



HEALTHCARE TECHNOLOGY
DIVISION

**ASSOCIATE OF SCIENCE
IN NURSING
STUDENT HANDBOOK**

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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.

SECTION I

INTRODUCTION

This policy handbook is prepared for the students at Albany Technical College's Associate of Science in Nursing (ASN) program. This handbook will assist the student in understanding the various policies and procedures of the nursing program. These policies will provide direction, as well as serve as a reference for nursing program students. Policies set forth in this handbook are reviewed and refined each year based on national standards, safety standards, curriculum review, clinical agencies policies, and input from constituents of interest (i.e., Advisory Board). Policies are subject to review and revision by the faculty of the Nursing Department as necessary. The ASN program offers an Associate of Science in Nursing degree which upon completion of the program graduates are academically eligible to write the National Council Licensure Examination (NCLEX-RN), which is required for practice as a registered nurse.

Albany Technical College is accredited by the Southern Association of Colleges and Schools (SACS) as a Level I institution. The nursing program is approved by the Georgia Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).



Georgia Board of Nursing

237 Coliseum Drive

Macon, Georgia 31217-3858

Telephone: 478-207-2440

Fax: 877-588-0446

Web: www.sos.georgia.gov/plb/rn



Accreditation Commission for Education in Nursing, Inc. (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

Telephone: 404-975-5000

Fax: 404-975-5020

Email: info@acenursing.org

Web: www.acenursing.org

ASN PROGRAM FACULTY AND STAFF

Name	Office	Email	Phone
Dominique Borden, DNP, MSN Instructor	HCT 158	dborden@albanytech.edu	430.5786
Stephanie Marcus Administrative Assistant	HCT 115	smarcus@albanytech.edu	420.1103
Candice Kemp, DNP, FNP-C, MSN Instructor	HCT 162	ckemp@albanytech.edu	430.5296
Latrona Lanier, PhD, MSN/Ed, RN, CNE ASN Program Director/Instructor	HCT 159	llanier@albanytech.edu	430.3698
Wanda McNeal, DNP, RN Instructor	HCT 154	wmcneal@albanytech.edu	430.3585
Natalie Thomas, FNP-C, MSN Instructor	HCT 156	nthomas@albanytech.edu	430.5783
Angela Tisdol, FNP-C, MSN Instructor	HCT 152	atisdol@albanytech.edu	430.3337

MESSAGE FROM THE PROGRAM DIRECTOR

Dear Nursing Student:

Welcome to the world of nursing! The faculty and I are honored to have you in the Associate of Science in Nursing Program at Albany Technical College. Even more, we are excited about you 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.

The nursing program is very rigorous and you will be challenged. However, you are capable of success. To that end, we are all here to guide you in your learning. We recommend that you get organized early and stay organized. Do not get behind as it is easier “*to keep up*” and almost impossible to “*catch up.*”

Each nursing course will assist you in building 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 as you move forward continue to build on your knowledge as you progress through each course. We are all eager to help you and want to see you succeed.

Over the course of the next five semesters, you will have questions. It is important to get answers to those questions from a credible source. Rumors, second-hand information, and word-of-mouth may cause undue anxiety. The policies and procedures outlined in this handbook and in your course syllabus were developed to serve you as a reference. If, after reading this handbook and/or a course syllabus, you have a question, please get it clarified by one of the members of the nursing faculty team.

In closing, please accept my congratulations on your acceptance to the nursing program. Your hard work has paid off in gaining you acceptance into this highly competitive program. Should you need assistance, please do not hesitate to ask.

Best wishes for a successful and positive nursing education experience,

Latrona Lanier, PhD, MSN/Ed, RN, CNE
ASN Program Director

ASSOCIATE OF SCIENCE IN NURSING PROGRAM HISTORY

Albany Technical College (Albany Tech) traces its roots back to 1961 when it was established as the Monroe Area Vocational-Technical School enrolling 175 students. Shortly thereafter, the Albany Area Vocational-Technical School was built, and in 1972 the two schools were merged in the current location.

In July 1988, the Georgia Department of Technical and Adult Education (DTAE), now a Unit of the Technical College System of Georgia, was formed and the newly named Albany Technical Institute came under its direction. With the passage of House Bill 1187, the Georgia Legislature approved the changing of DTAE technical institutes' names to "college," providing they offered associate degrees. Meeting the criterion, Albany Technical Institute became Albany Technical College in 2000. Albany Tech was charged with providing technical education opportunities to the residents, businesses and industries within a seven-county service delivery area. These counties include Baker, Calhoun, Clay, Dougherty, Lee, Randolph and Terrell.

Located in Albany, the eighth largest city in Georgia, Albany Technical College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award Associate of Applied Science Degrees. Albany Tech has adult learning centers located in all seven of its service delivery counties. Since being named a college, Albany Tech has focused its efforts on improving student learning and meeting the needs of the community. Area leaders along with healthcare professionals expressed the need for additional nurses to fill their current positions and assist in elimination of the current nursing shortage. Even more, students expressed the need for a program which could be completed during non-traditional, evening hours. In cooperation with members of the community, the administration of the college proposed the development of the Associate of Science in Nursing degree program to be offered during evening hours.

Albany Tech was given provisional approval by the Georgia Board of Nursing (GBON) to accept students into its new Associate of Science Nursing program which began fall semester 2013. In February 2016, full approval was granted by the GBON. In October 2016, the nursing program was granted accreditation by Accreditation Commission for Education in Nursing (ACEN).

The Associate Nursing program has operated on the main campus (Dougherty County) since its inception. The program requires five semesters to complete with a total of 42 nursing credit hours. Fifteen (15) hours of general education courses and twelve (12) hours of non-general education courses are required and incorporated into the program for a total 69 credit hours to complete the program. To improve retention and increase the student's chances of passing the NCLEX, courses are offered in succession every semester.

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.

ALBANY TECHNICAL COLLEGE MISSION STATEMENT

Albany Technical College (ATC) located in Southwest Georgia, a unit of the Technical College System of Georgia, offers Technical Certificates of Credit, Diplomas, and Associate Degrees. ATC exists to train individuals to meet dynamic workforce needs, promote economic and community growth through the delivery of quality credit instruction, adult education, and customized training using traditional and distance education formats.

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, 2018-2019, p.5).

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, the 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 life-long learning.

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** are 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**.

PROGRAM AND STUDENT LEARNING OUTCOMES

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**— Licensure examination pass rate, National Council Licensure Examination (NCLEX), will be at or above 80% for all first-time test-takers during the same 12-month period.
2. **Program Completion**—50% of all students who begin in RNSG 1016 Fundamentals of Nursing and RNSG 1012 Pharmacology and Dosage Calculations will complete the program on time, which is four (4) academic semesters.
3. **Job Placement**- 90% of the graduates seeking employment will be employed six to twelve months after graduation in a Registered Nurse 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 inter-professional 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.

SECTION II

ASN PROGRAM CURRICULUM

The ASN program is a five-semester program which provides the knowledge and skills necessary to function effectively in entry-level positions of the nursing profession. 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.

