students will occur during this program.

All Health Sciences programs maintain the right to require any student to undergo the appropriate kinds of testing at any time during the program to determine that the student is fit for duty. Students will be required to follow all clinical site policies pertaining to drug and alcohol testing and may be subject to drug testing at the perspective clinical sites as appropriate to their policy.

If a student refuses to be tested for drugs or alcohol as requested or if a student attempts to alter or tamper with a sample or any part of the testing process, he/she will be subject to dismissal.

Any student taking prescribed medication or an over the counter medication which may affect the ability to perform his/her duties safely and effectively is expected to be cleared by a provider before going to clinical.

It is not possible to describe all the situations that may result in the student being subject to random drug testing. Examples include but are not limited to the following:

A. Post-Accident: The Health Profession program may require testing any time an on-duty accident results in an injury requiring medical treatment or examination by a medical care provider or results in significant damage to property.

B. Physical Indications: The Health Profession program may require testing when there is detectable odor of alcohol; drug use; or other observable indications of possible drug or alcohol use (i.e., significant disorientation or lack of coordination.)

C. Possession: If a student is found to possess drugs or alcohol on duty, the Program Head/faculty may conclude there are reasonable grounds to believe the student may under the influence of drugs or alcohol.

D. Erratic Behavior: Program Head/faculty may require testing when a student’s behavior indicates the possibility of being under the influence. Such indications could include repeated failure to follow instructions, procedures, or safety rules or behavior that nearly causes an accident.

Students may be subject to disciplinary action, including course or program suspension or dismissal, under certain circumstances. Students will have due process in accordance with the college’s disciplinary circumstances. These circumstances include, but are not limited to the following: coming to clinical and demonstrating behavior that reflects impairment of judgment and/or ability to perform patient care responsibilities—such as, but not limited to, being under the influence of drugs or alcohol or being mentally or
physically ill.

**Insurance:**

Liability coverage for the college and the PN student while in the clinical area is provided by the Commonwealth of Virginia.

The student is required to purchase nursing student liability insurance with a minimum of one million dollars per incident and three million dollars total in coverage. Please refer to the next page of your handbook for recommended organizations that provide student liability insurance coverage. Proof of purchase of the nursing student liability insurance must be turned in to Certified Background by the established due date. Students will not be permitted to attend the clinical experience without proof of appropriate coverage.

Medical or health insurance is an individual responsibility. The individual facilities used for clinical experience are not responsible for any injury you may incur while on the premises as a student.

**Vendors**

*If you currently hold any Virginia Department of Health license (such as CNA, Medical Assistant, EMT, etc.) then you must file your claim as the licensed medical professional, then add on the nursing student status (most companies don’t charge for this addition).


4. For those students who currently have homeowner’s insurance, some insurance companies will make a rider policy for malpractice insurance. The cost varies, please check with your insurance company.

*Upload a copy to the data tracker at CertifiedBackground.com; keep the original in a safe place.*

*Prices are subject to change through provider*
STATEMENT OF UNDERSTANDING

I have read and do understand the requirements of the nursing program as stated in The Rappahannock Community College Practical Nursing Program Student Handbook. When I begin a nursing course, it is my responsibility to clarify what I do not understand regarding the requirements of the course with the instructor.

I attest that I am responsible for any and all content in this handbook and the policies are binding unless they are changed and published.

Signature: __________________________________________
Printed Name: _______________________________________
Date: _______________________________________________

This form will be kept in the students file in the nursing program’s main office.
Appendix A

PN Program Rappahannock Community College
Essential Skills and Functional Abilities

Candidates for the PN program must have certain essential skills and functional abilities. If a candidate believes that he or she does not possess one or more of these skills or abilities without accommodations, the PN program must determine, on an individual basis, whether a reasonable accommodation can be made. Essential skills and abilities are performance requirements that refer to those physical, cognitive, and behavioral skills and abilities required for satisfactory completion of all aspects of a PN program curriculum, and the development of personal attributes required of all students at graduation. The essential skills required by the curriculum areas are listed below. These are skills each student must possess, and the use of a third party for the fulfillment of these attributes is not adequate.

