



2021-2023 Student Handbook

# TABLE OF CONTENTS

## I. INTRODUCTION

Welcome.....	6
Johnston Community College Preamble and Mission Statement.....	7
Institutional Goals of the College.....	8
Strategic Areas of Emphasis.....	8
Associate Degree Nursing Program Purpose.....	9
Associate Degree Nursing Program Philosophy.....	10
Associate Degree Nursing Program Conceptual Framework.....	11
Associate Degree Nursing Program Curriculum Description.....	14
Associate Degree Nursing Curriculum Thread Matrix.....	15
End-of-program Student Learning Outcomes.....	16
Associate Degree Nursing Organizational Chart.....	17
Associate Degree Nursing Faculty and Staff.....	18
Clinical Agencies and Phone Numbers.....	19

## II. GENERAL POLICIES OF THE HWHS DEPARTMENT

Health Standards Policy.....	22
Student Health Insurance.....	25
Criminal Background Checks / Drug Screen Policy.....	25
Progression Policy.....	25
Disability Policy.....	26
Audit Policy.....	26
Academic Integrity Policy.....	26
Ethics Policy.....	28
Social Media Policy.....	29
Incivility Policy.....	33
Dismissal Policy.....	34
Exit Interview Policy.....	35
Sexual Harassment Policy.....	35
Substance Abuse Policy.....	35

Employment Policy.....	36
Pregnancy Disclosure.....	36
Fire Drill Policy.....	36
Inclement Weather Policy.....	37
Graduation Policy.....	39
Graduate Follow-Up.....	39

### **III. ADMISSION, PROGRESSION, RETENTION POLICIES**

Admissions & Transfer Policy.....	41
Progression Policy.....	45
Retention Policy.....	46
Advanced Placement Policy.....	47
Readmission Policy.....	51

### **IV. ACADEMIC POLICIES**

Student Advising Policy.....	56
Duplicating / Copier Usage.....	56
Resource Materials Policy.....	56
Attendance Policy	
Classroom / Laboratory.....	58
Clinical.....	58
Test Policy	
Test Administration.....	60
Test Scoring.....	60
Early Test / Late Test.....	60
Posting Grades.....	60
Medication Dosage Calculation Test.....	61
Test Taking Policy.....	61
Cell Phones and Electronic Devices.....	62
Professional Liability Insurance Policy.....	62
Student Concerns.....	63

<b>V. POLICIES PERTAINING TO CLINICAL</b>	
Clinical Expectations.....	65
Uniform / Dress Code Policy.....	67
Simulated Learning Experiences.....	69
Clinical Reassignment.....	69
Probation Policy.....	70
Just Culture.....	71
Policy Pertaining to Student Injury in the Clinical Area.....	71
Infection Control Policy OSHA Compliance.....	72
<b>VI. PROFESSIONAL DEVELOPMENT</b>	
Policy Pertaining to Student Participation in Johnston Community College Association of Nursing Students.....	74
<b>VII. APPENDIX</b>	
Student Exit Interview Form.....	76
Report of Tardy / Absence.....	77
Formal Reprimand.....	78
Educational Assistance Form.....	79
Student Action Plan Instructions.....	80
Student Action Plan Form.....	81
Clinical Probation Form.....	82
Johnston Community College Accident Report.....	83

*Johnston Community College and the Associate Degree Nursing Faculty reserve the right to make revisions to the policies of the Nursing Student Handbook. In the event of such revisions, students will receive notification in the form of an addendum in a timely manner. The revised policy then becomes the policy of record.*

# **INTRODUCTION**

## **WELCOME**

**The Nursing Faculty at Johnston Community College and I welcome you to our program.**

**We share a tremendous sense of pride and passion in what we offer you within this curriculum. This pride and passion in what we do compels us to give to you *our* very best.**

**Nursing is a challenging, exciting, and rewarding profession. The amount of work you put into your studies will have a direct impact on your successful completion of the program.**

**This handbook is printed exclusively for the student nurses of Johnston Community College. It serves as a supplement to the Johnston Community College Catalog that covers general institutional policies related to all students at the College. The policies unique to the nursing program are specified in this handbook. Rules, regulations and policies in this handbook apply during the two years you are enrolled in nursing education. I encourage you to refer to it often.**

**It is the responsibility of each student nurse to review this handbook independently. If there are questions concerning anything in this handbook, please talk with me or with your advisor.**

**We sincerely hope that the next two years will be a challenging yet gratifying experience for each of you. *HOLD ON!* Your life is about to change forever.**

**Jennifer S. Wells, MSN, RN  
Director of Nursing Education Programs**

# **JOHNSTON COMMUNITY COLLEGE EXPANDED STATEMENT OF PURPOSE**

## **PREAMBLE**

Johnston Community College provides comprehensive occupational, general, and continuing education programs, as well as community service activities for Johnston County and surrounding areas. The College opens its doors to the community and seeks to provide for the fullest possible development of the potential of all students in order that they may increase their knowledge and understanding of life; that they may develop occupational and educational proficiencies in accordance with their interests, talents, and aspirations; and that they may continue their personal growth. To that end, the College, in its programs, services and future plans, strives to reflect the unique demographic, economic and culturally diverse area it serves.

## **VISION**

Johnston Community College will be the preferred choice of the communities it serves for quality higher education and training initiatives.

Reviewed 5/17, 5/19, 5/21

## **MISSION STATEMENT**

The mission of Johnston Community College is to provide accessible, high quality educational and community enrichment opportunities for the successful development of learners.

5/5/06; Reviewed 6/10, 5/11, 5/13, 5/15, 5/16; Revised 5/12; Reviewed 5/17, 5/19, 5/21

## **PURPOSE**

1. Ensure student achievement of academic goals, enhanced employment opportunities, or transfer to four-year colleges.
2. Collaborate with appropriate agencies and groups to meet workforce and community needs.
3. Provide and support personal and cultural enrichment, outreach, and community-based programs, activities, and events that reflect the diversity within the community.

Reviewed 5/17, 5/19, 5/21

## **INSTITUTIONAL GOALS**

1. Enhance student success.
2. Enhance the student experience.
3. Enhance funding for programs, services, and infrastructure.
4. Enhance college image to external constituents.
5. Enhance the organizational climate for employees.

Revised 5/17; Reviewed 5/19, 5/21

## **STRATEGIC PLAN**

<http://www.johnstoncc.edu/about/documents/strategic-plan-2017-20.p>

Revised 5/17; Reviewed 5/19, 5/21



# **JOHNSTON COMMUNITY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM**

## **PURPOSE**

In coordination with the mission of the North Carolina Community College System and Johnston Community College, the purpose of the Johnston Community College Associate Degree Nursing Program is to prepare graduates to integrate the principles of nursing and related sciences into the practice of nursing.

Upon completion of the first level, the student is prepared to utilize the nursing process to provide care for individuals across the life span with common dysfunctional health patterns; to serve as a collaborative member of the health care team; and to assume responsibility for applying ethical/legal principles in the delivery of care. The student will begin to understand and incorporate the competencies of the National League for Nursing (NLN), the Quality & Safety Education for Nurses (QSEN), and the Institute of Medicine (IOM) within the nursing process, to provide care for individuals across the life span.

Upon completion of the second level, the graduate is prepared to independently implement the National League for Nursing (NLN) competencies of human flourishing, nursing judgment, professional identity, and spirit of inquiry, as well as, the Quality & Safety Education for Nurses (QSEN) competencies of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics.

Reviewed 2010, 2011, 2012, 2013, 2016; Revised 5/15; 5/19; Reviewed 5/17, 5/19, 5/21

## **ASSOCIATE DEGREE NURSING PROGRAM MISSION**

The Associate Degree Nursing Program supports the mission of the North Carolina Community College System and the mission of Johnston Community College. The faculty is committed to providing accessible high-quality nursing education to meet the diverse and changing health care needs of the service area, and to promoting the development of qualified students prepared for the professional role of registered nurse at the entry-level. Graduates of this program meet the educational requirements to take the National Council Licensure Examination (NCLEX-RN).

Reviewed 5/17, 5/19, 5/20, 5/21

## **PHILOSOPHY**

The philosophy of the Associate Degree Nursing Program is derived from statements about the healthcare system, quality of life, achievement of potential, the individual, environment, health, nursing, the practice and education of the Associate Degree Nurse. Within this mission, the goal of the nursing faculty is to promote the highest quality of nursing care to the individual, families and significant persons, and the community. The aim is to facilitate optimum health, quality of life, and achievement of potential for the individual.

Revised 5/17; Reviewed 5/19, 5/21

### **The Associate Degree Nurse**

The graduate of the Associate Degree Nursing Program at Johnston Community College is prepared to meet the education competencies defined by the National League for Nursing (NLN), Quality and Safety Education for Nurses (QSEN), the Institute of Medicine (IOM) and the Nursing Practice Act of North Carolina (NCBON). The practice of nursing is directed toward meeting the health care needs of individuals throughout their lifespan. The Associate Degree prepared nurse's role is characterized by evidence-based practice with the provision of care for individuals and families in structured settings.

Revised 5/17; Reviewed 5/21

### **Associate Degree Nursing Education**

Nursing education at the associate degree level, in the North Carolina Community College System, is a process that facilitates changes in behavior, the acquisition of knowledge, skills, and attitudes necessary to function in the role of entry-level registered nurse. The curriculum is conceptually based and founded on principles of adult and collaborative learning. Basic assumptions include self-direction, utilizing adult experiences, problem- and activity-centered learning.

It incorporates evidence-based nursing theory and practice, general education, and the sciences in an environment conducive to learning. The conceptual design defines the essential elements as the environment, quality of life, achievement of potential, and health. The organizing framework contains content related to the individual, the health care system, and nursing.

The Associate Degree Nursing Program at Johnston Community College provides an education that is flexible, progressive, and sensitive to the changing needs of the individual, significant support person(s) and community. Through these educational experiences, students will have the opportunity to develop critical thinking and problem-solving skills.

The faculty believe learning is a continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning is an interactive process between facilitator and student. The responsibility of the faculty of Johnston Community College Associate

Degree Nursing Program is to facilitate the student's understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible for actively participating in learning experiences, and developing the knowledge, skills, and attitudes necessary to provide quality individual-centered nursing care.

Fall 2009, Reviewed 6/10, 5/11, 5/12, 5/13, 5/15, 5/16, 6/17, 5/19, 5/21

## **CONCEPTUAL FRAMEWORK**

The conceptual model provides a mental scaffold or framework to prepare learners for new instruction, and motivates by making a meaningful connection for the learner. The learner must attain mastery of each part of the framework: the individual, the healthcare system, and nursing, in order to understand the complete curriculum (Knowles, 2005). The domains of the individual, the healthcare system, and nursing provide the conceptual framework guiding the associate degree nursing curriculum. Concepts are organized within each of these domains and learning occurs from simple to complex.

### **Definitions**

#### **Individual**

The faculty of Johnston Community College believe that each individual is a complex, multidimensional, unique, and significant being possessing inherent value and worth, and a member of a family, community, and culturally diverse society. All individuals have dynamic bio-physical, psychological, socio-cultural, spiritual, and developmental needs that contribute to health, quality of life, and achievement of potential. Adaptation to the environment requires the individual to change throughout the lifespan. Each individual has a right to healthcare and to information that will assist him/her to participate actively in his/her health care in order to achieve the highest level of wellness possible. All individuals should be cared for, respected, nurtured, understood, and assisted. In order to provide and manage care, nurses must view the individual at the center of any nursing activity.

#### **Health Care System**

According to von Bertalanffy (1968) a system consists of the coming together of parts, the power comes from the energy of the interconnection and the way the parts come together. The community health care system is a macro system and consists of a variety of parts or microsystems. Clinics, hospitals, pharmacies, laboratories, long term care and internet sites are microsystems that are connected by patients and information to improve health (IOM, 2001).

#### **Nursing**

Nursing is a science and the art of integrating and assimilating knowledge and skills derived from biological, sociological, and behavioral sciences and information technology to deliver client-centered, culturally

competent, holistic care. Through caring, empathy, ethics, and the development of a therapeutic relationship with the individual and significant support person(s), the nurse integrates the art of nursing with the scientific foundation for nursing practice that utilizes the nursing process. Incorporating documented best practice, the nurse functions autonomously and collaboratively with the interdisciplinary team to assist individuals to reach their maximum health potential through assurance of quality patient outcomes, promotion of wellness, prevention of illness, and restoration of health or assistance in achieving a dignified death.

### **Environment**

The individual is in constant interaction with a changing environment that consists of both internal and external forces that varies throughout the lifespan and has the potential to cause stress in the individual. The nurse can assist the individual to alter aspects of the environment and to utilize his/her innate and learned coping mechanisms to adapt to these stressors.

### **Health**

Health is a dynamic, ever-changing state of mental, physical, and spiritual well-being, which exists on a continuum from optimal wellness to illness and ending in death. The individual's needs for healthcare are determined by his/her position on the continuum. Each individual's health is based on his/her cultural perceptions and beliefs of health and illness and the ability to adapt to internal and external environmental forces. The individual is responsible for and capable of identifying, learning, and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness, or achieve a dignified death.

### **Quality of Life**

Quality of life involves five domains including physical, functional, psychological, social, and spiritual well-being. The individual's perception of and satisfaction with activities of daily living contributes to their worth, meaning, or satisfaction. This empowers the individual to cope successfully with the full range of challenges encountered in the real world (Ignatavicius & Workman, 2006).

