Approved by:
Virginia State Board of Nursing
9960 Mayland Drive, Suite 300
Henrico, Virginia 23233
(804) 367-4515

Accredited by:
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.

Rappahannock Community College’s ADN Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Contact the ACEN (formerly NLNAC) at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or call 404-975-5000.
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Introduction

Welcome to Rappahannock Community College (RCC) and the Associate Degree in Nursing (ADN) program. The faculty and staff will help to facilitate your goal of completing the program and becoming a Registered Nurse. This handbook contains the policies and procedures specific to RCC’s ADN Program. It is intended to be used by nursing faculty and students in conjunction with the RCC Student Handbook and College Catalog. You will be asked to sign a statement that verifies that you understand the contents and agree to comply with the conditions contained in this handbook while you are a student in the RCC ADN 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. Additional qualities we expect in each student are accountability and professionalism. Students and faculty are expected to exhibit professional behavior in the academic and clinical settings at all times. One’s behavior reflects the qualities of the professional person, which include maturity, knowledge, skill, and a responsibility to self and others. Commitment to the education process in the nursing program is a responsibility that is accepted by faculty and students alike. The process of becoming a nurse requires a responsible attitude that demonstrates all of the above behaviors as well as fairness, honesty, and a quest for truth.

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 increasingly necessitates sudden 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 necessitate adjusting your personal schedule.

Completion of the RCC ADN Program lends itself to a wide variety of career opportunities, as well as personal satisfaction. If you begin to have problems meeting the expectations of the program, immediately consult your faculty advisor and/or course 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.

RCC does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. Inquiries related to the college’s nondiscrimination policies should be directed to the Dean of Student Development at Rappahannock Community College, 12745 College Drive, Glenns, VA 23149, or by phone at 804-758-6731, or email at dkeel@rappahannock.edu
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 Southern Association of Colleges and Schools Commission on Colleges (SACS). The Associate of Applied Science Degree in Nursing (ADN degree) is approved by the Virginia State Board of Nursing.

Administration:

President, Dr. Elizabeth Crowther
Vice President of Instruction & Student Development, Dr. Donna Alexander
Dean of Health Programs, Mr. Charles Smith, MS, RN
ADN Program Head, Mrs. Ellen Koehler, MSN, RN, CNE

RCC Statement of Mission and Values

Mission and Values

Rappahannock Community College’s mission and values are located in the catalog found here http://www.rappahannock.edu/catalog/about/who-we-are

General Nursing Program Information

Program Purpose

The purpose of the ADN curriculum is to prepare students to apply for licensure as a registered nurse capable of providing care for clients with common health problems as well as providing guidance for auxiliary nursing personnel. Graduates will provide clinically competent, contemporary care that meets the needs of individuals as well as communities. Upon successful completion of the curriculum, the graduate will be eligible to apply to take the NCLEX-RN® examination leading to licensure as a registered nurse.
Program Philosophy, Vision, and Beliefs

**Philosophy**
Rappahannock Community College’s mission and values serve as the foundation for the Associate Degree in Nursing Program’s philosophy, vision, and beliefs. The mission of the Associate Degree in Nursing Program is to educationally prepare graduates to safely, ethically and competently provide quality nursing care while engaging in their roles as a member of the health care team in their respective communities.

**Vision**
The vision of the Associate Degree in Nursing Program is to be responsive to the health care needs of the community by producing sustainable numbers of qualified graduates to meet the needs of the citizens of the service region and beyond.

**Beliefs**
The philosophy of the Associate Degree in Nursing Program is based on the shared beliefs and values of its faculty. The faculty believes that the profession of nursing is an integral part of the healthcare system. The practice of nursing is a commitment to caring for diverse and vulnerable populations throughout the lifespan and is based on a rigorous educational process that is supported by knowledge from diverse disciplines.

The education process is based on contemporary educational theory, as well as professional standards and competencies. The educational process is learner-centric and supported by active learning strategies and contemporary innovations and technology. Education is a shared professional relationship between faculty and the learner that promotes accountability, integrity and ethics in all phases of the learning process. Students are responsible for their learning, which is facilitated by active faculty guidance and direction.

**Threads Integrated Throughout the Curriculum**
1. Teaching-Learning
2. Evidence-Based Practice
3. Lifespan
4. Client Need (physical, psychological, spiritual, socio-cultural)
5. Cultural, Ethnic, and Social Diversity
6. Communication
7. Critical Thinking, Clinical Reasoning
8. Quality and Safety
9. Legal-Ethical
10. Technology

(Revised July 2014)
Organizing Framework

Active Engaged Learning

Faculty

Credentials
Continued Competencies
Scholarship
Collaboration

Resources

Physical
Human
Technological
Fiscal

Mission, Vision
Environment

Students

Student Learning Outcomes
Program Outcomes

Curriculum

Evidence-based
Flexible
Integrated
Theory-based
Relevant/Contemporary

Mission, Vision
Environment

(Revised July 2014)
Student Learning Outcomes

1. Communicate effectively with patients, families, and members of the interprofessional team
2. Provides safe and effective patient-centered care across the lifespan.
3. Demonstrates nursing care consistent with the principles of evidenced based practice.
4. Demonstrates ability to participate in complex organizations to improve quality of care.
5. Identifies opportunities to reduce risk and promote safety at the patient care and other organizational levels.
6. Uses information and technology to promote safe care processes while protecting patient privacy and organizational confidentiality.
7. Demonstrates professional behaviors consistent with the legal and ethical frameworks for professional nursing.
8. Appraises self authentically and seeks support as necessary.

