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

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

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

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

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

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

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

Angela Swank, MSN, RN
Director, Nursing Education
JOHNSTON COMMUNITY COLLEGE
EXPANDED STATEMENT OF PURPOSE

PREAMBLE

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

VISION

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

Reviewed 5/17

MISSION STATEMENT

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

May 5, 2006; Reviewed 6/10, 5/11, 5/13, 5/15, 5/16; Revised 5/12; Reviewed 5/17

PURPOSE

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

Reviewed 5/17
INSTITUTIONAL GOALS

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

Revised 5/17

STRATEGIC PLAN


Revised 5/17
JOHNSTON COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

PURPOSE

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

Upon completion of the first level, the student is prepared to utilize the nursing process to provide care for individuals across the life span with common dysfunctional health patterns; to serve as a collaborative member of the health care team; and to assume responsibility for applying ethical/legal principles in the delivery of care.

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


ASSOCIATE DEGREE NURSING PROGRAM

MISSION

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

Reviewed 5/17

PHILOSOPHY

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

Revised 5/17

**The Associate Degree Nurse**

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

Revised 5/17

**Associate Degree Nursing Education**

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

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

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

The faculty believe learning is a continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning is an interactive process between facilitator and student. The responsibility of the faculty of Johnston Community College Associate Degree Nursing Program is to facilitate the student’s understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning
experiences. The nursing student is responsible for actively participating in learning experiences, and developing the knowledge, skills, and attitudes necessary to provide quality individual-centered nursing care.

CONCEPTUAL FRAMEWORK

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

Definitions

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

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

Nursing is a science and the art of integrating and assimilating knowledge and skills derived from biological, sociological, and behavioral sciences and information technology to deliver client-centered, culturally competent, holistic care. Through caring, empathy, ethics, and the development of a therapeutic relationship with the individual and significant support person(s), the nurse integrates the art of nursing with the scientific foundation for nursing practice that utilizes the nursing process. Incorporating documented best practice, the nurse functions autonomously and collaboratively with the interdisciplinary team to assist individuals to reach their maximum health potential through assurance of quality patient outcomes, promotion of wellness, prevention of illness, and restoration of health or assistance in achieving a dignified death.

**Environment**

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

**Health**

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

**Quality of Life**

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

**Achievement of Potential**

Achievement of potential is the individual’s growth toward attaining one’s utmost ability and quality of life. It is based on the individual’s choices, perceptions, personal goals, life experiences, and holistic health.
**National League for Nursing (NLN) Core Competencies:**
The four (4) core competencies outlined by the NLN are: human flourishing, nursing judgment, professional identity, and spirit of inquiry (NLN, 2010).

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

**Quality and Safety Education for Nurses (QSEN) Competencies**
The QSEN competencies are patient-centered care, teamwork, collaboration, evidence-based practice, quality improvement, safety, and informatics.

**References**


QSEN: [http://qsen.org/competencies/pre-licensure-ksas/](http://qsen.org/competencies/pre-licensure-ksas/)


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

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

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

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

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

| THREAD                     | NUR 111 | NUR 112 | NUR 113 | NUR 114 | NUR 117 | NUR 211 | NUR 212 | NUR 213 | BIO 168 | BIO 169 | ENG 111 | ENG 112 | PSY 150 | PSY 241 | PHI 240 | BIO 275 |
|----------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Professional Behaviors    | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |         |
| Communication             | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |
| Assessment                | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |         |
| Clinical Decision-Making  | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |
| Caring Interventions      | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |         |
| Teaching-Learning         | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |         |
| Collaboration             | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |         |
| Managing Care             | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |         |
| Patient-Centered Care     | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |         |
| Inter-Professional Team   | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |         |
| Evidence-Based Practice   | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |
| Quality Improvement       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |         |
| Informatics               | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       | x       |

Fall 2011; revised fall 2014, 2015, 2016; Reviewed 5/17
Student Level Outcomes: Upon completion of the program, the graduate will:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.

2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary health care team.

3. Integrate knowledge of the holistic needs of the individual to provide individual-centered assessment.

4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.

5. Implement caring interventions incorporating documented best practices for individuals in diverse settings as outlined by the National Patient Safety Goals.

6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.

7. Collaborate with the interdisciplinary health care team to advocate for positive individual and organizational outcomes.

8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.
Associate Degree Nursing Education
Organizational Chart

Director of Nursing Education

Full Time Nursing Faculty

Part Time Nursing Faculty

Level Coordinators

Clinical Liaisons

Course Coordinators

Support Staff

Related Course Faculty

JCC Student Nurses

JCCANS
ASSOCIATE DEGREE NURSING FACULTY and STAFF

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CLINICAL AGENCIES AND PHONE NUMBERS

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

- Cherry Hospital
  Goldsboro, NC
  919-731-3200

- Department of Health Johnston County
  Smithfield, NC
  919-989-5200

- Department of Health Wayne County
  Goldsboro, NC
  919-731-1000

- Duke Raleigh Hospital
  Raleigh, NC
  919-954-3000

- Harnett Health System - Betsy Johnson Hospital
  Dunn, NC
  910-892-1000

- Hilltop Home
  Raleigh, NC
  919-231-8315

- Holly Hill Hospital
  Raleigh, NC
  919-250-700

- Home Health and Hospice
  Smithfield, NC
  919-735-1387
  Goldsboro, NC
  919-735-1387

- Johnston Cancer Center
  Smithfield, NC
  919-989-2192

- Johnston UNC Health Care - Smithfield
  Smithfield, NC
  919-934-8171

- Johnston UNC Health Care - Clayton
  Clayton, NC
  919-585-8500

- Laurels of Forest Glen
  Garner, NC
  919-772-8888

- Liberty Commons Nursing & Rehabilitation of Johnston County
  Benson, NC
  919-207-1717

- O’ Berry Neuromedical Treatment Center
  Goldsboro, NC
  919-581-4020

- Rex UNC Health Care
  Raleigh, NC
  919-784-3100

- Rex Rehabilitation and Nursing Care Center of Raleigh
  Raleigh, NC
  919-784-3100
CLINICAL AGENCIES AND PHONE NUMBERS
(CONT’D)

Smithfield Manor
Smithfield, NC  919-934-3171

Wake Med & Hospital – Cary
Cary, NC  919-350-2300

Wake Med & Hospital - Raleigh
Raleigh, NC  919-350-8000

Wayne Memorial Hospital
Goldsboro, NC  919-736-1110
General Policies Of the HWHS Department
HEALTH STANDARDS

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

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

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

Measles, Mumps and Rubella (MMR)
Students must show proof of 2 vaccinations **PLUS** a positive antibody titer for Rubella (lab report required) **OR** a positive antibody titer for Measles, Mumps and Rubella (lab report required). If the series is in process, submit where you are in the series and new alerts will be created for you to complete the series (reference to
Castle Branch alerts). If your titer is negative or equivocal, a new alert will be created to submit 1 booster shot.

**Varicella**

2 vaccinations OR a positive antibody titer (lab report required). If your titer is negative or equivocal, a new alert will be created for you to submit 1 booster shot.

**Hepatitis B**

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

**Tuberculin Skin Tests (TST)**

Students are required to have two negative TB Skin Tests (TST) placed within 12 months of each other, one being within the last 12 months. A chest x-ray is required only as a follow up to a positive TST or whenever the TST is contraindicated. Students with a previously positive PPD MUST provide TB skin test history whether or not prophylaxis treatment has been ordered and/or completed.

Regardless of status, ANNUAL documentation of the TST is to be on file or uploaded to Castle Branch. Students will NOT be allowed in the clinical area without a current report on file. **Failure to comply will result in clinical absences which may result in inability to complete a course and dismissal from the program.**

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

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

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

Students are required to show evidence of a tetanus vaccine within the last ten (10) years. If a tetanus vaccine is needed, students should first get the Tdap vaccine, and follow up with their required tetanus vaccine as indicated by their health care provider.