### **Achievement of Potential**

Achievement of potential is the individual's growth toward attaining one's utmost ability and quality of life. It is based on the individual's choices, perceptions, personal goals, life experiences, and holistic health.

### **National League for Nursing (NLN) Core Competencies:**

The four (4) core competencies outlined by the NLN are: human flourishing, nursing judgment, professional identity, and spirit of inquiry (NLN, 2010).

### **Institute of Medicine (IOM) Competencies**

The five (5) core competencies identified by the IOM for health care providers are: patient centered care, interdisciplinary teams, evidence-based practice, quality improvement, and informatics (IOM, 2005).

## Quality and Safety Education for Nurses (QSEN) Competencies

The QSEN competencies are patient-centered care, teamwork, collaboration, evidence-based practice, quality improvement, safety, and informatics.

### References

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Adopted Fall 2009; Reviewed 6/10, 5/11, 5/12, 5/13, 5/15, 5/16, 5/17, 5/19, 5/21

## **Curriculum Description**

The Associate Degree Nursing Curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of the healthcare system, nursing, and the holistic individual. Content emphasizes the nurse as a member of the inter-professional team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of the Associate Degree Nursing Program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system, and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Adopted Fall 2009: Reviewed 6/10, 5/11, 5/12, 5/13, 5/15, 5/16, 5/17, 5/19, 5/21

## Curriculum Thread Matrix

The Conceptual Framework guiding the Associate Degree Nursing Curriculum is built on the domains of the holistic individual, the health care system, and nursing. Curriculum threads within the domains are derived from competencies of the National League for Nursing, the Institute for Medicine, and Quality and Safety Education for Nurses.

THREAD	NUR 111	NUR 112	NUR 113	NUR 114	NUR 117	NUR 211	NUR 212	NUR 213	BIO 168	BIO 169	ENG 111	ENG 112	PSY 150	PSY 241	PHI 240	BIO 175
<b>Professional Behaviors</b>	X	X	X	X	X	X	X	X						X	X	
<b>Communication</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
<b>Assessment</b>	X	X	X	X	X	X	X	X	X	X				X		X
<b>Clinical Decision-Making</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Caring Interventions</b>	X	X	X	X	X	X	X	X						X	X	X
<b>Teaching-Learning</b>	X	X	X	X	X	X	X	X			X	X		X		
<b>Collaboration</b>	X	X	X	X	X	X	X	X	X	X			X	X	X	
<b>Managing Care</b>	X	X	X	X	X	X	X	X						X	X	
<b>Patient-Centered Care</b>	X	X	X	X	X	X	X	X						X	X	
<b>Inter-Professional Team</b>	X	X	X	X	X	X	X	X						X	X	
<b>Evidence-Based Practice</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
<b>Quality Improvement</b>	X	X	X	X	X	X	X	X						X		
<b>Informatics</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Fall 2011; revised fall 2014, 2015, 2016; Reviewed 5/17, 5/19, 5/21

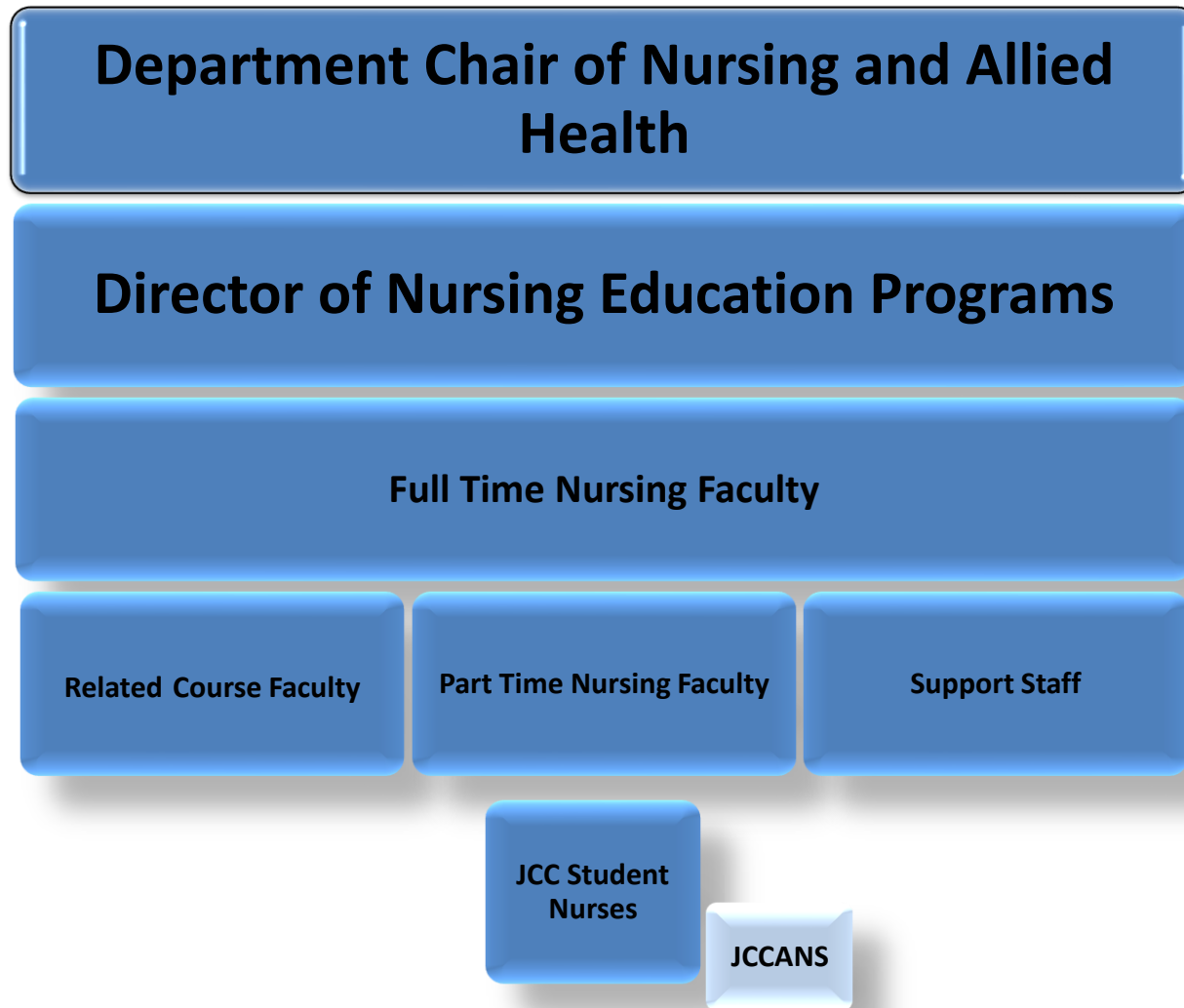
## **Associate Degree Nursing Education End-of-Program Student Learning Outcomes**

Upon completion of the program, the graduate will:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary health care team.
3. Integrate knowledge of the holistic needs of the individual to provide individual-centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings as outlined by the National Patient Safety Goals.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary health care team to advocate for positive individual and organizational outcomes.
8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.



**Associate Degree Nursing Education  
Organizational Chart**



## ASSOCIATE DEGREE NURSING ADMINISTRATION AND STAFF

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Department Chair, Nursing Education & Allied Health Programs  
Office Number: 919-209-2162

## CLINICAL AGENCIES AND PHONE NUMBERS

**Please remember that you are guests in the clinical agency and must abide by all agency policies. Treat all agency personnel with respect and courtesy. If you have problems or questions, go to your clinical instructor. If she/he is unable to assist you, she/he will direct you to a member of the staff who can. Your instructor is your FIRST resource person. You should feel free to go to your instructor when you need help.**

Cape Fear Valley Health Fayetteville, NC	910-615-4000
Cherry Hospital Goldsboro, NC	919-731-3200
Department of Health Wayne County Goldsboro, NC	919-731-1000
Duke Raleigh Hospital Duke University Hospital Durham, NC	919-954-3000 919-684-8111
Harnett Health System Betsy Johnson Hospital Dunn, NC Central Harnett Hospital Lillington, NC	910-892-1000
Hilltop Home Raleigh, NC	919-231-8315
Holly Hill Hospital Raleigh, NC	919-250-7000
Home Health and Hospice (3HC) Smithfield, NC Goldsboro, NC	919-735-1387 919-735-1387
Johnston Home Health and Hospice	919-938-7560
Johnston Cancer Center Smithfield, NC	919-989-2192

Johnston UNC Health Care Smithfield, NC Clayton, NC	919-934-8171 919-585-8500
Rex UNC Health Care Raleigh, NC	919-784-3100
Rex Rehabilitation and Nursing Care Center of Raleigh Raleigh, NC	919-784-3100
Wake Med & Hospital – Cary, NC Wake Med & Hospital – Raleigh, NC	919-350-2300 919-350-8000
Wayne UNC Health Care Goldsboro, NC	919-736-1110

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**General  
Policies  
of the  
HWHS Department**

**JOHNSTON COMMUNITY COLLEGE**  
**HEALTH, WELLNESS, & HUMAN SERVICES DEPARTMENT POLICIES**  
**HEALTH STANDARDS**

This policy is provided to protect the health of the student and of the patients to whom they are assigned. Students should be in a sufficient state of health to successfully pursue the Associate Degree in Nursing. Communicable disease or severe mental illness may prohibit approval to register for classes when health records indicate that attendance would be detrimental to the health and/or safety of the student or others with whom the student may come in contact. Student medical forms, titers, immunizations, physical examination by a primary care provider are required for health programs. Students are required to meet health standards specific to the occupation for which they are preparing. These are generally accepted standards of physical ability to perform the requirements of the program and to engage in educational and clinical experiences in such a way as not to endanger the student, other students, or members of the public including patients, patrons, customers, minors, or other persons with whom the student will come in contact as a part of the Program of Study. *Some facilities may require additional testing.*

A student presenting with any condition that threatens to prevent or prevents satisfactory classroom or clinical performance will be referred to Student Services as deemed necessary by the Program Faculty. Conditions under which the student may safely carry out their classroom and clinical assignments must be specified by a health care provider. The recommendation of the health care provider is utilized in advising the student in regards to continued enrollment in the program. The student may be allowed to withdraw.

**Immunization Status**

In order to be in compliance with our affiliated clinical agencies, students must show proof of required vaccinations and immunizations prior to any clinical experiences. A statement from the student's health care provider will be required if a student has an existing medical condition that precludes them from having a required vaccine or immunization. The student must then be cleared by the assigned clinical agency each semester. Students must submit a lab slip indicating immunity for certain required titers. *Students may be required to have additional testing depending on the clinical affiliate contract requirements.*

### **Measles, Mumps and Rubella (MMR)**

Students must show proof of 2 vaccinations **or** a positive antibody titer for Measles, Mumps and Rubella (lab report required). If the series is in process, the student will submit where they are in the series and new alerts will be created for the student to complete the series (reference to Castle Branch alerts).

### **Varicella**

2 vaccinations **OR** a positive antibody titer (lab report required).

### **Hepatitis B**

Students must show proof of the Hepatitis B vaccine series or at least one of the three injections prior to admission into the Nursing Program. Students who refuse to submit to the Hepatitis B vaccination series must sign the Student Hepatitis B Vaccine Declination Form and file it with the Department chair. A signed waiver releases the College from liability related to the refusal to have the immunization.

### **Tuberculin Skin Tests (TST)**

Upon admission to the Health Science programs, students are required to complete the TB Risk assessment and TB symptom assessment. Students must also have either the 2-step TB skin test (given 1-3 weeks apart) or the TB blood test (Quantiferon gold). If a student has had a positive TB skin test in the past due to either TB exposure or to receiving the BCG vaccine, a chest-xray will be required along with the TB Risk assessment and TB symptom assessment. After initial admission to the Nursing Program, TB screening will be done via the Risk Assessment form. Annual TB education will be provided to students through Core Orientation.

Students whose skin tests convert from negative to positive must have appropriate follow-up care. Documentation of this care is kept on file. The student is expected to adhere to the prescribed recommendations or treatment.

Students with a positive TST **MUST** immediately report to the Nursing Faculty. Medical follow-up care will be required to rule out TB before the student can return to class and clinical.

Students diagnosed with active pulmonary TB must remain out of class and clinical until they are considered non-communicable. Documentation of this status by the health care provider must be submitted to the Nursing Faculty.

### **Tetanus and Tdap Vaccines**

Students are required to show evidence of a tetanus vaccine within the last ten (10) years.

If a tetanus vaccine is needed, students should first get the Tdap vaccine, and follow up with their required tetanus vaccine as indicated by their health care provider.

### **Flu Vaccines**

All students must obtain a yearly flu vaccination based on clinical affiliation agreements. Each student must provide appropriate documentation of this by the deadline date specified. *Documentation must specify that the flu vaccine is from the current flu season.*

### **Blood Borne Infections**

In compliance with hospital policies, students MUST report any known blood borne infection to the Department chair and / or designated faculty. This information will be kept confidential within the Department / Program. Students with known infections MUST have ongoing medical evaluations throughout enrollment in the Program of Study.

Documentation of this evaluation by the health care provider must be submitted to the Department chair or designated faculty. Students will be individually evaluated and all enrollment decisions concerning the individual shall be based upon consideration of the following factors:

- ◆ The physical and mental ability of the individual as determined by the health care provider's statement of the student's health status as it relates to the student ability to adequately and safely meet the objectives of the curriculum;
- ◆ Whether or not a reasonable accommodation can be made that will enable the student to safely and efficiently perform the objectives of the course without significantly exposing the student or other persons to the risk of infection; and
- ◆ The student's compliance with policies concerning Standard Precautions;
- ◆ The student's ability to provide safe patient care.