(Revised July 2014)
## RCC ADN Curriculum

**NUR Credits = 46**  
**General Education Credits = 21**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Lecture Hours</th>
<th>Lab/Clinical Hours</th>
<th>Credits</th>
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<tr>
<td><strong>Fall Semester Year 1</strong></td>
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<tr>
<td>NUR 150</td>
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<td>NUR 211</td>
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<td>NUR 245</td>
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<tr>
<td>NUR 247</td>
<td>Psychiatric/Mental Health</td>
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<tr>
<td>HLT</td>
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**Total Minimum Credits for AAS Degree in Nursing** | **49** | **54** | **67**

*Each semester’s courses are pre-requisites for the following semester.*
# LPN Bridge Curriculum

**NUR Credits = 46**  
**General Education Credits = 21**

<table>
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<tr>
<th>Course Number</th>
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<td>NUR 226</td>
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<td><strong>Total Minimum Credits for AAS Degree in Nursing</strong></td>
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<td>45</td>
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</table>

*5 credits of fundamental nursing substituted from licensed practical nursing program curriculum.

**Each semester’s courses are pre-requisites for the following semester.**

(Updated July 2014)
Course Descriptions

NUR 111 - Nursing I
Introduces nursing principles including concepts of health and wellness and the nursing process. Develops nursing skills to meet the biopsychosocial needs of individuals across the lifespan. Includes math computational skills, basic computer instruction related to the delivery of nursing care, communication skills, introduction to nursing, health, the health care system, legal aspects of nursing care, diagnostic testing, assessment, teaching and learning, asepsis, body mechanics and safety, personal care, activity/rest, wound care, nutrition, elimination, oxygenation, fluid and electrolytes, pain control, medication administration, aging populations and pre/postoperative care. Provides supervised learning experiences
Lecture 1-7 hours. Laboratory 2-21 hours. Total 9-22 hours per week. 7-8 credits

NUR 112 - Nursing II
Focuses on the nursing care of adults experiencing changes along the health/illness continuum that are common, well-defined, and have predictable outcomes. Includes math computational skills, basic computer instruction related to the delivery of nursing care; acid-base balance, gastrointestinal, genitourinary, musculoskeletal, immunology, oncology, sensory-neural, infectious diseases, endocrine, respiratory and blood disorders and care of the dying client. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies.
Lecture 1-7 hours. Laboratory 3-21 hours. Total 9-22 hours per week. 7-8 credits

NUR 116 - Selected Nursing Concepts
Introduces selected basic skills and concepts in the discipline of nursing and their incorporation into care to meet the changing standards of nursing practice. Intended as a transition/refresher course for transfer and returning students.
Lecture 0-2 hours. Laboratory 0-6 hours. Total 1-6 hours per week. 1-2 credits

NUR 226 – Health Assessment
Introduces the systematic approach to obtaining a health history and performing a physical assessment.
Lecture 0-2 hours. Laboratory 2-9 hours. Total 3-9 hours per week. 2-3 credits

NUR 150 - Community-Based Nursing in a Multicultural Environment
Incorporates culture, family and the community as a broad focus for health promotion and disease prevention. Includes interventions directed at the total population or at individuals, families, and groups in a multi-cultural society. Prerequisite: Admission to Nursing Program.
Lecture 3 hours per week. 3 credits
NUR 211 - Second Level Nursing I
Emphasizes complex nursing care of individuals, families and/or groups in various stages of development who are experiencing alterations related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care; gastrointestinal, hepatic, cardiac/cardiovascular, oncological, and endocrine disorders. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies.
Lecture 1-7 hours. Laboratory 3-21 hours. Total 9-22 hours per week.
7-8 credits

NUR 212 - Second Level Nursing II
Emphasizes complex nursing care of individuals, families, and/or groups in various stages of development who are experiencing alterations related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care; neurological cardiovascular; respiratory; eye, ear, nose and throat disorders. May also include: emergency, renal and digestive disorders. Provides supervised learning experience in college nursing and/or cooperating agencies.
Lecture 1-7 hours. Laboratory 3-21 hours. Total 9-22 hours per week.
7-8 credits

NUR 245 - Maternal/Newborn Nursing
Develops nursing skills in caring for families in the antepartum, intrapartum, and postpartum periods.
Lecture 1-3 hours. Laboratory 0-9 hours. Total 3-9 hours per week.
3-4 credits

NUR 246 - Parent/Child Nursing
Develops nursing skills in caring for both well and ill children in a variety of settings. Emphasizes theories of growth and development and the family as a unit.
Lecture 1-3 hours. Laboratory 0-9 hours. Total 3-9 hours per week.
3-4 credits

NUR 247 - Psychiatric/Mental Health Nursing
Develops nursing skills in caring for individuals, families, and/or groups with mental health needs. Explores various treatment models, diagnostic categories, and rehabilitative measures.
Lecture 1-3 hours. Laboratory 0-9 hours. Total 3-9 hours per week.
3-4 credits

NUR 254 - Dimensions of Professional Nursing
Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications, and addresses trends in management and organizational skills. Explores group dynamics, relationships, conflicts, and leadership styles.
Lecture 1-2 hours per week.
1-2 credits
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. [http://www.rappahannock.edu/admissions/financial-aid](http://www.rappahannock.edu/admissions/financial-aid) (updated 2014)

Academic Calendar

The academic calendar may be found by accessing the college website at: [http://www.rappahannock.edu/schedule/academic-calendar](http://www.rappahannock.edu/schedule/academic-calendar)
This calendar contains the deadline date for dropping a course and obtaining a tuition refund. (updated July 2014)

Policies and Procedures

Core Performance Standards for Admission and Progression

**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, sequence information.

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

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**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 accommodations by working with the ADA Coordinator on each campus, and may be 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/studentservices/counseling-services/students-with-disabilities/](http://www.rappahannock.edu/studentservices/counseling-services/students-with-disabilities/)  
(Updated July 2014)
Computer Competency Requirements

Faculty have identified the following basic computer skills as imperative for all students in the RCC ADN 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 ADN 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.

