HEALTH CARE TECHNOLOGY DIVISION

Associate of Science in Nursing Program
Student Handbook
Fall 2017
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MESSAGE FROM THE FACULTY

Dear Student:

Welcome to the world of nursing! We are honored to have you in the Associate of Science in Nursing Program at Albany Technical College. We are excited about your joining us in a profession that we all love. We want you to succeed and that is why every lesson plan, assignment, and activity has been developed with your success in mind. We will work together to make this an exciting and productive journey for you.

You will be inundated with papers, handouts, notes, readings, and other assignments. We recommend that you get organized early and stay organized. Keep important papers for reference throughout the nursing program. Do not get behind: it is easier “to keep up” and almost impossible to “catch up.”

Each nursing course will assist you to build on your knowledge of nursing and clinical expertise for your future career. It is important that you gain a good foundation in the first nursing course and continue to build on your knowledge as you progress through each course. We are here to support your future career and we are eager for your success.

Best Wishes,

The ASN Faculty
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<tr>
<th>Name</th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Latrona Lanier, PhD, RN</td>
<td>HCT 107</td>
<td><a href="mailto:llanier@albanytech.edu">llanier@albanytech.edu</a></td>
<td>430.3698</td>
</tr>
<tr>
<td>Program Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Ford, MSN, RN</td>
<td>HCT 120C</td>
<td><a href="mailto:mford@albanytech.edu">mford@albanytech.edu</a></td>
<td>430.3585</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annette Holloway, MSN, RN</td>
<td>HCT 120D</td>
<td><a href="mailto:aholloway@albanytech.edu">aholloway@albanytech.edu</a></td>
<td>430.3062</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melissa Williams, MSN, RN</td>
<td>HCT 107</td>
<td><a href="mailto:mwilliams@albanytech.edu">mwilliams@albanytech.edu</a></td>
<td>430.3661</td>
</tr>
<tr>
<td>Clinical Lab Simulator</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Tora Lemon</td>
<td>HCT 120A</td>
<td><a href="mailto:tlemon@albanytech.edu">tlemon@albanytech.edu</a></td>
<td>420.1103</td>
</tr>
<tr>
<td>Administrative Assistant</td>
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ACCOUNTABILITY POLICY

The Student who fails to read the Associate of Science in Nursing Student Handbook, the ATC College Catalog, the course syllabus, and/or other official college publications will not be excused from any regulation, requirement and/or deadlines set forth in these publications.
ASSOCIATE OF SCIENCE IN NURSING PROGRAM

The Associate of Science in Nursing (ASN) Program at Albany Technical College is approved by the Georgia Board of Nursing, 237 Coliseum Drive, Macon, Georgia 31217-3858 Phone: 487-207-2440 and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone: 404-975-5000, Fax: 404-975-5020; Email: info@acenursing.org; Web: www.acenursing.org

The ASN program is a five semester program designed to prepare students for entry-level positions in the nursing profession. The ASN program provides the knowledge and skills necessary to function effectively in all areas of the nursing profession. Upon completion of the Associate Science in Nursing program graduates are awarded an Associate of Science in Nursing degree and are academically eligible to write the National Council Licensure Examination (NCLEX-RN), which is required for practice as a registered nurse.

The ASN program has a competitive admission process, and students are selected based on college course grades, pre-admission test scores, completion of required nursing program coursework, and qualifications related to academic and professional potential. Candidates for the program are required to submit an application to the nursing program by mandated deadlines. Consideration for admission/re-admission is granted once all admission requirements have been met. Applicants accepted for a designated cohort who do not enroll in that specified cohort must reapply to the nursing program to be considered for a subsequent cohort.

Nursing program policies are subject to change. If changes, revisions, and/or updates are made all students currently enrolled in the program will receive notice of changes, additions or revocation in writing.

Program Admission Requirements

The following requirements for admission to Albany Technical College must be met:

- Make application and indicate Associate of Science in Nursing program
- Submission of official High school transcript or GED
- The office of admissions will notify applicants of the mandatory orientation
- Orientation must be completed prior to registration

In addition to Albany Technical College admission requirements, the following nursing admission requirements must be met:

1. Applicant must be at least 18 years of age

2. Applicants must have a minimum GPA of 2.75 for acceptance to the program
   a. Only core courses required for the Associate of Science in Nursing program will be used in the calculation of the prospective student’s grade point average (GPA)
   b. Grades achieved in each attempt will be used in the calculation of the GPA
c. Science courses (A & P I; A & P II; and Microbiology) more than 5 years old are not accepted

3. Applicants must score a minimum of 60% on the ATI Test of Essential Academic Skills (ATI TEAS) assessment to be eligible for acceptance to the program
   a. Scores within 12 months of program acceptance are accepted from an approved ATI site
   b. A maximum of 2 attempts are allowed in a 12 month period of time
   c. The two attempts must be a minimum of 30 days apart
   d. Test scores are valid for one year from the date of the examination

4. Prospective students who do not meet the minimum GPA and/or ATI TEAS score will not be eligible to apply to the program

5. Completion of admission requirements and/or core courses does not guarantee admission to the program

6. A grade of C or better is required in all nursing core courses.

7. In all nursing courses required for the program, only one (1) grade less than a “C” is allowed during the student’s enrollment

8. If a student earns two (2) grades less than a “C” in nursing courses, the student will be withdrawn from the program and will not be eligible for program readmission for a period of five (5) calendar years

9. Prospective students who have earned less than a “C” in two or more nursing courses at another institution must wait a period of five (5) calendar years before they are eligible for admission to ATC’s nursing program.
   a. If accepted to the nursing program after the period of five (5) calendar years, no transfer credit will be given for prior nursing courses.

10. Priority will be given to students with the highest GPA, highest pre-entrance test scores and those who have completed all required core classes.

11. A WF is considered F. Letter grades of a D, F, or WF are considered failure of a nursing course.

12. Students who fail a nursing course must repeat both the theory and clinical components of the course.
   a. Students will be re-admitted to the course based on space availability.

13. Students who are required to repeat a course, must repeat the course at the next course offering.
a. If a time lapse of greater than two (2) semesters occurs between repeating the course, the student must also satisfactorily challenge or repeat the previously satisfactorily completed nursing course in the program.
b. A course challenge includes a minimum of, but is not limited to, a comprehensive exam and performance of clinical skills.

14. Students are required to maintain at least a 2.0 cumulative grade point average in order to remain in the nursing program.

15. Students must successfully complete the American Heart Association’s BLS for Healthcare Provider Cardiopulmonary Resuscitation Course before or during RNSG 1016 (Fundamentals of Nursing) and must maintain certification throughout program enrollment.

16. Any nursing course presented for graduation completed three (3) calendar years or more prior to anticipated date of graduation must be successfully challenged or repeated for credit.

17. Students must complete all core courses required in the nursing program prior to enrolling in the fifth semester, RNSG 1006 (Medical/Surgical III) and RNSG 1014 (Nursing Seminar), of the nursing program.

18. With the exception of the first two semesters of the curriculum pattern, students will, at a minimum, demonstrate 100% accuracy on one written/computer evaluation of dosage calculations each semester.
   a. A maximum of three (3) opportunities will be provided.
   b. Prior to each subsequent math exam (math exam 2 and/or 3), students will be required to spend three (3) hours in ATI math remediation (or other approved remediation tools as assigned by the instructor), and submit a remediation plan, including strengths and weaknesses.
   c. Failure to do the required math remediation or submission of a remediation plan will result in an inability to take the math exam, resulting in a zero on that exam.

19. A student may withdraw only once from any given nursing course throughout the duration of the nursing program.
   a. If a student earns two (2) withdrawals in the program, the student will be withdrawn from the program and will not be eligible for program readmission for a period of five (5) calendar years

20. There are no appeals to any of the nursing program policies, including the math policy.

21. The Nursing Department reserves the right to discontinue, at any time, the enrollment of a nursing student if, in the judgment of the Program Director and the nursing faculty, the student does not demonstrate the necessary qualifications for a nursing career. This includes, for example, incivility in any form, cheating, unprofessional conduct, violation
of Albany Technical College’s student code of conduct and/or any behavior/conduct deemed unbecoming of an Albany Technical College nursing student.

All nursing students must be admitted to the Nursing Program prior to enrolling in nursing core or occupational courses.

**Additional Costs and Fees**

All nursing students are required to meet the requirements of the facilities utilized for clinical experience, which may include laboratory screenings, drug screen, and immunizations. All students are required to have a current tuberculin skin test or proof of a prior positive including an up-to-date chest x-ray if applicable. All required items must be submitted before students are permitted entry to the clinical/practicum areas.

1. All ASN nursing students are required to pay a Testing/Resource (ATI) Fee at the end of each semester, beginning with semester one. This fee must be paid prior to the first day of class of the next semester before the students will be permitted entry into the classroom.

2. All ASN nursing students are required to have uniforms, white hose or white socks, shoes, scissors, stethoscope, calculator, watch with sweep second hand, and Albany Technical College name tag.

3. All nursing students are required to pay for a one-time, criminal background check and drug screen on admission to the program. This information will be available to all clinical facilities. *If the student has a conviction in the criminal background check, the student may not be permitted in a particular practice setting. Students should note that prior felony charges/convictions are typically not allowed clearance into most healthcare settings. Since clinical is required to be successful in the nursing program, caution should be taken in circumstances where a student has prior charges/convictions.*
ESSENTIAL PROGRAM REQUIREMENTS

Transfer Student Requirements

Transfer core credits are accepted from other accredited colleges and universities. A grade of “C” or better is required, and the course must be equivalent to courses required in the nursing curriculum pattern at Albany Technical College. **Students seeking program admission and/or transfer status from another institution must meet the following:**

1. Submission of official transcripts from each college of attendance

2. A nursing program transfer GPA of 2.75
   a. Only core courses required for the nursing program will be used in the calculation of the prospective student’s GPA
   b. Grades achieved in each attempt will be used in the calculation of the GPA

3. Science courses (BIOL 2113/2113L, Anatomy & Physiology I; BIOL 2114/2114L, Anatomy & Physiology II; and BIOL 2117/2117L, Microbiology) more than 5 years old are not accepted

4. General education core courses (English 1101, Composition and Rhetoric I; Psychology 1101, Introduction to Psychology; Math 1111, College Algebra; HUMN 1101, Introduction to Humanities; and Spch 1101, Public Speaking) more than 10 years old will be evaluated on an individual basis by the ASN Program Director and/or Healthcare Technology Dean.

5. Students who have earned less than a “C” in two or more nursing courses at another institution must wait a period of five (5) calendar years before they are eligible for admission to Albany Technical College’s nursing program.
   a. If accepted to the nursing program after the period of five (5) calendar years, no transfer credit will be given for prior nursing courses

Advisement

All full-time nursing faculty members are assigned as advisors to all students who declare Nursing as their program of study. Nursing faculty members are available to help students with their academic planning throughout the program. Although specified advising days are scheduled periodically throughout the academic year, students are encouraged to discuss any academic problems they encounter with their faculty advisors when necessary.

Nursing students are advised at midterm each semester. A student whose grades are below the required 70 in nursing courses at midterm may be advised to withdraw without penalty and in accordance with the nursing progression policy for withdrawals. All students are encouraged to consult with faculty and advisors when concerned about their progress in classroom and/or clinical studies.
Program Progression

Students in the Associate of Science in Nursing program must be able to demonstrate competency in theory, laboratory, and clinical in order to graduate from the program. Students in the Associate of Science in Nursing program are required to meet Albany Technical College’s academic standards and maintain a grade of “C” or better in ALL general education curriculum courses. The student must also achieve a minimum of a “C” (70) in all RNSG courses to progress to the next nursing course. Demonstrated competence at a safe level in laboratory and the clinical setting is required for progression in the Associate of Science in Nursing program.