**Flu Vaccines**

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

**Blood Borne Infections**

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

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

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

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

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

CRIMINAL BACKGROUND CHECK/DRUG SCREENING POLICY

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

PROGRESSION POLICY

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

Students may not take NUR courses out of sequence, and MUST comply with all departmental policies. Any student who exits the Nursing Program for any reason should complete an Exit Interview Form (See Appendix) with the Program Director or designee. The student who is leaving the program for personal or academic reasons will be advised regarding readmission requirements and/or other alternatives. It is the student’s responsibility to maintain current American Heart Health Care Provider CPR for infant, child, and adult and TB skin testing to progress in the program.

DISABILITY POLICY

To become disabled means “to lose the required ability or power to work or perform”. If a student should become disabled (physically or emotionally) to such an extent that fulfillment of academic and/or clinical objectives would be unattainable then the student may be dismissed from the program. The student must obtain disability counseling in Student Services in order for the student to receive reasonable accommodations clinically or academically. If the student refuses disability counseling, then no accommodations will be made. Disabled students would be required to present a written statement from their physician approving their continuation in the program without restrictions or advising their discontinuation until the time that recovery has taken place.
AUDIT POLICY

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

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

Auditing a course does not guarantee acceptance into the program.

POLICY FOR ACADEMIC INTEGRITY

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

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

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

2. To protect the integrity of the test students MUST not discuss test questions or test content among themselves or with the Nursing Faculty until the time of the test review.

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

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

1. Students are instructed on current HIPAA guidelines and must demonstrate competence in these concepts. Patient confidentiality MUST be maintained at all times. Violation of this policy may result in dismissal from the program.
2. Students are not permitted visitors during clinical experiences.
3. Emergency calls are to be directed to the clinical instructor who will relay the message to the student. Use of cell phones, pagers or other electronic devices while attending class or participating in class-related activities (i.e. labs, clinical, etc.) without prior approval of the instructor is prohibited. These devices must be silenced before entering the classroom or during participation in a class-related activity (and/or as facility policy dictates).
4. Patient care must be delegated to an appropriate individual any time the student leaves the unit. Do not leave in the middle of a procedure for home, lunch or a break unless instructed to do so by the preceptor, clinical instructor, or clinical coordinator. Be sure to inform the individual relieving you about the patient and procedure.
5. Students are not permitted to solicit or sell personal items (i.e. children’s fundraising items, cosmetic products or home party sales, etc.) in the classroom or clinical settings.
6. Students must adhere to all policies of each clinical facility to which he / she is assigned.

SOCIAL MEDIA POLICY

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

Background:

Social networking sites can benefit health care and educational programs in a variety of ways, including fostering professional connections, promoting timely communication, as well as educating and informing consumers and health care professionals. Social media such as Facebook, LinkedIn, Twitter, Wikipedia, and others have grown in popularity and application, allowing users to post content and pictures with virtually anyone. Organizations, including healthcare institutions, are rapidly integrating the use of social media into their education, outreach and marketing strategies.
While this creates new opportunities for communication and collaboration, it also creates vulnerabilities for individuals and institutions, especially those involved in the healthcare environment. Without caution, these communication methods may result in the health care provider disclosing too much information, and violating patient privacy and confidentiality.

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

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

- Blogs, and micro-blog such as Twitter
- Social networks, such as Facebook (outside of JCC Official Facebook)
- Professional networks, such as LinkedIn
- Video sharing, such as You tube and vlogs (video weblogs)
- Audio sharing, such as podcasts
- Photo sharing, such as Flickr and Photobucket, and
- Social bookmarking, such as Digg and Redditt
- User created web pages such as Wikis and Wikipedia, and
- Any other internet-based social media application similar in purpose or function to those applications described above.

**Social Media Guidelines:**

- Use of social media is prohibited while performing direct patient care activities or in unit work areas.
- It is expected that during clinical use of PDAs and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. Cell phones are not allowed to be carried on your person while in patient/client areas. If
the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.

- Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.

- No student shall videotape, audiotape, or take pictures of instructors, patients, or fellow students for personal or social media use without the express written permission.

- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations and/or Johnston Community College must not be posted in any online forum or webpage.

- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy and confidential information.

**Considerations:**

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

- Future employers hold you to a high standard of behavior. By identifying yourself as a Johnston Community College student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.

- Health care students are preparing for a profession which provides services to a public that also expects high standards of behavior.

- Respect your audience.

- Adhere to all applicable college privacy and confidentiality policies.

- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

**Consequences:**

- Violations of patient / client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.

- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
DISMISSAL POLICY

Justifiable grounds for dismissal from the Johnston Community College Associate Degree Nursing Program include, but are not limited to:

a. Violation of the Student Code of Conduct set forth in the Johnston Community College Catalog.

b. Behavior which conflicts with safe and ethical practice as outlined within the Ethics Policy of this handbook.

c. Inappropriate use of electronic devices (e.g. cell phones, I-pads or other devices)

d. Performing procedures without instructor’s supervision and / or permission.

e. Refusal to submit to a request by program director, faculty, and/or clinical affiliate for substance abuse screening. (See Substance Abuse Policy)

f. Violation of the Policy for Academic Integrity.

g. Falsification of patient information and/or documents.

h. Withholding information or providing false information relative to patients and/or actions of self and others.

The HWHS faculty acknowledges the seriousness of these actions. Students who commit these offenses will be dismissed immediately and will receive a grade of “F”. **Future readmission to the Program of Study may be jeopardized.**

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

STUDENT EXIT INTERVIEW POLICY

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

Students who exit must present a drop slip to the registrar’s office as soon as possible to receive refunds based on the academic calendar deadlines. Students must also complete a change of program of study in the Office of Enrollment and Student Success.
For more information regarding policies and processes for withdrawal and for refunds of tuition/fees see the JCC catalog.

**SEXUAL HARASSMENT POLICY**

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

**SUBSTANCE ABUSE POLICY**

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

**EMPLOYMENT POLICY**

Employment while enrolled in the Nursing Program is discouraged. When employment is necessary, students are encouraged to limit the hours to a minimal number. The Johnston Community College Student lab coat or student identification MUST NOT be worn in any type of employment. Liability insurance does not cover a student when they are in a non-clinical practicum assignment. Students that are hired and must attend orientation for employment may do so. However, if the orientation date occurs on clinical / class time, time missed will count toward the attendance policy. Clinical Assignments and classwork will not be scheduled around or adjusted based on employment.
PREGNANCY DISCLOSURE

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

If the pregnant student chooses to progress in the program, she will be expected to successfully complete the requirements for classroom, laboratory, and clinical for each course.

FIRE DRILL POLICY

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

INCLEMENT WEATHER POLICY

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

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

- JCC website:  www.johnstoncc.edu
- JCC Automated #: (919) 934-3051; (919) 209-2200

1. Listen to one of the area Radio Stations, TV stations or websites in the early morning for an announcement concerning school closing. (See listing below)
2. **DO NOT** telephone the weather bureau, radio or television stations, newspaper offices, school officials or school offices. Announcements will reach you by radio and television.
3. The absence of any announcement means that school will open as usual.
4. **If the college is closed, all CLASSES AND CLINICAL are canceled.**
5. Use the above methods of notification. **DO NOT CALL FACULTY.** They are notified in the same methods and at the same times as students.

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

The decision to postpone or close any activity at the College will be made by the President. Notification will be given in advance, as much as possible.