The ADN Program faculty recommend that students have a personal computer. If a personal computer is not available, computers for student use are located on either campus library or success labs.

**Internet accessibility is required.**
Students enrolled in ADN 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)

(New July 2014)
Clinical Experience Guidelines for Students

Clinical Settings

Below is a list of clinical sites for the ADN Program. A variety of clinical settings are used to give students experience in different nursing roles. Students should be prepared to attend clinical at any clinical site regardless of campus location.

<table>
<thead>
<tr>
<th>Hospital or Program</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Hospital</td>
<td>Richmond</td>
</tr>
<tr>
<td>Bon Secours Hampton Roads Health System, Mary Immaculate Hospital</td>
<td>Newport News</td>
</tr>
<tr>
<td>CLC Tappahannock</td>
<td>Tappahannock</td>
</tr>
<tr>
<td>Farnham Manor</td>
<td>Farnham</td>
</tr>
<tr>
<td>Gloucester Mathews Free Clinic</td>
<td>Gloucester</td>
</tr>
<tr>
<td>Hampton-Newport News Community Service Board</td>
<td>Hampton</td>
</tr>
<tr>
<td>Lancashire Convalescent and Rehabilitation Center</td>
<td>Kilmarnock</td>
</tr>
<tr>
<td>Mary Washington Hospital</td>
<td>Fredericksburg (All locations)</td>
</tr>
<tr>
<td>Rappahannock General Hospital</td>
<td>Kilmarnock</td>
</tr>
<tr>
<td>Rappahannock Westminster-Canterbury</td>
<td>Irvington</td>
</tr>
<tr>
<td>Riverside Convalescent Centers</td>
<td>Saluda, Warsaw, West Point</td>
</tr>
<tr>
<td>Riverside Health System</td>
<td>Gloucester, Hampton, Newport News, Tappahannock</td>
</tr>
<tr>
<td>Sentara Williamsburg Regional Medical Center</td>
<td>Williamsburg</td>
</tr>
<tr>
<td>Tappahannock Free Clinic</td>
<td>Tappahannock</td>
</tr>
<tr>
<td>Virginia Health Services</td>
<td>Newport News</td>
</tr>
<tr>
<td>Walter Reed Convalescent Center</td>
<td>Gloucester</td>
</tr>
<tr>
<td>Contracts with other agencies pending.</td>
<td></td>
</tr>
</tbody>
</table>

(Updated July 2014)

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 requires:
A. General respect for other’s privacy
I. Don’t look at charts or talk about patients until permission is granted by the patient. **This includes a written permission from the patient before health information can be used in care studies.**

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.

Breach of confidentiality and/or failure to comply with HIPAA regulations will result in disciplinary action. A “Confidentiality Statement” form will be signed by each student before attending a clinical facility during that semester.

**Health Precautions Policy**

**INFECTIOUS DISEASE**

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 ADN 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 ADN
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 ADN 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 two vaccines or titer providing immunity
b. Rubeola (Measles): Proof of two doses of vaccine or a titer providing immunity
c. Mumps: Proof of two doses of vaccine or a titer providing immunity
d. Tetanus, Diptheria, Pertussis (Tdap or td): Proof of a vaccine within 10 years
e. Chickenpox: Proof of two doses of vaccine or titer providing immunity
f. Tuberculosis: Negative IGRA from: (1)QuantiFERON-TB Gold In-tube test (GFT-GIT) OR T-Spot TB test (T-Spot) OR Two Mantoux Tuberculin Skin Tests (TST) within the past year, OR two consecutive annual tuberculin skin tests results immediately prior to program enrollment. Must be updated annually. Documentation of chest x-ray for previous positive TST within last 6 months.
g. Hepatitis B: Proof of three doses of vaccine and/or positive titer result within two months of last vaccine or proof of in progress vaccine (The student is responsible for providing subsequent vaccines when received.)

Students must show documentation of the following each year:

a. Tuberculosis: Negative PPD 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) in October of each year or completion of the Declination of Influenza Vaccination

All students with known or suspected airborne infections must notify their clinical instructor prior to initiation of direct client contact. Students 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. Students 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.

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.

(Revised July 2014)

**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 ADN program director.

**Change in Health Conditions**

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.

(Revised January 2013)
Drug and Alcohol Policy

Policy: All students in the Nursing program are subject to the college drug and alcohol policy as stated in the following link: http://www.rappahannock.edu/catalog/student-handbook/controlled-substances

The following policy applies to students admitted to the RCC Associate Degree 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 RCC 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 RCC 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 RCC. 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 Profession 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.

(Updated July 2014)
Phlebotomy and Intravenous Line Insertion Policy

**Purpose:** To provide a protocol to inform students, faculty, and clinical agency personnel regarding the procedure for students to perform phlebotomy and/or insert intravenous lines.

1. This policy is applicable to second year nursing students who are currently enrolled or have successfully completed NUR 211 and who have demonstrated competency in the campus lab.
2. Students will be supervised by qualified nursing faculty or clinical agency preceptors and are expected to follow clinical agency policies regarding student phlebotomy and insertion of intravenous lines.
3. This policy is applicable for patients aged 16 years or older.

**Safety:**
1. Students are expected to observe universal safety precautions, including hand hygiene prior to and after the procedure and wearing fully intact gloves during procedure.
2. Needles and hubs are for single use and should be disposed of in ‘sharps’ container once used. Needles shall not be recapped.
3. Students shall only puncture veins located in hands or arms.
4. Students shall not puncture veins on same arm as AV fistula grafts, PICC line, affected extremity from a stroke, extensive scarring or healed burn or on same side as mastectomy. Blood should be drawn from the side opposite IV fluid, if blood must be drawn from same side as IV fluid, stop IV fluid for at minimum 2 minutes before collecting sample from below the IV site only.
5. In case of accidental needle stick follow the “Student Exposure to Blood/Body Fluids Policy” located in the ADN Handbook.