Students are expected to complete the nursing course sequence in five semesters. Students who start a course are expected to complete that course. If the student does not complete that course for any reason, the student must follow the Re-Entry process. The student may re-enter the nursing course sequence only ONCE (See Re-entry policy). Because of the organization of the learning experiences in the Associate of Science Nursing program, each nursing course is offered a limited number of times during the academic year. Re-entry into the nursing course sequence is on a space-available basis and is limited to one time only.

It is the faculty’s responsibility to assess student academic and clinical performance. Students who’s academic, laboratory, or clinical performance is determined to be unsatisfactory or whose behavior does not demonstrate the judgment and integrity essential for safe nursing practice can be recommended for dismissal from the program by the ASN Program Director.

Withdrawal Policy

Once admitted into RNSG 1010 (Pharmacology and Dosage Calculations) and/or RNSG 1016 (Fundamentals of Nursing), students will not be allowed more than one withdrawal. A second withdrawal will result in dismissal from the program for five calendar years. Congruent withdrawals (withdrawal from all nursing classes during a semester) will count only as one withdrawal.

Students who withdraw must return to the class with the immediate upcoming cohort. If more than 2 semesters have passed, the student must satisfactorily challenge the last previously completed nursing courses (i.e., clinical, lab, and theory components) or repeat the previously completed nursing course(s) if not successfully challenged. Challenges will be graded utilizing the same grading rubrics of the clinical, lab, and theory components of the challenged course. Failure to return with the upcoming cohort will result in starting over with RNSG 1010 (Pharmacology and Dosage Calculations) and RNSG 1016 (Fundamentals of Nursing).

All readmissions will be contingent on appeal, and that student would have to start over with RNSG 1010 (Pharmacology and Dosage Calculations) and RNSG 1016 (Fundamentals of Nursing). Readmission to the Nursing Program is based on a review of, but not limited to, past academic and clinical evaluations, and evidence of interim efforts to strengthen areas of weakness.
Dismissals for either two (2) failures, or two (2) withdrawals will result in dismissal from the program for five calendar years. Students who are withdrawn from a semester because they do not meet the dosage calculation requirement must adhere to this same policy. Consideration for readmission to the program can only be granted if there are available openings, clinical resources and faculty.

In the event there are more readmission applicants than available openings, readmission applicants will have to wait on the next available opening. Readmission requests are evaluated on an individual basis by the ASN Program Director or designee. Extenuating circumstances will be evaluated on an individual basis.

Re-Entry Policy

When a student has not achieved the required “C” in a RNSG course, the student is unable to progress in the nursing course sequence. In order to repeat the course/clinical course and continue with progression in the nursing program, the student must develop a re-entry plan with the ASN Program Director. Upon successful completion of the re-entry plan, the student will be eligible to re-enter the nursing course sequence on a space-available basis at the next offering of the course. Re-entry to the ASN Program is granted pending space availability. Spaces are not saved or guaranteed for re-entry students. Only ONE re-entry is permitted to the nursing course sequence in the ASN program. If more students wish re-entry than there are available space(s), students will be given preference based on overall academic and clinical performance in the nursing program.

The following are requirements for re-entry into the course/clinical course sequence:

1. Re-entry must be within 12 months of withdrawal or failure. Students must meet with the ASN Program Director within 4 weeks after the end of the semester in which the student has been unsuccessful.
   - At this meeting, the ASN Program Director will develop a re-entry plan with the student to identify areas of remediation to be completed before the second and final enrollment in the course/clinical course sequence.
   - Students must complete the re-entry plan within the time frame established in the plan.

   The maximum amount of time for completing a re-entry plan is two semesters after the conclusion of the course or courses not completed successfully.
   - If the student does not complete the re-entry plan and later chooses to return to the program, the student must reapply to the program and will be subject to the admission, progression, and dismissal policies in place at that time.

2. Students must complete the following steps:
   - Submit a new physical form signed by a doctor within 3 months of the time the student wishes to re-enter
   - Submit a copy of current CPR certification
   - Submit an updated Drug Screen within 2 months before the re-entry date
• Obtain an updated Criminal Background check within two months before their entry date
• Satisfactorily complete a skills check-off (all skills to date) in two attempts
• Complete any and all other requirements contained in the re-entry plan

3. Since re-entry and readmission into the nursing program is on a space-available basis, re-entry and readmission to the ASN program will be limited to one time.
GRADING POLICIES

Academic and Work Ethics Grade

Students will be awarded academic grades for each course. The work ethic grades will be done in the Fundamentals of Nursing (RNSG 1016) and the Nursing Seminar (RNSG 1014) course. The College academic and work ethic grading scale will be used to award grades. Students can access final grades by logging into their Banner web accounts.

Calculation of Final Grade for all Nursing Courses

Exam grades will be determined by adding absolute grades (to the nearest 100th point) with NO rounding. Thus, any grade below 70 will be a “D or F”. Example (69.99 is not passing).

College Academic Grading Scale

<table>
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<tr>
<th>Letter Grade</th>
<th>Numerical Grade Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90 -- 100</td>
</tr>
<tr>
<td>B</td>
<td>80 -- 89</td>
</tr>
<tr>
<td>C</td>
<td>70 -- 79</td>
</tr>
<tr>
<td>D</td>
<td>60 -- 69</td>
</tr>
<tr>
<td>F</td>
<td>59 -- Below</td>
</tr>
<tr>
<td>WF</td>
<td>0 -- 59</td>
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W  Signifies the student withdrew before midterm
WP  Signifies the student withdrew after midterm with a passing grade.
WF  Signifies the student withdrew with a failing grade after midterm. “WF” carries a grade point average of “0.”

Work Ethics Grades

A work ethics grade will be assigned in the introduction nursing course and the seminar course. Therefore, students are encouraged to apply appropriate work ethics in class using the following determining factors: attendance, productivity, punctuality, teamwork, character traits, leadership, personal organizational skills, communication, respect, confidence, and appearance. The instructor will monitor these skills, and will document those situations in which students exceed or fail to meet these factors.

At mid-term students will receive a rating that reflects these documented situations. If a student has been deficient in a certain area, the student will be given the opportunity to bring his/her performance to industry standards before grades are issued at the end of the semester. The work ethics grade will be placed on the student’s permanent record.

Academic Appeals

Students who desire to appeal grades and other academic decisions must initiate the appeal process within two weeks after the grade or academic decision has been issued. The student should first contact the instructor who awarded the grade or issued the academic decision. If the
consultation with the instructor does not satisfy the student, he/she should appeal in writing within two weeks of the contested grade or academic decision to the ASN Program Director. If the student is not satisfied after consultation with the ASN Program Director, the student can appeal in writing (within one week of consulting with the Program Director) to the Dean of Health Care Technology. If the student is not satisfied after consultation with the Dean of Health Care Technology, the student may appeal in writing (within one week of consulting with the Dean of Health Care Technology) to the Vice President of Academic Affairs. The Vice President of Academic Affairs is the final contact person for the College in the process of academic appeals.
TESTING POLICY

1. All exams will have time limitations.

2. There will be no retests, no curving, and no rounding of unit and/or final exam grades.

3. Any student sitting for an exam will earn a grade and that grade will become the grade of record.

4. If a student misses an exam, it is the student’s responsibility to notify the instructor of the absence prior to or on the day of the exam. The student will petition the instructor within two days (excluding the exam day) to take a make-up exam.
   a. All make-up exams must be taken prior to sitting for the next scheduled exam.
   b. All nursing program theory make-up exams will be in essay/short answer format.
   c. Failure to notify the instructor may constitute a grade of zero for the missed exam.
   d. The student may be required to provide a physician’s excuse to be allowed to take a make-up exam.

5. No tests or student activities are to be scheduled during the three (3) calendar days prior to final exams each semester. (This policy does not include makeup tests and/or individualized studies tests.)

6. Essay/short answer format questions may be placed on unit exams and will be graded for grammar, spelling, and content.

7. A test review may be offered (at the instructor’s discretion) after each test. Test reviews offered for the final exam must be scheduled individually with the course instructor(s).
   a. Students are expected to attend all test reviews offered in order to strengthen their knowledge and testing skills.

8. No communication among students, written or electronic, will be allowed during exams. This includes talking, mouthing, hand gestures, tapping, nodding, etc.
   a. Violation of this can result in an exam score of zero up to dismissal from the nursing program.
   b. Integrity is a vital attribute in the nursing profession. Students who miss an exam and who attempt to obtain information regarding test information (i.e., what questions were asked, what information was on the test, etc.) will be considered in violation of the testing policy and subject to the aforementioned disciplinary action.
   c. Test proctors will be utilized during all exams/testing.
GRADUATION REQUIREMENTS

Albany Technical College grants the Associate of Science in Nursing degree to graduates of the nursing program. Any ASN nursing course presented for graduation must be completed within three calendar years or less prior to date of graduation. If a nursing course is completed more than three calendar years prior to graduation, the course must be successfully challenged or repeated for credit. The general requirements for graduation are as follows:

1. Quantitative- The Associate of Science in Nursing program students must complete a minimum of 69 semester hours of academic work.

2. Qualitative- Students must complete all courses in the nursing curriculum with a grade of a “C” or higher and have a minimum of a 2.0 cumulative grade point average on a 4.0 scale to be eligible to graduate from the Associate of Science in Nursing program.

3. Curricular- The student must satisfy the requirements of the core curriculum and complete the nursing program of study. In addition to the grade and cumulative GPA requirement, students must complete an exit portfolio, and participate in a review course as designated by the program faculty (i.e., Kaplan, ATI, Rinehart, and HURST).

Graduation exercises are scheduled for the end of Fall and Spring terms. All students must complete an application for graduation when they pre-register for their last class. Filing deadlines are March 15th for the Spring ceremony, June 15th for the summer semester (participation in the Fall ceremony), and October 15th for the Fall ceremony. Students are expected to complete a Career Portfolio prior to graduation as a tool for success in employment. Program advisors will provide details about specific portfolio requirements for each program. Students must also visit the ATC Career Center to complete a Leaver form, and complete an Exit Interview at the Financial Aid office. Once the application is received, the Registrar will perform a graduation audit to determine graduation status.

The college recognizes honor graduates when they maintain the following GPA’s:
Honors with Distinction: 3.75-3.94
Presidential Scholar: 3.95-4.00

In order to be eligible for graduation, each student must satisfactorily complete the program of study as outlined in the state standards.

The Georgia Board of Nursing requires a state and federal criminal history/background records check for all applicants by examination, endorsement and reinstatement before issuing licenses. **Successful completion of the Associate Science of Nursing Program at Albany Technical College does not guarantee licensure or employment.** Students should contact the Georgia Board of Nursing for further details related to personal background issues.
The general policies and procedures that apply to all students can be found in the Albany Technical College Student Handbook and Catalog. A summary of the following College policies and services is required to be listed in all program course syllabi.

**Attendance Policy:** To complete a class successfully, students are required to participate in class, complete assignments in a timely manner, and attend all scheduled classes. Students are expected to arrive on time, and remain in class for the entire session. Students are allowed to be absent 10 percent of the class without penalty. Failure to follow the attendance policy may result in suspension or withdrawal from class. Withdrawal or suspension from a class may affect a student’s present, and future academic and financial aid status as well as the class work-ethics grade.