INCLEMENT WEATHER TELEVISION AND RADIO STATIONS

- **Television Stations**
  - WRAL-TV - Channel 5 (www.wral.com)
  - WTVD - Channel 11
  - WNCT - Channel 9
  - WNCN - Channel 17
  - FOX - Channel 22

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

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

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

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

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

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

Graduate Follow-Up

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

Department Policies Revised 2016
Admission
Progression and Retention Policies
The Associate Degree Nursing program at Johnston Community College is a 2-year program consisting of 5 semesters. New students are admitted in the Fall semester of each year (see Transfer Students for transfer entry). The Associate Degree Nursing program has a limited enrollment number and meeting the admission requirements does not guarantee admission to the program.

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

Applicants interested in Fall 2018 admission will have an opportunity to begin applying to the program for early acceptance. Dates to apply for early acceptance are August 27 – October 6, 2017 by 12 noon. A limited number of applicants will be notified of their acceptance in January 2018. Completion of Phases I & II is required by the dates stated under the Phase to be considered for early acceptance. Applicants not accepted in this round will be re-considered and notified of their status in May. Students can resume submitting applications for Fall admission October 19th.

<table>
<thead>
<tr>
<th>Early Acceptance</th>
<th>For Fall admission only</th>
<th>Deadline 12:00 noon August 27&lt;sup&gt;th&lt;/sup&gt; – October 6&lt;sup&gt;th&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Acceptance</td>
<td>For Fall admission only</td>
<td>Deadline 5:00 PM on February 20&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>For Fall (second year) placement</td>
<td>Deadline 5:00 PM on March 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>(for LPN students only)</td>
<td>For Spring (first year) placement (Availability of space)*</td>
<td>Deadline 12:00 noon on August 1&lt;sup&gt;st&lt;/sup&gt;</td>
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</tbody>
</table>

*Based on the maximum number approved by the State Board of Nursing.

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

A student must complete Phases I & II of the Admissions Policy and achieve a proficient score on the ATI TEAS (sixth edition) test to be considered an applicant to the Associate Degree Nursing Program.

*(Licensed practical nurses will be considered on a case by case basis.)*

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

**TRANSFER STUDENTS**

Students applying as a transfer student must have completed all courses in the JCC Program Plan of Study, up to the point of entry, both nursing and related courses, with a grade of “C” or higher to be considered. Transfer students must meet the same requirements for admissions as new admission students. **Transfer students must apply within one year of the exit date.**

**PHASE I: Admission Requirements**

**Deadline date:** Early Acceptance: September 29th by 12:00 noon Deadline

**Deadline date:** Regular Acceptance: February 20th by 5:00 PM

- Current application to Johnston Community College on file in Student Services
- Official transcripts from high school / GED scores and all colleges attended on file in Student Services
- Have a current cumulative GPA of 2.0 or higher
- Have graduated or will graduate from high school or the equivalent, as recognized by the State of North Carolina, before entering the Associate Degree Nursing Program
- Complete the College placement test (if required) or meet test exemption requirements
- Complete an interview with a counselor in the Office of Enrollment and Student Success
- Show completion of high school or college level general biology course (with a lab component) with a grade of “C” or higher
- Show completion of high school or college level chemistry course (with a lab component) with a grade of “C” or higher
- **BIO courses (168, 169, and 175) over five (5) years old from the year of admittance will not be accepted**
- Show completion of an algebra I or II course with a grade of “C” or higher at the high school level or the college level. Completing developmental math courses could be required to meet this requirement.
- Place into ENG 111 and DMA 060 or DMA 065
- Attend a MANDATORY Health Sciences Information Session – dates and times available on the College website at [www.johnstoncc.edu](http://www.johnstoncc.edu). (Please bring a copy of the Program Admission Policy to the session). Multiple sessions are conducted prior to the application deadlines. Applicants MUST attend one session – no exceptions.
• Complete or show enrollment in a North Carolina state approved Nurse Aide I course and current (active) listing on the NCNA registry by June 15th with no substantiated findings of resident abuse, resident neglect, or misappropriation of resident property in a nursing facility.

Note: A copy of the certificate of completion OR transcript OR registration form showing current enrollment in an approved program OR a letter (on official letterhead) from the NCNAR showing completion of an approved program must be submitted with the nursing program application. An approved program will have classroom, laboratory, and clinical components.

*Challenging the Nurse Aide I examination will not meet this requirement.*

Note: Completion of a high school Medical Careers I & II course with a grade of “C” or higher and current employment may be used to meet this requirement. A letter from your employer (on company letterhead) stating you are currently employed as a CNA, and length of employment will be required. Both courses must have been completed and work experience current.

**PHASE II: Program Application and Health Occupations Test**

**Deadline date: Early Acceptance: October 13th by 12:00 noon Deadline**

**Deadline date: Regular Acceptance: February 20th by 5:00 PM**

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

• Submit the program specific application (can only be received by attending the Information Session in Phase I). All requirements in Phase I must be met to submit the program specific application.

• The following forms must be submitted to the Office of Enrollment and Student Success:
  o Program specific application and
  o Copy of CNA program certificate of completion or transcript showing completion of an approved program or registration form showing enrollment in an approved program
  o Copy of the Nurse Aide listing on the North Carolina Nurse Aide Registry if class completed. If class not yet completed, by June 15th.

• Complete the Test of Essential Academic Skills (ATI TEAS sixth edition). Please visit the website www.atitesting.com for additional information.

• The testing fee of $45.00 (subject to change without notice) will be paid at the Cashiers Office prior to testing. An ATI Teas Testing Ticket is required to schedule the test and is obtained by submitting the program specific application.

• Applicants are allowed to test twice per academic year (August to July of the following year) with a thirty (30) day interval between testing dates.
• Applicants should allow three and one half hours to complete this computer-based test. The TEAS cannot be taken until PHASE I is completed.

• Applicants must achieve a score of exemplary, advanced or proficient to be considered for admission to the nursing program. Testing can be done at JCC however, the College does accept transfer scores from ATI. **Test scores are valid for two (2) years.**

• Applicants are strongly encouraged to prepare in advance for the ATI TEAS test. Visit the Academic Enrichment Center for information on a free ATI TEAS prep course. Additionally, study materials may be purchased in the College Bookstore or on line at [www.atitesting.com](http://www.atitesting.com).

**PHASE III: Ranking and Notification of Admission Status**

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

• Only courses completed by the deadline date will be used in the point ranking of applicants. A grade of A, B, or C earned on the first attempt in courses will be used in the point ranking. NOTE: If BIO 168, 169 and 175 are over five (5) years old the most current grade will be used in point ranking. Points will be given for BIO 168 and 169 ONLY if the two courses have been taken at the same college.

• Points for BIO 168 and 169 will only be given to **seated or face-to-face laboratory instruction**, not an online lab component (documentation may be required to award points).

• All applicants will be ranked according to the highest to the lowest points. The number of applicants accepted to the program depends upon availability of seats. In the case where two or more applicants have the same number of points, ATI TEAS scores will determine point ranking.

• Notification will be sent to applicants for early acceptance in January and those applying for regular acceptance will be notified in **late May**.

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

• If admitted, your program code will be changed by the Enrollment and Student Success staff.

• Applicants not accepted and desiring to be considered for next year must complete the Information Session, submit the program specific application, submit evidence of additional points and may elect to retake the Test of Essential Academic Skills (ATI TEAS sixth edition).
**PHASE IV - Acceptance**

- Students accepted to the Associate Degree Nursing Program must:
  - Return acceptance to the Enrollment and Student Success Office within five (5) days of the date of the letter
  - Attend a **mandatory** 2-day program orientation on the designated dates in June (*accepted applicants should plan to attend the 2 days of orientation during the second week of June and the last week of June*).
  - Show documentation of physical and emotional health by the student’s primary care provider. (College approved forms will be distributed at orientation).
  - Show evidence of current Healthcare Provider CPR certification (infant, child and adult) through the American Heart Association.
  - Submit to criminal background checks and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College’s designated service provider. The student will incur the cost of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screenings every six months while enrolled in the program.