GENERAL EDUCATION REQUIREMENTS

The ASN curriculum is supported by general education courses approved by the Technical College System of Georgia. The core curriculum encompasses prerequisite humanities, and physical and behavioral sciences with particular emphasis on English (1101), Math (1111), Anatomy and Physiology (BIOL 2113, 2114), Microbiology (BIOL 2117), Psychology (PSY 1101), Public Speaking (SPCH 1101), and Humanities (HUMN 1101). The current ASN program matrix contains 15 semester hours of general education course work, 12 semester hours of non-general education course work, and 42 semester hours of occupational course work.

PROGRAM REQUIREMENTS

1. All nursing students must be admitted to the Nursing Program prior to enrolling in nursing core or occupational courses.
2. In all nursing courses required for the program, only one (1) grade less than a “C” is allowed during the student’s enrollment.
3. More than one D and/or F in nursing courses will result in dismissal from the program for a period of three (3) calendar years.
 - a. After waiting for this period, students will be allowed to reapply for admission to the nursing program. Upon acceptance, the student will be required to begin the program in RNSG 1016 (Fundamentals of Nursing)/RNSG 1010 (Pharmacology and Dosage Calculations).
 - b. Students who are dismissed from the nursing program due to excessive withdrawals or Ds and/or Fs may return to the nursing program after completing an LPN program and working for a minimum of one year in the nursing, LPN, profession.
4. Prospective students who have earned less than a “C” in two or more nursing courses at another institution must wait a period of three (3) calendar years before they are eligible for admission to ATC’s nursing program.
 - a. If accepted to the nursing program after the period of three (3) calendar years, no transfer credit will be given for prior nursing courses.
5. A WF is considered a F. Letter grade of a D, F, or WF are considered failure of a nursing course.
6. 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 available (see Re-Entry Policy).
7. Students who are required to repeat a course must repeat the course at the next course offering.
 - a. The student must also satisfactorily challenge or repeat the previously successfully completed nursing course(s) in the program upon return.
 - b. A course challenge includes a minimum of, but is not limited to, a comprehensive exam and performance of clinical skills.
8. Students are required to maintain at least a 2.0 cumulative grade point average in order to remain in the nursing program.
9. 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.
10. Any nursing course presented for graduation completed three (3) calendar years or more prior to the anticipated date of graduation must be successfully challenged (both theory and clinical skills components) or repeated for credit.
11. 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.

12. Except for 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 a minimum of 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 and/or submission of a remediation plan will result in an inability to take the math exam, resulting in a zero on that exam.
13. 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 three (3) calendar years.
14. There are no appeals to any of the nursing program policies, including the math policy.
15. 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.
 - a. The following list of violations are examples of incivility, cheating, unprofessional conduct, and violation of ATC's student code of conduct behaviors that may result in disciplinary action by the nursing program and College. These examples are not to be regarded as all-inclusive. In the event of ambiguity, inconsistency, or a need for further clarification of what constitutes a violation, the Chain of Command shall be followed for a final decision if deemed necessary.
 - i. Bullying, acts of aggression, physical abuse/harm, intimidation, sexual harassment, under the influence of drugs, use of electronic technology/notes/textbook during an exam, purchasing/possession/use of instructor resources, dishonest/deceptive acts, providing false information/lying, purchasing/possession/use of test banks, stealing, any form of conduct that is or might present harm or danger to the health of a student, patient, instructor, or the public, and/or any behavior/conduct deemed unbecoming of an ATC nursing student.

PROGRAM COURSES

GENERAL EDUCATION CORE COURSES 15 CREDITS

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
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Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3
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Area III - Natural Sciences/Mathematics

MATH 1111	College Algebra	3
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Area IV - Humanities/Fine Arts

HUMN 1101	Introduction to Humanities	3
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Program-Specific Gen. Ed. Course Requirements

SPCH 1101	Public Speaking	3
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NON-GENERAL EDUCATION COURSES 12 CREDITS

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

OCCUPATIONAL COURSES 42 CREDITS

RNSG 1016	Fundamentals of Nursing	6
RNSG 1002	Maternal-Child Nursing	6
RNSG 1003	Medical Surgical I	7
RNSG 1004	Medical Surgical II	7
RNSG 1006	Medical Surgical III	7
RNSG 1010	Pharmacology and Dosage Calculations	2
RNSG 1012	Mental Health	5
RNSG 1014	Nursing Seminar	2

PROGRAM CURRICULUM PATTERN

First Semester		Second Semester	
ENGL 1101 Composition and Rhetoric	3	RNSG 1016 Fundamentals of Nursing	6
BIOL 2113 Human Anatomy & Physiology I	3	RNSG 1010 Pharmacology and Dosage Calculations	2
BIOL 2113L Human Anatomy & Physiology I	1	*SPCH 1101- Public Speaking	3
Math 1111 College Algebra	3	BIOL 2114 Human Anatomy and Physiology II	3
BIO 2117 Microbiology	3	BIOL 2114L Human Anatomy and Physiology II	1
BIO 2117L Microbiology	1		
Total	14	Total	15

Third Semester		Fourth Semester	
RNSG 1003 Medical/Surgical I	7	RNSG 1004 Medical Surgical II	7
RNSG 1012 Mental Health	5	RNSG 1002 Maternal-Child Nursing	6
*PSY 1101 Intro to Psychology	3	*HUMN 1101 Intro to Humanities	3
Total	15	Total	16

Fifth Semester	
RNSG 1006 Medical/Surgical III	7
RNSG 1014 Nursing Seminar	2
Total	9

*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).

ADMISSION REQUIREMENTS

Nursing is a competitive program that requires students to have a strong background in biology, math, science, and reading comprehension. Admission is based on the academic qualifications of the student and space availability. Admission to the college and meeting program admission requirements does NOT guarantee acceptance to the nursing program.

To be admitted to the nursing program, a student must first be admitted to the college. The following requirements for **admission to Albany Technical College** must be met:

- Make application to College
- Receive acceptance to College
- Indicate Associate of Science in Nursing program as program of choice
- Make application to Associate of Science in Nursing Program
- The Associate of Science in Nursing (ASN) Program will notify applicants status (i.e., acceptance, denial, incomplete application)
- Applicants accepted into the ASN program will be notified of the new student mandatory orientation
- Orientation must be attended/completed prior to registration for nursing courses

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 **nursing 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 nursing grade point average (GPA)
 - b. Grades achieved in **each attempt** will be used in the calculation of the nursing GPA
 - c. Science courses (A &P I; A & P II; and Microbiology) more than 5 years old are not accepted
 - i. For example, a student entering the program in Fall semester Anatomy and Physiology I and II and Microbiology must all be valid on the start day of ASN program courses (i.e., RNSG courses) during Spring semester.
3. The nursing program utilizes the ATI Test of Essential Academic Skills (ATI TEAS) to assess the readiness of prospective nursing students. Applicants must score a minimum of 60% on the ATI TEAS assessment to be eligible for acceptance to the program.
 - a. Scores within 12 months of program entrance (i.e., RNSG courses) are accepted from an approved ATI site
 - b. A maximum of two (2) attempts are allowed in a 12-month period
 - c. The two attempts must be a minimum of 30 days apart
 - d. Test scores are valid for 12 months from the date of the examination
 - i. ATI TEAS score must be valid on the start day of ASN program courses (i.e., RNSG courses).
 - e. Prospective students who do not meet the minimum ATI TEAS score will not be eligible to apply for program admission