If it is determined that the student's health status does not allow the student to safely and adequately meet the objectives of the curriculum, the student will be dismissed from the program. Should this occur, the student will be allowed to withdraw from the course.



## **STUDENT HEALTH INSURANCE**

Per affiliation agreements with our clinical agencies, all students must show proof of health insurance coverage. Evidence of this requirement must be on file in the Nursing Office prior to the start of any clinical rotation.

## **CRIMINAL BACKGROUND CHECK/DRUG SCREENING POLICY**

Students admitted to the Health Programs will submit to a criminal background check, an initial drug screening, and random drug screening as directed by affiliating clinical agencies. Students will also incur the costs of this testing. Clinical agencies reserve the right to deny student's access based on criminal background results. This denial will result in the inability of the student to successfully complete the program. Students may also be required to repeat testing while enrolled in the health program depending on clinical affiliate requirements.

## **PROGRESSION POLICY**

Students **MUST** maintain a minimum grade of C in all core courses with NUR prefix to progress in the program of study. (Refer to course syllabus)

Students may not take NUR courses out of sequence, and **MUST** comply with all departmental policies.

Any student who exits the Nursing Program for any reason should complete an Exit Interview Form (See Appendix) with the Department Chair or designee. The student who is leaving the program for personal or academic reasons will be advised regarding readmission requirements and/or other alternatives.

It is the student's responsibility to maintain current American Heart Association Basic Life Support (CPR) for infant, child, and adult and TB skin testing to progress in the program.

## **DISABILITY POLICY**

To become disabled means “to lose the required ability or power to work or perform”. If a student should become disabled (physically or emotionally) to such an extent that fulfillment of academic and/or clinical objectives would be unattainable then the student may be dismissed from the program. The student must obtain disability counseling in Student Services in order for the student to receive reasonable accommodations clinically or academically. If the student refuses disability counseling, then no accommodations will be made.

Disabled students would be required to present a written statement from their physician approving their continuation in the program without restrictions or advising their discontinuation until the time that recovery has taken place.

## **AUDIT POLICY**

The student seeking re-admission or advanced placement into the Nursing Program may request or be required to audit the NUR courses which precede the point of entry or re-entry. The student must have the approval of the Department Chair and / or Admissions Coordinator for Health Programs. Permission to audit will be based on availability of seats.

The student who audits a course must register for the course and pay the regular tuition. The student must abide by all regulations, including attendance, as stated in the course syllabus. The student is encouraged to participate in class and laboratory activities, complete all course assignments, and take all quizzes and exams while auditing a course. A grade of “AU” will be given for record purposes. (Refer to College Catalog)

**Auditing a course does not guarantee acceptance into the program.**

## **ACADEMIC INTEGRITY POLICY**

The Nursing Faculty believe academic integrity is central to the pursuit of knowledge. This policy reflects the Core Value of Johnston Community College of honesty and integrity, a value that links academic and personal honesty, academic freedom, and integrity to the pursuit of knowledge in the context of the highest ethical standards. The following guidelines will provide the student with a clear understanding of what is considered academic dishonesty and what is expected of the student.

1. To follow the Student Code of Conduct: as outlined in the JCC catalog.

**Academic dishonesty involving taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; false documentation of clinical procedures and time sheets; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism). Plagiarism in any form will be a violation of the Student Code of Conduct.**

2. To protect the integrity of the test students should not discuss test questions or test content among themselves until all students have tested or with the Nursing Faculty until final test grades are posted in Blackboard.

Violations of this policy may result in **immediate dismissal** from the Nursing Program (see Dismissal Policy).

## ETHICS POLICY

Health Program students at Johnston Community College are expected to conduct themselves as a professional at all times. Health Program students are expected to adhere to the Code of Conduct established for all Johnston Community College students. The College (see JCC College Catalog) reserves the right to dismiss any student who demonstrates behavior which conflicts with safe and ethical healthcare practice. (Refer to Dismissal Policy)

1. Students are instructed on current Health Information Portability and Accountability Act (HIPAA) guidelines and must demonstrate competence in these concepts. Patient confidentiality MUST be maintained at all times. Violation of this policy may result in dismissal from the program.
2. Students are not permitted visitors during clinical experiences.
3. Emergency calls are to be directed to the clinical instructor who will relay the message to the student. Use of cell phones, pagers or other electronic devices while attending class or participating in class-related activities (i.e. labs, clinical, etc.) without prior approval of the instructor is prohibited. These devices must be silenced before entering the classroom or during participation in a class-related activity (and/or as facility policy dictates).
4. Patient care must be delegated to an appropriate individual any time the student leaves the unit. Do not leave in the middle of a procedure for home, lunch or a break unless instructed to do so by the preceptor, clinical instructor, or clinical coordinator. Be sure to inform the individual relieving you about the patient and procedure.
5. Students are not permitted to solicit or sell personal items (i.e. children's fundraising items, cosmetic products or home party sales, etc.) in the classroom or clinical settings.
6. Students must adhere to all policies of each clinical facility to which they are assigned.
7. Students will maintain a professional demeanor at all times. Conduct which threatens or endangers the health/safety of any person on campus, online, or at any College authorized function/activity including, but not limited to, physical abuse, the threat of physical abuse, sexual misconduct and assault, verbal and nonverbal threatening behaviors, or intimidating behavior will not be tolerated and will be subject to appropriate disciplinary action. (Johnston Community College Catalog, III. Student Code of Conduct)
8. Students are accountable and expected to abide by the Johnston Community College Student Code of Conduct. Students found in violation of the Student Code of Conduct will be subject to disciplinary action, including dismissal from the nursing program.

## SOCIAL MEDIA POLICY

*Faculty cannot communicate via social media with students while enrolled at JCC.* Only designated employees and students may officially engage in social media outlets on behalf of JCC.

### **Background:**

Social networking sites can benefit health care and educational programs in a variety of ways, including fostering professional connections, promoting timely communication, as well as educating and informing consumers and health care professionals. Social media such as Facebook, LinkedIn, Twitter, Wikipedia, and others have grown in popularity and application, allowing users to post content and pictures with virtually anyone. Organizations, including healthcare institutions, are rapidly integrating the use of social media into their education, outreach and marketing strategies.

While this creates new opportunities for communication and collaboration, it also creates vulnerabilities for individuals and institutions, especially those involved in the healthcare environment. Without caution, these communication methods may result in the health care provider disclosing too much information, and violating patient privacy and confidentiality.

### **Purpose:**

The Department of Health, Wellness, and Human Services supports the use of social media to reach audiences important to the College such as students, prospective students, faculty and staff. The College presence or participation on social media sites is guided by college policy. This policy applies to students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and/or didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

Social media includes text, images/pictures, audio and video communicated via such tools as:

- Blogs, and micro-blog such as Twitter
- Social networks, such as Facebook (outside of JCC Official Facebook)
- Professional networks, such as LinkedIn
- Video sharing, such as You tube and vlogs (video weblogs)

- Audio sharing, such as podcasts
- Photo sharing, such as Flickr and Photobucket, and
- Social bookmarking, such as Digg and Redditt
- User created web pages such as Wikis and Wikipedia, and
- Any other internet-based social media application similar in purpose or function to those applications described above.

### **Social Media Guidelines:**

- Use of social media is prohibited while performing direct patient care activities or in unit work areas.
- It is expected that during clinical, use of electronic devices for social media will be used only as authorized by faculty. It is expected that all electronic devices are silenced during clinical.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. Cell phones are not allowed to be carried on your person while in patient/client areas. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of personal computers during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape, audiotape, or take pictures of instructors, patients, or fellow students for personal or social media use without the express written permission.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations and/or Johnston Community College must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy and confidential information.

### **Considerations:**

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

- Future employers hold you to a high standard of behavior. By identifying yourself as a Johnston Community College student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Health care students are preparing for a profession which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable college privacy and confidentiality policies.
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

**Consequences:**

- Violations of patient / client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

**GENERAL POLICIES OF THE  
ASSOCIATE DEGREE NURSING  
PROGRAM**



## INCIVILITY POLICY

The Johnston Community College Associate Degree Nursing Program has a zero-tolerance policy for incivility in nursing. Incivility is not limited to physical threats, and includes behaviors such as rude and discourteous actions (verbal and/or written), gossiping and/or spreading rumors, and refusing to assist coworkers and/or peers (ANA, Position Statement on Incivility, Bullying and Workplace Violence, 2015). Additional behaviors may include, but are not limited to: disrupting classroom instruction, overt discourtesy, using profanity in the classroom, lab, and/or clinical setting, aggressive body language, argumentative and/or confrontational behavior and bullying.

Students who demonstrate any of the outlined behavior (s) as listed above will be subject to disciplinary action, up to, and including dismissal from the Nursing Program.

Additional information and position statements regarding incivility can be found at the North Carolina Board of Nursing ([www.ncbon.com](http://www.ncbon.com)), The American Association of Critical Care Nurses at: <http://ccn.aacnjournals.org/content/31/2/92.full?sid=05ee5c67-fbe4-4978-ac58-45a08bee8917>, American Nurses Association at: <https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/id/incivility-bullying-and-workplace-violence/>, US National Library of Medicine at: <https://www.ncbi.nlm.nih.gov/pubmed>.

Adopted 5/19; revised 5/20; reviewed 5/21

## DISMISSAL POLICY

The Johnston Community College Associate Degree Nursing Program may dismiss a student who:

- a. Violates the Student Code of Conduct set forth in the Johnston Community College Catalog.
- b. Displays behavior which conflicts with the safety essential to nursing practice (21 NCAC 36.0320, North Carolina Board of Nursing).
- c. Fails to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media, while in the nursing program of study. (21 NCAC 36.0320, North Carolina Board of Nursing)
- d. Performs procedures without faculty supervision and / or permission.
- e. Refuses to submit to a request by department chair, faculty, and/or clinical affiliate for substance abuse screening. (See Substance Abuse Policy)
- f. Violates the Policy for Academic Integrity.
- g. Falsifies patient information and/or documents.
- h. Withholds information or provides false information relative to patients and/or actions of self and others.
- i. Violates a clinical agency's policies and / or procedures, including HIPAA violation (s).
- j. Presents physical or emotional problems that conflict with the safety essential to nursing practice and do not respond to treatment or counseling within a timeframe that enables meeting program objectives/outcomes (21 NCAC 36.0320, North Carolina Board of Nursing)
- k. Demonstrates behavior (s) as outlined in the Incivility Policy of this handbook.

The faculty acknowledges the seriousness of these actions. Students who commit these offenses may be dismissed immediately and will receive a grade of "F". **A student dismissed from the nursing program for violation of this policy is not eligible to reapply to the Nursing Program at Johnston Community College.**

The student with physical or emotional health problems that threaten the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College may also be dismissed from the Program of Study. If the student has maintained a passing course grade, the student may receive a grade of "WD" for the course. (Refer to Health Policy in JCC College Catalog)

## **STUDENT EXIT INTERVIEW POLICY**

Any student who exits the Nursing Program prior to graduation for any reason should complete an exit interview form with the Director of Nursing Education Programs or designated faculty. At this time the student will be advised regarding readmission requirements and/or other academic options.

Students who exit must present a drop slip to the registrar's office as soon as possible to receive refunds based on the academic calendar deadlines. Students must also change their program of study in the Office of Enrollment and Student Success.

For more information regarding policies and processes for withdrawal and for refunds of tuition/fees see the JCC catalog.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment complaints should be directed to the Vice President of Student Services. Because of the sensitive nature of this kind of complaint, a conference with the Vice President will replace the first step of the grievance procedure. The Vice President will counsel with the student to determine the appropriate action. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

## **SUBSTANCE ABUSE POLICY**

Health Programs students are expected to adhere to the Drug and Alcohol Policy established for all Johnston Community College students (See Student Code of Conduct in the College Catalog). The College reserves the right to dismiss any student who demonstrates behavior which conflicts with safety essential to healthcare practice. Use of alcohol or illegal drugs by students during class, lab, or clinical is prohibited and may result in dismissal from the health program. Any student who is suspected of being under the influence of any substance will be required to submit to an immediate drug screen at the student's expense. The student's clinical instructor/preceptor will contact the Department chair or designated faculty who will accompany the student for testing or will delegate this supervision. Students may be asked to submit to random drug screening at the expense of the College and/or clinical facility. *Failure to submit to the request for drug testing will result in immediate dismissal from the program.* The results of the test will be reviewed by College Administration who makes recommendations utilizing the Johnston Community College Drug Screening Protocols regarding the student's ability to remain in the program.

## **EMPLOYMENT POLICY**

Employment while enrolled in the Nursing Program is discouraged. When employment is necessary, students are encouraged to limit the hours to a minimal number. The Johnston Community College Student uniform or identification **MUST NOT** be worn in any type of employment. Liability insurance does not cover a student when they are in a non-clinical practicum assignment.

Students that are hired and must attend orientation for employment may do so. However, if the orientation date occurs on clinical, lab, and/or class time, time missed will count toward the attendance policy. Clinical Assignments and classwork will not be scheduled around or adjusted based on employment.

## **PREGNANCY DISCLOSURE**

A student who becomes pregnant while enrolled in the Nursing Program has the option of whether or not to disclose this information to the program faculty. If she chooses to inform program faculty of her pregnancy, it must be communicated directly to a faculty member and/or to the Department Chair and the student should indicate the expected date of delivery. If she chooses not to disclose the information, the student will not be considered pregnant.