ADN Program Progression Policy

**Policy:** Students must meet academic and clinical eligibility requirements in order to progress in the nursing program.

**Purpose:** To ensure academic and clinical success in the Nursing Program

A. Must receive a grade of “C” or better in all required curricular courses, including general education requirements, to progress to next semester in the nursing sequence. The student is limited to two (2) attempts in any one nursing course where a grade of W, D or F is received. Students who withdraw prior to the drop/add date will not show an attempt on official records, but the student must meet with the Program Head prior to any 3rd attempt at a course in the nursing sequence.

B. Students must pass the drug dosage calculation test in NUR 112, 211, 212, and 246 with an 80% or better prior to the last day to drop with refund. Failure to meet this requirement will result in the student having to register and complete successfully NUR 135 topics in drug dosage calculation in the 2nd 8 weeks of that semester, if offered.

C. All nursing courses must be taken in sequence based on the curriculum plan. After completion of NUR 111/116, students are placed in 112, 211, and 212 consecutively.
Students who are unsuccessful in a nursing course, or withdraw from a nursing course, will be readmitted to the nursing program based on the Re-Admission Policy. (See Re-Admission Policy)

D. Students are expected to maintain certification in CPR for Healthcare Providers, all immunizations as described in Health Precautions Policy, and student professional liability insurance throughout the nursing program. If any of these requirements expire during a clinical semester, the student is required to update them prior to entering that semester.

E. Must have cumulative grade point average (GPA) of 2.0 or above to continue in the nursing sequence.

F. Selected learning experiences will be provided in various health agencies. These include hospitals, extended care facilities, clinics, community health agencies and health departments. Students are responsible for their transportation to and from agencies utilized for clinical experiences including, but not limited to: parking fees and other transportation costs. The student is also responsible for any and all documentation requirements for the clinical agency. If the student does not fulfill the clinical agency requirements or is denied access to the clinical facility for any reason, the student forfeits the ability to participate in this experience and may not have another opportunity afforded her/him for this semester.

G. The nursing faculty observes and evaluates the students’ suitability for nursing and providing direct patient care via formative and summative evaluations throughout the program. Further, the student may be informally observed by administration of RCC or any member of a regulatory or accrediting agency in announced or unannounced visits.

H. This is a full time 2 year program and students are expected to complete the program within that timeframe. To account for circumstances that may occur, the length of the program may not exceed 4 consecutive years.

(Revised August 2014)

Program Transfer

For students with mitigating circumstances, the Program Head may offer selected students the opportunity to move from the ADN program to the PN program. Students must have successfully completed all courses in the first year of the ADN program and submitted a letter of request to the Program Head. The Program Head will evaluate the request. All final approvals will be made by a faculty committee that will be comprised of the PN and ADN faculty. Approvals are pending space availability in the PN program. If the student is accepted into the PN program, the necessary course substitutions will be made from the ADN first year curriculum to the PNE first semester curriculum and the student will start in the second semester of the PN program as an advanced placement student.

(New January 2015)
Readmission

Policy: Students must meet academic and clinical eligibility requirements in order to be readmitted in the nursing program.

Purpose: To ensure academic and clinical success in the Nursing Program for students who receive a W, D, or F in any ADN Curricular nursing course or who for non-academic reason is exited from the nursing program.

Circumstances that Require Readmission:
1. Students who are unsuccessful in a NUR course after the first semester
2. Students who are unsuccessful in a general education support course at the “D” or lower level
3. Students who withdraw before the withdrawal dates
4. Students who withdraw due to mitigating circumstances
5. Students who have successfully petitioned for re-admission to the Progression Committee, Program Director and/or Dean of Health Programs.

The student must when seeking readmission:
A. Have a GPA of 2.0 or above.
B. Submit the “Request for Readmission into ADN Program” form to the ADN program director. Date of completion of all parts of the form will be considered for placement on the course waiting list.
C. Meet with the program director and/or designee to discuss and submit in writing the following:
   a. Personal or professional factors influencing the student’s successful completion of the program,
   b. Academic or professional activities pursued during the student’s hiatus from the program
   c. Student’s plan for successfully completing the remainder of the ADN Program.
D. Must return to the program the next opportunity the unsuccessful course is offered or the student will be dismissed permanently from the program and will need to reapply and begin the course sequence over.
E. Be re-admitted on space available basis, with date of submission of the “Request for Readmission into ADN Program” form as qualifying date.
F. After failure or withdrawal from NUR 111/116, the student must reapply to the next cohort unless the withdrawal is due to mitigating circumstances and the student is awarded a second attempt by the Dean of Health Sciences at the request of the Program Director.
G. After a failure or withdrawal in a later course be placed into that course on a space available basis after continuing students awaiting entry are placed.
H. Meet all clinical eligibility requirements, to include
   a. Drug dosage calculation examination
b. Certified background check  
c. Urine Drug Screen  
d. And others as applicable.

I. Students who are unsuccessful in NUR 111/116 must reapply to the nursing program and begin the nursing sequence over. Students may withdraw from NUR 111/116 and continue with NUR 226. However, students who withdraw or are unsuccessful in NUR 226 may not progress in the nursing sequence until NUR 226 is successfully completed.

J. Students who fail 2 courses in the ADN program, and are dismissed from the ADN program, and subsequently are successful in the PN program are required to start the nursing sequence in the first semester again.

K. Per VCCS policy, students may not have any more than 2 attempts at any one course unless approval is given by the academic dean.