4. Prospective students who do not meet the minimum GPA and/or ATI TEAS score will not be eligible for program admission.
5. Completion of admission requirements and/or core courses does not guarantee admission to the program.
6. **It may not be possible to admit all students who meet the minimum requirements for admission.** If there are more qualified applicants than spaces available in the program and/or a nursing class, selection for admission will be based upon the following:
 - a. Nursing Grade Point Average
 - b. ATI TEAS - minimum score of 60% - maximum of two attempts within 12 months
 - c. Completion of core classes
 - d. Completion science classes
 - e. Patterns of withdrawal from courses/schools
 - f. Grades of Ds and/or Fs
 - g. Availability of space in clinical sites
 - h. Availability of faculty resources
7. When space limits the acceptance of all qualified applicants, students will be ranked according to the highest GPA, the highest nursing pre-admission test score, and completion of all required core classes including the completion of science classes.
 - a. The highest ranked prospective students will be offered admission to the program.
 - b. Qualified applicants who meet admission requirements but are not accepted must reapply for the next upcoming cohort for program admission.
 - i. The maximum enrollment for the Associate of Science in Nursing program is based upon full-time faculty numbers, which is in compliance with Georgia Board of Nursing and Accreditation Commission for Education in Nursing (ACEN) accrediting body standards (faculty-student ratio of 1:25).
 - ii. There will be a program waiting list maintained in the Nursing Admissions' office and with the Program Director for new and re-admitting students.
 - iii. Students placed on the waiting list will remain on the waiting list until the beginning of the semester of the cohort for which the initial application for program admission was made.
 1. Once the semester of the cohort for which the applicant has begun, the applicant must reapply to be considered for admission.
8. Applicants who earned less than a "C" in two or more nursing courses while enrolled in a previous nursing program will not be eligible for admission into ATC's nursing program.
 - a. The applicant must wait a period of three (3) calendar years before they will be considered for admission to Albany Technical College's nursing program.
 - b. If accepted to the program no transfer credit will be given for previous nursing courses.
9. Program re-entry will be on a space-available basis and adhere to admission requirements.
10. Students will be required to adhere to the ASN Student Handbook in effect at the time of program entry and/or re-entry.

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 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 nursing GPA
 - b. Grades achieved in **each attempt** will be used in the calculation of the GPA
3. Science courses (BIOL 2113/2113L, A & P I; BIOL 2114/2114L, A & P 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. No transfer credit will be accepted from other accredited colleges and universities for previously completed nursing courses.
6. Students who have earned less than a “C” in two or more nursing courses at another institution must wait a period of three (3) 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 three (3) 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 nursing faculty and advisors when concerned about their progress in classroom and/or clinical studies.

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 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:

Qualifications	Standard	Examples of Necessary Activities
Critical Thinking	The nursing student must possess critical thinking ability sufficient for problem solving and clinical judgment.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Hear monitor alarms, emergency signals, and cries for help • Auscultate sounds (Blood pressure, breath, and heart sounds)
Visual	The nursing student must possess visual ability sufficient for observation and assessment necessary in nursing care	<ul style="list-style-type: none"> • Observe patient/client responses, see a change in skin color, read the scale on a syringe
Tactile	The nursing student must possess tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> • Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of catheters, palpate a pulse

Qualifications	Standard	Examples of Necessary Activities
Weight Bearing	The nursing student must possess the ability to maneuver/move 40-50 pounds, weekly and sometimes daily.	<ul style="list-style-type: none"> • Position patients and move equipment
Emotional	The nursing student must possess emotional stability sufficient to maintain composure in stressful situations.	<ul style="list-style-type: none"> • Cope effectively with stress in the workplace • Cope with client and colleague emotions calmly • Receive corrective feedback calmly
Environmental	The nursing student must possess the ability to tolerate environmental stressors.	<ul style="list-style-type: none"> • Adapt to variations in work schedules • Work safely with chemicals used in health care settings • Work in areas that are close, crowded, or noisy

Adapted from: Yocum, C. J. (1966). Validation study: Functional abilities essential for nursing practice. Chicago: National Council of State Boards of Nursing. (Available in: National Council of State Boards of Nursing (1999). Guidelines for using results of functional abilities studies and other resources (Appendix A; pp. 56-57). Chicago: author.)

SECTION III

ASN PROGRAM PROGRESSION AND RE-ENTRY

ACADEMIC PROGRESSION

Students in the Associate of Science in Nursing program must be able to demonstrate competency in theory, laboratory, and clinical 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. All nursing students are required to maintain a GPA of 2.75 to advance to Fundamentals of Nursing (RNSG 1016) and Pharmacology and Dosage Calculations (RNSG 1010). 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 no more than twice (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 no more than two times.

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 three (3) calendar years.

- a. If a student chooses to withdraw from a nursing course, he/she must withdraw from all co-requisite nursing courses, if applicable.
- b. Congruent withdrawals (withdrawal from all nursing classes during a semester) will count as only one withdrawal in the program.

All re-entries 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). Re-entry 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 three (3) 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 re-entry to the program can only be granted if there are available openings, clinical resources, and faculty.

In the event there are more re-entry applicants than available openings, re-entry applicants will have to wait for the next available opening. If the time limitation for re-entry has expired, the student would have to start over with RNSG 1010 (Pharmacology and Dosage Calculations) and RNSG 1016 (Fundamentals of Nursing). Re-entry 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

Re-entry to the nursing program is academically competitive. Ideally, students should complete the ASN program in five (5) semesters. Academic progression in the nursing program supports the development and synthesis of the necessary skills from fundamental understanding to complex critical thinking. When a student has not achieved the required “C” in a RNSG course, the student is unable to progress in the nursing course sequence. To repeat the course/clinical and continue with progression in the nursing program, the student must complete the program Re-entry process.

1. Any student who experiences any break or delay in program progression through the nursing course sequence must apply for program re-entry to the nursing program and/or any student wishing to be considered for program re-entry must complete the nursing Re-entry application within four (4) weeks after the end of the semester in which the student has been unsuccessful.
 - a. This includes any student who has withdrawn (W) from any nursing course or any student who has earned a D, F, or WF in a nursing course.
2. The student must have a minimum cumulative GPA of 2.0
 - a. A student whose cumulative GPA is below a 2.0 will be denied program re-entry to the program.
3. The student must meet all other initial admission criteria for the nursing program.
4. The student will return under the current curriculum requirements.
5. The student may be required to complete additional course work, repeat ATI testing/review course requirements and/or demonstrate competency of skills.
6. If a student withdraws, fails, or does not complete a nursing course for any reason, the student must challenge the last previously completed semester of nursing course(s) (i.e., clinical, lab, and theory components) to validate current knowledge and skills of the content.
 - a. For example, if a student withdraws from RNSG 1003 (Medical Surgical I) during summer semester with the Evening/Weekend program, the student must successfully complete the challenge exams for RNSG 1010 (Pharmacology and Dosage Calculations) and RNSG 1016 (Fundamentals of Nursing) prior to returning with the next cohort in RNSG 1003 (Medical Surgical I) during fall semester with the Traditional Day program.
 - b. For example, if a student fails RNSG 1004 (Medical Surgical II) and successfully completes RNSG 1002 (Maternal Child Nursing) during Fall semester with the Evening/Weekend program, the student must successfully complete the challenge

exams for RNSG 1002 (Maternal Child Nursing) prior to returning with the next cohort in RNSG 1004 (Medical Surgical II) during Spring semester with the Traditional/Day program.