*Information obtained from the criminal background checks and drug screenings could jeopardize the student’s ability to participate in clinical experiences and will result in the inability of the student to complete the program. The application for licensure examination with the North Carolina Board of Nursing contains questions as to whether or not the applicant has ever been convicted of a misdemeanor/felony excluding minor traffic violations. If the answer is “yes” the applicant is asked to provide an explanation. This question is asked because of the legal requirements for becoming licensed as a registered nurse in North Carolina. Similar requirements exist in other states.

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

- Has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing;
- Has been convicted of or plead guilty or nolo contendere to any crime which indicates that the nurse is unfit to practice nursing; or that the nurse has deceived or defrauded the public.
The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice.
ASSOCIATE DEGREE NURSING PROGRAM
PROGRESSION POLICY

Students MUST maintain a minimum grade of 78 in all core courses with NUR prefix to progress in the program. (Refer to course syllabus)

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

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

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

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

Grading Scale for CORE NUR Courses

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>B</td>
<td>84-91</td>
</tr>
<tr>
<td>C</td>
<td>78-83</td>
</tr>
<tr>
<td>D</td>
<td>70-77</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
</tbody>
</table>

ASSOCIATE DEGREE NURSING PROGRAM
Retention Policy

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

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

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

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

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

Student Success Remediation Plan

Classroom – At any time a student fails a test, the student is required to meet with a faculty member to review the test one-on-one and develop an action plan for success. It is recommended that if a student identifies a need to understand classroom content more fully, he / she will meet with a faculty member for tutoring.

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

(See Appendix for Educational Assistance Referral Form)
Johnston Community College Associate Degree Nursing offers an advanced placement admission option for students who possess a current unrestricted license as a practical nurse (LPN). The advanced placement student shall meet the following admission criteria. *(Nursing credits will not transfer; related course credit transfer will be determined by the Registrar)*

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

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

<table>
<thead>
<tr>
<th>Early Acceptance</th>
<th>For Fall admission only</th>
<th>Deadline 12:00 noon August 27th – October 6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Advanced</td>
<td>For Fall (second year) placement For Spring (first year) placement (Availability of space)*</td>
<td>Deadline 5:00 PM on March 1st Deadline 12:00 noon on August 15th</td>
</tr>
</tbody>
</table>

*Based on the maximum number approved by the Board of Nursing.

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

**PHASE I: Application and Admission Process**

- Current application to Johnston Community College on file in Student Services
- Official transcripts from high school / GED scores and all colleges attended on file in Student Services
- Have a current cumulative GPA of 2.0 or higher
• Have graduated or will graduate from high school or the equivalent, as recognized by the State of North Carolina, before entering the Associate Degree Nursing Program
• Complete the College placement test (if required) or meet test exemption requirements
• Complete an interview with a counselor in the Office of Enrollment and Student Success
• Show completion of high school or college level general biology course (with a lab component) with a grade of “C” or higher
• Show completion of high school or college level chemistry course (with a lab component) with a grade of “C” or higher
• BIO courses (168, 169, and 175) over five (5) years old from the year of admittance will not be accepted
• Completion of algebra I or II with a grade of “C” or higher and / or completion of required developmental math courses
• Place into ENG 111 and DMA 060 or DMA 065
• Attend a MANDATORY Health Sciences Information Session – dates and times available on the College website at www.johnstoncc.edu. (Please bring a copy of the Program Admission Policy to the session.)
• Complete or show enrollment in a North Carolina state approved Nurse Aide I course and current (active) listing on the NCNA registry by June 15th with no substantiated findings of resident abuse, resident neglect, or misappropriation of resident property in a nursing facility.
Note: A copy of the certificate of completion OR transcript OR registration form showing current enrollment in an approved program OR a letter (on official letterhead) from the NCNAR showing completion of an approved program must be submitted with the nursing program application. An approved program will have classroom, laboratory, and clinical components.

*Challenging the Nurse Aide I examination will not meet this requirement.*

Note: Completion of a high school Medical Careers I & II course with a grade of “C” or higher and current employment may be used to meet this requirement. A letter from your employer (on company letterhead) stating you are currently employed as a CNA, and length of employment will be required. Both courses must have been completed and work experience current.

(Applicants must complete all of Phase I to advance to Phase II)

**PHASE II: Program Application and Health Occupations Test**

Applicants are responsible for ensuring all required materials and documents have been submitted to the Office of Enrollment and Student Success by the deadline date. *If the deadline date falls on a weekend, all materials and documents are due the Friday before the deadline. Incomplete packets cannot be processed.*
• Submit the program specific application (can only be received by attending the Information Session in Phase I). All requirements in Phase I must be met to submit the program specific application.

• The following forms must be submitted to the Office of Enrollment and Student Success:
  o Program specific application and
  o Copy of CNA program certificate of completion or transcript showing completion of an approved program or registration form showing enrollment in an approved program
  o Copy of the Nurse Aide listing on the North Carolina Nurse Aide Registry if class completed. If class not yet completed, by June 15th.

• Complete the Test of Essential Academic Skills (ATI TEAS sixth edition). Please visit the website www.atitesting.com for additional information.

• The testing fee of $45.00 (subject to change without notice) will be paid at the Cashiers Office prior to testing. An ATI Teas Testing Ticket is required to schedule the test and is obtained by submitting the program specific application.

• Applicants are allowed to test twice per academic year (August to July of the following year) with a thirty (30) day interval between testing dates.

• Applicants should allow three and one half hours to complete this computer-based test. The ATI TEAS cannot be taken until PHASE I is completed.

• Applicants must achieve a score of exemplary, advanced or proficient to be considered for admission to the nursing program. Testing can be done at JCC however, the College does accept transfer scores from ATI. Test scores are valid for two (2) years.

• Applicants are strongly encouraged to prepare in advance for the ATI TEAS test. Visit the Academic Enrichment Center for information on a free TEAS prep course. Additionally, study materials may be purchased in the College Bookstore or on line at www.atitesting.com.

**PHASE III: Ranking and Notification of Admission Status**

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

• Only courses completed by the deadline date will be used in the point ranking of applicants. A grade of A, B, or C earned on the first attempt in courses will be used in the point ranking. NOTE: If BIO 168, 169 and 175 are over five (5) years old the most current grade will be used in point ranking. Points will be given for BIO 168 and 169 ONLY if the two courses have been taken at the same college.

• Points for BIO 168 and 169 will only be given to **seated or face-to-face laboratory instruction**, not an online lab component (documentation may be required to award points).
All applicants will be ranked according to the highest to the lowest points. The number of applicants accepted to the program depends upon availability of seats. In the case where two or more applicants have the same number of points, TEAS scores will determine point ranking. **Test scores are valid for two (2) years.**

Notification will be sent to applicants applying for advanced placement to spring semester in mid-December; and those applying for advanced placement to fall semester late in May.

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

If admitted, your program code will be changed by the Enrollment and Student Success staff.

Applicants not accepted and desiring to be considered for next year must complete the Information Session, submit the program specific application, submit evidence of additional points and may elect to retake the Test of Essential Academic Skills (ATI TEAS sixth edition).

Advanced placement students seeking spring admission must complete NUR 117 with a grade of 78 C or higher in the fall. Students seeking fall admission are also required to complete NUR 117 with a grade of 78 C or higher to remain in the nursing program.