If the pregnant student chooses to progress in the program, she will be expected to successfully complete the requirements for classroom, laboratory, and clinical for each course without restrictions.

## **FIRE DRILL POLICY**

Campus fire drills will be conducted periodically. All students **MUST** leave the building according to evacuation routes posted in each classroom and lab. Students should not reenter the building until instructed to do so. If a test is in progress when the fire alarm sounds, students are expected to leave the room without conversing with anyone. Students seen or heard talking during the drill will receive a grade of **ZERO** on the test.

## INCLEMENT WEATHER POLICY

The President of Johnston Community College will be responsible for canceling college (classes and clinical) in the event of inclement weather.

In order to accomplish this task efficiently and with maximum coverage, school officials are asking all students and parents to cooperate by following the suggestions listed below:

- JCC website: [www.johnstoncc.edu](http://www.johnstoncc.edu)
  - JCC Automated #: (919) 934-3051; (919) 209-2200
1. Listen to one of the area Radio Stations, TV stations or websites in the early morning for an announcement concerning school closing. (See listing below)
  2. **DO NOT** telephone the weather bureau, radio or television stations, newspaper offices, school officials or school offices. Announcements will reach you by radio and television.
  3. The absence of any announcement means that school will open as usual.
  4. **If the college is closed, all CLASSES, LABS, AND CLINICALS are canceled.**
  5. Use the above methods of notification. **DO NOT CALL FACULTY.** They are notified in the same methods and at the same times as students.

When making a decision on opening or closing the schools, school officials are primarily concerned with the safety and welfare of all students.

**\*USE YOUR OWN GOOD JUDGEMENT. IF IT IS TOO DANGEROUS TO TRAVEL THEN FOLLOW THE SAME POLICY FOR ANY ABSENCE. CALL THE SCHOOL AND CALL THE HOSPITAL. HOSPITALS OPERATE 24 HOURS A DAY, SEVEN DAYS A WEEK AND IN "BAD WEATHER". HOWEVER, YOUR SAFETY IS OF UTMOST CONCERN AND YOU SHOULD MAKE THE BEST JUDGEMENT FOR YOUR SAFETY. PLEASE NOTE: If you are scheduled for a Sunday clinical, the College may not make a decision to postpone or cancel classes. You should use your own good judgement in this case as well.**

The decision to postpone or close any activity at the College will be made by the President.

Notification will be given in advance, as much as possible.

## **INCLEMENT WEATHER TELEVISION AND RADIO STATIONS**

- **Television Stations**

- WRAL-TV - Channel 5 ([www.wral.com](http://www.wral.com))
- WTVD - Channel 11
- WNCT - Channel 9
- WNCN - Channel 17
- FOX - Channel 22

- **FM Radio Stations**

- WRAL - 101FM (Raleigh)
- WPTF - 94FM (Raleigh)
- WKTC - 96.9FM (Raleigh)
- WKIX - 96.1FM (Raleigh)

- **AM Radio Stations**

- Smithfield – WTSB - 1090AM
- Clayton - WHPY - 1560AM
- Dunn - WCKB - 780AM
- Goldsboro - WGBR - 1150AM

**JCC CLOSED means that students DO NOT attend class or clinical.**

**TWO HOUR DELAY** means that the college is operating on a two-hour delay. JCC officially opens at 8:00 am. In the event of inclement weather, the President of the college may decide to open the college two hours later. This means that the college will open at 10:00 am. All classes and clinical would begin at 10:00 am.

## **GRADUATION POLICY**

Nursing students are eligible for the Associate of Applied Science Degree upon meeting the following requirements:

1. Passed all courses specified and required in the Nursing program at Johnston Community College.
2. Earned a minimum cumulative GPA of 2.0 on all courses attempted at the College.
3. Taken and passed at least one-fourth (25 percent) of the courses required in the program at Johnston Community College. It is anticipated that the final 15 semester credit hours be completed at the College.
4. Have paid all financial obligations owed to the College.
5. Filed with the Registrar's Office an application to graduate by the published deadline for student's final semester.

### **Graduate Follow-Up**

All of the JCC Health Programs meet requirements and standards of approval and / or accrediting bodies. One piece of the approval or accrediting process requires each program to do follow-up surveys on graduates. These surveys could occur at six (6) months and twelve (12) months post-graduation. Students are encouraged to participate in these graduate follow-up surveys.

**ADMISSION  
PROGRESSION  
AND  
RETENTION  
POLICIES**



**JOHNSTON COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**ADMISSIONS AND TRANSFER STUDENT POLICY  
Fall 2021**

**Nursing Admissions Requirements: Fall 2021**

The Associate Degree Nursing program at Johnston Community College is a 2-year program completed over 5 semesters. Students are admitted in the fall semester of each year. The Associate Degree Nursing program has a limited enrollment number and meeting the admission requirements does not guarantee admission to the program.

Applicants are admitted under provision of the admission policies of Johnston Community College and the Associate Degree Nursing Program as specified in the Johnston Community College Catalog. The guidelines, deadline dates, and admission policies apply to all applicants equally. Applicants are selected based on academic records, admission testing, and the maximum number of seats available as approved by the State Board of Nursing.

A student with two previous attempts in an Associate Degree, Baccalaureate Degree Nursing program, or practical nursing program is ineligible to apply to the JCC Associate Degree Nursing Program. However, a student who has not been enrolled in a nursing program for 36 consecutive months may request consideration for re-evaluation. A student who exited the JCC nursing program for any reason (and has not been enrolled in a practical nursing program or associate degree-nursing program previously) may re-enter the JCC nursing program one time.

Applicants interested in fall 2021 admission will have an opportunity to submit the Nursing Intent to Apply Form for early decision beginning August 27th through October 5, 2020 with notification of acceptance to the program in January. Applicants can continue to submit the Nursing Intent to Apply Form until March 1st of the admitting year for regular admission.

Please note: JCC does not have an evening/alternative program. Clinical days vary each semester based on clinical site availability, therefore clinical rotations may include Saturday and/or evenings.

Applicants must meet the College's admission requirements and additional admission requirements for the Associate Degree Nursing program.

**Johnston Community College will be part of a new developmental education initiative beginning in fall 2020. Applicants applying for 2021 fall admission will be held to new requirements. Fall 2021 applicants must be eligible to enter the program required gateway (college-level) English and math courses without a co-requisite or have successfully passed English and math transition course(s) prior to entry into the program.**

1. Johnston Community College Application: Applicants must complete the Residence and College application on-line at [www.johnstoncc.edu](http://www.johnstoncc.edu)
2. Official high School or official high school equivalency transcript and official transcripts of **all Colleges** attended on file in Student Services. Official transcripts must be in a sealed envelope or sent electronically directly to the College.
3. All foreign transcripts (secondary and post-secondary) **must** be evaluated by a JCC recognized evaluation company at the student's expense. For specific details, see International Transcript information in the College catalog.
4. Have graduated or will graduate from high school or the equivalent as recognized by the State of North Carolina before entering the Associate Degree Nursing Program.
5. Complete a Connect Session (information provided by Student Services).
6. Complete the College placement test (if required) or meet test exemption requirements.
7. **Biology Course:** Show completion of one unit of high school or college level general biology course (with a lab component) or equivalent with a grade of C or higher. **Anatomy & Physiology does not meet the biology requirement.**
8. **Chemistry Course:** Show completion of one unit of high school or college level chemistry (with lab) or equivalent with a grade of C or higher.
9. **Algebra Course:** Show completion of one unit of high school **OR** college level algebra I or II (or equivalent) with a grade of C or higher, **OR** complete MAT 143, **OR** MAT 152, **OR** MAT 171 with a grade C or higher.
10. Applicants must have a minimum 2.8 or higher cumulative grade point average (GPA) at last attended high school or a 2.5 at the last attended college. \*If you are currently a student at JCC, your JCC current cumulative GPA will be used for scoring. Applicant must maintain the minimum or a higher cumulative grade point average (2.8 for high school or 2.5 for college) for entering the Associate Degree Nursing Program.
11. BIO course (BIO 168, 169, 175) must be completed within the last five (5) years by the point of entry into the program. BIO courses over 5 years must be retaken. BIO courses (168, 169, 175) may be completed as co-requisites in the semester required as outlined in the program of study, and are not required as pre-requisites for admission into the program.
12. Test of English as a Foreign Language (TOEFL) Scores: (5-year limit on scores). If you graduated from a high school in the United States TOEFL scores are not required. Minimum score of 70 required for admission to JCC. Specific scores for admission to the nursing program are: Speaking Score: 24; Reading Score: 19; Listening Score: 19; Writing Score: 19. For specific details, see International Student information on the college website or College Catalog.
13. Attend a **MANDATORY Virtual** Health Sciences Information Session –available on the Nursing Program webpage. The **Nursing Intent to Apply form** is provided online after attendance of the Virtual Health Science Information Session.
14. **Nursing Assistant I:** Complete or show enrollment in a North Carolina state approved Nurse Aide I course and current (active) listing on the NCNA registry by June 15th of the admitting year with no substantiated findings of resident abuse, resident neglect, or misappropriation of resident property in a nursing facility. Note: A copy of the certificate of completion **OR** transcript **OR** registration form showing current enrollment in an approved program **OR** a letter (on official letterhead) from the NCNA showing completion of an approved program must be submitted with the Nursing Intent to Apply form. An approved program will have classroom, laboratory, and clinical components.

\*Challenging the Nurse Aide, I examination **will not** meet this requirement. Completion of a high school Medical Careers I & II course with a grade of C or higher and current employment may be used to meet this requirement. A letter from your employer (on company letterhead) stating you are currently employed as a CNA, and length of employment will be required. Both courses must have been completed and work experience current.

\*Completion of a Certified Medical Assistant course and/or Paramedic program **will not** meet the nursing assistant requirement.

15. **ATI TEAS:** Applicants are responsible for ensuring all required materials and documents including the Nursing Intent to Apply form are submitted to the Health Science Student Navigator by the deadline date. If the deadline date falls on a weekend, all materials and documents are due the Friday before the deadline. Only completed packets can be processed. A TEAS TESTING TICKET will be issued when the Nursing Intent to Apply form has been submitted to the Health Science Student Navigator. The TEAS TESTING ticket issued via e-mail allows you to view and schedule a testing date. Applicants are allowed twice (2) per academic year with a thirty (30) day interval between testing dates at any testing location. JCC offers the TEAS: only score from ATI are accepted. Applicants must achieve a **minimum of 65 or higher** on the overall adjusted individual score and a **70 or higher on the reading portion** of the TEAS test to be considered for admission. TEAS scores are valid for two (2) years and must be completed by February 28th of the admitting year. View the JCC and ATI website for additional information.
16. Points are awarded for the completion on BIO 168 & 169 (with a seated lab), BIO 175, ENG 112, PSY 241, MED 120 or MED 121 & 122, TEAS scores, and to applicants that are currently Johnston County residents.

Only courses completed by the deadline date will be used in the point ranking of applicants. Only a grade of A or B earned on the first attempt in courses will be used in the point ranking. NOTE: Points will only be awarded for BIO 168, 169 and 175 if they were completed within the last five (5) years from the date of point of entry into the program. Points will ONLY be given for BIO 168 and 169 if the two courses have been taken at the same college. Points for BIO 168 and 169 will ONLY be given to **seated or face-to-face laboratory instruction\***, not an online lab component (documentation may be required to award points).

\* The admission team is aware COVID-19 has resulted in many of these courses being offered in an online format only. During this time, online labs will be accepted. Once the college reverts back to seated labs, online labs will no longer be awarded points.

Qualified applicants are ranked from highest to the lowest. Applicants accepted to the program depends upon availability of seats. If two or more applicants have the same number of points; ATI TEAS scores will determine the ranking. Applicants are notified in late May. Applicants may be placed on an alternate list (for the current admitting year only) or not accepted. Applicants not accepted may schedule an appointment with a counselor to discuss other educational opportunities or continue with college course work and reapply the next year. Applicants must submit the Nursing Intent to Apply form each year to be considered. Johnston Community College does not create a waiting list for the Associate Degree Nursing Program.

17. **Acceptance:** Applicants accepted into the Associate Degree Nursing Program must:
- Return acceptance to the Health Science Student Navigator within five (5) business days of the date of the letter.
  - Attend a mandatory 2-day program orientation on the designated dates provided by the nursing programs. Applicants should plan to attend an initial orientation day during the second week of June and a second day of orientation will be held during the last week of June.
  - Provide documentation of satisfactory physical and emotional health and current immunizations after receipt of conditional acceptance and prior to final admission into the Associate Degree Nursing program. The College will provide the physical form.
  - Provide documentation of program-required immunizations. All immunization documents are completed through the College's designated service provider.
  - CPR certification-Provide evidence of current CPR certification by the American Heart Association at the Healthcare Provider level (adult, child, & infant) and must be maintained while in the Associate Degree Nursing Program.
  - Background Check and Drug Screen: Submit to criminal background checks and initial and random drug screenings as directed by affiliation clinical agencies. Criminal background checks and drug screenings are completed through the College's designated service provider and the student incurs cost. Clinical agencies may require criminal background checks and drug screenings every six months while enrolled in the program. Information obtained from the criminal background checks and drug screenings could jeopardize the student's ability to participate in clinical

- experiences and will result in the inability of the student to complete the program.
- Provide evidence of individual medical insurance coverage.
- Submit two (2) current passport style photos(2x2) to the Nursing Department during orientation.