- c. This includes all nursing courses except for RNSG 1014 (Nursing Seminar).
7. Students who withdraw must return to class with the immediate upcoming cohort and repeat the previously completed nursing course(s) if not successfully challenged.
 - a. Challenges will be graded utilizing the same grading rubrics of the clinical, lab, and theory components of the challenged course.
 - b. 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). The student will be required to adhere to the Re-entry and Withdrawal policies.
 - c. Acceptance is not guaranteed; students will be evaluated against other students applying for the same track.
8. Failure to successfully challenge each course may result in the student repeating the course(s) that he/she was unsuccessful.
9. The student must meet all program compliance requirements prior to the start of the semester of return.
10. The Program Director may approve exceptions in extreme situations. The exception would require student review and development of an individualized plan of study.

NOTE: Re-entry to the program is not guaranteed and approvals are dependent upon resources and clinical availability. All exceptions must be approved by the Program Director prior to the start of the semester.

Upon completion of the re-entry form, the student will meet with the ASN Program Director to develop a re-entry plan. 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. A maximum of two re-entries is permitted to the nursing course sequence in the ASN program. If more students request 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 to the course/clinical course sequence:

1. Re-entry must be with the next upcoming cohort after the withdrawal or failure.
2. Students must complete a re-entry form in the nursing office during the semester of the withdrawal or failure.
3. Students must meet with the ASN Program Director within one week after the end of the semester in which the student has been unsuccessful.
 - i. 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 enrollment in the course/clinical course sequence.
 - ii. Students must complete the re-entry plan within the time frame established in the plan.

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.

4. Students must complete the following steps:
 - i. Submit a new physical form signed by a doctor within 3 months of the time the student wishes to re-enter
 - ii. Submit a copy of current CPR certification
 - iii. Submit an updated Drug Screen within 2 months before the re-entry date (i.e., depending upon length of program absence)
 - iv. Obtain an updated Criminal Background check within two months before their entry date (i.e., depending upon length of program absence)
 - v. Satisfactorily complete a skills check-off (all skills to date) in two attempts
 - vi. Update all required documentation in ACEMAPP
 - vii. Complete any and all other requirements contained in the re-entry plan
5. Program re-entry and readmission into the nursing program is on a space-available basis and is limited to a maximum of two times.

REMEDICATION POLICY

The purpose of remediation is to identify, remediate, and counsel those individuals who demonstrate behaviors or evidence of difficulties in their Nursing Program as early as possible. Remediation sessions will offer clarification of class content. Sessions are not designed to prepare students for upcoming exams. Students should come prepared to ask questions regarding content or materials that they do not understand. Remediation is a system of support for the student and is not a disciplinary action. The sole purpose of this policy is to help struggling students with remediation efforts designed at assisting them to become better equipped to be successful nurses. Remediation may be done for any significant areas of weaknesses. The faculty seeks to ensure that each student successfully completes our program and is ready to enter the profession having assimilated the necessary knowledge, skills, and attitude and conduct essential for the successful nurse. There are two types of remediation: Required and Recommended.

Required Remediation:

1. On all proctored ATI exams students will have to complete the required remediation hours prior to taking the next proctored exam and after taking the final proctored exam (See Appendix F).
2. Students who are referred for remediation by their clinical instructor will be required to remediate in the practice laboratory.
 - a. The student must demonstrate competence of the skill to the nursing faculty
3. Students who are referred for remediation by their laboratory instructor will be required to remediate in the practice laboratory.
 - a. The student must demonstrate competence of the skill to the nursing faculty

4. If a student is unsuccessful (exam grade of less than 70) on a theory exam, the student is expected to complete a one-to-one, individualized remediation session with their instructor **prior to sitting for the next exam**.
 - a. During the session, the student will complete a counseling form identifying areas that need improvement.
 - b. The instructor may identify areas of need for improvement. It is the student's responsibility to follow through with those suggestions.

Recommended Remediation:

1. If a student is experiencing difficulties with course material, he/she may request a remediation session with an instructor.
 - a. Remediation sessions will offer clarification of class content.
 - b. The student should come prepared to ask questions regarding class content or materials that they do not understand.

ADDITIONAL NURSING PROGRAM REQUIREMENTS

1. Students will be required to submit a completed health form, which documents satisfactory health status prior to enrolling in occupational courses (clinical practicum). The forms will be issued to each student during Nursing Orientation.
2. The student will assume responsibility for his/her own health in the event of illness, accident, or exposure to communicable disease.
3. Students must successfully complete the **American Heart Association's BLS for Healthcare Provider Cardiopulmonary Resuscitation Course** before or during RNSG 1016 and certification must be maintained, without lapse, throughout enrollment.
 - a. Students must receive permission from their course instructor(s) prior to selection of the CPR course.
4. The Associate of Science in Nursing (ASN) program reserves the right to discontinue, at any time, the enrollment of a nursing student if, in the judgment of the Vice President for Academic Affairs, the ASN Program Director, and the nursing faculty, the student does not demonstrate the necessary qualifications for a nursing career. This includes, for example, incivility (i.e., cheating) in any form, unprofessional conduct, violation of Albany Technical College's student code of conduct and/or any behavior/conduct deemed unbecoming of an Albany Technical College, ASN student.
5. The faculty, staff, and students in health care programs shall uphold professional and ethical standards.
6. A student may withdraw and/or receive an unsuccessful grade only once from any given nursing course and no more than one time throughout the duration of the nursing program (see Re-Entry Policy).

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 lab/clinical/practicum areas.

1. All ASN nursing students are required to pay a Testing/Resource (ATI) Fee prior to the beginning of each semester, beginning with semester two of the curriculum pattern. 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 pay an ACEMAPP Fee during the second semester of the curriculum pattern, prior to beginning the third semester. This fee will be included with college fees.
 - i. ACEMAPP is a platform designed to create and ensure a standardized process for clinical education, saving time and resources. Reduce administrative work by allowing students to access and submit all required information and paperwork electronically in a central location.
3. 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.
 - i. All students are required to have a current tuberculin skin test.
 - ii. Health and other forms will be provided as needed.
 - iii. Required items must be submitted before students are permitted entry to the lab/clinical/practicum areas.
4. All nursing students are required to have uniforms (clinical and on campus), white hose or white socks, shoes, scissors, stethoscope, calculator, watch with sweep second hand, and Albany Technical College name tag.
5. 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.
 - i. **If the student has a conviction in the criminal background check, the student may not be permitted in a particular practice setting.*
 - ii. *Students should note that prior felony charges/convictions are typically not allowed clearance into most healthcare settings.*
 - iii. *Since clinical is required to be successful in the nursing program, caution should be taken in circumstances where a student has prior charges/convictions.*
6. If drug abuse is suspected, the student will be required (at his/her own expense) to be tested.
 - i. A mandatory drug screen is required (at the expense of the student) after acceptance to the program and may also be required randomly, unannounced throughout the course of the program.
 - ii. Albany Technical College reserves the right to request drug testing of any nursing student at any time during the program.
 - i. If or when random drug testing is requested, the student will have 24 hours to complete the process. If testing is not completed within 24 hours, it could result in program dismissal.