**Attendance Suspension:** If a student misses more than 10 percent of the scheduled class sessions, the student may be suspended or administratively withdrawn from class. A student who has been suspended or administratively withdrawn for attendance reasons has the right to appeal in writing to the Dean of Health Care Technology and must remain in class during the appeal process. When the appeal process is completed, the final decision is issued retroactive to the date of the original notice of suspension.

For additional information, refer to the Albany Technical College Student Handbook/Catalog. If you have questions during the semester about your continued attendance, please contact the instructor or the division dean, in which this class is being taught, or the Director or Vice President of Operations if enrolled at a branch campus.

**Student-Initiated Withdrawal from Course(s):** A student desiring to drop a class must officially withdraw from the class by completing and submitting a Schedule Change Form to the Office of Admissions.

**Equal Opportunity Awareness Statement:** As set forth in the Student Handbook Guide, Albany Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Title IX/Title VI Coordinator: Kathleen Skates, Kirkland Building, Room 6134, Phone Number (229) 430-3524 and Mrs. Armstrong, Prosperity Hall Building, Room 123, (229) 430-3511.

Disabilities Services Coordinator: Regina Watts, Kirkland Jr. Building RM 6156, Phone Number (229) 430-2854.

**Disability Services:** Students with disabilities or special needs must self-identify and provide documentation to the Disabilities Services Coordinator every semester.
**Counseling Services**: Academic counselors are available for students needing assistance with career choices, study skills, scheduling of classes, improving grades, academic advising, and wellness. The counselors are located in the Kirkland Building and may be contacted by telephone at (229) 430-3558.

**Career Services**: Career Services offers assistance with resume and cover letter preparation, mock interviewing, career information, and provides a website of job leads from employers. The website can be accessed by clicking the "Student Services” logo on the Albany Technical College webpage or through the URL:  [www.albanytech.edu](http://www.albanytech.edu)

**Safety**: Classroom and laboratory organization and operation will reflect as closely as possible standards in the health facilities. Neatness and orderliness will be expected in these areas. All students are expected to properly store supplies after completion of lab activities. It is important for students to use good safety practices at all times. Safety and operational instructions will be discussed with students prior to their performance of any procedure or skill. Any malfunction or loss of equipment should be reported immediately to the instructor who then notifies the dean. Equipment and supplies should be used in the same manner as they would be used in clinical areas.

**Formal Grievance Procedure**: When a student cannot resolve their grievance informally, he or she may use this formal grievance procedure. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) or the technical college president’s designee (see the ATC Student Handbook/Catalog, page 60).

**Financial Aid**: Students are eligible to apply for the following financial aid programs:

<table>
<thead>
<tr>
<th>Federal Pell Grant</th>
<th>Zell Miller Grant</th>
<th>Federal Direct Stafford Student Loans</th>
<th>Social Security Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Georgia Hope Scholarship</td>
<td>New Connections to Work</td>
<td>Temporary Assistance for Needy Families (TANF)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (FSEOG)</td>
<td>Georgia Hope GED®</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work-Study Program</td>
<td>Strategic Industries Workforce Development Grant (SIWDG)</td>
<td>Georgia Fatherhood Program</td>
<td>Workforce Investment Opportunity Act (WIOA)</td>
</tr>
<tr>
<td>Georgia Hope Grant</td>
<td>Student Loans</td>
<td>Rehabilitation Services</td>
<td>Bright from the Start/BFTS (Georgia Department of Early Care and Learning)</td>
</tr>
</tbody>
</table>

To be eligible for financial aid assistance, you must:

- Complete the FAFSA
- Be a U.S. citizen or an eligible non-citizen
- Be enrolled in a diploma or associate degree program
- Maintain satisfactory academic progress
- Not be in default of a federal educational loan or owe a refund on a federal/state educational grant
- Meet other regulations as noted
- Have a high school diploma or GED
ASSOCIATE OF SCIENCE IN NURSING PROGRAM
GENERAL POLICIES AND PROCEDURES

Attendance: Students are expected to be punctual and attend all regularly scheduled classes. Class attendance is calculated from the first officially scheduled class meeting through the last scheduled meeting. Students may not miss more than 10% of scheduled class time.

Failure to comply with these requirements may result in the student being administratively withdrawn from the course.

1. Any student arriving more than (15 minutes) minutes late for class or leaving early (without permission) before the scheduled ending time will be marked tardy.
   a. Three “tardies” are equivalent to one absence from class.

2. Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. If the student misses class, fails to submit an assignment or misses an exam and does not contact the instructor in a timely manner (either in person, or by e-mail, fax, or telephone), a failing grade may be issued. It is the responsibility of the student to account for instructional time missed and to arrange for make-up work at the convenience of the instructor. Except in cases of extended absences, students must make up work missed during an excused absence within five days or according to a plan devised by the instructor.
   a. Any exam missed must be made up within 7 days upon returning to class.

3. Students are expected to attend class on time and to stay the entire period. When students are absent for emergency reasons, the number of excused absences permitted should not exceed the number of credit hours awarded for the course except for the most extreme unavoidable emergencies (e.g., death of family member, jury duty, etc.). The instructor will officially certify all excused absences. The instructor should be notified in advance of all scheduled/planned absences. Excuses are to be in writing to the faculty member on the next class day following the absence. Leaving class during lecture will result in an absence when the student misses the majority of the class period. The instructor may drop the student’s grade by one letter grade when the student has exceeded the number of excused absences.

4. Students enrolled in web-enhanced, hybrid, or on-line courses are expected to access their course’s Internet-based website regularly to check for announcements, additional coursework or assignments, and other important information. Assignments are to be submitted in accordance with the Course Calendar and/or Learning/Assignment Schedule, which are an integral part of the course syllabi. If the student fails to submit an assignment when due or misses an exam and does not contact the instructor in a timely manner (either in person, or by email, fax, or telephone), a grade of zero may be issued for the assignment or exam. Students enrolled in online courses are required to communicate with the instructor at least one time each week during the semester by e-mail or telephone. In addition, students are required to respond to e-mail inquiries.
initiated by the instructor within 48 hours of receipt of such e-mail. Failure to comply with these requirements may result in the student being administratively withdrawn from the course. The student is encouraged to refer to the Albany Technical College Catalog for further information regarding the “Withdrawal” Policy.

**Incivility:** If a student is found cheating on any exam or course assignment in the nursing program, he/she will receive a zero on that exam or assignment without the possibility of a re-take; may result in failure of the course and/or dismissal from the program.

**Remediation:** All unit exams are considered mastered with a grade of at least 80%. Failure to achieve 80% will result in mandatory remediation on the subject matter. If the student makes less than 70 on course exams, he/she is required one-on-one remediation with the instructor for the course/subject. Remediation time will vary and completion will be required before the next unit exam can be attempted.

**Disability:** It is the policy of Albany Technical College to provide equal access to education and employment to all, regardless of disability. ATC and the ASN program complies with all laws, orders, regulations, and policies promulgated for promoting and ensuring equal opportunity for person who have a disability, including the Americans with Disabilities Act and the Rehabilitation Act of 1973. The Office of Disability Services responsibilities include coordinating university wide services for students with documented disabilities. These services include, but are not limited to:

- Arranging for accommodations in classrooms and activities on campus
- Helping faculty and staff to better understand physical mental and learning disabilities and provide them with effective methods of working with these students.
- Addressing any accessibility issues that arise for the students
- Ensuring assistive technology is available when necessary
- Proctoring tests, providing tutoring in select courses, helping students with study skills and organizational skills, books in alternative formats, and providing assistive technology when necessary.
PROFESSIONAL GUIDELINES

All nursing students are expected to:

1. Maintain confidentiality of patients’ records. In any type of setting, students are not to discuss information related to patients outside of conferences with instructors.

2. Students are not to reveal the presence of patients in any clinical facilities to anyone other than their clinical instructor.
   a. The nursing student also promotes, advocates, and strives to protect the health, safety, and rights of the patient.

3. The nursing student’s primary commitment is to the patient, whether an individual, family, group or community.

4. Maintain professional appearance and personal hygiene when in uniform:
   a. Skin clean - use no perfume or aftershave or scented lotions; do use deodorant.
   b. Nails should be kept short (not visible over fingertips when viewed from palm), smooth, clean, and unpolished.
   c. No acrylic, gel, or other type of artificial nails can be worn in the clinical setting.
   d. Hair should be clean and neatly arranged.
   e. Hair cannot extend below the collar and should be pinned up.
   f. No swinging ponytails are allowed.
   g. Hair ornaments/barrettes must be the same color as hair color.
   h. Men without well-established beards and/or mustaches are expected to shave before reporting to the clinical setting.
   i. Men with beards and/or mustaches are expected to keep them neatly trimmed.
   j. Watches, wedding and/or engagement rings, and small, stud earrings are the only acceptable jewelry to be worn with your uniform.
   k. Rings with large or ornate settings, including single stones that protrude from the setting, should be pinned to the inside of your uniform pocket to avoid loss or damage.

5. Refrain from performing any technique or procedure for which you, the student, have not been adequately trained.
   a. If there are any questions, seek approval first from faculty or clinical instructor.

6. Demonstrate punctuality.
   a. Arrive to class and clinical on time, as well as submit all required, written material on time. See the Attendance Policy.

7. Refrain from chewing gum or consuming food or drink in the clinical area.
   a. The consumption of food and drinks is only to be conducted in approved, designated areas.
8. Call your instructor when circumstances prevent attendance or cause tardiness to clinical or class.

9. Be adequately prepared for your clinical assignment.
   a. This includes being in uniform, with all equipment necessary to perform your clinical or classroom duties as specified.
   b. Each student is responsible for being prepared and will be individually held accountable for such behavior.

10. Work cooperatively with instructors, hospital staff, and peers.
   a. Any behavior that would be considered unprofessional, unethical, or disruptive either for the classroom, clinical settings, patients, or areas of practice will result in disciplinary action.
   b. Provide timely, truthful, and accurate treatment for all patients. Do not reveal your own or student peers, or instructors’ addresses or telephone numbers to patients, friends, or family members.
      i. If provided, this is for your use only and should be kept confidential.
   c. Follow the chain of command when resolving difficulties on campus, in the classroom, or in the clinical area.
      i. The chain of command to be followed should be the instructor, the Program Director, the Dean of Health Care Technology, and the Vice President of Academic Affairs.

11. SMOKING or the use of any Tobacco products including e-cigarettes and dipping IS PROHIBITED WHILE IN CLINICALS or on campus.
   a. Refrain from smoking in public while in uniform.
   b. Students who smell of any offensive odors will be sent home from clinical and will receive an unsatisfactory clinical day.
   c. Albany Technical College is a smoke-free campus.

12. Promote excellence in nursing by encouraging lifelong learning and professional development.

13. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
   a. Address hospital personnel by title - Mr., Miss, or Mrs. in the clinical area.
   b. Address all patients by title - Mr., Miss, or Mrs.
      i. Exception: pediatric patients or if at the patient request.

14. Collaborate in every reasonable manner with the academic faculty and clinical instructors to ensure the highest quality of patient care.

15. Refrain from any deliberate action or omission of care in the academic or clinical setting that compromises patient safety or creates unnecessary risk of injury to the patient, self, or others.
16. Ensure that there is full disclosure and proper authorization is obtained from a patient regarding any form of treatment or research.

17. Abstain from the use of alcoholic beverages or any substances (legal or illegal) in the academic and clinical setting that will impair your judgment in any manner.
   a. Students will be dismissed from the clinical setting and sent for toxicology screening (alcohol/drugs-legal and/or illegal) if there is any question regarding the judgment status of a student or any other issue (such as the odor of alcohol on a student’s breath).
   b. Testing will be at the expense of the student. Students must complete screening within 24 hours following the request.
   c. Failure to comply with request within 24 hours for toxicology testing may result in disciplinary action including issuance of a clinical failure and/or dismissal from the nursing program.