The application for licensure examination with the North Carolina Board of Nursing contains questions as to whether or not the applicant has ever been convicted of a misdemeanor/felony excluding minor traffic violations. If the answer is “yes”, the applicant is asked to provide an explanation. The question is asked because of the legal requirements for becoming licensed as a registered nurse in North Carolina similar requirements exist in other states.

The Nursing Practice Act, Article 9 Chapter 90-171.37 (a) (1) (2) of the General Statutes of North Carolina states that the North Carolina Board of Nursing may deny an application for licensure if the Board determines that the applicant:

Has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice Nursing; Has been convicted of or plead guilty or nolo contendere to any crime which indicates that the nurse is unfit to practice nursing; Or that the nurse has deceived or defrauded the public.

Johnston Community College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one-year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice.

## **ASSOCIATE DEGREE NURSING PROGRAM PROGRESSION POLICY**

Students **MUST** maintain a minimum grade of 78 in all **core** courses with NUR prefix to progress in the program (Refer to course syllabus). NUR 117 is not considered a core course and is on a 10-point grading scale.

Students **MUST** earn a minimum grade of C in each course with a BIO, ENG, and PSY prefix, and non-core NUR courses, **and** hold a minimum GPA of 2.0 in order to progress in the program. Students may not take NUR courses out of sequence, and **MUST** comply with all departmental policies.

Some NUR courses may be offered in a fast track, 8 weeks delivery format. (Refer to course syllabus) Successful completion of the first 8-week course is required to progress to the second 8-week course within the 16-week semester.

Any student who exits the Associate Degree Nursing Program for any reason should complete an Exit Interview Form (See Appendix) with the Department chair or designee. The student who is leaving the program for personal or academic reasons will be advised regarding readmission requirements and/or other alternatives.

It is the student's responsibility to maintain current **American Heart Association** Health Care Provider CPR for infant, child and adult and TB skin testing to progress in the program. Students must maintain their CNA registry status through completion of the first year of the nursing program.

### **Grading Scale for CORE NUR Courses**

A = 92-100  
B = 84-91  
C = 78-83  
D = 70-77  
F = 0-69

Revised 12/88.... 2/99, 7/01, 3/02, 8/02, Reviewed 5/21

## **ASSOCIATE DEGREE NURSING PROGRAM**

### **Retention Policy**

The Nursing Faculty at Johnston Community College takes a proactive stance on student retention. Recognizing that each learner differs in terms of life experiences and knowledge acquisition, the Nursing Faculty is prepared to implement a variety of strategies to facilitate successful progression throughout the program.

Each student enrolled in the nursing program will meet with a **nursing faculty advisor** who will assist the student with registration and with progression in the nursing program.

Nursing Faculty are available during designated office hours to assist students in meeting their learning needs. Faculty are available for one-on-one learning / remediation opportunities, as well as facilitation of small group and structured class tutoring. Appointments may be made with any faculty member for remediation in classroom, laboratory, or clinical content.

In addition, the student has access to a variety of **computer-assisted instructional programs** through on-line resources. These programs may help the student develop skills and knowledge to aid in retention and success. Please bring personal listening devices (e.g. earbuds, headphones) for use in the Computer Lab.

The **Academic Skills Center and Student Services** are available at no charge to the student enrolled at the College, and may be accessed through nursing faculty referral or by the student's own initiation. Please refer to the College Catalog for a list of services and contact information.

#### **Student Success Remediation Plan**

Classroom – At any time a student fails a test, the student is **required** to meet with a faculty member to review the test one-on-one. It is recommended if a student identifies a need to understand classroom content more fully, they will meet with a faculty member for tutoring. Any student with a grade below passing should complete the Student Action Plan form (See Appendix for the Student Action Plan form) and meet with an assigned faculty member for the course.

Laboratory – A student may make an appointment with any faculty member to practice skills in the nursing laboratory. In addition, a faculty member may require a student to remediate a skill if they have identified a deficit in student performance of the skill while performing in the laboratory or clinical setting.

(See Appendix for Educational Assistance Referral Form)

# JOHNSTON COMMUNITY COLLEGE

## Advanced Placement Policy (LPN to ADN Option) Spring 2021

Johnston Community College Associate Degree Nursing offers an advanced placement admission option for students who possess a current North Carolina, **unrestricted license** as a practical nurse (LPN). Applicants who have disciplinary charges from the North Carolina Board of Nursing (NCBON) are not considered for admission. The advanced placement student shall meet the following admission criteria. (Nursing credits will not transfer; related course credit transfer will be determined by the Registrar)

Applicants are admitted under provision of the admission policies of Johnston Community College and the Associate Degree Nursing Program as specified in the Johnston Community College Catalog. The guidelines, deadline dates, and admission policies apply to all applicants equally. Applicants are selected on the basis of academic records, admission testing, and the maximum number of seats available as approved by the State Board of Nursing.

A student with two previous attempts in an Associate Degree, Baccalaureate Degree Nursing Program, or Practical Nursing Program is ineligible to apply to the JCC Associate Degree Nursing Program. However, a student who has not been enrolled in a nursing program for 36 consecutive months may request consideration for re-evaluation. A student who exits the JCC program for any reason (and who has not been enrolled in a nursing program previously) may re-enter the JCC nursing program **one time**.

*In order for a student to be considered for admission to the Nursing Program, the applicant must complete Phases I and II below.*

Applications are due by **August 15<sup>th</sup> by 12:00 PM** for the upcoming year's spring admission.

### **Application and Admission Process**

#### **Phase I:**

The student must complete and/or have the following:

1. Johnston Community College Application: Applicants must complete the Residency and College application on-line at: [www.johnstoncc.edu](http://www.johnstoncc.edu).
2. Current unrestricted license as a practical nurse (LPN) in North Carolina.
3. Official transcripts from high school / GED scores and **all colleges** attended on file in Student Services. Official transcripts must be in a sealed envelope or sent electronically directly to the College.
4. Have a minimum 2.8 or higher cumulative GPA at last attended high school or a minimum 2.5 or higher at the last attended college. \*If you are currently a student at JCC, your JCC current cumulative GPA will be used.
5. Complete the College placement test (if required) or meet test exemption requirements.
6. Complete a Connect Session (information provided by Student Services).
7. **Biology course:** Show completion of one unit of high school or college level general biology course (with a lab component) with a grade of "C" or higher. **Anatomy & Physiology does not meet this biology requirement.**
8. **Chemistry course:** Show completion of one unit of high school or college level chemistry course (with a lab component) with a grade of "C" or higher.

9. Algebra course: Show completion of one unit of high school algebra I or II (or equivalent) with a grade of “C” or higher, **OR** complete MAT 143, **OR** MAT 152, **OR** MAT 171 with a grade “C” or higher.
10. Place into ENG 111 without a co-requisite **OR** show completion of ENG 111 prior to entering the program.
11. BIO courses (BIO 168, 169, 175) must be completed within the last five (5) years by the point of entry into the program. **Any BIO course completed over five (5) years from the point of entry into the program must be retaken.** BIO courses (168, 169, 175) may be completed as co-requisites in the semester required as outlined in the program of study, and are not required as pre-requisites for admission into the program.
12. Attend a **MANDATORY Virtual** Health Sciences Information Session –available on the Nursing Program webpage. The *Nursing Intent to Apply form* is provided online after attendance of the Virtual Health Science Information Session.  
(Applicants must complete all of Phase I to advance to Phase II)

### **Nursing Intent to Apply form, Health Occupations Test, and Pharmacology Requirement** **Phase II:**

Applicants are responsible for ensuring all required materials and documents have been submitted to the Health Science Student Navigator by the deadline date. If the deadline date falls on a weekend, all materials and documents are due the Friday before the deadline. Incomplete packets cannot be processed.

Submit the *Nursing Intent to Apply form* (can only be submitted after attending the Information Session in Phase I). All requirements in Phase I must be met to submit the program specific application- *Nursing Intent to Apply form*.

The following forms must be submitted to the Health Science Student Navigator:

1. *Nursing Intent to Apply form*.
2. A TEAS TESTING TICKET will be issued when the Nursing Intent to Apply form has been submitted to the Health Science Student Navigator. The TEAS TESTING ticket issued via e-mail allows you to view and schedule a testing date. Applicants are allowed twice (2) per academic year with a thirty (30) day interval between testing dates at any testing location. JCC offers the TEAS: only score from ATI are accepted. Applicants must achieve a **minimum of 65 or higher** on the overall adjusted individual score and a **70 or higher on the reading portion** of the TEAS test to be considered for admission. TEAS scores are valid for two (2) years and must be completed by February 28th of the admitting year. View the JCC and ATI website for additional information.
3. Pharmacology Course Information: Applicants desiring advanced placement admission for the spring semester must pass a pharmacology competency exam based on content from Pharmacology- NUR 117 with a C or higher. Applicants will also be required to pass a dosage calculations exam with a B or higher. Both exams will be administered by the Nursing Department. Examination dates will be given to applicants by the admissions coordinator for the Nursing Department. Applicants who do *not pass* the pharmacology and dosage calculation exam will be required to successfully complete Pharmacology-NUR 117 with a grade of C or higher in the fall semester prior to admission into the spring semester.



## Ranking and Notification of Admission Status

### Phase III:

Only applicants who score exemplary, advanced, or proficient on the ATI TEAS (sixth edition) will be considered in the point ranking.

Only courses completed by the deadline date will be used in the point ranking of applicants. A grade of A or B earned on the first attempt in courses will be used in the point ranking. NOTE: Points will only be awarded for BIO 168, 169 and 175 if they were completed within the last five (5) years from the date of point of entry into the program. Points will ONLY be given for BIO 168 and 169 if the two courses have been taken at the same college. Points for BIO 168 and 169 will ONLY be given to **seated or face-to-face laboratory instruction\***, not an online lab component (documentation may be required to award points).

\* The admission team is aware COVID-19 has resulted in many of these courses being offered in an online format only. During this time, online labs will be accepted. Once the college reverts back to seated labs, online labs will no longer be awarded points.

Qualified applicants are ranked from, highest to the lowest. The number of applicants accepted to the program depends upon availability of seats. In the case where two or more applicants have the same number of points, TEAS scores will determine point ranking. **Test scores are valid for two (2) years.**

Notification will be sent to applicants applying for advanced placement to spring semester in mid-December. Applicants may be placed on an alternate list or not accepted at this time. The alternate list is for the current admitting year. All lists and program specific materials are destroyed after Fall classes begin – **no waiting list is maintained.** Applicants not accepted at this time may continue with college course work or schedule an appointment with a counselor to discuss other educational opportunities.

If admitted, your program code will be changed by the Health Science Student Navigator. Applicants not accepted and desiring to be considered for next year must attend the Information Session, submit the program specific application (*Nursing Intent to Apply form*), submit evidence of additional points and may elect to retake the Test of Essential Academic Skills (ATI TEAS sixth edition).

**(Applicants not accepted at this time must reapply each year)**

## Acceptance

### Phase IV:

Students accepted to the Associate Degree Nursing Program must:

1. Return acceptance to the Health Science Student Navigator within five (5) business days of the date of the letter.
2. Attend a **mandatory** orientation on the designated dates as determined by the Nursing Program. Information will be provided upon admission into the program.
3. Show documentation of physical and emotional health by the student's primary care provider. (College approved forms will be distributed at orientation).
4. CPR certification- Provide evidence of current CPR certification by the American Heart Association at the Healthcare Provider level (adult, child, & infant) and maintain certification throughout the NUR course sequence.
5. Submit to a criminal background check, and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College's designated service provider. The student will incur the cost of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screenings every six months while enrolled in the program.

6. Provide documentation of required immunizations including: 2 MMR VACCINES (measles, mumps, rubella), plus a positive antibody titer for Rubella (lab report required) OR positive antibody titer for Measles, Mumps and Rubella (lab report required); 2 Varicella Vaccines OR positive antibody titer (lab report required); 2-step Tuberculosis skin test; T-dap within the last 10 years (tetanus, diphtheria, pertussis); Hepatitis B- 3 vaccinations required OR positive antibody titer (lab report required) OR declination waiver; annual influenza immunization (due in the fall). *All immunizations and medical related information will be required prior to beginning the spring semester. Admitted applicants will be provided information to access the designated service provider and upload all required immunizations/medical related information prior to the spring semester.*
7. Provide evidence of individual medical insurance coverage.
8. Submit two (2) current passport style photos (2X2) to the Nursing Department during orientation.

\*Information obtained from the criminal background checks and drug screenings could jeopardize the student's ability to participate in clinical experiences and will result in the inability of the student to complete the program.

The application for licensure examination with the North Carolina Board of Nursing contains questions as to whether or not the applicant has ever been convicted of a misdemeanor/felony excluding minor traffic violations. If the answer is "yes" the applicant is asked to provide an explanation. This question is asked because of the legal requirements for becoming licensed as a registered nurse in North Carolina. Similar requirements exist in other states.

The Nursing Practice Act, Article 9 Chapter 90-171.37 (a) (1) (2) of the General Statutes of North Carolina states that the North Carolina Board of Nursing may deny an application for licensure if the Board determines that the applicant:

Has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing;

Has been convicted of or plead guilty or nolo contendere to any crime which indicates that the nurse is unfit to practice nursing; or that the nurse has deceived or defrauded the public.