(Revised January 2015)

Dismissal Policy

Purpose: To identify circumstances that could result in termination from the ADN Program

1. Earning a grade of D or F in any two ADN Curricular nursing courses will result in termination from the ADN Program.

2. Earning the combination of any two grades of W, D, or F in the same ADN Curriculum nursing course will result in termination from the ADN Program.

3. Under certain circumstances students are subject to disciplinary action, including course or program suspension or dismissal. These circumstances include (but are not limited to) the following:
   a) Inability of the student to earn a satisfactory rating for each clinical objective by the end of any clinical course.
   b) Exhibiting behavior in the clinical area that a faculty member deems potentially life threatening or results in patient injury.
   c) Failing to act in a responsible or prudent manner in carrying out professional duties.
   d) Demonstrating behavior in the clinical setting that reflects impairment of judgment and/or inability to perform patient care responsibilities (such as, but not limited to, being under the influence of drugs or alcohol; mentally or physically ill). Random drug screen can occur in any clinical setting. The student has the right to refuse; however, the student may be withheld from clinical for further investigation.
   e) Demonstrating behavior that is defined as misconduct under Standards of Conduct in the RCC Student Handbook.
   f) Being charged with professional misconduct related to his/her role as a Nursing Assistant or LPN, resulting in the suspension or revoking of a certificate. He/She may not proceed in the nursing program until the charge is resolved and the certificate or license is reinstated. It is a student's responsibility to report any such misconduct. Failure to report
the suspension of licensure will automatically result in dismissal from the RCC ADN Program.

(Revised January 2013)

Withdrawal Policy

Student Withdrawal from a Course:

Please refer to the RCC Withdrawal Policy:
http://www.rappahannock.edu/catalog/academics/withdrawing-from-a-course
Standard of Conduct Policy

Purpose: To ensure that nursing students are held accountable for their conduct.

1. Students are expected to exhibit professional behavior in the academic and clinical settings at all times. One’s behavior reflects the qualities of the professional person, which include maturity, knowledge and skill, and a responsibility to self and others.
2. Maintaining patient confidentiality is a critical performance behavior. No chart copies or computer-generated printouts with identifying information will be removed from the facility. No patient names are to appear on written work or on any papers carried by the student. Patient names and information are shared in the clinical setting for educational purposes only. This data should not be included in any conversation outside the educational environment or with those not involved in the clinical experience.
3. No course content should ever be available to the public, including your families. Specific clinical examples may be used during teaching sessions and these discussions are private and not for public exposure.
4. Commitment to the education process in the Nursing Program is a responsibility which is accepted by faculty and students. Accepting this responsibility means demonstrating fairness, honesty and dedication to truth. All members of the Nursing Program are obligated to adhere to the standards of ethical practice and conduct that are defined in the Code for Nurses by the American Nurses Association. Students will be dismissed from the Nursing Program for unprofessional conduct or if prevented from participating in clinical activities by the affiliating clinical agency. Students in the Rappahannock Community College (RCC) Nursing Program are a reflection of the College in the community. Nursing students are expected to represent RCC with dignity and professionalism at all times.
5. Professional communication is expected of all students. Students will identify themselves appropriately in all forms of communication: telephone messages, e-mails, facsimiles, etc. Only the official RCC e-mail account is to be used for communication with faculty. Students are advised to edit any written communication. Unprofessional communication of any kind will result in counseling at a minimum and may result in disciplinary action up to and including program dismissal. All unprofessional written content will be included in the student files.
6. A respectful, professional demeanor is required in all activities to include the classroom and campus lab/clinical environments, as well as the online environment. Behavior that is respectful to faculty, patients, other students and staff is expected. Unprofessional conduct or unprofessional behaviors in any aspect of the program will result in disciplinary action up to and including dismissal from the Nursing Program.
7. Social Media. Guidelines for the appropriate use of, and conduct on, social media sites: Examples of social media include but are not limited to blogs, microblogs, wikis, virtual worlds, Facebook, MySpace, YouTube, Twitter and Flickr. While in a professional nursing program, your public visibility options on social media may change. You are subject to scrutiny by a wider audience, including future employers.
   a. Do not post confidential or sensitive information about RCC or its community affiliates including patients, other students, faculty or staff.
b. Do not post comments or use language that could reflect poorly on you, the College, or the Nursing Program.

c. Students who participate in social networking represent not only themselves, but also RCC and the Nursing Program.

d. Think before you post. Conduct yourself professionally at all times in all social settings, virtual or otherwise. Use privacy settings when appropriate.

e. You do not have college permission to use the RCC name. You do not have permission to discuss faculty, clients or other students. You do not have permission to use images of the Nursing Program, the College or any faculty or staff. What you write, post or display is your responsibility, and so are any repercussions.

8. The consequences of violating this policy may include disciplinary action up to and/or including nursing program dismissal.

9. In the event of disciplinary action, the student has the right to file a grievance or to appeal the action. Grievance and appeal processes are described in the RCC Student Handbook at [http://www.rappahannock.edu/catalog/student-handbook/](http://www.rappahannock.edu/catalog/student-handbook/).

10. The overall expectation is to be consistent with the ANA Code of Ethics for Nurses.

Please refer to the link below for additional information.

[http://nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx](http://nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx)

(Revised January 2013)

**Dress Code Policy**

I. **Students will wear the required school uniform in the clinical setting. Any modifications to this policy specific to an individual clinical site will be addressed in the course syllabus. Students must also adhere to any additional dress codes required by the clinical agencies.** RCC nursing students are expected to conform to high standards of personal appearance and hygiene in the clinical setting, classrooms, and all public areas of the college. Attire worn on campus should reflect a sense of dignity and professionalism (Students should remember to minimize public activities while in uniform as that identifies the student to the RCC Campus.)