GRADUATION REQUIREMENTS

Albany Technical College grants the Associate of Science in Nursing (ASN) degree to graduates of the nursing program. Any ASN nursing course presented for graduation must be completed within three (3) 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 (theory and clinical/lab components) 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., ATI).

GRADUATION/DEGREE AUDIT

Students are responsible for monitoring their progress toward completing their program. Consult with the nursing faculty/academic advisors for support in reviewing and understanding degree requirements as listed in ATC catalog and ASN student handbook. Degree audits are performed throughout the program, every semester. The results are shared with each student. All core courses must be completed prior to enrolling in the fifth and final semester of nursing courses.

1. The graduation/degree application process is initiated by the student.
2. The completed application is to be submitted to the Career Center.
3. For the degree audit application to be valid, the student must have the required cumulative grade point average for their academic major.
4. Each student should update their name and/or address with the Registrar.
5. If the student has any questions, contact the ASN Program Director as soon as possible. He/she should not wait until their expected semester of graduation to resolve any outstanding problems.

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

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 (GBON) 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.

GRADING POLICIES

Academic and Work Ethics Grade

Grading in the nursing courses is designed to objectively measure a student’s mastery of knowledge and its application to the practice of nursing. 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 Medical Surgical III (RNSG 1006) 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 (69.999 is not passing).

College Academic Grading Scale

Letter Grade	Numerical Grade Range
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 - Below

- 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, Fundamentals of Nursing (RNSG 1016) and the Medical Surgical III (RNSG 1006) 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 ASN Program Director) to the Dean of Business and Health Care Technology. If the student is not satisfied after consultation with the Dean of Business and Health Care Technology, the student may appeal in writing (within one week of consulting with the Dean of Business and 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.

1. The final grade will be computed with **no rounding of grades**.
2. Course Grade: Unit exam average 70%, the final exam grade 25%, and assignments/ATI 5% (with the exception of RNSG 1006 Medical Surgical III, RNSG 1014 Nursing Seminar)
3. ASN Grading Scale: 90 - 100 = A, 80 - 89 = B, 70 - 79 = C, 60 - 69 = D, 59 or Less = F
4. Successful completion of nursing courses will depend on C or better in theory and a satisfactory grade in clinical. Students receiving an unsatisfactory grade in clinical will receive a failing grade in the course regardless of theory grade.
5. ASN Students will demonstrate clinical competency of 100% accuracy in computation of medication dosages in RNSG 1003/1012 (Medical Surgical I/ Mental Health), RNSG 1004/1002 (Medical Surgical II/ Maternal-Child Nursing), and RNSG 1006/1014 (Medical Surgical III/ Nursing Seminar). At the minimum, a student must demonstrate 100% accuracy on one written/computer evaluation of dosage calculations each semester.
 - a. A maximum of three (3) opportunities will be provided each semester prior to the last day to withdraw from the course without penalty.
 - b. If a student is unsuccessful on all three attempts, he/she will be allowed to withdraw without penalty (unless student has a previous program withdrawal; see Academic Progression).
 - c. If the student does not withdraw or refuses to withdraw, he/she will receive a clinical failure for calculation of medication dosages.
 - i. Students receiving a clinical failure will receive a failing grade in the course regardless of theory grade.
 - d. If the student drops before drop day, he/she will be eligible to register for the course again, provided that all of the other entry requirements are met and he/she has not previously withdrawn from his/her current course AND has not withdrawn in excess of the withdrawal policy.
 - e. Prior to each subsequent math exam (math exam 2 and/or 3), students will be required to submit approved remediation activities or assignments assigned by the

course instructor, and submit a remediation plan, including strengths and weaknesses.

- i.* Failure to do the required math remediation or submit a remediation plan will result in an inability to take the math exam.
- f. Exams will be constructed utilizing the following test blueprint: Total items 10, test time 30 minutes, type of items - a minimum of one each from the following operations will be included: (1) Conversions within a system (i.e., mg to g), (2) Conversions between measurement systems (i.e., mg to grains), (3) Administration in units (i.e., heparin, penicillin, insulin), (4) Calculation of IV flow rates (i.e., ml/h, gtts/min, completion time, mg/hr, mg/min), (5) Solution reconstitution, (6) Six rights of medication administration.

TESTING POLICY

1. All exams will be administered via a web-based testing system in a proctored setting with the exception of Math exams.
 - a. A minimum of two faculty members will proctor the exam.
 - b. Faculty supervising the exam will circulate throughout the classroom during testing.
2. All exams may contain test questions on content on all unit objectives, assigned readings, power point presentations, computer and video assignments that have or have not been covered in class.
3. Students are not allowed to leave the testing environment and return (i.e., bathroom breaks).
4. Only nursing approved calculators may be utilized during exams.
5. Students will not be allowed to copy, record, or take pictures (i.e., screen shot) of test questions, answers, or materials during testing periods.
6. All exams will have time limitations.
7. There will be **no retests, no curving, and no rounding of unit and/or final exam grades.**
8. Any student sitting for an exam will earn a grade and that grade will become the grade of record.
9. No personal items will be allowed on the student's person or desk during testing. These items include but are not limited to the following:
 - a. Caps/hats
 - b. Drink containers
 - c. Food
 - d. Gum or candy (wrappers)
 - e. Headphones (earbuds, hands free headsets)
 - f. iPads, iPods, laptops, tablets, cellular phones, non-approved calculators
 - g. Large coats/jackets
 - h. Spy wear earpieces/eyeglasses
 - i. Sunglasses
10. Cellular phones and any other form of electronic devices (i.e., beepers, tablets, etc.) must be turned off during testing.
 - a. No hands-free headsets may be worn
11. 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.
12. 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 clinical, make-up tests and/or individualized studies tests).
13. Essay/short answer format questions may be placed on unit exams and will be graded for grammar, spelling, and content.

14. 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 to strengthen their knowledge and testing skills.
 - b. No review of the final examinations will be allowed to those students who successfully completed the course and will be moving forward in the program.
15. **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 policy will be considered a form of incivility and may 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.
16. Any proven occurrence of incivility and/or academic dishonesty may result in a course grade of "WF" and permanent dismissal from the program without a possibility of readmission.

MATH POLICY

Concurrent with enrollment in the first 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 who were not successful on math exam 1 will be required to spend a minimum of three (3) hours in math remediation (e.g., ATI, math textbook, or other remediation tools as approved by the instructor), and submit a remediation plan, including strengths and weaknesses.
 - ii. Failure to submit a **remediation plan** 5 days prior to math exam 2 will result in an inability to take math exam 2, resulting in a zero on that exam.
 - iii. Failure to complete and submit the required **math remediation** prior to math exam 2 will result in an inability to take math exam 2, resulting in a zero on that exam.
 - d. The second examination failure also requires mandatory completion of a remediation plan, in addition to the student 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 a minimum of three (3) hours in math remediation (e.g., ATI, math textbook, or other remediation tools as approved by the instructor), and submit a remediation plan, including strengths and weaknesses.
 - ii. Failure to submit a **remediation plan** 5 days prior to math exam 3 will result in an inability to take math exam 3, resulting in a zero on that exam.
 - iii. Failure to complete and submit the required **math remediation** prior to math exam 3 will result in an inability to take math exam 3, resulting in a zero on that exam.