*The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one-year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented limited notice.*

10/87, Revised 3/14, 4/15, 9/15, 3/16, 6/17, 2/18, 8/2020

## Johnston Community College Associate Degree Nursing Program

### READMISSION to JCC NURSING: Fall 2021

A student who is academically ineligible to continue in the JCC Nursing Program or who has exited the program for any reason (personal or academic or withdrawals), may apply for **re-entry to the JCC nursing program only one time**. A student who has not been enrolled in the nursing program for 36 consecutive months may request consideration for reevaluation.

Transfer students are considered for admission on an individual basis and must meet the College's eligibility requirements for graduation. (See College Catalog)

The student who wishes to re-enter the nursing program must:

1. Apply within one year of their exit date. Applicants seeking re-entry into the program beyond one year of their exit date must follow the nursing admissions requirements.
2. Must have completed all courses (including nursing and related courses) in the Program Plan of Study to the point of re-entry,
3. BIO course (BIO 168, 169, and 175) must have been completed within the last five (5) years by the point of re-entry into the program. BIO courses completed greater than 5 years ago must be retaken. BIO courses (168, 169, and 175) may be completed as co-requisites in the semester required as outlined in the program of study, and are not required as pre-requisites for admission into the program.
4. Must complete Phases I and II below.

The student who wishes to re-enter the nursing program in any course **beyond NUR 111**, in addition to 1 – 3 above must:

1. Must pass a competency exam based on previously learned content and up to the point of re-entry into the program.
2. Must pass a dosage calculations exam on previously learned content and up to the point of re-entry into the program.

*\*Students who do not successfully pass the competency and dosage calculation exam will not be considered for readmission.*

Utilization of point ranking may be required for readmission to the program in the second year depending upon the number of vacancies in the program. The utilization of point ranking for readmitting second level students may also include audit courses.

All applications are due **by March 1<sup>st</sup> at 5 pm** of the admitting year. Applicants enrolled in NUR 114 may have an extended deadline date for readmission.

#### Application and Admissions Process:

##### **Phase I:**

1. Meet with an advisor to verify college admission requirements are valid and on file.
2. Have a current cumulative GPA of 2.0 or higher at last attended high school or college.
3. Complete a *Nursing Intent to Apply* form provided by the Health Science Student Navigator.

Applicants must complete all of Phase I to progress to Phase II of the admission process.

## Nursing Intent to Apply form and Health Occupations Test

### **Phase II:**

Applicants are responsible for ensuring all required materials and documents are submitted to the Health Science Student Navigator by the deadline date. If the deadline date falls on a weekend, all materials and documents are due the Friday before the deadline. Incomplete packets are not processed.

Submit the Nursing Intent to Apply form (received from the Health Science Student Navigator during Phase I). All requirements in Phase I must be met to submit the program specific application.

### TEAS Test

1. Applicants must complete a Test of Essential Academic Skills (ATI TEAS sixth edition) for entry into the nursing program.
2. Fees associated with the TEAS test are paid at the Cashiers Office prior to testing.
3. A Teas Testing Ticket is required to schedule the test and is obtained by submitting the Nursing Intent to Apply form to the Health Science Student Navigator.
4. Applicants are allowed to test **twice** per academic year (August to July of the following year) with a thirty (30) day interval between testing dates. Applicants should allow three- and one-half hours to complete this computer-based test.
5. The TEAS cannot be taken until PHASE I is completed. Testing can be completed at JCC however; the College does accept transfer scores from ATI.
6. **Test scores are valid for two (2) years.** Applicants are strongly encouraged to prepare in advance for the ATI TEAS test. Visit the Academic Enrichment Center for information on a free ATI TEAS prep course. Additionally, study materials may be purchased in the College Bookstore or on line at [www.atitesting.com](http://www.atitesting.com).

### Ranking and Notification of Admission Status

### **Phase III:**

Only applicants who score total overall adjusted individual score of 65 or higher **and** 70 or higher on the reading portion of the ATI TEAS test are considered in point ranking.

All applicants are ranked according to the highest points to the lowest points. The number of applicants accepted to the program depends upon availability of seats. In the case where two or more applicants have the same number of points, TEAS scores (as stated above) will determine point ranking.

Applicants may be placed on an alternate list or not accepted at this time. The alternate list is for the current admitting year. All lists and program specific materials are destroyed after fall classes begin – no waiting list is maintained. Applicants not accepted at this time may continue with college course work or schedule an appointment with an advisor to discuss other educational opportunities.

If admitted, your program code will be changed by the Health Science Student Navigator.

### Acceptance

### **Phase IV:**

Students accepted to the Associate Degree Nursing Program must:

1. Return the acceptance letter to the Health Science Student Navigator within five (5) business days of the date of the letter.

2. Applicants applying for readmission beginning fall semester are required to attend a **mandatory** 2- day program orientation on the designated dates provided by the nursing program. Applicants should plan to attend an initial orientation day during the second week of June and a second day of orientation will be held during last week of June.
3. Applicants applying for readmission beginning spring semester will attend a mandatory orientation session on the designated dates as determined by the nursing Program.
4. Show documentation of physical and emotional health by the student's primary care provider.
5. Show evidence of current Healthcare Provider CPR certification (infant, child and adult) through the American Heart Association.
6. Submit to repeat criminal background checks and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College's designated service provider. The student will incur the cost of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screenings every six months while enrolled in the program.
7. Provide documentation of program required immunizations. All immunization documents must be completed through the College's designated service provider.
8. Provide evidence of individual medical insurance coverage.
9. Submit two (2) current passport style photos (2x2) to the Nursing Department during orientation.
10. The student is readmitted under the College Catalog and Nursing Student Handbook of record.

\*Students admitted to the Associate Degree Nursing Program at Johnston Community College will submit to criminal background checks and drug screening upon admission to the program and random drug screening as directed by affiliating agencies. Information obtained from the criminal background check could jeopardize the student's ability to participate in clinical experiences and would result in the inability of the student to complete the program.

The application for licensure examination with the North Carolina Board of Nursing contains questions as to whether or not the applicant has ever been convicted of a misdemeanor/felony excluding minor traffic violations. If the answer is "yes" the applicant is asked to provide an explanation. This question is asked because of the legal requirements for becoming licensed as a registered nurse in North Carolina. Similar requirements exist in other states.

The Nursing Practice Act, Article 9 Chapter 90-171.37 (a) (1) (2) of the General Statutes of North Carolina states that the North Carolina Board of Nursing may deny an application for licensure if the Board determines that the applicant:

Has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing;  
Has been convicted of or plead guilty or nolo contendere to any crime which indicates that the nurse is unfit to practice nursing; or that the nurse has deceived or defrauded the public.

The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one-year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice.

# **ACADEMIC POLICIES**

## **STUDENT ADVISING POLICY**

1. At the time of enrollment in the Nursing Program, each student will be assigned a member of the nursing faculty as an academic advisor who will follow their progress throughout the program. Because the student enrollment may vary with each semester, students may be assigned to a new faculty advisor at the discretion of the program director. Students are responsible to make an appointment for advising during the specified advisement timeframe.
2. The faculty role is to provide academic advising so that students can perform at their fullest potential.
3. Appropriate referrals may be initiated based on individual student needs through the Office of Enrollment and Student Success.

8/99; Reviewed 8/04, 6/09, 5/15, 5/16, 5/17, 5/19; Revised 4/05, 6/10, 5/11, 5/12, 5/13, 5/21

## **DUPLICATING / COPIER USAGE**

Students are not permitted to use copiers in the clinical agencies or college unless designated by staff or faculty. A copier is located in the student lounge on the first floor of the Health Building and the JCC Learning Resource Center for student usage at a small fee per copy. Do not ask the department's Administrative Assistants to make copies in the nursing office suite or faculty workroom.

Adopted 7/10; Reviewed 5/17, 5/21; Revised 5/20

## **RESOURCE MATERIALS POLICY**

Nursing books, periodicals, and electronic media are housed in the Johnston Community College library located in the Learning Resource Center (LRC). Students are to follow all LRC policies when utilizing these materials.

Nursing periodicals are kept in the library for a period of 2 years. The most current are displayed in red binders in the library. Issues from the immediate past year are stored in the Periodical Room.

On occasion electronic media resources may be housed in the audio-visual area of the library. Students may schedule viewing appointments with personnel in that department. Groups must schedule appointments to view videos.

Resources available in the library, as well as electronic media resources, are current and less than 5 years old, unless considered to be of historical value. Such resources are noted with a tag. Resources more than 5 years old are not to be used by nursing students without approval from the Nursing Faculty.

Computer disks, videos, and interactive computer programs housed in the Nursing Department may not be removed without permission from Nursing Faculty.

For further information see Learning Resource Center / Library in the JCC Catalog.

10/87; Revised 7/99, 4/05, 6/09, 6/10, 5/11, 5/15; Reviewed 8/04, 5/12, 5/13, 5/16, 5/17, 5/19, 5/21



## **ASSOCIATE DEGREE NURSING ATTENDANCE POLICY**

In accordance with the Johnston Community College Attendance Policy (JCC Catalog), students are expected to attend every classroom, laboratory, and clinical experience for which they are scheduled. Attendance is critical to your success in the nursing program.

This policy regarding attendance is unique to the Associate Degree Nursing program. Individual nursing courses are divided into classroom, laboratory and clinical components. (Refer to course syllabus) Class attendance is calculated from the first scheduled class / lab / clinical meeting to the last. In the case of any absences or tardiness the student must complete the Report of Tardy/ Absence Form. (See Appendix)

### **CLASSROOM / LABORATORY ATTENDANCE**

Students are expected to arrive promptly for classroom and laboratory experiences. Class and lab are based on the fifty (50) minute College hour; clinical is based on a full 60-minute hour. By departmental policy, if a student misses more than 10% of the class or lab or clinical hours of a clinical course, or 12.5% of class or lab hours for a non-clinical course, they will be dropped for the NUR course and may not be permitted to progress in the program.

Should the student desire to be reinstated in the course, they **MUST** follow the procedure outlined in the Johnston Community College Catalog Attendance Policy. *The faculty will determine reinstatement to the course- reinstatement to the program is not guaranteed. Students may be required to submit documentation from their health care provider to be considered for reinstatement.*

**COVID ADDENDUM:** Any students absent for class due to COVID quarantine will be able to join class by Blackboard Collaborate and will be counted present for class. For lab, students may be able to receive a tardy if they can join the didactic portion of lab via Blackboard Collaborate.

### **Tardy**

A tardy is defined as arriving after the scheduled start time, or leaving before the scheduled end time, or returning late from breaks during class or lab. Three tardies equal one (1) absence. In each case of tardiness, the student must accept accountability for their tardiness by indicating arrival / departure time on the attendance sheet.

## CLINICAL ATTENDANCE

Clinical attendance is expected as stated in the College Catalog and in the specific NUR course syllabus. Clinical experiences offer a unique opportunity to apply theory from class and the skills acquired in the laboratory to direct care of clients. It is highly recommended that students not miss any clinical time. (Refer to course syllabus). **If a student is sent home by the clinical instructor due to sickness or at the clinical instructor's discretion, time missed will count as an absence or tardy depending on the amount of time missed (Refer to course syllabus). Clinical makeup work will be assigned for any clinical absences so that all students may be effectively evaluated on the clinical objectives. Makeup work will not erase the clinical absence.**

The maximum number of clinical hours a student may miss shall not exceed 10% of the total clinical hours for the course. *NUR 213 is an exception of this policy (refer to the course syllabus of NUR 213 for attendance policy).* Absences beyond this number may put the student at risk for meeting clinical objectives and achieving a satisfactory (S) clinical evaluation. An unsatisfactory clinical evaluation will result in failure of the NUR course. **Any tardy greater than 50% of the scheduled time will result in an absence for the clinical day.**

Clinical hours and sites are as assigned. It is recommended the student must arrive fifteen (15) minutes prior to the start of the clinical experience and be prepared for preconference at the designated time.

The student may not leave the clinical facility for any reason during clinical hours. The student is not permitted to visit clients / residents on other units at the clinical facility during clinical hours.

### Reporting Absences and Tardiness from a Clinical Experience

1. The student is expected to notify their instructor for any absence or tardiness from clinical (Three tardies = 1 clinical absence). Notification must be at least 30 minutes prior to the start of experience. An absence or tardy will require the student to sign the Clinical Absence/Tardy form provided by the clinical instructor.
2. **Failure to make the appropriate notification to report the clinical absence and/or tardy will result in the following:**
  - 1) First Offense: the clinical instructor will issue a verbal warning and indicate the behavior on the weekly clinical evaluation tool and complete the Clinical Absence/Tardy Form, and
  - 2) Repeat Offense: the clinical instructor will issue a verbal warning and a written Formal Reprimand.

Repeated absences and tardiness are unacceptable professional behaviors. **On every occasion the student fails to make the appropriate notification for tardiness or absence the following will occur:**

The student must sign the Clinical Absence/Tardy form provided by the clinical instructor. Subsequently, for repeated attendance issues the student may be placed on Clinical Probation. A student who is unable to be removed from probation by the end of the semester will NOT progress in the program and will receive a grade of “D”.

10/87, Revised 3/89....5/11, 5/12, 5/13, 8/21; Reviewed 8/04, 5/16; 5/21 Revised 5/17; 5/19; 5/20

## **TEST POLICY**

### **Test Administration**

Tests are administered in computerized format. On occasion, paper /pencil testing may be administered. Paper/pencil testing will require the student to come prepared with at least two sharpened #2 pencils. If a question arises about a test item, or a technical problem occurs during the testing period, the student should raise their hand and the proctor will come to them. Once the test is completed the student must turn in all test materials to the proctors and leave the room quietly.