Motor Skills
Candidates must have the physical dexterity to master technical and procedural aspects necessary to carry out required nursing techniques and perform patient care. They must have adequate physical stamina and energy to carry out taxing duties that may involve sitting or standing for long periods of time. They must also possess the motor skills sufficient to handle small equipment.

Sensory Abilities
Candidates must be able to gather information using all senses, especially sight, hearing, and manual dexterity, in order to perform nursing procedures.

Communication Skills
Candidates must be able to communicate effectively with patients, including gathering information appropriately, explaining medical information in a patient-centered manner, listening effectively, recognizing, acknowledging, and responding to emotions, and exhibiting sensitivity to social and cultural differences.

Candidates must be able to communicate effectively in English with accuracy, clarity, and efficiency with patients, their families, and other members of the healthcare team (including spoken and non-verbal communication, such as interpretation of facial expressions and other body language) and work cooperatively with supervisors, other students, and all other healthcare team members, and they must be able to accurately identify patients.

Intellectual Abilities
Candidates must be able to comprehend and learn factual knowledge from readings and didactic presentations, gather information independently, analyze and synthesize learned material, and apply information to clinical situations.

Candidates must be able to develop sound clinical judgment and exhibit well-integrated knowledge about the phlebotomy process of care, to include: assessment, planning,
implementation, and evaluation of nursing services. They must be comfortable with uncertainty and ambiguity in clinical situations, and seek the advice of others when appropriate.

**Behavioral, Social and Professional Abilities**

Candidates must possess the emotional maturity and stability to function effectively under the types of stress that are inherent in healthcare professions and to adapt to circumstances that are unpredictable or that change rapidly. They must be able to interact productively, cooperatively, and in a collegial manner with individuals of differing personalities and backgrounds, and be an active contributor to the process of providing health care by demonstrating the ability to engage in teamwork and team building. They must demonstrate the ability to identify and set priorities in patient management and in all aspects of their professional work. They must be punctual and perform work under strict time frames.

Candidates must be capable of empathetic response to individuals in many circumstances and be sensitive to social and cultural differences.

Candidates must exhibit an ethic of professionalism, including the ability to place others’ needs ahead of their own. They must exhibit compassion, empathy, altruism, integrity, responsibility, and tolerance, as well as demonstrate the ability to exercise the requisite judgment required in the practice of nursing.

**Functional Abilities as Defined in the PN Student Handbook**

**Speech:** Communicates in English orally and in writing with clients, physicians, peers, family members and the health care team from a variety of social, emotional, cultural and intellectual backgrounds.

**Hearing:** Auditory acuity to note slight changes in the client’s condition and to perceive and interpret various equipment signals and to use the telephone.

**Vision:** Posses the visual acuity to read and distinguish colors, to read handwritten orders, and any other handwritten and printer data, i.e., medication records, and scales; chart content and provide for safety of clients’ condition by clearly viewing monitors in order to correctly interpret data.

**Smell:** Olfactory ability sufficient to monitor and assess health needs.

**Mobility:** Walk or stand for prolonged periods over six to eight hours period. Must be able to bend, squat or kneel, and assist in lifting or moving clients of all age groups and weights. Perform CPR i.e., move above patient to compress chest and manually ventilate patient. Work with arms fully extended overhead.

**Manual Dexterity:** Determine eye/hand coordination and manipulation of equipment such as syringes and IV infusion pumps. Able to use a computer/keyboard.

**Fine Motor:** Use hands for grasping, pushing, pulling, and fine manipulation and possess tactile ability sufficient for physical assessment and ability to differentiate change in sensation.

**Arithmetic Competence:** Comprehend and apply basic mathematical skills, e.g., factor labeling, use of conversion tables, calculation of drug dosages and solutions. Measure time, use calculator, read and record graphs.