- e. Scheduling of the third math examination will be determined by the faculty and should be prior to the college withdrawal date (withdrawal date without academic 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 will not be used (not multiple-choice)
 - d. All three math exams should be administered within a timeframe that will allow the student to withdraw from the course without academic penalty if the proficiency level has not been met
 - e. Calculator use will be provided and/or approved by faculty
3. Student Guidelines for the semester math competency assessment include:
- a. Math remediation will be student initiated
 - b. Student will schedule an appointment with instructor for guidance and proposed math remediation assignments
 - c. Student will submit all remediation plans and math remediation in a hardcopy format
4. Math exams will be constructed utilizing the following test blueprint. Total items 10, test time 30 minutes, type of items--a minimum of one each from the following operations will be included: (1) Conversions within a system (i.e., mg to g), (2) Conversions between measurement systems (i.e., mg to grains), (3) Administration in units (i.e., heparin, penicillin, insulin), (4) Calculation of IV flow rates (i.e., ml/h, gtt/min, completion time, mg/hr, mg/min), (5) Solution reconstitution, (6) Six rights of medication administration.

MOCK STATE BOARD POLICY

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 D). 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 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 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 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 (see Re-entry policy).

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.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

ATI Nursing Education (Assessment Technologies Institute®) is a technology-based educational assessment and testing program. The program's focus is helping students succeed on the licensure examination (NCLEX) that all graduates need to successfully pass to practice nursing after graduation.

Today's nursing students are diverse with different learning styles and needs. ATI Nursing Education's learning systems are designed to offer a variety of learning methods. ATI information and services are available to students throughout their academic career and one year after graduation. The following is a summary of the ATI testing in which students are exposed to across the nursing curriculum.

NOTE: Students are assessed a fee for the ATI program material and resources which must be paid at the beginning of each semester. All materials will be obtained at the beginning of the first year. Additional materials are available for purchase through ATI; however, to contain cost and present our students with the best NCLEX preparation package, the materials and fees associated with ATI are negotiated annually between the Department of Nursing and ATI. Also, there is a multitude of additional information available on the ATI website at no additional cost <https://atitesting.com/Home.aspx>

1. ATI assessment results are a designated portion of the course grade and identify content areas needing further study for successful completion of NCLEX
2. The cost associated with materials (textbooks, skills modules, handbooks, tutorials, online assessment testing, proctored exams, and the NCLEX Live Review) is the student's responsibility, and all students are required to purchase the materials and take the exams.
3. ATI Cost Fees are NOT refundable

SECTION IV

ACADEMIC STANDARDS, POLICIES, AND PROCEDURES

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: Regular attendance is considered essential for the successful completion of a course. Therefore, students are expected to be punctual and attend all registered classes (campus, blended, online), laboratories, and clinical sites as scheduled. Class attendance and participation include completing activities, such as submitting assignments, taking an exam/quiz, and participating in an interactive tutorial or computer-assisted instruction.

Instructors will keep an accurate record of class attendance. Students are advised that due to program accrediting requirements and other factors, some programs may have specific attendance requirements and guidelines. Consequently, students should consult with their instructor to determine the specific attendance requirements for each class.

Any student arriving late for class, lab, clinical, or leaving early before the scheduled ending time will be marked tardy. Three instances of tardiness are equivalent to one absence from class. However, some programs may require special attendance policies due to program accrediting requirements and other factors. Students anticipating an absence or tardiness should contact the instructor at least 24 hours in advance of the absence. If the student misses class, lab, or clinical meeting, they should (a) provide the instructor with appropriate documentation indicating the reason for absences; (b) request make-up assignments from the instructor(s) upon returning to class, lab, or clinical; and (c) if the instructor grants the opportunity, the student should complete make-up work within the time frame allowed by the instructor. Note: It is the student's responsibility to request make-up work. Make-up work may be allowed at the discretion of the instructor.

- a. ASN program 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 the course. 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.

No Show Status: During the Attendance Verification period, students who do not confirm their attendance and or attend class will be reported as a "No Show" for that class, and if applicable, tuition will be adjusted, and financial aid will be reduced accordingly.

- a. If a student misses more than 10 percent of the scheduled nursing class sessions, the student may be suspended or administratively withdrawn from class.

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.

Withdrawal from Course(s): It is the student's responsibility to officially withdraw from classes. Traditional students may withdraw from a single class or all classes by contacting the Registrar's Office. Students are strongly encouraged to consult with the ASN Program Director, ATC Student Navigator and the Financial Aid Office prior to withdrawing from any nursing classes.

Students that withdraw from a course(s) will receive a final grade of W for each course(s) from which they withdraw. While a grade of W does not negatively impact the GPA, it will negatively impact the financial aid requirement to successfully complete 67% of all coursework attempted.

Unofficial Withdrawal from Course(s): Students who stop attending classes but do not complete the official withdrawal process will receive zero points for each test, quiz, exam, or assignment that is missed during the class. This will most likely result in a failing grade for the class(es).

Drop/Add and Reimbursement Policy

1. Students will be allowed to drop/add courses within the first three (3) instructional days of an academic semester with no penalty.
2. Students will receive a 100% refund of associated tuition and fees if they withdraw from all registered courses within the first three instructional days of an academic semester. After the third instructional day, no refund will be given.

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).

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator: Kathleen Skates, Kirkland Building, Room 6134, Phone Number (229) 430-3524.

Disabilities Services Coordinator: Regina Watts, Kirkland Jr. Building Room 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 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

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 always use good safety practices. 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).

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

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

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

Professional Guidelines

All nursing students are expected to:

1. Students must 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. Students are not allowed to record, video and/or audio, any lectures, labs, clinicals, pre and post conferences during clinicals, and/or discussions at anytime as it may violate confidentiality and may be a HIPAA violation.
 - a. If a student violates this policy, the student may be penalized by permanent removal from the program.
4. The student's primary commitment is to the patient, whether an individual, family, group or community.
5. Students must 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 types 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.
- 6. 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 ASN nursing faculty or ASN clinical instructor.
- 7. Demonstrate punctuality.
 - a. Arrive to class and clinical on time, as well as submit all required, written material on time (See the Attendance Policy).
- 8. 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.
- 9. Call your instructor when circumstances prevent attendance or cause tardiness to clinical and/or class.
- 10. 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.
- 11. 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.
- 12. **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.
- 13. Promote excellence in nursing by encouraging lifelong learning and professional development.

14. 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.
15. Collaborate in every reasonable manner with the academic faculty and clinical instructors to ensure the highest quality of patient care.
16. 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.
17. Ensure that there is full disclosure and proper authorization is obtained from a patient regarding any form of treatment or research.
18. 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.
19. 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.
20. 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.
21. Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
22. 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
 - iii. 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

23. 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.
24. Cellular phones, beepers, iPads, 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.
25. Children will not be allowed in classrooms, computer labs, or skills labs.

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 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

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

SECTION V

CLINICAL PROCEDURES AND POLICIES

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
5. American Heart Association Healthcare Provider Basic Life Support Certification

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 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.

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 included in the student's fees. Liability fees must be paid 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.