To protect the integrity of the test students should not discuss test questions or test content among themselves or with the teaching team until final grades are posted.

### **Test Scoring**

Only answers recorded or submitted during the computerized testing determine the student’s grade on the test. Students are responsible for accurate input of answers. Students are responsible to ensure they “click” on the appropriate answer they select for computerized testing.

### **Early Test / Late Test**

Students are expected to take tests as scheduled. However, students who must be absent on the day of the scheduled test are required to notify the course coordinator prior to the test and make arrangements with the course coordinator for taking the test the first time the student returns to the college campus. The instructor has the option of giving the student an alternate test.

### **Posting Grades**

Test grades will be posted electronically to the blackboard site for the course only after the teaching team completes an analysis of the test. Test grades are not given via telephone, email, or electronic media.

### **Dosage Calculation Test**

Students must be able to accurately calculate medication dosages. During the first 3 semesters, a dosage calculations test will be administered, in either paper / pencil or computerized format. Students are required to meet the designated passing score for the course each semester (see course syllabus). Students are expected to be proficient in medication calculation and administration prior to entering NUR 211. Students will have three (3) opportunities to achieve the passing score in the respective course. Students who are unsuccessful on the medication dosage calculation test are required to remediate with the designated medication dosage instructor and/or designee prior to taking any subsequent medication dosage calculation tests; only students who have successfully remediated will be allowed to take subsequent dosage calculation tests. No questions/remediations will take place the day of the scheduled tests. However, students are allowed to participate in medication administration in the clinical setting of previous learned and successfully tested content. If the student is unsuccessful on the third attempt, the student will be dropped from the nursing program. If a student is absent on one (1) of the test dates, they will forfeit and/or lose that opportunity to test and receive a grade of zero (0) for that test attempt.

Students unable to achieve the minimum passing score after three (3) opportunities to test will be dropped from the NUR course (s) in the semester and will not be allowed to progress in the program. A grade of “D” will be recorded for the course.

8/88, Revised 12/88, 5/12, 5/13, 5/15, 5/16; Reviewed 5/17, 12/17, 6/18, 5/20, 5/21

## TEST TAKING POLICY

1. If the door is closed– This means that the test has begun and admittance is not permitted. You will then be required to take a make-up test. (See Make-up Test Policy)
2. No personal belongings and backpacks will be allowed in the classroom during tests. All personal belongings should be placed in your personal vehicle. No secured rooms will be provided for personal belongings/valuables. If calculators are needed, they will be provided by the instructor. Sharing of calculators is not allowed. No electronic devices are allowed in the room during testing this includes smart watches and cell phones.
3. If a student has a question during the test, please quietly raise your hand. Understand that the instructor may or may not be able to answer the question, depending on if the question is testable material.
4. Do not write on the desks or anywhere other than paper provided by the instructor. If additional paper is needed, it will be provided by your instructor.
5. Always answer all questions on the test. Never leave a question blank.
6. With computerized testing, the student is responsible to ensure they select and review their answers prior to submitting the test. If computer testing is down, the test will be rescheduled.
7. There will be absolutely no talking after test has begun.
8. Students who must exit the room for any reason during the test must have an instructor escort them out of the room and back to the testing room.
9. There will be absolutely no talking outside the testing area during the test time. After completing the test, students must leave the second floor of the Health building until testing is complete for all students.
10. Students are expected to take tests as scheduled. However, students who must be absent on the day of the scheduled test are required to notify the course coordinator prior to the test and make arrangements with the course coordinator for taking the test the first time the student returns to the college campus. The instructor has the option of giving the student an alternate test.
11. Students may review test rationales at the end of the computerized testing session. Additional questions should be directed to the faculty. Students are not allowed to review final course exam rationales.

12. Any student who is caught cheating will receive a score of “O”. The student will be dismissed from the program in accordance to the Academic Integrity Policy.
13. Any device with a cord needs to have the cord visible on the table so instructors can easily see the cord is not plugged into any device. Non-wireless sound reduction devices (earbuds, headphones) will be allowed. Proctors will determine usability of any device used by the student.

### **CELL PHONE & ELECTRONIC DEVICE POLICY**

Use of cell phones, pagers or other electronic devices while in class and/or lab that is not utilized for class activities such as note taking, following class slides, etc., is unacceptable and may be a distraction to other students and/or faculty. Students who are distracting and/or disrupting to others may be asked to leave the class and/or lab, and will be considered tardy for the remainder of the class and/or lab. Additionally, all devices must be silenced before entering the classroom or during participation in a class-related activity.

Developed 5/13; reviewed 5/16; 5/19, 5/21 Revised 5/20

### **PROFESSIONAL LIABILITY INSURANCE POLICY**

All students in the health programs are required to maintain professional liability insurance while participating in clinical assignments in all of the affiliating agencies. The cost of this insurance is approximately \$19.00 per year. This fee is paid at the time of registration. The College then purchases a Blanket Coverage Policy for the students. The limits of liability are \$2,000,000 for each claim up to a total of \$5,000,000 in any one year. Students will not be allowed to participate in clinical experiences until the insurance premium is paid.

### Student Concerns:

Most classroom issues can be solved with respectful and prompt communication. For a student concern, **please follow the steps outlined by the Health Wellness and Human Services department. Students not following the steps will be redirected.**

- **The first step** for resolving the situation is generally for the student to communicate concerns or complaints *with the instructor, outside of class time.*
- As a follow-up step, the student can contact the Department Chair for that course. (See below for contact information).

If the matter remains unresolved, the student will contact the Associate Vice President of Health Wellness and Human Services, prepared to explain the area of disagreement with the decision of the instructor and Department Chair.

<b>Administrator</b>	<b>Title</b>	<b>Office</b>	<b>Email</b>	<b>Phone</b>
<b><i>FACULTY FIRST</i></b>	Instructor	Students are encouraged to meet with faculty during office hours or make an appointment at a mutually agreeable time	Contact information is provided in this syllabus and in the Course page in Blackboard.	Contact information is provided in the syllabus and in the Course page in Blackboard
<b>Jennifer S. Wells</b>	Director of Nursing Education	F223-F	<a href="mailto:jswells@johnstoncc.edu">jswells@johnstoncc.edu</a>	919-209-2033
<b>Jennifer B. Sugg</b>	Department Chair, Nursing Education & Allied Health	Health F223-D	<a href="mailto:jbsugg@johnstoncc.edu">jbsugg@johnstoncc.edu</a>	919-209-2162

<b>Administrator</b>	<b>Title</b>	<b>Office</b>	<b>Email</b>	<b>Phone</b>
<b>Angela Swank</b>	Associate Vice President of Health, Wellness and Human Services	Health F152	<a href="mailto:apswank@johnstoncc.edu">apswank@johnstoncc.edu</a>	919-209-2400

Implemented 5/21

# Clinical Experience Policies





## CLINICAL EXPECTATIONS

Students will be required to complete clinical orientation and computer training activities prior to the start of each clinical rotation. Completion of these clinical orientation requirements will be scheduled by the nursing faculty, but will be outside of regularly scheduled class / lab / clinical hours. Orientation hours will not count toward total course hours. This includes completing electronic medical record documentation training prior to attending clinical. (NC Board of Nursing Guidelines)

At the beginning of the clinical day, the student will get report on the assigned client from the staff nurse, then report back to the clinical instructor to validate the information and readiness to provide safe, competent care.

The student is to report to the staff nurse (s) and the clinical instructor before leaving the unit for any reason (e.g. break, client transport, etc....). The clinical instructor will assign student breaks. Students are expected to cover for each other while off the unit. Client care comes first. Use good professional judgment when leaving the unit.

At the end of the clinical experience, prior to post conference, the student is expected to give a complete verbal report on the assigned client to the staff nurse.

## STUDENT EVALUATION IN THE CLINICAL SETTING

The student will receive weekly clinical feedback from the clinical instructor on the weekly clinical feedback tool. Feedback on clinical performance is based on hands-on experiences, safe and effective patient care, mastery of both written and verbal communication, transfer of knowledge to the clinical setting, lab performances and professional behaviors as indicated on the weekly clinical feedback tool. Feedback is ongoing and provided in the clinical setting to provide immediate commentary. Clinical feedback may be provided verbally and written on the weekly evaluation tool. Unsatisfactory clinical performance will be documented on the weekly evaluation tool. The instructor should address areas of unsatisfactory performance in detail on the weekly clinical evaluation tool, and comments should address the desired behavior and/or change in behavior need to achieve a satisfactory performance. Depending upon the unsatisfactory performance area in the clinical setting, the clinical instructor may refer the student to remediate skills in the laboratory (See Educational Assistance Form), and the student may be placed on clinical probation. Any student who is placed on clinical probation will be notified by the instructor, who will complete the Clinical Probation Form and determine the criteria for removal. A student who is unable to be removed from clinical probation by the end of the semester will NOT progress in the program and will receive a grade of “D”. A student who repeatedly performs in an unsatisfactory manner will be required to meet with the Department Chair of Nursing Education.

The student is strongly encouraged to seek out a variety of clinical learning experiences to develop critical thinking skills, and build his/her nursing foundation. The student is expected to adhere to the dress code for clinical as outlined in the Nursing Student Handbook. **The dress code will be enforced by the clinical instructors.**

***Reminder:** The nursing student uniform and the JCC name badge are required when the student is scheduled in the Nursing Laboratory. Students found in violation of the dress code may be sent home and receive an absence for the day. In addition, repeat uniform violations will result in disciplinary action, including probation, charge and/or reprimand.*

Smoking (including use of vapors) or any tobacco product is not permitted **on the campus of any affiliating clinical agency** while the student is representing Johnston Community College.

Cell phones are not allowed to be carried on your person while in client care areas, this includes student observation experiences. Use of cell phones for clinical related activities during post conference will be at the instructor's discretion. (Refer to HWHS cell phone / social media policy)

All clinical requirements must be on file in the Nursing Education office prior to the start of clinical rotations. **The student will not be permitted on the clinical unit until these requirements are met.** Failure to meet the requirements may place the student at risk for meeting clinical objectives and thus failure of the NUR course. Students are responsible to ensure updated immunizations and CPR renewals are completed prior to expiration and uploaded into Castle Branch.

10/87, Revised 12/88, 2/99, 6/01, 7/10, 5/12, 5/13 Reviewed 8/04, 4/05, 6/09, 4/10, 7/10, 5/15, 6/18, 5/19, 5/21 Revised 5/17

## UNIFORM / DRESS CODE POLICY

The personal appearance and demeanor of the Associate Degree Nursing Student at Johnston Community College reflects the standards of the College, the Nursing Program and the profession of nursing.

The student shall wear the uniform ONLY for clinical assignments, and when representing the Nursing Program at JCC. The uniform dress code encompasses JCC policy and any assigned clinical facility policies.

The prescribed uniform shall be:

**For the female student:** a navy blue monogrammed scrub top, navy tailored pants or skirt, and a navy blue monogrammed lab coat. Clean black leather shoes with a nonskid sole are required; no open heels or toes.

**For the male student:** a navy blue monogrammed scrub top, navy tailored pants, and a navy blue monogrammed lab coat. Clean black leather shoes with a nonskid sole are required; no open heels or toes.

\*\*All monograms are to be completed by the nursing department's designated monogrammer.

The JCC Student Nurse is expected to adhere to the following dress code:

1. Personal hygiene MUST be maintained at all times. Body odor, smoking odor, perfumes / colognes / aftershave or perfumed hand / body lotions shall not be permitted.
2. The uniform and lab coat MUST be clean, pressed, and neatly fitted. Lab coats are not permitted to be worn during direct patient care.
3. The uniform skirt shall be hemmed just below the knee. The uniform pant shall be hemmed at the ankle.
4. Undergarments shall be worn under the nursing student uniform. Black hose are to be worn under the uniform skirt), and plain black socks or hose under the uniform pant. If a student chooses to wear a tee shirt or camisole under the scrub top, it must be black or navy.
5. The prescribed photo ID badge from JCC or the affiliating agency shall be worn on the left chest at all times.
6. Make-up, if worn, shall be worn modestly and of soft neutral tones.

7. Fingernails shall be clean, neatly trimmed, and not extend past the fingertips. **NO** artificial nails (or overlay of any kind) or nail polish shall be permitted.
8. Hair must be clean and kept neatly away from the face and not fall forward during patient care, secured with modest barrettes or bands (black or blue in color). Beards, moustaches, and sideburns shall be neatly trimmed, clean, and in accordance with agency policy. Hair must be a natural color even if artificially colored (no blue, green, pink, purple, orange, etc). No decorative headdresses, caps, wraps, etc may be worn on the head during lab or clinical (exceptions may be made for religious purposes).
9. No visible tattoos shall be permitted. The student must cover any visible tattoo with either a non-obtrusive bandage or tattoo sleeve. Whichever method the student chooses to utilize to cover the tattoo, must remain intact during the entire clinical experience. The use of a lab coat is not sufficient to cover tattoos.
10. Jewelry is not permitted beyond a wedding band and one pair of stud-type earrings worn in the earlobes. No other visible piercings, including the tongue, shall be permitted. NOTE: Clear spacers are permitted in the nose and daith. A religious necklace may be worn if secured under the uniform shirt. Necklaces should not be visible outside of the uniform.
11. A wrist watch with traditional, simple band and a second hand or digital capability is part of the uniform. Smart watches are not acceptable in the clinical setting. No beaded or jeweled bands are permitted.
12. Additionally the nursing student will need to have a pen, stethoscope, bandage scissors, and a pen light. Stethoscope covers are not permitted.
13. Chewing gum is not permitted unless on break.
14. The use of tobacco products, including smoking, vaping, dipping, etc., is prohibited while in the school uniform and on the grounds of the clinical agency.