*Students in uniform must meet the following standards:*

A. Uniform
   a. 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.
   b. White or flesh-colored underwear must be worn so as not to be visible through the uniform.
   c. The RCC nursing name badge must be worn at all times in the clinical setting with name and image prominently displayed.
   d. A solid, round neck, white shirt can be worn under the nursing top and should be worn if the uniform top is thin and undergarments are visible.
B. Foot and leg wear
   a. White socks/white hose must be worn.
   b. Shoes must be clean, white leather or protective material and have closed toes and heels; no clogs are to be worn in the clinical setting.
   c. No athletic shoes displaying color logos or mesh air vents may be worn.
C. Hair
   a. Hairstyles must be clean, well kept, conservative and neatly arranged above the uniform collar.
   b. Beards, mustaches and sideburns, if worn, must be neatly trimmed.
   c. No caps, bows, or ribbons are to be worn in the hair.
   d. Hair must be of natural hues of color.
D. Jewelry
   a. Jewelry will be limited to a plain, wedding band, a watch and no more than one pair of small stud earrings. More specific policies may be required by specific clinical facilities.
   b. 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 or patient.
E. Pierced jewelry may be worn on the ears only and only one studded pair of earrings. Any additional piercings must be removed during clinical. This includes but is not limited to tongue rings, eyebrow rings, lip rings, nose rings, etc.
F. Nails
   a. Fingernails must be clean and no longer than the ends of the fingertips.
   b. Artificial nails and nail polish is prohibited.
G. Miscellaneous
   a. No perfume, cologne, or after-shave is to be worn in the clinical setting. Deodorant must be unscented or mild.
   b. Make-up must be discreet and of limited quantity.
   c. Tattoos must be covered.
   d. All students must be clean, neat and free of odor.
   e. Smoking in uniform shall not be permitted.
   f. Drinking alcoholic beverages while in uniform is forbidden.
   g. Unprofessional language or actions while in uniform or class is unacceptable and can be grounds for dismissal.
   h. Gum is not to be chewed during clinical experiences.
      (Revised January 2013)
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.

(Revised January 2013)

Grading and Clinical Evaluation Policy

**Purpose:** To ensure that the student adheres to the evaluation process

The student's knowledge and understanding will be evaluated by tests, assignments and clinical performance in direct and indirect care experiences.

A final grade of 80% (C) will be required in all courses in the nursing sequence in order to continue in the nursing program. Clinical and campus laboratory performance must also be maintained at a “satisfactory” level in order to continue or to receive credit for the course.

All support or general education courses must be completed successfully during or prior to the placement in the curriculum plan. Failure to complete the support course based in the proper sequence will require the student to withdraw from the nursing sequence and apply for readmission.
This higher standard of grading is necessary to ensure the student has achieved a theoretical knowledge base leading to safe and competent nursing care upon graduation.

Program Grading Scale

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

**Total Course Grade**: classroom average plus clinical rating:
- A Clinical rating of "Satisfactory" with a theory average of 80 or above will result in the student receiving the letter grade that corresponds to the theory average – e.g., "Satisfactory" + 84 = C
- If a student receives a "D" or "F" in theory and an "Unsatisfactory" in clinical, she/he will receive a final grade of "F".
- If a student receives a "C" or above in theory and an "Unsatisfactory" in clinical, she/he will receive a final grade of "D" or "F" (dependent upon course guidelines).
- If a student receives a "D" or "F" in theory and a "Satisfactory" in clinical, she/he will receive the theory letter grade as the final grade.

**Assignments**: Students are responsible to complete and turn in all written assignments for the course on time. Failure to do so will reflect a lack of professionalism and late assignment policy, if appropriate, will apply. See course syllabus for late assignment requirements. Clinical assignments are submitted based on course calendar and no late clinical assignments are allowed unless negotiated with clinical faculty in advance. Students are responsible for any uploaded assignments per instructions. Incomplete submissions will be graded as submitted.

All written assignments must be prepared according to the following criteria, unless otherwise specified by the instructor:
- Papers must be computer generated using 12 point font, and free of spelling and grammatical errors
- The pages should be numbered consecutively.
- All written assignments must be in APA 6th edition format.
- References used for written assignments should be from scholarly journals or books and published within the last 5 years. APA format is to be used when citing references

**Clinical Evaluation**: Student performance in the clinical area will be formally evaluated continuously throughout the semester with summative evaluations at midterm and at the end of the semester. The student must submit his/her clinical evaluation tool to the instructor after his/her final evaluation conference. Course grade will not be issued until this evaluation is returned.

All of the clinical objectives and student learning outcomes must be achieved by the end of the semester either in the clinical setting or via simulation. The student with a rating “needs
improvement” at midterm will have a plan documented with faculty for what and how improvements must be done in order to achieve a “satisfactory” rating. Paperwork and clinical performance will be evaluated each week by the student's clinical instructor.

Students must meet course objectives by the end of the clinical course and must make significant progress each week. In the event the student fails to make progress or is at risk for not meeting course objectives, the student will be deemed unsatisfactory and will not progress. Efforts will be made by faculty and student to remedy the unsatisfactory behaviors and these will be documented weekly.

There are certain behaviors that constitute immediate clinical failure and thus, course failure. Unprofessional conduct patterns or egregious violations of patient safety and confidentiality are examples.

**Course Evaluation:** Students will be provided with an anonymous survey questionnaire at the end of the course that will ask each student to evaluate the instructor and the course and make comments and suggestions.

(Revised January 2013)

**Clinical Competence Policy**

**Policy:** Students who are not clinically competent will be dismissed from the ADN Program.

**Purpose:** To follow the Virginia State Board Regulations and any state, federal or regulatory mandates regarding revocation, suspension, or issuance of your license and/or right to practice in the designated field. 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](http://www.dhp.state.va.us).

**Failure to Practice in a Safe Manner Includes 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](http://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.