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

**PHASE IV – Acceptance**

Students accepted to the Associate Degree Nursing Program must:

- Return acceptance to the Enrollment and Student Success Office within five (5) days of the date of the letter
- Attend a mandatory 2-day program orientation on the designated dates in June (*accepted applicants should plan to attend the 2 days of orientation during the second week of June and the last week of June*).
- Show documentation of physical and emotional health by the student’s primary care provider. (College approved forms will be distributed at orientation).
- Show evidence of current Healthcare Provider CPR certification (infant, child and adult) through the American Heart Association.
- *Submit to criminal background checks and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College’s designated service provider. The student will incur the cost of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screenings every six months while enrolled in the program.*
*Information obtained from the criminal background checks and drug screenings could jeopardize the student’s ability to participate in clinical experiences and will result in the inability of the student to complete the program.

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

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

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

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


**Accelerated Advanced Placement Option Policy**

**Beginning Summer 2018**

Beginning summer 2018, Johnston Community College will offer an accelerated advanced placement option for licensed practical nurses (LPN) who possess a current unrestricted license in North Carolina, and who meet the requirements as listed below.

The accelerated advanced placement option begins in the summer semester with NUR 214 and is followed by two (2) additional semesters of coursework. NUR 214 is a rigorous, accelerated course that covers a broad range of content in an expedited format in ten (10) weeks. The accelerated NUR 214 course differences from the traditional nursing courses by taking only ten (10) weeks to review select content from NUR 111, NUR 112, NUR 113, NUR 114 and NUR 117. For this reason, students need to seriously consider decreasing work and personal commitments in order to successfully meet the rigorous requirements for passing this course. Working full-time and/or taking other college courses while enrolled in this course is not recommended. In the fall semester following NUR 214, students are scheduled to take NUR 211 and NUR 212 alongside traditional nursing students. After successful
completion of NUR 211 and NUR 212, students will enroll the final course of study NUR 213 in the spring semester. Upon successful completion of NUR 213 students will have met academic requirements necessary to enable them to apply to take the NCLEX-RN licensure exam.

**REQUIREMENTS**

1. Candidates must show evidence of a current unencumbered North Carolina license to practice as a LPN. License must remain unencumbered while enrolled in the nursing program.

2. Candidates must show current CPR Certification Card (American Heart Association Basic Life Support- Health Care Provider) Course. Online certifications or re-certifications are not accepted. Certification in CPR must remain current throughout the nursing program.

3. Candidates must have been employed full-time and have at least 2000 work hours for the last 2 years as a LPN in a medical-/surgical unit in an acute care hospital or in a skilled nursing facility or have graduated from a PN program within the last year (no exceptions to this rule-documentation from your employer may be required). A letter of reference from your current employer is required.

4. Complete an application to the college.

5. Submit official transcripts from all previous schools, including high-school, to the Admissions Office by January 5th of the year desiring admission.

6. Complete the College placement test (if required) or meet test exemption requirements.

7. Complete an interview with a counselor in the Office of Enrollment and Student Success.

8. Completion of algebra I or II with a grade of “C” or higher and/or completion of required developmental math courses.

9. Show completion of high school or college level chemistry course (with a lab component) with a grade of “C” or higher.

10. Show completion of high school or college level general biology course (with a lab component) with a grade of “C” or higher.

11. Complete all first-year related course work (with a grade of “C” or higher) for the Associate Degree Nursing program with a cumulative GPA of 2.0 or higher (BIO 168, BIO 169, PSY 150, PSY 241, ENG 111). Preference will be given to students who have completed all related courses with a GPA of 2.5 or higher as of January 31st. Students who are admitted to the accelerated advanced placement program may complete second year co-requisites during the fall and spring semesters after admission into the program (ENG 112, PHI 240, BIO 175), alongside traditional nursing students. Refer to the Associate Degree plan of study for a list of related courses needed for degree completion. BIO courses (168, 169, 175) over five (5) years old from the year of admittance will not be accepted.
12. Attend a MANADATORY Health Information Session – dates and times are available on the College website at www.johnstoncc.edu. (Please bring a copy of the Program Admission Policy to the session.)

13. In addition to general admission requirements, students requesting admission to the accelerated advanced placement option for the Associate Degree in Nursing Program will be required to validate their nursing knowledge and skills through the Nursing Acceleration Challenge Exam (NACE). Students must achieve a minimal score of 80 on the NACE entrance test to be considered for admission by January 31st of the year desiring admission. The cost of the exam is the responsibility of the applicant and is set by the company, not the school. Test scores are acceptable for a period of three (3) years. A student may choose to re-test. The highest score will be considered for admission.

14. Students will submit to criminal background checks and drug screening upon admission to the accelerated advanced placement option and random drug screenings, as directed by affiliated clinical agencies. The results of the background check and drug screen may determine if the student is eligible to enter clinical agencies. Students are responsible for the cost of the background check and drug screen. Applicants should be aware that a student must be able to enter and/or remain in all clinical agencies to progress within the program. If a clinical site denies a student placement in their facility, the student would be unable to complete the requirement clinical component of the course and will not be allowed to progress in the program. The background and drug screening must be completed by the designated date. Failure to complete the process as outlined will jeopardize enrollment in the program.

15. Applicants should be aware that if they have pled guilty to or have been convicted of a felony and/or misdemeanor, the North Carolina Board of Nursing (NCBON) may restrict and/or deny licensure. The NCBON requires a criminal history check for each person applying to practice in the state of North Carolina.

16. All applicants are responsible for confirming that required documents, official transcripts, scores, and grades have been received by the application deadline. Eligible applicants not accepted will not be carried over to a waiting list for the following year and must re-apply in the next accelerated advanced placement program and/or apply for the regular advanced placement option.

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

READMISSION to JCC NURSING
Fall 2018

A student who is academically ineligible to continue in the Nursing Program or who has exited the program for personal reasons, and who has not been in a nursing program more than two times, may apply for re-entry to the JCC program only one time. A student who has not been enrolled in the nursing program for 36 consecutive months may request consideration for reevaluation.

<table>
<thead>
<tr>
<th>Early Acceptance</th>
<th>For Fall admission only</th>
<th>Deadline 12:00 noon August 27th – October 6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Acceptance</td>
<td>Begins Fall each year (Admitting approx. 50-60 )*</td>
<td>Deadline 5:00 PM on March 1st of admitting year</td>
</tr>
</tbody>
</table>

*Based on the maximum number approved by the State Board of Nursing.

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

The student who wishes to re-enter the nursing program at the first semester must complete Phases I-II as stated in the Admission Policy. (Refer to Admission Policy in Nursing Student Handbook)

The student who wishes to re-enter the nursing program beyond first semester, must apply within one year of their exit date, must have completed all courses (including nursing and related courses) in the Program Plan of Study to the point of re-entry, and must complete Phases I and II below. JCC students who wish to re-enter in the second year, may be evaluated on a case-by-case basis and may be required to audit previous nursing courses. Utilization of point ranking may be required for readmission to the program in the second year depending upon the number of vacancies in the program. The utilization of point ranking for readmitting second level students may also include audit courses.

PHASE I: Application and Admission Process

- Meet with a Counselor to verify College admission requirements are valid and on file. The interview must be completed no later than one week prior to the program application deadline date.
- Have a current cumulative GPA of 2.0 or higher.
- Attend a MANDATORY Health Sciences Information Session – dates and times available on the College website at www.johnstoncc.edu. (Please bring a copy of the Program Admission Policy to the session.)
- Complete or show enrollment in a North Carolina state approved Nurse Aide I course and current (active) listing on the NCNA registry by June 15th with no substantiated findings of resident abuse, resident neglect, or misappropriation of resident property in a nursing facility. Applicants should maintain active CNA listing through the first three semesters of the program.
Note: A copy of the certificate of completion OR transcript OR registration form showing current enrollment in an approved program OR a letter (on official letterhead) from the NCNAR showing completion of an approved program must be submitted with the nursing program application. An approved program will have classroom, laboratory, and clinical components.