**Writing:** Communicate and organize thoughts to prepare written documents that are correct in style,
grammar and mechanics.

**Emotional Stability:** Establish therapeutic boundaries, adapt to changing environment/stress, perform multiple responsibilities concurrently, handle strong emotions, provide client with emotional support, focus attention on task.

**Analytical Thinking:** Transfer knowledge from one situation to another, process information, evaluate outcomes, prioritize tasks, problem solve.

**Critical Thinking:** Identify cause-effect relationships, plan/control activities for others, synthesize knowledge and skills, and sequence information.

**Interpersonal Skills:** Negotiate interpersonal conflict, respect differences in clients, and establish rapport with clients and coworkers, explain procedures and educate client/family.

**Essential Abilities Requirements for Promotion and Retention Signature**

I have read and have had the opportunity to have all of my questions answered regarding the PN Program Essential Skills and Functional Abilities. My signature represents that I understand and will abide by these requirements.

Signature/Date ____________________________________________
Appendix B

Rappahannock Community College
School of Nursing
Clinical Disciplinary Sheet

Student ____________________  Date____________
Clinical Location____________________  Instructor _________________

<table>
<thead>
<tr>
<th>Unprofessional Behaviors</th>
<th>Supportive Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>** No call, No show/Failure to notify instructor prior to clinical absence</td>
<td></td>
</tr>
<tr>
<td>** Absent from assigned area without permission</td>
<td></td>
</tr>
<tr>
<td>** Breach of confidentiality</td>
<td></td>
</tr>
<tr>
<td>** Unprofessional behavior such as rudeness or discourteous behavior toward patients, fellow students, instructor, staff, or others</td>
<td></td>
</tr>
<tr>
<td>** Failure to maintain patient safety (bed left in elevated position) Performing skills not taught in the program Failure to keep instructor and/or nurse apprised of changes in patient condition</td>
<td></td>
</tr>
<tr>
<td>Arriving to clinical more than 7 minutes after assigned time</td>
<td></td>
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<tr>
<td>Cell phone turned on and/or in patient access area</td>
<td></td>
</tr>
<tr>
<td>Not prepared as assigned (e.g. diagnosis, meds, skills)</td>
<td></td>
</tr>
<tr>
<td>Improper Uniform (includes piercings &amp; tattoos as outlined in handbook) Failure to maintain proper hygiene and neat appearance</td>
<td></td>
</tr>
<tr>
<td>No school name tag</td>
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</tr>
</tbody>
</table>

Exhibiting any of the above behaviors marked with ** will result in an “Unsatisfactory” (“U”) for the clinical day & the student will be required to leave the clinical setting. A second occurrence of the last five (5) offenses will result in one clinical “U”. These behaviors are included as part of your clinical grade and can determine your passing or failing clinical. A copy of this sheet will be given to the student and a copy will be placed in the student file to be maintained throughout their tenure in the RCC nursing program.

_________________________                                               _______________________
Student Signature/verifies receipt of form                              Faculty signature
Appendix C

Assumption of Risk

I agree that as a participant in the clinical experiences and/or service learning experiences in the Practical Nursing program associated with Rappahannock Community College (the "College"), I am responsible for my own behavior and well-being for as long as I am a participant in the program. 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 or hazardous materials, injuries related to accidents and/or client contact, or claims that may result from my participation in this program.

I understand that in the event of accident or injury, personal judgment may be required by the personnel of any assigned clinical agency or the College regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or the personnel of the assigned clinical agency 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 take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and assigned clinical agencies for my safety or the safety of others, as well as any and all of the College’s and the clinical agencies 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 the assigned clinical agency. 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 Dean of Health Programs, at which time my visits to or participation in the program will cease. Dismissal or exit from the program automatically nullifies this document.

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.

<table>
<thead>
<tr>
<th>Participant’s signature</th>
<th>Participant’s name (Printed)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Address</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Parent’s or guardian’s signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parent’s or guardian’s name (Printed)</td>
</tr>
<tr>
<td></td>
<td>Date</td>
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