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

Finding a Student Unsafe

If a problem arises with regard to a student’s unsafe practice, the faculty member may remove the student from clinical. The faculty member identifying such unsafe practice will have a conference with the student prior to the next clinical day. Students that are unsafe in clinical potentially may be dismissed from the nursing program. The student will be unable to attend clinical until further notification.
Academic Integrity Policy

**Academic Honesty**

All students must do their own work; cheating, plagiarism, and other forms of academic dishonesty can result in a failing grade or another penalty, including suspension or dismissal under College judiciary procedures.

**Student Conduct/Honor Code**

As a member of Rappahannock Community College’s student body, you are held to the highest standard of honor and integrity. The College considers you a responsible adult and, therefore, requires you to accept the full weight and consequence of that status. Acting in accordance with the principles of academic integrity is a responsibility you hold not only to the College and your fellow students, but also to your conscience and yourself.

Academic dishonesty is not condoned. All students must do their own work; cheating, plagiarism, and other forms of academic dishonesty can result in failing grades or other penalties, including suspension or dismissal following College judiciary procedures. Academic dishonesty includes, but is not limited to, one of the following acts:

1. Cheating on an examination or quiz, including giving, receiving, or soliciting information and the unauthorized use of notes or other materials during an examination or quiz taken on campus, at home, or at an approved testing center.
2. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.
3. Substitution for another person during an examination or allowing another person to take your place.
4. Plagiarizing the work of another individual, either word for word or in substance, and representing them as one’s own work without proper citation. There are three types of plagiarism as listed in Donald A. Sears’ book *Harbrace Guide to the Library and Research Paper*, 3rd Edition (New York: Harcourt, 1972, p. 45). They are:
   o Word-for-word plagiarism: The submission of the work of another source without proper acknowledgment of that source by footnote, bibliography or reference in the paper.
   o Patchwork plagiarism: Submitting a work that is stitched together from a variety of sources that does not indicate direct quotes or acknowledgment of those sources.
   o Unacknowledged paraphrase: Restatement or rewording of another author’s original thought or idea must be acknowledged. Restatement by means of paraphrase does not remove the necessity of giving credit to original sources.
5. Collaboration with another person in the preparation or editing of assignments submitted for credit without approval from the instructor.
6. Furnishing false information to the College including, but not limited to, forgery, alteration or use of College documents, or instruments of identification with intent to defraud.
7. Knowingly witnessing any forms of cheating and not reporting it to a professor, school official, or testing center coordinator.
**Attendance Policy**

Prompt and regular attendance at class, laboratory, and clinical meetings is a professional role requirement. Attendance is essential for your learning opportunities. We strongly urge you to consider the necessity of any and all tardiness and absences as these could negatively impact your ability to successfully complete the course objectives.

1. Regular attendance of classes and laboratory sessions is required for all students registered in nursing courses. The Nursing Program adheres to the College’s policy concerning class attendance. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. RCC attendance policy states the student may not miss more than 20 percent of didactic or clinical; each faculty member has the option of having a more rigorous attendance policy which is stated in the course syllabus. Frequent absences may result in administrative withdrawal from a class and the termination or reduction of veterans benefits and other programs of financial assistance. It is the responsibility of the student to obtain missed content.

2. Students are expected to arrive ten minutes prior to the beginning of scheduled meetings and be ready to begin promptly at the start of class, laboratory, and clinical.

3. Tardiness is an unacceptable professional behavior that is disruptive to the other students and the faculty. Students arriving after the start of the class will be marked tardy. For every 3rd tardy, students will accrue an absence for that class and attendance policy procedures enforced.

4. In the case of inclement weather, see the inclement weather policy http://www.rappahannock.edu/catalog/closings

(Revised January 2013)

**Test Policy**

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

Test results will be given to students through Blackboard or by course faculty. An initial test review will be conducted by faculty according to course procedures. Course faculty will complete an item analysis prior to posting final test scores. 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 test reviews are conducted in person with faculty.

**Test Attendance**

1. Attendance is required for all tests.
2. Students who miss a test must contact the faculty member either by voice or e-mail prior to the start of the test to arrange a make-up. 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.

4. Students arriving after a test has started must complete the test within the same time frame as the other students. Because this behavior is distracting to other students taking the exam, students arriving late for a scheduled exam more than once must schedule an appointment with the program director to discuss and implement a remediation plan for this behavior.

5. No re-tests will be given in any course.

**TEST ADMINISTRATION**

1. Only computers provided by RCC will be used for on campus tests and exams.

2. Only RCC Computer Desktop calculators will be permitted for use during tests if the test permits calculator use.

3. All student belongings including cell phones and other electronic devices, purses, notebooks, and miscellaneous papers are checked at the front or rear of the room as determined by the instructor.

4. Leaving the testing environment during a test is prohibited. 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.

5. Scratch paper will be approved by the instructor and submitted with student signature upon test completion.

6. Students will be given 1.25 minutes per question throughout the curriculum.

7. 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.

**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.

   (Revised January 2013)
Nursing Laboratory Use Policy

**Purpose/Services:** The Nursing Labs have been established to provide a simulated clinical setting in which you, the student, can learn, practice, and thus successfully develop basic nursing skills prior to performing these skills with patients in an actual healthcare facility. The labs may be used for structured campus labs, tutorial experiences, and also for 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.

1) **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

2) **Food and Drinks**
   Please refrain from eating or drinking, including snacks or finger foods, in the nursing lab.
   **Food or drink will not be allowed in the simulation labs under any circumstances.**

3) **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 ADN Program.
   No equipment (i.e. manikins, blood pressure cuffs and etc.) shall be removed from the campus nursing lab settings.
   a) All over bed tables are not to be removed from the lab setting.
   b) The lab computer is available for academic purposes
   c) Do not remove the reference books from the lab setting

4) **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.