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
- ❑ 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 and/or during 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)
- ❑ Drug Screen via Pre-Check (To Be Announced)
- ❑ 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).
- ❑ ACEMAPP account with approval/clearance process for clinical rotations throughout the clinical facility.
- ❑ Meet all clinical facility orientation policies and procedures

The Lead Instructor (LI) is the instructor assigned to the class. A clinical instructor may assist the LI in clinical supervision. The LI assigns the final grade with input from any assigned clinical instructors.

Clinical Rotations may include all shifts, 7-3, 3-11 and 11-7 or 10 hour and 12 hours. Clinical rotations may be held on Wednesday, Thursday, Friday, and/or Saturday. Students are expected to make arrangements and 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 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 to continue in the clinical experience. Except for 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 (Fundamentals of Nursing), a student's grade average must be a 70 or higher prior to continuation in the clinical setting.

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 a minimum of 30 minutes prior to the beginning of the clinical shift 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 the clinical assignment will be deemed a clinical absence.

Course Attendance Policy

While students are allowed to miss 10% of class hours before counseling with the 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 a 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. The clinical hours will be rescheduled to be completed later.

Blood and Body Fluid Exposure

If the faculty member or student has a percutaneous (needle stick, cut or puncture) or mucous 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 a patient's 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 route(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.

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. 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 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 with 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 shoes that cover the entire foot that are vinyl or leather and approved scrubs. This also applies to class.

The following rules will be enforced at all times:

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

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 mustaches may be worn but shall be neat and trimmed. Males without beards and mustaches must be clean-shaven.
8. Nails must be kept clean, in good repair, and unpolished. Nails should be kept short enough so as to not cause harm to patients. No form of artificial nails is 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 ASN students are required to wear a pristine clinical uniform for the Capping and Pinning Ceremony held at the end of the program. The following are guidelines for the Pinning Ceremony.
 - a. White nursing shoes worn. No colored shoes are permitted.
 - b. No tattoos are to be visible
 - c. Only one set of ear piercings is allowed. All other piercings are not allowed.
 - d. All other clinical uniform requirements are to be maintained and upheld for the ASN Pinning Ceremony.

Clinical Behaviour 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 access to review the chart and make necessary notes regarding the patient's diagnosis and treatment plan when applicable. 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.

Preceptorship Program

The clinical preceptorship program is a voluntary program of the Phoebe Putney Health System (PPHS) which offers the opportunity for ATC senior nursing students to experience an individualized clinical experience to assist in gaining additional knowledge. During this

program, the nursing student is paired with a seasoned/experienced Registered Nurse (RN) to work alongside in an acute care, healthcare area of the student's future job interest. Program placement is not guaranteed and is based on the following requirements of PPHS and ATC.

- Applicants must be currently enrolled in RNSG 1006 Medical Surgical III in good academic standing.
- Applicants must have a minimum 2.5 GPA in nursing courses.
- Applicants must be recommended by majority ATC nursing faculty vote.
- Applicants must complete and submit the Clinical Preceptor Program Questionnaire to PPHS.
- Applicants must complete and submit a resume to PPHS.
- Applicants must complete the HSI Assessment and an onsite interview with PPHS.
- Applicants should have an interest in exploring future employment opportunities with PPHS.
- Applicants must commit to a minimum of 84 hours in the program.
- Applicants must complete an eight (8) hour clinical rotation in the Intensive Care Unit (ICU) with an ATC nursing faculty member.
- Applicants must complete one day of Simulation Lab with an ATC nursing faculty member.
- Applicants must complete a minimum of a 12-hour shift per day with a maximum completion of 24 hours per week.
- All written clinical assignments will be submitted on the due date determined by an ATC nursing faculty member.
- Failure to submit assignments by the due date will result in a lowered clinical performance evaluation.
- Applicants will not be required to attend clinical during breaks or when the college is closed.

Emergency Contact During Clinical

Students are not allowed to make personal phone calls while in the clinical facility. Cellular 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 cellular phone number, upon instructor approval, 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 INCIDENT

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
21. Performing a procedure/invasive patient care without ASN instructor supervision

APPENDIX A

GENERAL COURSES OF THE NURSING CURRICULUM

Core Courses	Contribution of Core Courses	Applications to Nursing Curriculum
ENG 1101 English Composition and Rhetoric I <i>Pre-requisite for RNSG 1010 & 1016.</i>	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 <i>Pre-requisite for RNSG 1010 & 1016.</i>	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 <i>(Pre-requisite for RNSG 1010 & 1016)</i> , BIOL 2114 Human Anatomy and Physiology II <i>(Pre-requisite for RNSG 1003 & 1012)</i>	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 <i>Pre-requisite for RNSG 1010 & 1016.</i>	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 B

CLINICAL AFFILIATES

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

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.

APPENDIX C

CRITICAL INCIDENT REPORT

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.***

1.	Discourteous or disrespectful behavior
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
21.	Performing a procedure/invasive patient care without ASN instructor supervision

Description of Critical Incident (Comments):

Instructor Signature: _____

Date: _____

Student Signature: _____

Date: _____

APPENDIX D
MOCK STATE BOARD 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 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 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.

Student's Signature

Date

Instructor's Signature

Date

Program Chair

Date

APPENDIX E

ATI GRADING INFORMATION & GRADING SCALE

Class	ATI Grading Scale	Level	Final Exam, Exams, ATI, and/or Assignments if applicable
Pharmacology * 2 Attempts	5% of Grade	Level three = 100% (2 points of grade) Level two = 75% (1.5 points of grade) Level one = 50% (1 point of grade) Below level one = 0% (0 points)	25% Final Exam Grade 70% Exams 3% ATI Exam (Customized) 2% Assignments
Fundamentals * 2 Attempts	5% of Grade	Level three = 100% (3 points of grade) Level two = 75% (2.25 points of grade) Level one = 50% (1.5 points of grade) Below level one = 0% (0 points)	25% Final Exam Grade 70% Exams 3% ATI Exam (Customized) 2% Assignments
Med Surgical I * 2 Attempts	5 % of Grade	Level three = 100% (3 points of grade) Level two = 75% (2.25 points of grade) Level one or below = 0% (0 points of grade)	25% Final Exam Grade 70% Exams 3% ATI Exam 2% Assignments
Maternal /Child *2 Attempts	5% of Grade 1.5% Maternal 1.5% Pediatrics 2% Assignments	Level three = 100% (1.5 points of grade) Level two = 75% (1.125 points of grade) Level one or below = 0% (0 point of grade)	25% Final Exam Grade 70% Exams 3% ATI Exams 2% Assignments
Medical Surgical II * 2 Attempts	5% of Grade 1.5% Pharmacology 1.5% Nutrition 2% Assignments	Level three = 100% (1.5 points of grade) Level two = 75% (1.125 points of grade) Level one or below = 0% (0 points of grade)	25% Final Exam Grade 70% Exams 3% ATI Exams 2% Assignments
Mental Health * 2 Attempts	5% of Grade	Level three = 100% (3 points of grade) Level two = 75% (2.25 points of grade) Level one or below = 0% (0 points of grade)	25% Final Exam Grade 70% Exams 3% ATI Exam 2% Assignments
Medical Surgical III * 2 Attempts	5% of grade	Level three = 100% (3 points of grade) Level two = 75% (2.25 points of grade) Below level two will receive a failing grade for course regardless of Course grade.	25% Final Exam Grade 70% Exams 3% ATI Exam 2% Assignments
Seminar * 2 Attempts	50 % of Grade Level III 50 < Level III 0	90% or greater likelihood of passing boards per ATI Comprehensive Predictor Examine will result in 50 points.	40% Exams 50% ATI Predictor Exam 10% Assignment

*All levels require remediation. Students must complete focus review then retest.