Faculty reserves the right to deny the student entry into the clinical area when the dress code is not followed. Clinical tardy and/or absence will be documented. (Refer to Attendance Policy)

Revised 12/88, 7/99, 7/01, 6/03, 8/04, 5/06, 1/08, 5/13, 5/20, 5/21

## **SIMULATED LEARNING EXPERIENCES**

Throughout the nursing program, the student will participate in simulated learning experiences in the nursing skills laboratory. These learning experiences are a simulation of the clinical setting and the student must prepare and perform in the same manner. Simulated experiences may be recorded for the purpose of debriefing. The student should wear the school uniform, bring a stethoscope, scissors, notepad, and other designated tools. The student should perform in a professional manner just as they are expected to do in the clinical setting, being mindful of information privacy, ethical practice, and integrity.

Developed Fall 2015; Reviewed 5/17; 5/20, 5/21

## **CLINICAL REASSIGNMENT**

Clinical faculty and preceptors have the authority to send a student home at any time for any reason, including, but not limited to, poor clinical performance, unprofessional behavior, lack of preparedness, or insolence toward a client or clinical staff member. Per **Clinical Probation Policy**, “Johnston Community College and affiliating agencies reserve the right to dismiss and / or send home any student who performs in an unsafe or unsatisfactory manner when assigned to client care.” Consequently, the student will be placed on clinical probation and the clinical probation policy will be enforced. Additionally, the student may receive a written reprimand. If a clinical site denies reassignment of a student for any reason, the amount of time missed during the process of reassignment will be deducted from the student’s attendance and the student’s progression in the program may be jeopardized (see attendance policy).

Developed 5/13; Revised 5/17; Reviewed 5/20, 5/21

## PROBATION POLICY

Johnston Community College and affiliating agencies reserve the right to dismiss any student who performs in an unsatisfactory manner when assigned to patient care. (Refer to Dismissal Policy) Students will be supervised by a clinical instructor/preceptor who will determine if the student's performance is unsatisfactory. The clinical instructor will place students on clinical probation for incidences such as, but not limited to:

1. Performs in an unsatisfactory manner.
2. Inability to safely perform assessments and / or procedures, including safe medication administration.
3. Inability to set priorities which ensure patient safety.
4. Demonstration of lack of knowledge which impacts patient safety.
5. Disrespect for others (see Incivility policy).
6. Unprofessional conduct (see Incivility policy).
7. Violation of clinical requirements, including uniform violations.
8. Late submission of clinical paperwork.

A student may also be placed on probation in class or lab for behaviors that violate class and lab policies. An instructor will place students on probation for incidences such as, but not limited to:

1. Disrespect for others (See Incivility policy).
2. Unprofessional conduct (see Incivility policy).
3. Behavior that violates the academic integrity policy.
4. Lack of participation in class and/or lab activities.
5. Improper dress for class and lab. For lab, the nursing uniform should be worn unless otherwise instructed by faculty. For class, dress should not be distracting to the educational environment. Students are not allowed in any campus facility without shirt and shoes.

Any student who is placed on probation will be notified by the instructor, who will complete the Probation Form (See Appendix) and determine the criteria for removal. A student who is unable to come off probation by the end of the semester will NOT progress in the program and will receive a grade of "D". A student who repeatedly performs in an unsatisfactory or unprofessional manner will be required to meet with the Director of Nursing Education Programs.

## **Clinical Event Evaluation Tool Policy “Just Culture”**

In accordance with the NCBON, JCC Nursing has adopted “Just Culture” as a format for evaluating clinical incidents from the perspective of the individual and the system. “Just Culture” provides a framework for faculty to consistently evaluate and remediate accountability and behavior in the clinical setting. For each clinical event a Student Practice Event Evaluation Tool (SPEET) will be completed and shared with the student, as well as a plan to address the event and desired performance outcomes.

Students will receive an introduction to the “Just Culture” initiative and SPEET evaluation tool during NUR 111 clinical orientation. (SPEET Tool in Appendix)

Adapted from the North Carolina Board of Nursing “Just Culture” Initiative – March 2013; Reviewed 5/17; 5/20

### **POLICY PERTAINING TO STUDENT INJURY IN THE CLINICAL AREA**

Students will be assigned to patients in affiliating agencies under the supervision of a clinical instructor / preceptor. Students **MUST** follow agency protocol for client care and fire and safety regulations. Should a student sustain personal injury while participating in a clinical assignment, he / she should report immediately to the instructor / preceptor. If the student is unable to summon the instructor / preceptor, a classmate or staff member should notify the instructor / preceptor. It is recommended that the student report to the Emergency Department, an Urgent Care Center, or their Health Care Provider for evaluation and treatment.

An agency incident report with specific details of the injury must be completed. A JCC Accident Report is to be completed and directed to the VP of Student Services and a copy to the Department chair to be filed in the student’s record. The College does not assume responsibility for fees incurred.

10/87, Revised 6/99, 7/10, 5/19; Reviewed 8/04, 6/09, 5/12, 5/13, 5/15, 5/16, 5/17; 5/20, 5/21



# **INFECTION CONTROL POLICY OSHA COMPLIANCE**

## **STANDARD PRECAUTIONS COMPETENCY TESTING**

All students will be instructed and tested on infection control concepts to meet OSHA guidelines. Students entering the nursing program in the first semester will be instructed on infection control and standard precautions. Each student must demonstrate competence in the laboratory specific to these concepts prior to any clinical experience.

All students are educated annually on the ability to demonstrate principles of infection control via the Core Orientation developed by the Clinical Consortium for Education and Practice (CCEP). Students **MUST** complete this orientation each Fall semester prior to any clinical experience. Students will be continuously evaluated on their ability to apply these principles in the clinical area. Failure to demonstrate appropriate application of these concepts in the clinical area will result in clinical probation or dismissal from the program and may result in failure to successfully complete the clinical component of the course. (Refer to JCC Catalog Reportable Communicable Disease)

## **LABORATORY PRACTICE**

Due to the nature of the nursing program, it will be necessary for students to practice skills before actually being assigned to patients in the affiliating agencies. All practice should be done with the same care and responsibility as if it were being performed on a live patient. Nursing faculty will be available to supervise lab experiences.

Gloves **MUST** be worn while practicing any skill that requires contact with blood or body fluids in the laboratory setting. The student is responsible for notifying a member of the teaching team if they have a latex allergy. All contaminated sharps must be disposed of in the appropriate container located in the nursing lab. When a container becomes full, the entire container is deposited in the Stericycle box. All contaminated gloves will be placed in the plastic lined Stericycle box in the lab.

Any injury must be reported on a JCC Accident Report Form and forwarded to the VP of Student Services; a copy is to be given to the Department chair. (Supplies and equipment used in lab practice are the property of Johnston Community College and **MUST NOT** be removed from the lab without permission. Following each lab experience, equipment **MUST** be cleaned and returned to proper storage.)

# **Professional Development**

**POLICY PERTAINING TO STUDENT PARTICIPATION IN  
JOHNSTON COMMUNITY COLLEGE  
ASSOCIATION OF NURSING STUDENTS  
(JCCANS)**

Each nursing student is encouraged to become a member and actively participate in the Johnston Community College Association of Nursing Students (JCCANS). Some benefits of membership are as follows:

1. Attendance at state and national conventions
2. Greater awareness of issues and concerns important to nursing
3. A discount on the subscription price of American Journal of Nursing
4. Eligibility to compete for NSNA sponsored scholarships
5. Receiving Imprint, the magazine of the Nursing Student National Association
6. Association with other nursing students on a regional, state, and possibly a national level
7. An opportunity to influence health care through involvement in legislative activities
8. Professional insurance at a discount
9. Potential discount on professional membership in NCNA first year after graduation

The Nursing Faculty believes participation in JCCANS is very important for professional development. Every effort will be made to assist students who are in good academic standing to attend conventions and meetings of the organization. In that these activities are attended with a faculty advisor, students will be considered present on the attendance records, and the Late Test Policy will not be applied to those having to miss assigned tests. All assignments will be due within three days of the absence.

Students, who wish to attend functions of JCCANS which would require them to be away from assigned classes, should proceed as follows:

1. Submit a request to the JCCANS Faculty Advisor who will determine with faculty the student's academic eligibility to attend.
2. Obtain prior approval from the classroom and/or clinical instructor of anticipated absence from assigned schedule.
3. Arrange with faculty to complete all course work, tests, or other assignments missed.

# Appendix

**JOHNSTON COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING**

**STUDENT EXIT INTERVIEW FORM**

DATE: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

NAME: \_\_\_\_\_

Reason for leaving Nursing Program:

Academic Options:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Department Chair and/or designee

**JOHNSTON COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING**

**Report of Tardy/Absence**

Student Name: \_\_\_\_\_

NUR \_\_\_\_\_ Class/Clinical Site: \_\_\_\_\_

was **late** for class/lab/clinical:  
Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

was **absent** for class/lab/clinical:  
Date: \_\_\_\_\_

had to dismiss early from class/lab/clinical:  
Date: \_\_\_\_\_ Dismissal Time: \_\_\_\_\_

reported my tardy/absence to the clinical instructor/coordinator/department chair:  
Date: \_\_\_\_\_ Reported to: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Instructor Comments:

**JOHNSTON COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING**

**FORMAL REPRIMAND**

\_\_\_\_\_ was given a formal reprimand on \_\_\_\_\_  
(Student Name) (Date)

for \_\_\_\_\_  
(State Reason)

A similar offense anytime while enrolled in the Nursing Program may result in **immediate dismissal**. Note: Multiple reprimands and/or patterns of unprofessional behavior will require the student to meet with the Director of Nursing Programs and may result in dismissal from the program.

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Copy Received \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**JOHNSTON COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM  
Educational Assistance Form**

**Directions:** Student needing additional learning assistance will be referred to the Resource Faculty by the primary clinical or laboratory faculty assigned to the student. The referring faculty will complete the top of the referral form. The referring faculty will then place the form in the referral box. The student must assume responsibility for contacting the Resource Faculty to schedule a time to complete this activity.

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

Referred To: \_\_\_\_\_

Type of Learning Assistance Recommended / Reason for referral:

Faculty Signature: \_\_\_\_\_

Scheduled Assistance Dates and Time: \_\_\_\_\_

Date / Time In: \_\_\_\_\_ Date / Time Out: \_\_\_\_\_

Remediation Faculty Comments:

Date This Learning Activity Completed: \_\_\_\_\_

Remediation Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Remediation Faculty will return the completed referral to the primary faculty assigned to the student. The completed form should then be attached to the appropriate documents to validate this assistance and placed in student's file.



## Student Action Plan Instructions

The **Student Action Plan** form is a student-driven action plan to promote student success in nursing courses. The *Faculty Early Alert Action Plan* will be activated when student course grades drop below 78 points.

Nursing faculty will send a message through Blackboard to initiate the student-driven action plan. Upon receiving the message, the student will:

- Go to Course Documents
- Print the Student Action Plan form
- Complete the form by providing the following information:
  - Course grade point average
  - LWW PREPU Mastery Score
  - Actions student will take to promote success in the nursing course
- Schedule a meeting with a nursing course faculty member.

Upon completion of the meeting with a nursing course faculty member, the student will receive a copy of the signed Student Action Plan.

# STUDENT ACTION PLAN FORM

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Student Action Plan:

My grade point average is below the required 78% to pass NUR- \_\_\_\_\_. It is currently \_\_\_\_%.

My LWW PREPU Mastery Score is \_\_\_\_\_.

I will take the following steps to promote my success in this course:

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## Faculty Recommendations:

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**Signatures:**    **Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**JOHNSTON COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING**

**PROBATION FORM**

STUDENT \_\_\_\_\_

DATE \_\_\_\_\_

Circle One:    Class            Lab            Clinical/Facility

ACTION:

CRITERIA FOR REMOVAL:

\_\_\_\_\_  
Signature of Faculty

\_\_\_\_\_  
Signature of Student

**Removal Date** \_\_\_\_\_

\_\_\_\_\_  
Signature of Faculty

\_\_\_\_\_  
Signature of Student

**JOHNSTON COMMUNITY COLLEGE  
ACCIDENT REPORT**

**Name of student** \_\_\_\_\_

Date of accident \_\_\_\_\_

Time of accident \_\_\_\_\_

COMPLETE details of accident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of injury \_\_\_\_\_

\_\_\_\_\_

Did accident occur while:

a) attending school during hours and days school is in session? Yes \_\_\_\_\_ No \_\_\_\_\_  
on JCC premises? Yes \_\_\_\_\_ No \_\_\_\_\_

b) traveling to or from school? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, was student on usual and direct route? Yes \_\_\_\_\_ No \_\_\_\_\_

c) engaged in a school sponsored and supervised activity? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, name of activity: \_\_\_\_\_  
School supervisor: \_\_\_\_\_  
Where activity took place: \_\_\_\_\_  
Did you seek medical attention? Yes \_\_\_\_\_ No \_\_\_\_\_

**Signature of student (if available)** \_\_\_\_\_

Signature of person completing report \_\_\_\_\_

Date \_\_\_\_\_