5) **Nursing Lab Linens**
   The linen in the nursing lab will be used for practice purposes.
   a) Please do not remove the linen from the lab setting for personal use
   b) Some personal care items, for demonstration and lab use, are located within the bedside stand

6) **Video Taping**
   The purpose of the videotaping is for skills enhancement. This process encourages repetition of nursing skills, which in turn will promote retention of the skill on a short and a long-term base.
   a) Digital camcorders are used for videotaping
b) Personal digital camcorders can be utilized for taping nursing skills. Please keep these cameras in your possession at all times.
c) Videotaping is completed according to the designated nursing faculty.

7) **Nursing Student’s Open Labs**
The scheduled open lab days will be as designated by the nursing faculty.
   a) Students must sign up to attend open labs on the designated form and/or computer.
   b) The maximum number of students in the open lab at any given time will be limited to ten students per time period, exception as per lab coordinator/nursing faculty.
   c) Please adhere to the time-scheduled period allotted to allow times for all students to use the lab effectively.

8) **Nursing Lab Supervision**
The nursing lab will be supervised by a designated nursing faculty.
   a) The nursing lab doors will remain closed and/or locked when not in use.
   b) No student can be in the nursing lab setting before opening and after closing hours.

9) **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.

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**Student Activity Information**

**Student Nurse Association**

The Student Nurse Association (SNA) of Rappahannock Community College was organized to promote student involvement in the Nursing Program, College, and Community. Students have an opportunity to develop leadership skills and participate in activities to promote and improve health care. The SNA also serves as a student support group and provides opportunities for socialization and recreation. It is open to all current ADN students. Meetings are held 3 times per semester at RCC. Watch the nursing discussion Blackboard for information regarding scheduled and special functions.

**Student Support Services**

The RCC Student Support Services information can be found on the RCC website:
[http://www.rappahannock.edu/sss/](http://www.rappahannock.edu/sss/)
Graduation

Rappahannock Community College has one formal graduation exercise in May for students completing certificate, diploma, and degree programs. All graduating students completing their programs in the spring are expected to attend graduation unless officially excused by the Dean of Health Programs. Prospective graduates must file an application for graduation by the published deadline with the Student Development Office during the semester of program completion so that requirements for graduation can be verified and diplomas ordered.

Students are not permitted to participate in a graduation ceremony scheduled prior to the completion of study in a program; instead, they will be eligible to participate in the next scheduled graduation after completion of program requirements.

Graduation Requirements

Students may elect to graduate in accordance with the degree requirements as recorded in the catalog that is current at the time of their first registration or any subsequent edition, except that any catalog chosen must not be more than six years old. Students must notify the Admissions and Records Office of their catalog choice prior to applying for graduation.

ASSOCIATE DEGREE REQUIREMENTS

To be eligible for graduation with an associate degree from the community college, students must:

- have fulfilled all of the course and credit hour requirements of the curriculum, with at least 25 percent of semester hours acquired at RCC;
- have been certified by appropriate college officials for graduation;
- have earned a minimum grade point average of 2.0 in all studies attempted which are applicable toward graduation in their programs, and earned grades in compliance with department policy;
- have filed an application for graduation in the Admissions and Records Office;
- have resolved all financial obligations to the college and returned all library and college materials;
- have fulfilled the computer literacy requirement (students should consult counselors or advisors for details); and
- have taken the student outcomes assessment as required by the college.

Final responsibility for completing all degree requirements rests with the student.

GRADUATION SEMESTER

(Specific instructions will be provided during last semester of nursing classes)

A. Graduating seniors are required to take Comprehensive tests prior to graduating. There is a charge for this exam. Instructions for payment will be provided at the beginning of last semester.
B. Students in the final nursing semester will complete the application for licensure by exam-RN for the Virginia Board of Nursing (or other states as applicable). The student is responsible for:
   1. Completing the application online
   2. Submitting a transcript request to the RCC Admissions Office, requesting that an official transcript be sent to the Virginia Board of Nursing.
   3. Pay appropriate fees.
C. Students must submit an “Application for Graduation” to RCC Admission Office at appropriate time (see RCC homepage).
D. An ADN Program Exit Survey is required prior to graduation.

COMMENCEMENT
Rappahannock Community College has one formal commencement ceremony each year for students completing curricula. All graduates are expected to participate in this formal commencement.

PINNING
The traditional pinning ceremony will be held once a year in May. This event honors the Nursing graduates, in that it addresses the accomplishments and looks toward their goals and ambitions. Awards are presented. The Nursing Pledge is honored and then stated by all the nursing graduates.

Attendance is required unless excused by the Dean of Health Programs. A white lab coat over solid white attire is the dress code for the event. The clinical dress code policy is still in effect during the pinning ceremony. The RCC Nursing Pin is optional, but reflects the responsibilities of the registered nurse.

(Revised January 2013)

Graduate Awards

CATHERINE COURTNEY AWARD
This is in honor of Mrs. Catherine Courtney, the first Nursing Program Faculty Member who dedicated 32 years to nursing education at RCC. Initiated in 2007, this award is given annually in May to a student from each campus, who has demonstrated, during matriculation in the Nursing Program, all around leadership and achievement in academic, clinical, and interpersonal excellence with patients, peers, and faculty.

OUTSTANDING CLINICAL ACHIEVEMENT AWARD
This is awarded by faculty to two students at each campus who have demonstrated outstanding clinical performance.

OUTSTANDING ACADEMIC ACHIEVEMENT AWARD
This is awarded by faculty to all students attaining a cumulative GPA of 3.20 or higher at graduation.
Assumption of Risk

I agree that as a participant in the clinical experiences and/or service learning experiences in the Associate Degree in 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.

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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.

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