*Challenging the Nurse Aide I examination will not meet this requirement.*

Note: Completion of a high school Medical Careers I & II course with a grade of “C” or higher and current employment may be used to meet this requirement. A letter from your employer (on company letterhead) stating you are currently employed as a CNA, and length of employment will be required. Both courses must have been completed and work experience current.

(Applicants must complete all of Phase I to advance to Phase II)

PHASE II: Program Application and Health Occupations Test
Applicants are responsible for ensuring all required materials and documents have been submitted to the Office of Enrollment and Student Success by the deadline date. *If the deadline date falls on a weekend, all materials and documents are due the Friday before the deadline. Incomplete packets cannot be processed.*

- Submit the program specific application (can only be received by attending the Information Session in Phase I). All requirements in Phase I must be met to submit the program specific application.
- The following forms must be submitted to the Office of Enrollment and Student Success:
  - Program specific application and
  - Copy of CNA program certificate of completion or transcript showing completion of an approved program or registration form showing enrollment in an approved program
  - Copy of the Nurse Aide listing on the North Carolina Nurse Aide Registry if class completed. If class not yet completed, by June 15th.
- Verify record of or complete the Test of Essential Academic Skills (ATI TEAS sixth edition). Please visit the website [www.atitesting.com](http://www.atitesting.com) for additional information.
- The testing fee of $45.00 (subject to change without notice) will be paid at the Cashiers Office prior to testing. A Teas Testing Ticket is required to schedule the test and is obtained by submitting the program specific application.
- Applicants are allowed to test twice per academic year (August to July of the following year) with a thirty (30) day interval between testing dates.
- Applicants should allow three and one half hours to complete this computer-based test. The TEAS cannot be taken until PHASE I is completed.
- Applicants must achieve a score of exemplary, advanced or proficient to be considered for admission to the nursing program. Testing can be done at JCC however, the College does accept transfer scores from ATI. Test scores are valid for two (2) years.
Applicants are strongly encouraged to prepare in advance for the ATI TEAS test. Visit the Academic Enrichment Center for information on a free ATI TEAS prep course. Additionally, study materials may be purchased in the College Bookstore or online at www.atitesting.com.

**PHASE III: Ranking and Notification of Admission Status**

- Only applicants who score exemplary, advanced, or proficient on the ATI TEAS (sixth edition) will be considered in the point ranking.
- Only courses completed by the deadline date will be used in the point ranking of applicants. A grade of A, B, or C earned on the first attempt in courses will be used in the point ranking. NOTE: If BIO 168, 169 and 275 are over five (5) years old the most current grade will be used in point ranking. Points will be given for BIO 168 and 169 ONLY if the two courses have been taken at the same college.
- All applicants will be ranked according to the highest to the lowest points. The number of applicants accepted to the program depends upon availability of seats. In the case where two or more applicants have the same number of points, TEAS scores will determine point ranking. **Test scores are valid for two (2) years.**
- Applicants may be placed on an alternate list or not accepted at this time. The alternate list is for the current admitting year. All lists and program specific materials are destroyed after Fall classes begin – no waiting list is maintained. Applicants not accepted at this time may continue with college course work or schedule an appointment with a counselor to discuss other educational opportunities.
- If admitted, your program code will be changed by the Enrollment and Student Success staff.

**PHASE IV - Acceptance**

Students accepted to the Associate Degree Nursing Program must:

- Return acceptance to the Admission Office within five (5) days of the date of the letter.
- Attend a **mandatory** 2-day program orientation on the designated dates (*accepted applicants should plan to attend the 2 days of orientation during the second week of June and the last week of June*).
- Show documentation of physical and emotional health by the student’s primary care provider. (College approved forms will be distributed at orientation).
- Show evidence of current Healthcare Provider CPR certification (infant, child and adult) through the American Heart Association.
- *Submit to criminal background checks and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College’s designated service provider. The student will incur the cost
of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screenings every six months while enrolled in the program.

The student is readmitted under the College Catalog and Nursing Student Handbook of record.

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

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

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

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

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

1. At the time of enrollment in the Nursing Program, each student will be assigned a member of the nursing faculty as an academic advisor who will follow their progress throughout the program.

2. The faculty role is to provide academic advising so that students can perform at their fullest potential.

3. Appropriate referrals may be initiated based on individual student needs through the Office of Enrollment and Student Success.

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

DUPLICATING / COPIER USAGE

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

Adopted 7/10; Reviewed 5/17

RESOURCE MATERIALS POLICY

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

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

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

Resources available in the library, as well as electronic media resources, are current and less than 5 years old, unless considered to be of historical value. Such resources are noted with a tag. Resources more than 5 years old are not to be used by nursing students without approval from the Nursing Faculty.
Computer disks, videos, and interactive computer programs housed in the Nursing Department may not be removed without permission from Nursing Faculty.

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

ASSOCIATE DEGREE NURSING ATTENDANCE POLICY

In accordance with the Johnston Community College Attendance Policy (JCC Catalog), students are expected to attend every classroom, laboratory, and clinical experience for which they are scheduled. Attendance is critical to your success in the nursing program. This policy regarding attendance is unique to the Associate Degree Nursing program. Individual nursing courses are divided into classroom, laboratory and clinical components. (Refer to course syllabus) Class attendance is calculated from the first scheduled class / lab / clinical meeting to the last. In the case of any absences or tardiness the student must complete the Report of Tardy/ Absence Form. (See Appendix)

CLASSROOM / LABORATORY ATTENDANCE

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

Should the student desire to be reinstated in the course, he / she MUST follow the procedure outlined in the Johnston Community College Catalog Attendance Policy. Reinstatement to the course will be determined by the teaching team.

Tardy
Tardy is defined as arriving after the scheduled start time, or leaving before the scheduled end time, or returning late from breaks during the class period. Three tardies equal one (1) absence. In each case of tardiness, the student must accept accountability for their tardiness by indicating arrival / departure time on the attendance sheet.
CLINICAL ATTENDANCE
Clinical attendance is expected as stated in the College Catalog and in the specific NUR course syllabus. Clinical experiences offer a unique opportunity to apply theory from class and the skills acquired in the laboratory to direct care of clients. It is highly recommended that students not miss any clinical time. (Refer to course syllabus)

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

Clinical hours and sites are as assigned. It is recommended the student must arrive fifteen (15) minutes prior to the start of the clinical experience and be prepared for preconference at the designated time. The student may not leave the clinical facility for any reason during clinical hours. The student is not permitted to visit clients / residents on other units at the clinical facility during clinical hours.

Reporting Absences and Tardiness from a Clinical Experience

1. The student is expected to notify their instructor for any absence or tardiness from clinical (Three tardies = 1 clinical absence). Notification must be at least 30 minutes prior to the start of experience. An absence or tardy will require the student to sign the Clinical Absence/Tardy form provided by the clinical instructor.

2. Failure to make the appropriate notification to report the clinical absence and/or tardy will result in the following: 1) On the first occasion the clinical instructor will issue a verbal warning and indicate the behavior on the weekly clinical evaluation tool and complete the Clinical Absence/Tardy Form, and 2) On subsequent occasions the clinical instructor will issue a verbal warning and a written Formal Reprimand. Repeated absence and tardiness is unacceptable professional behavior. On every occasion the student fails to make the appropriate notification for tardiness or absence the following will occur:

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

10/87, Revised 3/89, 5/11, 5/12, 5/13; Reviewed 8/04, 5/16; Revised 5/17
TEST POLICY

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

To protect the integrity of the test students MUST not discuss test questions or test content among themselves or with the teaching team until the time of the test review.

Test Scoring
Only answers recorded on the scantron form or submitting during the computerized testing period will be used to determine the student’s grade on the test. Students are responsible for accurate transfer of answers to the scantron form. Credit will not be given for errors on scantron.