18. Strive to achieve and maintain an optimal level of personal health. The nursing student owes the same duties to self as to others, including the responsibility to preserve integrity and safety, maintain competence, and continue personal and professional growth.

19. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per the college grievance policy.

20. Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.

21. Nursing program uniforms are only to be worn to class, lab, and the clinical experience or as requested by instructors.

   **Class and Lab:**
   a. All students are to wear an Albany Technical College identification badge
   b. First year students are to wear black or red scrubs.
   c. Second year students are to wear gray or white scrubs
      i. All tops and bottoms must be of the same color
      ii. All shoes must be clean and neat
         1. Nursing shoes or tennis shoes only are allowed

   **Clinical:**
   a. All students are to wear an Albany Technical College identification badge, white top, red bottoms, white hose and/or socks, white nursing shoes or white leather/vinyl tennis shoes
      i. Shoes must cover the entire foot (no peep toes or heels out)
      ii. Uniform top and bottoms must be school purchased only

22. If a student is employed by a health care agency/hospital following completion of one or two semesters of nursing courses, the nursing program disavows any and all responsibility for the actions of the nursing students who are functioning in these employment positions.
a. Students will not represent themselves as students while employed.
b. The hiring institution (hospital or health care agency) assumes legal and ethical responsibility for the actions of these employees.
c. Clearly stated job descriptions for these employment positions are the sole responsibility of the employing institution.

23. Cellular phones, beepers, iPad’s, or any other electronic/technology devices are not allowed in the classrooms, clinical setting, or any professional function sponsored by the nursing program. Exceptions may be at the discretion of your instructor.
   a. The use or presence of a technology device during testing is considered a form of cheating and may result in a grade of zero on the exam.

Social Network Statement

The Health Care Technology faculty and administration recognize that social networking websites and their applications are an important and timely method for communication. However, students, staff and faculty who use these websites and other applications must be aware of the critical importance of privatizing their websites so that only trustworthy “friends” have access to them. Students, faculty and staff should take advantage of privacy settings available on many social networking sites in their personal online activities, and separate their personal and professional sites and information online. They must also be aware that posting some information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders may be subject to adverse academic actions that range from a letter of reprimand to dismissal from the occupational program and/or school. The following actions are strictly forbidden:

1. With respect to information that you have in your role as a caregiver, you may not reveal the personal health information of other individuals as specifically proscribed by law and regulation. Removal of an individual’s name does NOT constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photography may still allow the reader to recognize the identity of a specific individual. This is a HIPAA violation and may violate other laws and clinical agency regulations as well.

2. The student may not report private (protected) academic information of another student or graduate. Such information might include, but is not limited to: course or clinical grades, narrative evaluations, examination scores, or adverse academic or clinical actions. This may be a violation of state and/or federal privacy laws or regulations.

3. Do not represent yourself as someone else or as a representative of Albany Technical College.
Professional Boundaries

The purpose of this policy is to provide guidelines for students and faculty regarding the use of social networking technology. Maintaining professional boundaries can be a challenge for students and faculty in the information technology age. Social networking technology can obscure the patient-caregiver and faculty-student relationships, creating a friend relationship versus a friendly professional one. Professional boundaries exist in order to maintain therapeutic relationships between patients and caregivers and objective relationships between faculty and students.

To assure professionalism, it is imperative to set clear boundaries for both nurse-patient and faculty-student communications and relationships. This policy establishes guidelines for these relationships and for professional behaviors related to communications which utilize information technology, including e-mail and social networking sites (i.e. Facebook, MySpace, Twitter, LinkedIn, and others, both online and as mobile applications). Violations of these guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.

Faculty-Student Communications: The appropriate use of information technology between faculty and students is the utilization of the college e-mail, not personal e-mail or social networking sites (i.e. Facebook, MySpace, Twitter, LinkedIn, and others, both online and as mobile).

Nurse-Patient Communications: Do not become a friend on a patient’s social networking site, or allow patients to become a friend on your site.

Students must not reveal personal health information of patients obtained while an ATC nursing student. This is considered a HIPAA violation.

Do not use Albany Technical College or clinical facilities’ computers for personal business. These resources are provided for academic or clinically related business.

Professional Behaviors Related to Social Networking

- Do not report private academic information of other students on these sites
- When using social networking sites, always present self in a mature and professional manner.
- Be aware that future employers review these network sites when considering potential candidates for employment.
- Refrain from the following actions on social networking sites:
  - Display of vulgar language
  - Display of language or photographs that are disrespectful of any individual or group secondary to age, race, gender, ethnicity, or sexual orientation
• Posting of personal photographs or photographs of others that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity
• Posting of potentially inflammatory or unflattering material on another’s website, e.g. on the “wall” of that person’s Facebook site
• Maintain professional conduct between colleagues on social media networks
CLINICAL GUIDELINES

Health Requirements

Students are required to sign an authorization to allow the Albany Technical College clinical coordinator or Program Director to release health information to clinical affiliates. Students are responsible for all costs related to the health requirements for clinical. The following health requirements must be met before beginning nursing general education core courses:

1. Mantoux tuberculin Skin Test or PPD is required annually. A chest x-ray is needed if TB Skin test or PPD is positive.
2. Hepatitis B Vaccine series and titer, or declination
3. Diphtheria/Tetanus – within ten years
4. Mumps, measles, rubella vaccine or titer
5. Physical and dental exam – within one year

The following health requirements must be met before beginning nursing clinical practicum courses:

1. Drug screen
2. Background check
3. Liability Insurance
4. Flu Vaccine-yearly

Background Checks and Drug Screens

A background check and/or drug screen may be required by some agencies before a student attends a clinical practicum. The advisor will inform students if a clinical facility requires a background check and/or drug screen. Students must accept the clinical site assigned by the College instructor.

The College uses Pre-Check to secure criminal background checks and Drug Screens. Students are responsible for securing their own background checks/drugs screens (scheduling and cost). Students will receive the Pre-Check instruction sheet outlining the steps to obtain a background check. Each clinical site is responsible for reviewing student background checks and drugs screens. The faculty at Albany Technical College does not assume any responsibility for evaluation of background checks and drug screens. The designated representative at the clinical site will make the final decision related to background checks and drug screens. Students who cannot attend clinical because of issues within their background will not be able to complete the program requirements. The frequency of background checks and drug screens will be determined by the clinical site.
Notice of Criminal Records Check Requirement

The State of Georgia has a law regarding the placement of persons with criminal records in childcare, pharmaceutical, and medical facilities. According to the Department of Human Resources (DHR), anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other “covered crime” will not be allowed to work in certain facilities in these fields as a student, a student intern, co-op student, or paid employee. The following programs are affected by this law: Early Childhood Education, Pharmacy Technology, and Associate of Science in Nursing. A satisfactory determination on the criminal records check is not a requirement for admission. However, a satisfactory records check must be documented before a student can be placed in any clinical, practicum, lab, or internship settings that are a part of Early Care and Education, Associate of Science in Nursing, and Pharmacy Technology programs.

Effective January 2009, Phoebe Putney Hospital is requiring all students participating at their facility for clinical to complete a criminal background check. Phoebe Putney is asking that all background checks are completed by Student Check Healthcare Background Check Program. The information that you will need to complete this process will be given at orientation. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation.

Albany Technical College does not make any determinations about satisfactory/ unsatisfactory criminal records checks. Questions about a criminal records check or how to clear should be addressed to the Georgia State Board of Nursing.

Criminal records checks are good for a 12 month period and it is the student’s responsibility to keep the record current. Because this portion of a student’s record is neither permanent nor educational, the criminal records checks will be maintained in the program department files. Criminal records check files may be discarded after a few years.
STUDENT HEALTH REQUIREMENTS

Physical Examination

All entering Associate of Science in Nursing students, new and re-entering students, and all students who are re-entering the ASN program after a one-year absence shall submit evidence, on the Health Form, of a completed physical examination. The physical examination report must include results of measles, mumps and rubella screening, immunization for tetanus and varicella, and tuberculosis. The physical examination, x-ray and lab test results must not be older than three months at the date of entry or re-entry into the ASN program. The physical exam must be completed before students are allowed to proceed to clinical.

Student Health Insurance

As a non-resident school, Albany Technical College expects students to secure medical services through a private physician. In case of a serious accident or illness, Albany Technical College will refer a student to the nearest medical facility for emergency care. It is understood that the student or parent will assume full responsibility for cost of such emergency care at the hospital, including ambulance charges, if, in the opinion of school officials, such service is necessary.

Liability Insurance

Student liability insurance is required for Associate of Science in Nursing students enrolled in any clinical practicum course or any course including a clinical practicum experience. Premiums vary each year and are to be paid in the business office prior to being allowed to attend any clinical practicum experience.

Confidentiality

It is imperative that the ASN student maintains confidentiality regarding all aspects of patient care. This includes discussing patients, hospital personnel or anything coming to his/her knowledge in public areas (elevators, cafeteria, and restrooms) in the hospital and talking about patients outside the hospital. Students should not take family members, friends, or any other persons to the clinical facility when performing pre-clinical assignments. It also involves not discussing the patient’s physician, the patient’s personal life, or even acknowledging that a person is a client/patient/resident or under medical care. Students should realize that violation of confidentiality will result in immediate dismissal from the ASN Program and potential lawsuits. Some clinical affiliates will require that you sign a statement of confidentiality prior to the onset of your rotation.
ESSENTIAL SKILLS FOR ADMISSION AND PROGRESSION

Physical and Psychological Requirements

By law, a prospective nursing candidate must demonstrate the physical and psychological ability to provide safe nursing care. With this legal requirement as a guide, every prospective student must assess his or her ability to provide safe and competent nursing care prior to choosing nursing as a career.

1. These are the essential skills that a student must possess in order to progress satisfactorily through the nursing curriculum. Should a prospective student have a preexisting condition, which prohibits his or her ability to perform one or more of these skills, it is highly advised that the student pursue professional assistance for an evaluation of career suitability. Campus resources are available to assist with this process. Career services are available through the Admissions office, located in the Kirkland Building. Students who have a disability which may impact upon the ability to provide nursing care may want to contact the disabilities services specialist at 229.430.2854.

2. To verify a student's ability to provide essential nursing care during clinical training, a physical examination is required of all students. This examination will be documented by a physician/nurse-practitioner/physician assistant on the form provided by the nursing office.

3. Subsequent annual TB screening is required. Participation in clinical is contingent upon negative documentation and/or appropriate medical treatment and clearance.

4. Students with HIV infection are not restricted from pursuing the Associate of Science in Nursing degree or nursing licensure. Student nurses are required to implement Standard Precautions in the care of all patients. However, students with secondary infections or open skin lesions which are the result of HIV infection and which would place patients at risk shall not provide direct care. Students with HIV/AIDS will be provided reasonable opportunities to continue their nursing education or to complete required components of their nursing education and clinical experiences.

5. Although it is not required, students are strongly encouraged to be vaccinated for Hepatitis B prior to clinical rotation in nursing courses. If a student chooses not to be vaccinated a Hepatitis B declination form is to be completed.

6. Occasionally, a student may experience a change in the status of these requirements while progressing through the curriculum. Should this occur, the student is required to notify the clinical faculty. The student will be provided with referrals for professional assistance. Each student will be given the
opportunity to meet clinical objectives within a reasonable amount of time as determined by the program director in consultation with the helping professional; however, a student may be denied continued enrollment in the Associate of Science in Nursing program until any identified issue is resolved. Should the issue remain unresolved after a reasonable period of time, the student may be dropped from the course.