Dated this _____ day of _____ 20 _____

Student's Signature: _____

Instructor's Signature: _____

APPENDIX F

ATI TESTING & GRADING POLICY

ASSOCIATE OF NURSING ATI Testing and Grading Policy

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

1. All ASN students must score a Proficiency Level 2 or 3 on course ATI exams to successfully exit all nursing (RNSG) courses.
 - a. The benchmark score is a Proficiency Level 2 or higher.
 - i. Students will receive a failing grade for the course if they earn a Proficiency Level 1 or less than a Level 1.
 - ii. If the exam is offered prior to the last day to withdraw without penalty and the student does not earn a Proficiency Level 2 or higher in a RNSG course, the student will be withdrawn from the course.
 - iii. If the exam is offered after to the last day to withdraw without penalty and the student does not earn a Proficiency Level 2 or higher in a RNSG course, the student will be withdrawn from the course and receive a course grade of WF.
 - iv. If the exam is taken at the end of the semester, prior to the final exam, and the student does not earn a Proficiency Level 2 or higher, the student will receive a failing grade for the course for their final course grade.
2. All students are required to take both ATI exams. The average of the two ATI exams will become the exam score of record.
3. Based on the Proficiency Level earned on the first exam, the student must spend a minimum of one (1) hour 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.
 - a. Below Level 1 Remediation – 4 hours
 - b. Level 1 Remediation – 3 hours
 - c. Level 2 Remediation – 2 hours
 - d. Level 3 Remediation – 1 hours
4. Each ATI exam must be completed during the designated time period as deemed by the instructor allowing for 1.2 minutes/question.
5. Students will not be allowed to take a second ATI exam unless remediation time and plan is submitted.
 - a. If an exam is missed a score of zero will be calculated for the missed exam.
 - b. Failure to submit time and plan could result in failure of the course.
 - c. Students will be required to submit additional ATI remediation based on the exam score earned on the second exam, based on their weaknesses, and submit a remediation plan to be reviewed by faculty in a face-to-face meeting. The remediation plan must be approved by the faculty or referral may be made to the Program Director.
 - d. Failure to submit time and plan could result in failure of the course.
6. Students enrolled in RNSG 1004 Medical Surgical II will complete two ATI exams: *RN Nutrition* and *RN Pharmacology*. Based on the Proficiency Levels earned on the first and second exams, the student must spend a minimum of one (1) hour 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.
7. Students enrolled in RNSG 1002 Maternal Child Nursing will complete two ATI exams: *RN Nursing Care of Children* and *RN Maternal Newborn*. Based on the Proficiency Levels earned on the first and second exams, the student must spend a minimum of one (1) hour 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.

8. Students enrolled in Medical Surgical III (RNSG 1006) 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. Based on the Proficiency Levels earned on the first and second exams, the student must spend a minimum of one (1) hour 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.
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 is as follows:

- a. **Proficiency Level Less than 1:** 0 points (remediation required)
- b. **Proficiency Level 1:** 0 points (remediation required)
 - i. RNSG 1016 Fundamentals of Nursing only Proficiency Level 1: 1.5 points (remediation required)
 - ii. RNSG 1010 Pharmacology and Dosage Calculations only Proficiency Level 1: 1 point (remediation required)
- c. **Proficiency Level 2:** 2.25 points (remediation required)
 - i. RNSG 1010 Pharmacology and Dosage Calculations only Proficiency Level 2: 1.5 points (remediation required)
 - ii. RNSG 1002 Maternal Child only Proficiency Level 2: 1.125 points per exam (remediation required)
 - iii. RNSG 1012 Mental Health only Proficiency Level 2: 2.25 points (remediation required)
- d. **Proficiency Level 3:** 3 points (remediation required)
 - i. RNSG 1010 Pharmacology and Dosage Calculations only Proficiency Level 3: 2 points (remediation required)
 - ii. RNSG 1002 Maternal Child only Proficiency Level 3: 1.5 points per exam (remediation required)
 - iii. RNSG 1012 Mental Health only Proficiency Level 3: 3 points (remediation required)
- e. ATI Conversion Scale is as follows if a proctored ATI exam is utilized as a test grade (i.e., RNSG 1010 Pharmacology and Dosage Calculations):
 - i. Proficiency Level Less than 1: 59 - 0 (Exam Grade)
 - ii. Proficiency Level 1: 69 - 60 (Exam Grade)
 - iii. Proficiency Level 2: 84 - 70 (Exam Grade)
 - iv. Proficiency Level 3: 85 - 100 (Exam Grade)

11. The student is responsible for completing a minimum number of hours per week in ATI performing tutorials, practice assessments, remediation, assignments, etc. for each RNSG course. The number of hours to be completed per week is equivalent to the number of course hours. For example, Pharmacology and Dosage Calculations equal 2 hours per week and Medical Surgical I equal 7 hours per week. All ATI assignments must be submitted by the deadline to receive credit. All ATI assignments must be successfully completed to move forward to the next course.

Student Signature

Course Name

Date

APPENDIX G

ASSOCIATE OF SCIENCE IN NURSING

COST SHEET

Tuition per semester (based on 12 credit hours)

Tuition Fee	\$1200.00	x 5 semesters
Activity Fee	\$29.00	x 5 semesters
Registration Fee	\$50.00	x 5 semesters
Student Accident Insurance	\$6.00	x 5 semesters
Technology Fee	\$105.00	x 5 semesters
Athletic Fee	\$28.00	x 5 semesters
Campus Safety Fee	\$25.00	x 5 semesters
Instructional Fee	\$55.00	x 5 semesters
Late Registration Fee if applicable	\$45.00	

Total Tuition \$7715.00

Books & ATI Fee

Estimated cost of books	
First semester	\$ 500.00
Second semester	\$ 450.00
Third semester	\$ 300.00
Fourth semester	\$ 400.00
Fifth semester	\$ 150.00

Total Book Cost \$1800.00

Uniforms

First semester	none required
Second semester	\$175.00
Third semester	none required
Fourth semester	none required
Fifth semester	none required

Total Uniform Cost \$175.00

Additional Program Requirements

(First semester)	
Health Exam	\$ 100-\$150.00
TB Skin Test	\$ 10.00
Copy of Birth certificate	\$ 35.00
CPR Certification	\$ 45.00
Criminal background Check	\$ 55.00 (done by student Pre-Check)
Liability Insurance	(varies per semester)

(Second Semester-Fifth Semester)

ATI Testing	\$326.00/per semester x 4 semesters
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(Third Semester)

ACEMAPP	\$55
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(Fifth semester)

Nursing Pin	\$ 25.00
Uniform for pinning ceremony	\$ 80.00
NCLEX Exam Fee	\$ 200.00
Georgia Licensing Fee	\$ 40.00
Pre-licensure fingerprinting	\$ 55.00

Total Cost \$2054.00

Miscellaneous

GANS Membership (optional)	\$200.00
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Estimated Total \$11,944.00

*Costs subject to change without notice.