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

Posting Grades
Test grades will be posted electronically to the blackboard site for the course only after the teaching team completes an analysis of the test. No test grades will be given by way of telephone or electronic media.

Medication Dosage Calculation Test
Students must be able to accurately calculate medication dosages. Each semester, a medication dosage calculations test will be administered, in either paper / pencil or computerized format. Students are required to meet the designated passing score for the course each semester as follows: NUR 111 passing score of 80%, NUR 112 passing score of 85%, NUR 113 passing score of 85%, NUR 211 passing score of 90%, and NUR 213 passing score of 95%. Students will have three (3) attempts to achieve the passing score in the respective course. Students who are unsuccessful on the medication dosage calculation test are required to remediate with the designated medication dosage instructor prior to taking any subsequent medication dosage calculation tests; only students who have successfully remediated will be allowed to take subsequent medication dosage calculation tests. If the student is unsuccessful on the third attempt,
the student will be dismissed from the nursing program. Students will not be permitted to administer medications in clinical until successfully achieving a passing score on the dosage calculation test.

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

8/88, Revised 12/88, 5/12, 5/13, 5/15, 5/16; Revised 5/17

**TEST TAKING POLICY**

1. If the door is closed—This means that the test has begun and admittance is not permitted. You will then be required to take a make-up test. (See Make-up Test Policy)

2. No personal belongings and backpacks will be allowed in the classroom during tests. If calculators are needed, they will be provided by the instructor. Sharing of calculators is not allowed. No electronic devices are allowed in the room during testing this includes smart watches and cell phones.

3. If a student has a question during the test, please quietly raise your hand. Understand that the instructor may or may not be able to answer the question, depending on if the question is testable material.

4. Do not write on the desks or anywhere other than your test paper. If additional paper is needed, it will be provided by your instructor.

5. Always answer all questions on the test. Never leave a question blank.

6. When scantron sheets are used, the answers chosen on the scantron sheet will be graded as the student’s final answer.

7. There will be absolutely no talking after test has begun.

8. Students who must exit the room for any reason during the test, must turn their test in to the instructor, and have an instructor escort them.
9. There will be absolutely no talking outside the testing area during the test time because it disturbs those still taking the test. Go outside of the building or to an area away from the testing site to talk.

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

11. Any student who is caught cheating cheats will receive a score of “O”. The student will be dismissed from the program in accordance to the Academic Integrity Policy.

**CELL PHONE & ELECTRONIC DEVICE POLICY**

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

Developed 5/13; reviewed 5/16; Revised 5/17

**PROFESSIONAL LIABILITY INSURANCE POLICY**

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

10/87, Revised 7/99, 5/06, 4/08, 6/09, 7/10; Reviewed 7/04, 5/12, 5/13, 5/15,5/16,5/17
Policies pertaining to the clinical experience
CLINICAL EXPECTATIONS

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

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

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

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

STUDENT EVALUATION IN THE CLINICAL SETTING

The student will receive weekly clinical feedback from the clinical instructor on the weekly clinical feedback tool. Feedback on clinical performance is based on hands-on experiences, safe and effective patient care, mastery of both written and verbal communication, transfer of knowledge to the clinical setting, lab performances and professional behaviors as indicated on the weekly clinical feedback tool. Unsatisfactory clinical performance will be documented on the weekly evaluation tool. The instructor should address areas of unsatisfactory performance in detail on the weekly clinical evaluation tool, and comments should address the desired behavior and/or change in behavior need to achieve a satisfactory performance. Depending upon the unsatisfactory performance area in the clinical setting, the clinical instructor may refer the student to remediate skills in the laboratory (See Educational Assistance Form), and the student may be placed on clinical probation. Any student who is placed on clinical probation will be notified by the instructor, who will complete the Clinical Probation Form and determine the criteria for removal. A student who is unable to be removed from clinical probation by the end of the semester will NOT progress in the program and will receive a grade of “D”. A student who repeatedly performs in an unsatisfactory manner will be required to meet with the Director of Nursing Education.
The student is strongly encouraged to seek out a variety of clinical learning experiences to develop critical thinking skills, and build his/her nursing foundation. The student is expected to adhere to the dress code for clinical as outlined in the Nursing Student Handbook. **The dress code will be enforced by the clinical instructors.**

*Reminder:* The nursing student uniform and the JCC name badge are required when the student is scheduled in the Nursing Laboratory. The faculty will be monitoring this also and may send the student home for violating the required dress code.

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

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

All clinical requirements must be on file in the Nursing Education office prior to the start of clinical rotations. **The student will not be permitted on the clinical unit until these requirements are met.** Failure to meet the requirements may place the student at risk for meeting clinical objectives and thus failure of the NUR course.

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

**UNIFORM / DRESS CODE POLICY**

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

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

The prescribed uniform shall be: **For the female student:** a white monogrammed scrub top, navy tailored pants or skirt, and a white monogrammed lab coat. Clean white leather shoes with a nonskid sole are required; no open heels or toes. Shoe laces, if worn, shall be clean and white. **Beginning Fall 2017**- the dress code for the female student will include a navy blue monogrammed scrub top, navy tailored pants or skirt, and a navy blue
monogrammed lab coat. Clean black leather shoes with a nonskid sole are required; no open heels or toes.

For the male student: a white scrub monogrammed top with navy tailored pants, and a white monogrammed lab coat. Clean white leather shoes with a nonskid sole are required; no open heels or toes. Shoe laces, if worn, shall be clean and white. Beginning Fall 2017- the dress code for the male student will include a navy blue monogrammed scrub top, navy tailored pants, and a navy blue monogrammed lab coat. Clean black leather shoes with a nonskid sole are required; no open heels or toes.

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

1. Personal hygiene MUST be maintained at all times. Body odor, smoking odor, perfumes / colognes / aftershave or perfumed hand / body lotions shall not be permitted.

2. The uniform and lab coat MUST be clean, pressed, and neatly fitted.

3. The uniform skirt shall be hemmed just below the knee. The uniform pant shall be hemmed at the ankle.

4. Undergarments shall be worn under the nursing student uniform. Beginning Fall 2017- black hose shall be worn under the uniform skirt), and plain white socks or hose under the uniform pant. If a student chooses to wear a tee-shirt or camisole under the scrub top it must be white (**Beginning Fall 2017- the tee-shirt or camisole under the scrub top must be navy).

5. The prescribed photo ID badge from JCC or the affiliating agency shall be worn on the left chest at all times.

6. Make-up, if worn, shall be worn modestly and of soft neutral tones.

7. Fingernails shall be clean, neatly trimmed, and not extend past the fingertips. NO artificial nails (or overlay of any kind) or nail polish shall be permitted.

8. Hair must be clean and kept neatly away from the face and off the collar, secured with modest barrettes or bands. Beards, moustaches, and sideburns shall be neatly trimmed, clean, and in accordance with agency policy.

9. No visible tattoos shall be permitted. The student must cover any visible tattoo with either a non-obtrusive bandage, make-up or clothing.

10. No jewelry shall be permitted beyond a wedding band, and one pair of stud-type earrings worn in the earlobes. No other visible piercings, including the tongue, shall be permitted. A religious necklace may be worn if secured under the uniform shirt. Necklaces should not be visible outside of the uniform.
11. A wrist watch with traditional, simple band and a second hand or digital capability is part of the uniform. Smart watches are not acceptable in the clinical setting. No beaded or jeweled bands are permitted.

12. Additionally the nursing student will need to have a black pen with indelible ink, a stethoscope, bandage scissors, and a pen light. Stethoscope covers are not permitted.