To understand the physical and psychological qualifications needed for successful nursing, the essential abilities have been listed below:

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Standard</th>
<th>Examples of Necessary Activities</th>
</tr>
</thead>
</table>
| Critical Thinking | The nursing student must possess critical thinking ability sufficient for problem solving and clinical judgment. | • Identify cause-effect relationships in clinical situations  
• Assess risks and provide for patient safety  
• Consider multiple priorities and make effective decisions quickly  
• Develop and evaluate Nursing care plans. |
| Interpersonal Skills | The nursing student must possess interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. | • Establish helping relationships with patients, families, significant others, and the interdisciplinary health care team  
• Demonstrate caring behaviors |
| Communication | The nursing student must possess communication abilities sufficient for interaction with others in verbal and written form. | • Communicate relevant, accurate, and complete information in a concise and clear manner both verbally and in writing to patients and health care team members  
• Utilize information technology to support and communicate the planning and provision of care |
| Mobility | The nursing student must possess physical abilities sufficient to move from room to room and maneuver in small spaces. | • Move around in patient rooms, workspaces, and treatment areas  
• Administer cardiopulmonary resuscitation  
• Stand, squat, reach above head, lift, push, pull  
• Walk the equivalent of 5 miles daily at work |
| Motor Skills | The nursing students must possess gross and fine motor abilities sufficient to provide safe and effective nursing care. | • Calibrate and use equipment, e.g., administer injections, insert catheters, manipulate intravenous equipment, and position and transfer patients |
| Hearing | The nursing student must possess auditory ability sufficient to monitor and assess health needs. | • Hear monitor alarms, emergency signals, and cries for help  
• Auscultate sounds (Blood pressure, breath, and heart sounds) |
<p>| Visual | The nursing student must possess visual ability sufficient for observation and assessment necessary in nursing care. | • Observe patient/client responses, see a change in skin color, read the scale on a syringe |</p>
<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Standard</th>
<th>Examples of Necessary Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tactile</td>
<td>The nursing student must possess tactile ability sufficient for physical assessment</td>
<td>• Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of catheters, palpate a pulse</td>
</tr>
<tr>
<td>Weight Bearing</td>
<td>The nursing student must possess the ability to maneuver/move 40-50 pounds, weekly and sometimes daily.</td>
<td>• Position patients and move equipment</td>
</tr>
<tr>
<td>Emotional</td>
<td>The nursing student must possess emotional stability sufficient to maintain composure in stressful situations.</td>
<td>• Cope effectively with stress in the workplace&lt;br&gt; • Cope with client and colleague emotions calmly&lt;br&gt; • Receive corrective feedback calmly</td>
</tr>
<tr>
<td>Environmental</td>
<td>The nursing student must possess the ability to tolerate environmental stressors.</td>
<td>• Adapt to variations in work schedules&lt;br&gt; • Work safely with chemicals used in health care settings&lt;br&gt; • Work in areas that are close, crowded, or noisy</td>
</tr>
</tbody>
</table>

MATH POLICY

Concurrent with enrollment in the first clinical nursing course, when medication administration is introduced, students will be provided instruction and learning materials on the math competencies needed for safe medication administration and the use of common abbreviations. Students are expected to utilize these materials to understand, practice and master drug dosage calculations that are needed to safely administer medications. Competency in safe drug administration will be assessed throughout the curriculum with math questions on all examinations.

Subsequent Math Competency Assessment:

Subsequent math competency assessment involves mandatory semester testing. Students may expect math problems on all nursing examinations.

Mandatory Semester Testing:

1. Semester testing will occur every semester beginning with Medical/Surgical I (RNSG 1003) and Mental Health (RNSG 1012).
   a. Passing is defined as 100%; failure is defined as less than 100%.
   b. The student will have a maximum of three (3) attempts to pass the examination with a grade of 100%.
   c. A first examination failure (less than 100%) requires mandatory remediation before second examination scheduling, which will be determined by the faculty.
      i. Prior to math exam 2, students will be required to spend three (3) hours in math remediation (ATI or other approved remediation tools as assigned by the instructor), and submit a remediation plan, including strengths and weaknesses.
      ii. Failure to do the required math remediation or submission of a remediation plan will result in an inability to take the math exam, resulting in a zero on that exam.
   d. The second examination failure also requires mandatory completion of a remediation plan, in addition to seeking direction from the instructor, course coordinator, and/or advisor on any particular problem areas.
      i. Prior to math exam 3, students will be required to spend three (3) hours in math remediation (ATI or other approved remediation tools as assigned by the instructor).
   e. Scheduling of the third examination will be determined by the faculty and should be prior to the college withdrawal date, without penalty, from the course if the proficiency level has not been met.
   f. A third examination failure (less than 100%) will constitute an automatic withdrawal from the course and the adjunctive nursing course for the semester.
2. Faculty Guidelines for the semester math competency assessment include:
   a. Examination is to be a minimum of 10 questions
   b. Student must show all calculation work
c. Fill-in-the-blank type questions should be used (not multiple-choice)
d. All testing should be administered within a timeframe that allows the student to withdraw from the course if the proficiency level has not been met
e. Calculator use will be provided and/or determined by faculty

SKILLS LAB REQUIREMENTS

Students in the clinical area are expected to be knowledgeable about the nursing skills required in the care of their assigned patients. In order to assist the student to become prepared for clinical practice, a well-equipped nursing laboratory is maintained on the Albany Technical College campus. Students are expected to work with faculty, peers, and independently to develop their skills. Students may practice procedures during posted open-laboratory times during the week in the skills laboratory. If a student misses a scheduled laboratory practice time, the student is required to contact the instructor directly to schedule a make-up session. Any student who requires a make-up in the skills laboratory will be required to submit a written outline of the skill in addition to actual “check-off” with the lab instructor.

   1. This written assignment/check-off must be completed within one week after the date of the missed laboratory session.
   2. In the event of unexcused absence, tardiness, or the inability to perform skill the student will result in an unsatisfactory grade.

Open Practice/ Simulation Lab

Hours are set each semester for the skills Laboratory. If you need any assistance for practicing skills, contact your instructor.

The Nursing Simulation Laboratory is designed to give students hands-on clinical experience and includes numerous areas:

- A “fundamentals” laboratory
- A pediatric room
- A maternity room
- A medical surgical room

Each room is occupied by high-tech mannequins that simulate symptoms, diseases, and conditions that nurses are likely to see in a real care setting.

Students are expected to follow the college dress code when practicing in the lab. Students must wear closed toe shoes and approved scrubs. This also applies to class.
The following rules will be enforced at all times:

- **No eating or drinking** in the labs at any time.
- **Quiet** is to be observed as much as possible.
- **Coats, books, etc.** should be kept to a minimum in the lab.
- **No sitting on the beds or desks.**
- **No removal of equipment** from the laboratory.
- **Return all equipment to its proper storage area** before leaving the lab.

**CLINICAL REGULATIONS**

**All students** entering the Associate of Science in Nursing Program must show proof of the following prior to beginning their **first semester**:
- Physical examination
- Dental exam
- Updated immunizations, including Hepatitis B series complete/Hepatitis Declination form, (2) MMR Immunizations, (2) Varicella Immunizations, and Influenza vaccination documentation (Flu vaccine requirement only applicable Sept-Mar)
- PPD test with negative results (once per year)

**All students** entering the Associate of Science in Nursing Program must show proof of the following prior to beginning their **second semester**:
- CPR - BLS Healthcare Provider (American Heart Association only)
- Liability Insurance (once per year)
- Criminal History Background Check via Pre-Check (If positive, the student may not be allowed to attend clinical)
- Official school uniform and supplies (BP cuff, stethoscope, pin light, 2nd hand watch, white sock or hose, white nursing shoes, calculator, black ink pen, scissors & ID badge).

**All students** entering the Associate of Science in Nursing Program must show proof of the following prior to beginning their **third semester**:
- Drug Screen via Pre-Check (To Be Announced)
- Completed, signed, and graded orientation test for clinical facility. Must earn a score of 100%.

The lead instructor is the instructor assigned to the class. A clinical instructor may assist the lead instructor in clinical supervision. The lead instructor assigns the final grade with input from the clinical instructor.

Clinical Rotations may include all shifts, 7-3, 3-11 and 11-7 or 10 hour and 12 hours. Students are expected to attend their assigned shifts.
If the student is unable to report for clinical the student must notify his/her instructor and/or his/her assigned floor at the beginning of the shift, failure to notify will result in a critical incident.

**FAILURE TO NOTIFY THE INSTRUCTOR AND/OR ASSIGNED FLOOR FOR TWO TIMES WILL RESULT IN A FAILING CLINICAL GRADE FOR THE SEMESTER.**

Students will remain in their assigned area unless they are participating in patient related activities such as dismissing or transferring a patient, taking a break, or the nurse sends you on an errand. If students are off their assigned area, the **first offense** will result in dismissal from clinical for the day. The **second offense** will result in dismissal from clinical for the semester with a failing grade. All nursing skills will be conducted under the supervision of an instructor.

Students must have a passing average in course theory in order to continue in the clinical experience. With the exception of RNSG 1016, continuation in the clinical experience is contingent upon student maintaining a grade of 70 or higher in course theory at midterm. If a student’s average in theory is not a grade of 70 or higher at midterm, the student will be dropped from the course and will have to repeat the course.

In RNSG 1016, a student’s grade average must be a 70 or higher to continue in the clinical setting.

### Attendance

Students are expected to attend ALL assigned clinical experiences and to be prompt. The student is required to notify the clinical instructor AND/OR the clinical affiliate in the event of an unavoidable absence, or if the student expects to be tardy. Any student arriving 15 minutes or later to the assigned area will be sent home and time must be made up.

**Nursing Course Attendance Policy:**

While students are allowed to miss 10% of class hours before counseling with Program Director or Dean, all time greater than 15 minutes missed at the beginning or end of class must be made up in order to receive a grade for the course. Any person leaving early must sign out or they will be counted absent from class. Make up time must be scheduled with the instructor of record. Any time not made up will result in an “I” (incomplete) for the semester, which turns into an “F” after 10 days. When making up missed time, students will sign in and out and the instructor will add his/her signature for validation of time being made up. Even if someone must miss time and return, that time must be made up.

Any student who misses a clinical experience and is unable to meet clinical objectives for the course will be subject to review and/or dismissal. Students who are absent for more than one day of clinical in any one semester, the clinical performance evaluation grade will be penalized. Students who are absent for more than two days in any one semester will receive a failing final clinical performance evaluation grade.
Clinical/Lab Attendance Policy:
Students are only allowed to be absent one day of clinical/lab (per course) each semester. A second absence from clinical will result in automatic withdrawal from that course. All clinical days missed must be made up. This make up day is at the discretion of the instructor, and may not fall in the evening and weekend hours of the regular course. It may have to be made up within the first part of the following semester. The only exceptions to the clinical attendance policy are those that fall under the Albany Technical College emergency and catastrophic situations, and documentation must be submitted to the instructor.

Absence of Clinical Instructor

If a faculty member is absent from the clinical agency at the time pre-conference is to begin, students are expected to proceed as follows:
1. One student of the clinical group should contact the Program Director at home or office.
2. Students should remain at the clinical agency until further instructions are given or alternate arrangements are made.
3. Students may not proceed with patient care if an instructor is not present in the agency.

If a faculty member is ill and substitution has not been arranged, she/he will contact students in the affected clinical group regarding cancellation. The clinical cancellation will not be held against the students.

Blood and Body Fluid Exposure

If the faculty member or student has a percutaneous (needle stick, cut or puncture) or mucus membrane (splash to the eye, nasal mucosa, or mouth) exposure to body fluids (blood or other infectious materials) or has a cutaneous exposure when they have chapped or abraded skin, or otherwise non-intact skin, it shall be reported as an exposure incident to the faculty member and/or the Infection Control Coordinator.

Following the report of an occupational exposure incident, the faculty member/student shall complete an accident/incident occurrence report. The faculty member/student will be offered a confidential medical evaluation and follow-up, which will include the following information:
1. Documentation of the route(s) of exposure, HBV and HIV antibody status of the patient(s) (if known), and the circumstances under which the exposure occurred.

2. If it is feasible and the source patient can be determined and permission is obtained, collection and testing of the patient’s blood to determine the presence of HIV and/or HBV infections shall be conducted.

3. If patient consent is refused, the employer shall establish that legally required consent cannot be obtained. When the source individual consent is not required by law, their blood, if available, shall be tested and the results documented. If the source patient is already known to be HIV or HBV positive, then testing need not be repeated.
4. Results of the source individual’s testing shall be made available to the faculty member/student, and the faculty member/student shall be informed of the applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

5. The exposed faculty member or student’s blood shall be collected as soon as feasible and tested after consent is obtained from the exposed person.

6. If the faculty member or student consents to baseline blood collections, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If within the ninety- (90) days of the exposure incident, the faculty member/student elects to have the baseline sample tested, such testing shall be done as soon as feasible.

7. The College shall ensure that the healthcare professional responsible for the faculty member/student’s Hepatitis B vaccination is provided a copy of the regulation of “Occupational Exposure to Blood Borne Pathogens.”

8. The College shall ensure that the healthcare professional evaluation an employee after an exposure incident is provided the following information:
   a. a copy of the regulation for “Occupational Exposure to Blood Borne Pathogens”;
   b. a description of the faculty member’s/student’s duties as they relate to the exposure incident;
   c. documentation of the rout(s) of exposure and circumstances under which the exposure occurred;
   d. results of the source individual’s blood testing, if available;
   e. all medical records relevant to the appropriate treatment of the employee including vaccination status, which are the college’s responsibility to maintain.

9. The College shall obtain and provide the employee with a copy of the consulting healthcare professional’s written opinion within 15 days of the completion of the evaluation. The healthcare professional’s written opinion of Hepatitis B vaccination shall be limited to whether the vaccination is indicated and if the faculty member/student received such vaccination. The health care profession’s written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
   a. that the faculty member/student has been informed of the results of the evaluation;
   b. the faculty member/student has been told about any medical conditions resulting from exposure to blood or other infectious materials which require further evaluation or treatment.

All other findings shall remain confidential and shall not be included in the written report. Medical records required by the standard governing occupational exposure shall be maintained as outlined in the Blood Borne Pathogens standard. Student medical records shall be retained for a period of
one year after graduation, completion, termination or leaving the college. Faculty member records shall be retained for a period of 30 years plus the length of employment.

**DRESS CODE**

The Associate of Science in Nursing Student shall purchase uniform(s) through an assigned uniform Company during the enrollment into Fundamentals of Nursing in the Nursing Program. Only school purchased uniforms will be allowed in the clinical environment.

When in uniform, the student will be expected to abide by the following guidelines.

1. Uniforms will be kept clean, free of wrinkles, and neat in appearance. Tight, form-fitting uniforms are not permitted.

2. Jewelry will be limited for students to consist of a watch with a second hand, a wedding band, and one (1) set of small, stud earrings in the ears.

3. Visible body piercing is limited to the ears only.

4. Tattoos must remain covered.

5. Long hair must be worn off the face and shoulders. All hairstyles must be professional in appearance.

6. Large, excessive hair jewelry is not permitted. All hair ornaments must be the color of the hair.

7. Beards and moustaches may be worn, but shall be neat and trimmed. Males without beards and moustaches must be clean-shaven.

8. Nails must be kept clean and in good repair. Clear nail polish is acceptable. Nails should be kept short enough as to not cause harm to patients. Acrylic nails are not permitted.

9. Make up should be conservative and light. Artificial eyelashes are not permitted.

10. Students are expected to keep their bodies clean and wear appropriate deodorants/antiperspirants. Colognes/perfumes are not allowed. Scented hand creams or hand sanitizers are prohibited.

11. **Chewing gum is strictly prohibited while in clinical.** Breath mints/films are permitted if they are small and do not change the contour of the face.

12. Students are expected to have the necessary equipment to perform their clinical duties, including: a black pen, watch with a second hand, bandage scissors,
penlight, stethoscope, blood pressure cuff, small notepad (3x5), and small calculator.

13. All students are required to purchase a white uniform for the Capping and Pinning Ceremony held at the end of the program. The following are guidelines for the Pinning Ceremony.
   - Men are required to wear a white uniform consisting of pants and matching uniform top.
   - Women are required to wear white uniform dresses.
   - White nursing shoes worn.
   - White socks for men and white hose for women should be worn.

**BEHAVIORAL CONDUCT**

As representatives of the Albany Technical College Associate of Science in Nursing Program, all student nurses are expected to conduct themselves in a professional manner as guests in our clinical affiliate’s facilities. Students should show courtesy, professional consideration, and respect to all clinical employees, doctors, visitors, patients, fellow classmates, and faculty at all times.

**Unsafe Clinical Practice or Threatening Behavior**

Any student may be dismissed from the clinical agency for unsafe clinical practice or threatening behavior at the discretion of the clinical instructor. The clinical instructor, the Program Director, and the Health Care Technology Dean will meet to determine if such practice warrants dismissal from the Associate of Science in Nursing Program.

**Smoking, Drugs, Alcohol**

All clinical affiliate agencies of Albany Technical College are smoke-free environments. Therefore, smoking is permitted during the clinical day in the areas designated as smoking areas. Any student who is determined to be under the influence of drugs or alcohol in the clinical setting will be terminated from the program.

**CLINICAL ASSIGNMENTS**

The clinical instructor will make clinical assignments prior to the clinical experience. Students will be given ample time to review the chart and make necessary notes regarding the patient’s diagnosis and treatment plan. The student is expected to research the patient’s diagnosis, nursing care interventions, medications, laboratory data, and other background information following the format presented during the clinical orientation.
All written clinical assignments are due on the date determined by the clinical instructor. Failure to turn in an assignment by the date/time announced will result in a lowered clinical performance grade.

**LINES OF COMMUNICATION**

In the Health Care Technology Division, there is a line of communication that students are expected to follow when attempting to solve problems, offer suggestions, or find answers to questions. This line of communication begins with the student’s clinical instructor and proceeds as follows until the situation is resolved or the question is answered.

- Clinical Instructor ↔ Staff Nurse ↔ Instructor for the Clinical Course → Program Director → Health Care Technology Dean → Vice President of Academic Affairs

Students are expected to follow these lines of communication. If at any time it is discovered that a student has circumvented these lines of communication, the student should expect that he/she will be sent back to talk with the person bypassed before his/her requests, comments, etc., will be considered.

**Emergency Contact During Clinical**

Students are not allowed to make personal phone calls while in the clinical facility. Cell phones, pagers, and other electronic communication devices must be deactivated during clinical hours. Any student who anticipates a call or calls of an emergency nature (illness in the family, etc.) may give their clinical instructor’s pager number and/or facility number to necessary persons (family members, childcare providers, etc.). The student must provide the Registrar’s Office with updated emergency information to be placed on file. Students may not receive personal calls without first going through their clinical instructor. Students may not use facility phones to make personal calls. Students must use public phones to place personal calls in an emergency setting.
CRITICAL INCIDENTS

A critical incident will result in an unsatisfactory performance for the clinical week and the student shall be sent home. A critical incident will result in a clinical absence which can only be made up the next semester.

Two critical incidents while enrolled in the program will result in program dismissal.

Critical incidents include:

1. Discourteous or disrespectful behavior to classmates, instructor or patients and families
2. Accepting tips or gratuities
3. Receiving unauthorized visitors in the work area while on duty
4. Sleeping on clinical property
5. Use of abusive or offensive language
6. Violations of the confidentiality policy
7. Unprofessional conduct or behavior
8. Failure to follow health, safety or fire regulations
9. No call or no show for clinical
10. Verbal or physical patient abuse
11. Insubordination (refusal to follow instructions or perform assigned duties)
12. Leaving the clinical area without permission
13. Theft of property from school or clinical site
14. Falsification of patient or other clinical record
15. Excessive time on breaks or taking unauthorized breaks
16. Patient abandonment (leaving floor or unit without permission)
17. Use of hospital property (i.e. telephone, copier, fax machine or refreshments while on Unit)
18. Use of personal cell phone on clinical property
19. Use of tobacco (smoking, dipping, e-cigarettes, chewing tobacco, etc.) on a tobacco free campus
20. Out of required uniform
The last semester of the nursing program is designed to facilitate the student’s transition into the profession of nursing. In RNSG 1014, the focus of the course is on the role of the nurse in relation to the health care system. Emphasis is placed on the concepts of communication, professional behaviors, evidenced-based practice, managing care, and health care policy. Review of concepts required for the licensure examination and entry into the practice of professional nursing includes application of NCLEX-RN test plan, assessment of knowledge deficits, and planning and implementation of needed remediation.

The ATI predictor test is administered in RNSG 1014 and serves as a mock state board. The ATI predictor test assists in the identification of “at risk” students who have a greater potential for failure on the NCLEX-RN exam.

The student must sign a Contractual Agreement stating that he or she will meet all criteria required to pass the course(s) (see Appendix J). This will include but, is not limited to any assignment given by the instructor, performance, attendance policy, reports and examinations.

Nursing students must earn a 90% or above likelihood on the Comprehensive Standardization Examination in order to successfully complete program requirements and be eligible for conferring of the degree.

During the student’s initial enrollment of RNSG 1014, students are afforded two (2) attempts to successfully achieve the required score for competency demonstration. If needed, in the student’s second semester of enrollment of RNSG 1014, students are afforded one (1) final attempt to successfully achieve the required score for competency demonstration.

Throughout the entirety, over two semesters if needed, of the student’s enrollment in RNSG 1014, students are afforded a total of three (3) attempts to successfully achieve the required score for competency demonstration.

a. On the first attempt if a 90% is not earned, the student has one attempt to retest after remediation in the area(s) of weakness within that semester.
   i. The area(s) of weakness may be identified as Maternal Child Nursing, Medical Surgical Nursing, Pharmacology, Mental Health Nursing and/or Nursing Fundamentals according to the score report from the Standardized Examination.

b. If the student fails to achieve 90% on the second attempt, the student will receive a failing grade for the semester of enrollment, and must repeat the Nursing Seminar course during the next course offering, if applicable (See progression policy).
   i. The student will be expected to complete the course(s) with a grade of C or better in order to satisfy the remediation requirement to take the Standardized Comprehensive Examination the third attempt.
   ii. The opportunity to remediate in the course(s) is only offered once.
   iii. If the student does not remediate the next term he/she forfeits the opportunity to do so.
   iv. If the student should withdraw from the course(s) identified from the results of the score report it will result in forfeiting the opportunity to remediate.
v. The student must successfully achieve the required score for competency during their last semester of enrollment.

   i. If the student successfully exits RNSG 1014 but, does not successfully exit RNSG 1006 (Medical Surgical Nursing III), the student must successfully achieve the required score for competency upon program re-entry during their last semester of enrollment in RNSG 1006.