13. No chewing gum shall be permitted.

14. Smoking is prohibited while in the school uniform and on the grounds of the clinical agency.

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

10/87, Revised 12/88, 7/99, 6/03, 8/04, 5/06, 1/08, 5/13; Reviewed 6/09, 6/10, 5/11, 5/12, 5/15, 5/16; Revised 5/17

**ALTERNATIVE CLINICAL LEARNING EXPERIENCE POLICY**

Many clinical courses incorporate the use of an alternative clinical learning experience to provide the student with diverse learning opportunities related to the course objectives and to enhance the student’s clinical experiences.

The alternative clinical learning experience is an experience the student plans collaboratively with the teaching team in a health care setting of his / her interest. The teaching team must approve the planned learning experience and the goals. The objectives must be student centered, measurable, and relative to the experience and objectives of the course.

Upon approval from the teaching team, the student will contact the agency and arrange a time for the learning experience. The student must complete the Clinical Learning Experience Form (See Appendix) and receive approval prior to participating in the activity. The student is expected to share his / her learning objectives with the agency contact person. The student must have the contact person sign and date the form. In addition, the student should attach a complete written evaluation of each learning objective. This must be submitted to a member of the teaching team by the designated due date.

8/94, Revised 8/99, 6/10; Reviewed 8/04, 6/09, 5/12, 5/13, 5/15, 5/16, 5/17

**SIMULATED LEARNING EXPERIENCES**

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

Developed Fall 2015; Reviewed 5/17

**CLINICAL REASSIGNMENT**

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

Developed 5/13; Revised 5/17

**CLINICAL PROBATION POLICY**

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

1. Performs in an unsatisfactory manner.
2. Inability to safely perform assessments and / or procedures, including safe medication administration.
3. Inability to set priorities which ensure patient safety.
4. Demonstration of lack of knowledge which impacts patient safety.
5. Disrespect for others.
6. Unprofessional conduct.
Any student who is placed on clinical probation will be notified by the instructor, who will complete the Clinical Probation Form (See Appendix) and determine the criteria for removal. A student who is unable to come off probation by the end of the semester will NOT progress in the program and will receive a grade of "D". A student who repeatedly performs in an unsatisfactory manner will be required to meet with the Program Director.

Clinical Event Evaluation Tool Policy
“Just Culture”

In accordance with the NCBON, JCC Nursing has adopted “Just Culture” as a format for evaluating clinical incidents from the perspective of the individual and the system. “Just Culture” provides a framework for faculty to consistently evaluate and remediate accountability and behavior in the clinical setting. For each clinical event a Student Practice Event Evaluation Tool (SPEET) will be completed and shared with the student, as well as a plan to address the event and desired performance outcomes. Students will receive an introduction to the “Just Culture” initiative and SPEET evaluation tool during NUR 111 clinical orientation. (SPEET Tool in Appendix)

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

POLICY PERTAINING TO STUDENT INJURY IN THE CLINICAL AREA

Students will be assigned to patients in affiliating agencies under the supervision of a clinical instructor / preceptor. Students MUST follow agency protocol for client care and fire and safety regulations. Should a student sustain personal injury while participating in a clinical assignment, he / she should report immediately to the instructor / preceptor. If the student is unable to summon the instructor / preceptor, a classmate or staff member should notify the instructor / preceptor. It is recommended that the student report to the Emergency Department for evaluation and treatment. An agency incident report with specific details of the injury must be completed. A JCC Accident Report is to be completed and directed to the VP of Student Services and a copy to the Program Director to be filed in the student’s record. The College does not assume responsibility for fees incurred.

10/87, Revised 6/99, 7/10; Reviewed 8/04, 6/09, 5/12, 5/13, 5/15, 5/16, 5/17
INFECTION CONTROL POLICY
OSHA COMPLIANCE

STANDARD PRECAUTIONS COMPETENCY TESTING

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

All students will be tested annually in the Fall on the ability to demonstrate principles of infection control. Students MUST successfully PASS this test prior to any clinical experience. Students will be continuously evaluated on their ability to apply these principles in the clinical area. Failure to demonstrate appropriate application of these concepts in the clinical area will result in clinical probation or dismissal from the program and may result in failure to successfully complete the clinical component of the course. (Refer to JCC Catalog Reportable Communicable Disease)

LABORATORY PRACTICE

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

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

Any injury must be reported on a JCC Accident Report Form and forwarded to the VP of Student Services; a copy is to be given to the Program Director. (Supplies and equipment used in lab practice are the property of Johnston Community College and MUST NOT be removed from the lab without permission. Following each lab experience, equipment MUST be cleaned and returned to proper storage.)
Professional Development
POLICY PERTAINING TO STUDENT PARTICIPATION IN
JOHNSTON COMMUNITY COLLEGE
ASSOCIATION OF NURSING STUDENTS
(JCCANS)

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

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

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

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

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

APPENDIX
JOHNSTON COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

STUDENT EXIT INTERVIEW FORM

DATE: ______________________  SEMESTER: _____________________

NAME: __________________________________________

Reason for leaving Nursing Program:

Academic Options:

Comments:

________________________________________
Student Signature

________________________________________
Director of Nursing Education or Designee

JOHNSTON COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

Report of Tardy/Absence

Student Name: _________________________________________________________________

NUR _________ Class/Clinical Site: ________________________________________________

☐ I was late for class/lab/clinical:
   Date:______________ Arrival Time:______________

☐ I was absent for class/lab/clinical:
   Date:______________

☐ I had to dismiss early from class/lab/clinical:
   Date:______________ Dismissal Time:______________

☐ I reported my tardy/absence to the clinical instructor/coordinator/program director:
   Date:______________ Reported to:______________

____________________________________  _____________________________________
Student Signature                        Instructor Signature

____________________________________________  ______________________________________________
Date                                      Date

Make Up Assignment if Required:

Adopted Fall 2010, Revised 5/12; Reviewed 5/15; Revised 5/17
FORMAL REPRIMAND

________________________ was given a formal reprimand on __________________
(Student Name) (Date)

for __________________________________________________________________________.
(State Reason)

A second offense anytime while enrolled in the Nursing Program may result in immediate dismissal.

Instructor Signature___________________________ Date____________
Print Student Name________________________________________
Student Signature_______________________________ Date____________
Copy Received_______________________________ Date____________
Director Signature____________________________ Date____________
JOHNSTON COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

Alternate Clinical Learning Experience

Student:
Site:

Date:

Time:

Objectives:

Description of Experience:

Contact Person Comments:

_________________  __________________
Signature of Contact Person  Telephone number

____________________________________
Faculty Signature

Evaluation of Objectives: (may attach additional paper as needed)

Student Comments:

____________________________________
Student Signature
JOHNSTON COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
Educational Assistance Form

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

Date: ___________________  Student Name: ________________________________  Course Number: ____________________

Referred To: ______________________
Type of Learning Assistance Recommended / Reason for referral:

Faculty Signature: _______________________

Scheduled Assistance Dates and Time: ________________________________
Date / Time In: ______________________________  Date / Time Out: ______________________________

Resource Faculty Comments:

Date This Learning Activity Completed: ______________________

Resource Faculty Signature: ______________________________  Date: ______________________

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

1/09; Revised 6/2010; Reviewed 5/17
STUDENT _____________________ FACILITY ________________________ DATE___________

ACTION:

CRITERIA FOR REMOVAL:

___________________________________
Signature of Faculty

___________________________________
Signature of Student

Removal Date___________

___________________________________
Signature of Faculty

___________________________________
Signature of Student

Reviewed 5/88, 7/04, 6/09, 5/12, 5/15, 5/17
JOHNSTON COMMUNITY COLLEGE
ACCIDENT REPORT

Name of student ____________________________________________

Date of accident ____________________________________________

Time of accident ____________________________________________

COMPLETE details of accident __________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Nature of injury ____________________________________________

Did accident occur while:

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

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

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

Signature of student (if available) ________________________________

Signature of person completing report ______________________________

Date __________________________________________________________