Failure to master ninety percent (90%) likelihood on the Standardized Comprehensive Examination on the third attempt will result in the student receiving a grade computation of zero percent (0%) for the Comprehensive Standardized Examination and a F grade in Nursing Seminar. The student will not be eligible to graduate and/or take the NCLEX. The student will be withdrawn from the program.
APPENDIX A
TCSG MISSION AND VISION
THE TECHNICAL COLLEGE SYSTEM OF GEORGIA

MISSION AND VISION STATEMENT

The mission of the Technical College System of Georgia, the parent institution of all of the technical colleges of the state of Georgia, is to develop technical, academic, and adult education, and training focused on building a well-educated, globally competitive workforce for Georgia. The vision of the Technical College System of Georgia is to become acknowledged as the best technical college system in the world, providing access to student-centered, high-quality, affordable post-secondary education, and training. This vision will equip students for success, thereby building literate, and economically strong communities, and businesses for Georgia.
APPENDIX B
ATC MISSION STATEMENT
ALBANY TECHNICAL COLLEGE

MISSION STATEMENT

Albany Technical College, a public postsecondary institution of the Technical College System of Georgia provides technical and adult education and training, focused on students and business and industry of the state. This work ensures that Georgia will always have a well-educated, globally competitive workforce. Achievement of this mission builds literate and economically strong communities and an outstanding quality of life for all Georgians.

- To provide quality competency-based associate degree, diploma, and technical certificates of credit programs that prepares students for employment in businesses, technical sciences, allied health, personal services, and industry careers.
- To provide adult education and development programs to help adults improve life skills and prepare for continued education and training.
- To contribute to the technological advancement of area businesses and industry through education and training.
- To offer comprehensive continuing education courses and programs for the advancement of skills, knowledge, and personal growth.

Technical Education Guarantee
Warranty Statement: “If one of our graduates, who was educated under a standards program, and his or her employer agrees that the employee is deficient in one or more competencies as defined in the standards, Albany Technical College will retrain that employee at no instructional cost to employee or employer” (Albany Technical College Catalog, 2011-2012, p.5).
APPENDIX C
ASN MISSION STATEMENT
ALBANY TECHNICAL COLLEGE
ASSOCIATE OF SCIENCE OF NURSING

MISSION STATEMENT

Associate of Science in Nursing Program prepare program graduates to write the National Council Licensure Examination to become registered nurses. The program curriculum combines general education and nursing education. Consistent with the mission of Albany Technical College, program faculty support lifelong learning and workforce development through faculty efforts in continuing education and community service. The Associate of Science of Nursing program mission is to educate and prepare a diverse body of students to become safe, competent, and caring Registered Nurses for entry-level positions in the college’s service area while cultivating professionalism, an appreciation for other peoples and cultures, and a desire for lifelong learning.
APPENDIX D
ASN PHILOSOPHY
ALBANY TECHNICAL COLLEGE
ASSOCIATE OF SCIENCE IN NURSING

PHILOSOPHY

Albany Technical College’s Associate of Science in Nursing program (ASN) believes nursing is a scientific discipline that integrates the art of humanism. The utilization of knowledge, values, and skills are the key components of the foundation for practice. ASN philosophy is based on QSEN. The QSEN project identifies six competencies that nurses need to deliver safe, high-quality patient care and these competencies are imbedded throughout the nursing curriculum. These competencies are: 1) Patient-Centered Care, 2) Teamwork and Collaboration, 3) Evidence-Based Practice, 4) Quality Improvement, 5) Safety, and 6) Informatics. Development of these competencies in nursing students requires that they acquire knowledge, master skills and develop attitudes related to the delivery of safe and high quality patient care.

PHILOSOPHY OF NURSING AND NURSING EDUCATION

The faculty of the Associate of Science in Nursing Program of Albany Technical College holds the following values, and beliefs about nursing and nursing education.

1. The nursing program supports education as a life-long process incorporating a spirit of inquiry supported by evidenced based research.
2. The faculty agrees that students need to develop nursing judgment in their practice and develop a professional identity as a nurse to learn to support patients and families in the development of their ongoing growth as human beings.
3. The acts of teamwork and collaboration is imperative to support the well-being of the patients and their families.
4. Lifelong learning consists of acquiring knowledge, demonstrating proficient skills, developing ethical attitudes and values and initiating continuous quality improvement.
5. The maintenance of safety standards is very important through the utilization of informatics to enhance patient safety.
The ASN program is committed to continuous program improvement. Part of the process is to monitor the achievement of program graduates and program satisfaction of the graduates and the people that employ them. The following data categories are used to assess overall Program Performance Outcomes.

**Program Outcomes:**
1. **Performance on Licensure Exam**—National Council Licensure Examination (NCLEX) pass rate will be at or above the national mean for first-time writers.

2. **Program Completion**—At least 65% of the students admitted will graduate within 150% of the time of the stated program length beginning with the first required nursing course as delineated below:
   - Associate degree nursing- Five semesters

3. **Program Satisfaction** — At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program.
   - At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.

4. **Job Placement**- At least 90% of the graduates seeking employment will be employed six months to twelve months after graduation in a position for which the program prepared them.

**Student Learning Outcomes:**
Albany Technical College Associate of Science in Nursing Program prepares the graduate to:

1. **Patient Centered Care** - Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.

2. **Safety** - Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

3. **Informatics** - Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
4. **Teamwork and Collaboration** - Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

5. **Quality Improvement** - Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

6. **Evidence-Based Practice** - Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
## APPENDIX F
### CURRICULUM PATTERN

**ALBANY TECHNICAL COLLEGE**  
**ASSOCIATE OF SCIENCE IN NURSING**

69 Credit Hours

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>ENGL 1101- Composition and Rhetoric</td>
<td>RNSG 1016 Fundamentals of Nursing</td>
</tr>
<tr>
<td>BIOL 2113- Human Anatomy &amp; Physiology I</td>
<td>RNSG 1010 Pharmacology and Dosage Calculations</td>
</tr>
<tr>
<td>BIOL 2113L- Human Anatomy &amp; Physiology I</td>
<td>*SPCH 1101- Public Speaking</td>
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<td>Math 1111- College Algebra</td>
<td>BIOL 2114 Human Anatomy and Physiology II</td>
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<td>BIO 2117L Microbiology</td>
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<table>
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<th>Fourth Semester</th>
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<tr>
<td>RNSG 1003 Medical/Surgical I</td>
<td>RNSG 1004-Medical Surgical II</td>
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<tr>
<td>RNSG 1012 Mental Health</td>
<td>RNSG 1002- Maternal-Child Nursing</td>
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<tr>
<td>*PSY 1101- Intro to Psychology</td>
<td>*HUMN 1101- Intro to Humanities</td>
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<th>Fifth Semester</th>
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<td>RNSG 1006 Medical/Surgical III</td>
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<td>RNSG 1014 Nursing Seminar</td>
</tr>
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*Classes can be taken first, second, third or fourth semester. Everything in the first and second semester blocks must be taken to advance to the next semester (Pre-requisites).
## APPENDIX G
### GENERAL COURSES OF THE NURSING CURRICULUM
ALBANY TECHNICAL COLLEGE
ASSOCIATE OF SCIENCE IN NURSING

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Contribution of Core Courses</th>
<th>Applications to Nursing Curriculum</th>
</tr>
</thead>
</table>
| ENG 1101 English Composition and Rhetoric I  
*Pre-requisite for RNSG 1010 & 1016.* | Provides proficiency in written communication.                                               | Ability to participate in classroom and clinical setting in learning activities.                     |
|                                  |                                              | Ability to appropriately complete written assignments, clinical forms, and documentation in medical record. |
| MAT 1111 College Algebra         | Teaches problem solving and critical thinking. Provides the foundation of math skills in nursing. | Calculations of drug dosages, and safe administration of medications.                                |
|                                  |                                              | Basis for drug proficiency in clinical courses.                                                    |
| BIOL 2113 Human Anatomy and Physiology I (Pre-requisite for RNSG 1010 & 1016), BIOL 2114 Human Anatomy and Physiology II (Pre-requisite for RNSG 1003 & 1012) | Understanding of anatomy and physiology of human body with laboratory experience supporting classroom learning. | Use of scientific method, assessment, and nursing care plans.  
Is essential for the understanding of the physiology of the body to ensure safe and competent nursing care. |
| PSY 1101 Introduction to Psychology | Presents the basics of social environments, life stages, personality, emotions, abnormal behavior, learning, and intelligence. | Assess psychological causes for patient’s behaviors.                                                |
|                                  |                                              | Assess factors that influence abnormal behavior.                                                    |
| HUMN 1101 Intro to Humanities    | Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research. | Fosters student to think more analytically and holistically.                                        |
| SPC 1101 Public Speaking         | Introduces fundamentals of oral communication, preparation, and delivery of individual and group presentations, and professionalism. | Prepares students to participate in classroom discussions and the presentation of group projects.  
Essential for understanding professionalism in nursing.                                             |
| BIO 2117 Introduction to Microbiology (Pre-requisite for RNSG 1010 & 1016) | Provides understanding of influence of microorganisms on health and illness.                     | Essential for practice of universal precautions in protection of patients and providers in clinical setting.  
Understand infectious disease processes and the role of antimicrobials as the basis for competent nursing practice. |

*All core courses must be completed to advance to the fifth semester.*
APPENDIX H
CLINICAL AFFILIATES
ALBANY TECHNICAL COLLEGE
ASSOCIATE OF SCIENCE IN NURSING

Albany Area Community Service Board
1120 West Broad Avenue
Albany, Georgia 31702

Evergreen Assisted Living
2821 Gillionville Road
Albany, Georgia 31721

Phoebe Putney Hospital
417 Third Avenue
Albany, Georgia
229.312.1000

Phoebe Putney Hospital (North)
2000 Palmyra Road
Albany, Georgia 31701
229.434.2000

Public Health District 8, Unit 2
1109 North Jackson Street
Albany, Georgia 31701-2022
229.430.6200

Wynfield Park & Rehabilitation
223 West Third Ave
Albany, Georgia
229.435.0741

** Subject to change.
A Critical Incident will result in an **unsatisfactory performance for the clinical week and the student shall be sent home.** A critical Incident will result in a clinical absence which can only be made up the next semester.

*Two (2) Critical Incidents while enrolled in the program will result in program dismissal.*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Discourteous or disrespectful behavior</td>
</tr>
<tr>
<td>2.</td>
<td>Accepting tips or gratuities</td>
</tr>
<tr>
<td>3.</td>
<td>Receiving unauthorized visitors in the work area while on duty</td>
</tr>
<tr>
<td>4.</td>
<td>Sleeping on clinical property</td>
</tr>
<tr>
<td>5.</td>
<td>Use of abusive or offensive language</td>
</tr>
<tr>
<td>6.</td>
<td>Violations of the confidentiality policy</td>
</tr>
<tr>
<td>7.</td>
<td>Unprofessional conduct or behavior</td>
</tr>
<tr>
<td>8.</td>
<td>Failure to follow health, safety, or fire regulations</td>
</tr>
<tr>
<td>9.</td>
<td>No call or no show for clinical</td>
</tr>
<tr>
<td>10.</td>
<td>Verbal or physical patient abuse</td>
</tr>
<tr>
<td>11.</td>
<td>Insubordination (refusal to follow instructions or perform assigned duties)</td>
</tr>
<tr>
<td>12.</td>
<td>Leaving the clinical area without permission</td>
</tr>
<tr>
<td>13.</td>
<td>Theft of property from school or clinical site</td>
</tr>
<tr>
<td>14.</td>
<td>Falsification of patient or other clinical record</td>
</tr>
<tr>
<td>15.</td>
<td>Excessive time on breaks or taking unauthorized breaks</td>
</tr>
<tr>
<td>16.</td>
<td>Patient abandonment (leaving floor or unit without permission)</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>17.</td>
<td>Use of hospital property (i.e. telephone, copier, fax machine or refreshments while on unit)</td>
</tr>
<tr>
<td>18.</td>
<td>Use of personal cell phone on clinical property</td>
</tr>
<tr>
<td>19.</td>
<td>Use of tobacco (smoking, dipping, e-cigarettes, chewing tobacco, etc.) on a tobacco free campus</td>
</tr>
<tr>
<td>20.</td>
<td>Out of required uniform</td>
</tr>
</tbody>
</table>

Description of Critical Incident (Comments):

Instructor Signature: ___________________________ Date: ____________
Student Signature: _____________________________ Date: ____________
APPENDIX J
MOCK STATE BOARD
ALBANY TECHNICAL COLLEGE
ASSOCIATE OF SCIENCE IN NURSING

Associate of Science Nursing Program
Contractual Agreement
Comprehensive Standardized Examination as Mock State Board

Student’s Name: _____________________________
Date: ______________________________________
Semester:______________________
I understand that I must repeat the following course and remediate in the identified area(s) of weakness on the Comprehensive Standardized Examination’s score report:

Nursing Seminar 1014

I further understand that I must meet all criteria required to pass the identified above course(s). This will include and not be limited to any assignment given by the instructor in the identified course(s), performance, report, examinations and the attendance policy. I know that I must complete the course(s) with a grade of C or better in order to satisfy the remediation requirement in order to take the Standardized Comprehensive Examination the third time.

I will be expected to complete the course or courses with a grade of C or better in order to satisfy the remediation required to take the Standardized Comprehensive Examination the third time. The opportunity to remediate in the course(s) is only offered once. If I do not remediate the next term I will forfeit the opportunity to do so. If I should withdraw from the course(s) identified from the results of the score report it will result in me forfeiting the opportunity to remediate.

I understand that ninety percent (90%) or above on the Comprehensive Standardized Examination is equivalent to fifty percent (50%) of the overall grade computation in Nursing Seminar. Eighty–nine percent (89.9%) or less on the Comprehensive Standardized Examination is equivalent to a grade computation of zero percent (0%).

Failure to master ninety percent (90%) likelihood on the Standardized Comprehensive Examination the third attempt will result in me receiving a grade computation of zero (0%) for the Comprehensive Standardized Examination which will result in me failing Nursing Leadership. I will not be eligible to graduate and/or take the NCLEX. I will be terminated from the program.

__________________________________________ Date
Student’s Signature

__________________________________________ Date
Instructor’s Signature

__________________________________________ Date
Program Chair

Rev 11/15; 8/16; 11/16; 12/16; 7/17; 8/17
# APPENDIX K

## ATI GRADING INFORMATION & GRADING SCALE

**ALBANY TECHNICAL COLLEGE**  
**ASSOCIATE OF SCIENCE IN NURSING**

**ATI GRADING INFORMATION & GRADING SCALE**

<table>
<thead>
<tr>
<th>Class</th>
<th>ATI Grading Scale</th>
<th>Level</th>
<th>Comprehensive Final Exam and Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacology</td>
<td>5% of Grade</td>
<td>Level three = 100% (5 points of grade)</td>
<td>25% Final Exam Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level two = 75% (3.75 points of grade)</td>
<td>70% Exams and Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level one = 50% (2.5 points of grade)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Below level one = 0% (0 points)</td>
<td></td>
</tr>
<tr>
<td>Fundamentals</td>
<td>5% of Grade</td>
<td>Level three = 100% (5 points of grade)</td>
<td>25% Final Exam Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level two = 75% (3.75 points of grade)</td>
<td>70% Exams and Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level one = 50% (2.5 points of grade)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Below level one = 0% (0 points)</td>
<td></td>
</tr>
<tr>
<td>Med Surgical I</td>
<td>5% of Grade</td>
<td>Level three = 100% (5 points of grade)</td>
<td>25% Final Exam Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level two = 75% (3.75 points of grade)</td>
<td>70% Exams and Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level one or below = 0% (0 points of grade)</td>
<td></td>
</tr>
<tr>
<td>Maternal /Child</td>
<td>5% of Grade</td>
<td>Level three = 100% (5 points of grade)</td>
<td>25% Final Exam Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level two = 75% (3.75 points of grade)</td>
<td>70% Exams and Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level one or below = 0% (0 points of grade)</td>
<td></td>
</tr>
<tr>
<td>Medical Surgical II</td>
<td>5% of Grade</td>
<td>Level three = 100% (5 points of grade)</td>
<td>25% Final Exam Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level two = 75% (3.75 points of grade)</td>
<td>70% Exams and Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level one or below = 0% (0 points of grade)</td>
<td></td>
</tr>
<tr>
<td>Mental Health</td>
<td>5% of Grade</td>
<td>Level three = 100% (5 points of grade)</td>
<td>25% Final Exam Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level two = 75% (3.75 points of grade)</td>
<td>70% Exams and Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level one or below = 0% (0 points of grade)</td>
<td></td>
</tr>
<tr>
<td>Medical Surgical III</td>
<td>5% of grade</td>
<td>Level three = 100% (5 points of grade)</td>
<td>25% Final Exam Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level two = 75% (3.75 points of grade)</td>
<td>70% Exams and Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level one or below = 0% (0 points of grade)</td>
<td></td>
</tr>
<tr>
<td>Seminar</td>
<td>50 % of Grade</td>
<td>Level III 50</td>
<td>90% or greater likelihood of passing boards per ATI Comprehensive Predictor Examine will result in 50 points.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt; Level III 0</td>
<td></td>
</tr>
</tbody>
</table>

*All levels require remediation. Students must complete focus review then retest.*
APPENDIX L
ATI TESTING & GRADING POLICY
ALBANY TECHNICAL COLLEGE
ASSOCIATE OF SCIENCE IN NURSING

Assessment Technologies Institute (ATI) exams will be administered at designated time periods within each course throughout the program.

1. The benchmark score for the exam is Proficiency Level 2.
2. If the student does not achieve Proficiency Level 2 or 3 on the first ATI exam, he/she will be required to take the second exam. The highest earned score of the two ATI exams will become the exam score of record.
3. If a student does not achieve a Proficiency Level of 2 or 3 on the first exam, he/she must spend a minimum of three (3) hours in ATI remediation, and submit a remediation plan, including strengths or weaknesses, prior to taking the second exam. Students will be given a time period of a minimum of one (1) week to complete the remediation hours and plan.
4. Each ATI exam must be completed in designated time period as deemed by the Instructor allowing for 1.2 minutes/question.
5. Students will not be allowed to take second ATI exam unless remediation time and plan is submitted. Failure to submit time and plan could result in failure of the course.
6. Students who do not achieve a Proficiency Level 2 or 3 on second attempt of ATI will be required to submit an additional three (3) hours in ATI remediation, based on their weaknesses, and submit a remediation plan to be reviewed by faculty in a face-face meeting. The remediation plan must be approved by the faculty or referral may be made to the Program Director. Failure to submit time and plan could result in failure of the course.
7. Students enrolled in RNSG 1002 will complete two ATI exams: RN Nursing Care of Children and RN Maternal Newborn. Students must score a Proficiency Level of 2 or 3 on both exams; failure to do so will result in the student completing the required remediation for the exam he/she did not meet the Proficiency Level.
8. Students enrolled in Medical Surgical III (RNSG 1003) must score a Proficiency Level 2 or 3 to successfully exit the course. Students will receive a failing grade for the course if they earn a Proficiency Level 1 or less than a Level 1.
9. Students in Nursing Seminar (RNSG 1014) must score a Proficiency Level 3 to successfully exit the course. The student must earn a 90% likelihood of passing boards per the ATI Predictor Test. The ATI Predictor Test will count as 50% of the student’s course grade based on the following scale:
   Level 3 = 50 points
   Less than a Level 3 (Level 2, Level 1, or less than a Level 1) = 0 points.
10. ATI Conversion Scale for Unit Exam Grade is as follows:
    a. Proficiency Level Less than 1: 0 (remediation required)
    b. Proficiency Level 1: 0 (remediation required)
       i. RNSG 1016 Fundamentals of Nursing & RNSG 1010 Pharmacology and Dosage Calculations only Proficiency Level 1: 50 (remediation required)
    c. Proficiency Level 2: 75 (remediation required)
    d. Proficiency Level 3: 100 (remediation required)
11. The student is responsible for completing a minimum number of hours per week in ATI performing tutorials, practice assessments, remediation, assignments, and etc. for each RNSG course. The number of hours to be completed is equivalent to the number of course hours. For example, Medical Surgical I equals 7 hours per week.
APPENDIX M
COST SHEET
ALBANY TECHNICAL COLLEGE
ASSOCIATE OF SCIENCE IN NURSING

**Tuition per semester (based on 12 credit hours)**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$1068.00</td>
<td>x 5 semesters</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>$24.00</td>
<td>x 5 semesters</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$50.00</td>
<td>x 5 semesters</td>
</tr>
<tr>
<td>Student Insurance</td>
<td>$4.00</td>
<td>x 5 semesters</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$105.00</td>
<td>x 5 semesters</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>$23.00</td>
<td>x 5 semesters</td>
</tr>
<tr>
<td>Instructional Fee</td>
<td>$55.00</td>
<td>x 5 semesters</td>
</tr>
</tbody>
</table>

**Total Tuition $6645.00**

**Books & ATI Fee**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Estimated cost of books</th>
<th>Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td>$450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third</td>
<td>$300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth</td>
<td>$400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fifth</td>
<td>$150.00</td>
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<td></td>
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</table>

**Total Book Cost $1800.00**

**Uniforms**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>none required</td>
</tr>
<tr>
<td>Second</td>
<td>$166.00</td>
</tr>
<tr>
<td>Third</td>
<td>none required</td>
</tr>
<tr>
<td>Fourth</td>
<td>none required</td>
</tr>
<tr>
<td>Fifth</td>
<td>none required</td>
</tr>
</tbody>
</table>

**Total Uniform Cost $166.00**

**Additional Program Requirements**

(First semester)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Exam</td>
<td>$100-$150.00</td>
</tr>
<tr>
<td>Dental Exam</td>
<td>$100.00</td>
</tr>
<tr>
<td>TB Skin Test</td>
<td>$10.00</td>
</tr>
<tr>
<td>Copy of Birth certificate</td>
<td>$35.00</td>
</tr>
<tr>
<td>CPR Certification</td>
<td>$45.00</td>
</tr>
<tr>
<td>Criminal background Check</td>
<td>$49.50 (done by student Pre-Check)</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>(varies per semester)</td>
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</tbody>
</table>

(Second Semester-Fifth Semester)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATI Testing</td>
<td>$261.35 per semester x 4 semesters</td>
</tr>
</tbody>
</table>

(Fifth semester)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Pin</td>
<td>$38.86</td>
</tr>
<tr>
<td>Uniform for pinning ceremony</td>
<td>$80.00</td>
</tr>
<tr>
<td>NCLEX Exam Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Georgia Licensing Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Pre-licensure fingerprinting</td>
<td>$52.00</td>
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**Total Cost $1845.76**

**Miscellaneous**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>GANS Membership</td>
<td>$200.00</td>
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</table>

**Estimated Total $10456.76**

*Costs subject to change without notice.