



Georgia Gwinnett College Nursing Student Handbook

2017-2018

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Georgia Gwinnett College Mission and Vision

Georgia Gwinnett College is a premier 21st century liberal arts college where learning takes place within and beyond the structures of the traditional classroom. The College is built on the cornerstones of the innovative use of educational technology and the commitment to an integrated experience that develops the whole person. GGC's focus is on a face-to-face classroom experience with portable technology solutions allowing students to learn, study and work both on and off campus. Georgia Gwinnett College is the first public, four-year college to be founded in Georgia in more than 100 years.

Vision

Georgia Gwinnett College will be a premier 21st Century Liberal Arts College where learning will take place continuously in and beyond the confines of the traditional classroom. Its cornerstones will be innovative use of educational technology and a commitment to an integrated educational experience that develops the whole person. GGC will be a wellspring of educational innovation. It will be a dynamic learning community where faculty engagement in teaching and mentoring students will be the hallmark. It will be a driving force for change in student success. As such, it will be a model for innovative approaches to education, faculty engagement with students, and highly efficient student, facility, and administrative services.

Mission

Georgia Gwinnett College provides access to targeted baccalaureate and associate level degrees that meet the economic development needs of the growing and diverse population of the northeast Atlanta metropolitan region. It emphasizes the innovative use of technology and active-learning environments to provide its students enhanced learning experiences, practical opportunities to apply knowledge, increased scheduling flexibility, and a variety of course delivery options. Georgia Gwinnett's outstanding faculty and staff actively engage students in various learning environments, serve as mentors and advisors, and assist students through programs designed to enhance their academic, social, and personal development. GGC produces contributing citizens and future leaders for Georgia and the nation. Its graduates are inspired to contribute to the local, state, national, and international communities and are prepared to anticipate and respond effectively to an uncertain and changing world.

Accreditation Status

Georgia Gwinnett College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Georgia Gwinnett College.

Message from the Dean of School of Health Sciences



It is my pleasure to welcome you to Georgia Gwinnett College's Nursing Program. We are delighted that you chose our program and know that you will gain much from your educational experience here. Your time in nursing school will be like no other and will go quickly. I encourage you to embrace each moment and know that I, along with the faculty and staff of the School of Health Sciences are here to guide you in this once in a life time experience. The nursing program here at Georgia Gwinnett College offers you state-of-the-art curriculum design enhanced with innovative technology. You will learn to work in collaboration with other health care professionals, assisting your peers in their learning, while investing in your personal learning. Our desire is to provide a caring environment where learning can flourish between faculty and students. Our goal is to prepare you to be nurses that will make a difference in the lives you touch locally, nationally, and globally. I believe nursing is a calling and that you have answered the call to become a member of the greatest profession. I wish you much success!

Message from Nursing Program Director



I welcome you to Georgia Gwinnett College's Nursing Program. This program was designed around providing a caring and an invitational environment by which you, the student, is able to actively engage, explore, and collaborate with others in your pursuit of becoming a professional nurse. We have assembled a dynamic team of dedicated, caring, and compassionate individuals who possess the knowledge, skills, and attitudes necessary to assist you in this transformational process. Nursing is like no other profession and I am glad to participate in this journey with you. All the best!

SHS Staff



Kathija Jamalooden, SHS Program Coordinator

Nursing Program Vision, Mission, Philosophy and Program Goals

The nursing program at Georgia Gwinnett College will be a premier leader in preparing the baccalaureate registered nurse for the 21st century. The innovative conceptual curriculum will foster an integrated learning experience using state-of-the-art technology to engage the whole person in and beyond the classroom. With faculty support, and mentoring, students will develop critical thinking and problem solving skills to courageously lead and transform health care and serve people in a diverse, dynamic, global healthcare community.

Mission

The Baccalaureate Nursing Program at Georgia Gwinnett College is dedicated to preparing caring and competent nurses who lead and collaborate to provide evidenced based care to individuals, families, groups, and populations. Faculty in the program inspire deeper learning in students through invitational and engaged educational strategies to foster holistic development.

Nursing Program Accreditation Status

The Nursing Program at Georgia Gwinnett College has received full approval from the Georgia Board of Nursing (GBON).

Program Goals

1. The nursing program's mission will remain congruent with the mission of GGC institution
2. The nursing curriculum will be innovative and evidence the standards of professional nursing practice while facilitating NCLEX pass-rates above the state's annual pass-rate.
3. Strong partnerships will be developed and enhanced to support the program mission and foster employment of nursing students.
4. Students who complete the nursing program will be able to function as competent, caring professionals within the standards of professional nursing practice and be equipped with leadership skills to transform nursing
5. Faculty of the nursing program will serve as collaborators with students in the educational experience; fostering an invitational, student-centered learning environment.
6. Faculty, staff and students will continually seek performance feedback from communities of interests and use input for growth, program evaluation and strategic planning.
7. Policies of the nursing program will align with and be supported by the institution's policies and reviewed annually to support expected student outcomes.
8. Resources for the nursing program will be sufficient to meet expected student and faculty outcomes; annual data will be used to determine sufficiency.

Nursing Program Philosophy

The School of Health Sciences Nursing Program, as an integral part of Georgia Gwinnett College, is dedicated to holistic nursing education based on a strong foundation in liberal arts, math, science and technology. A concept-based curriculum theoretically grounded in 'caring' will prepare leaders able to manage care and promote positive transformations for the health of individuals, families, groups, communities, populations, systems, and for nursing practice.

Caring

Caring is a mode of being which is developed when relating to others with trust, humility, and honesty (Boykin & Schoenhofer, 2001). Caring is not an outcome but is created in the moment by shared

interactions and communications with people. Caring is realized when the unique attributes and experiences of oneself and others of diverse backgrounds and cultures are recognized and respected. A caring perspective guides human interactions and can transform nursing practice and the systems in which nursing care is delivered. Nurses engage in people's lives in authentic caring relationships to improve health.

Health, People, and Environments

Health is a multi-faceted phenomenon which affects matters of human life. Health is not static, but changes on a continuum of wellness and illness not as a physical state alone, but as a sense of well-being in all dimensions of human life. As holistic beings people have emotional, spiritual, physical, social, and cognitive aspects and function within dynamic social, physical, institutional, economic, and political environments which can impinge or enhance health. Environmental alterations have the potential to cause illness and create vulnerabilities in individuals, families, groups, communities, and populations. Because health is subjective and personal, people have the right and responsibility to self-determination and to expect a patient-centered focus to their care. The goal for nursing practice is to assist others to achieve a positive state of being marked by spiritual, physical, cognitive, and emotional wellness, or a dignified and compassionate death.

Nursing and Nursing Practice

Professional nursing practice is knowledge based, value driven, ethically rooted, and marked by skill in thinking and doing to promote health across the lifespan in individuals, families, groups, communities, and populations. The professional nurse must be morally responsible, intellectually honest, accountable for actions, and act with integrity. Development of nursing knowledge is rooted in theory and dependent on evidence from research which is translated into practice to provide safe and effective care. Nurses function collaboratively and autonomously within professional standards engaging in self-reflection, self-regulation, and commitment to professional development. The primary charge for nursing is to deliver safe, competent, quality care using skills in technology and informatics skills. Nurses engage in political leadership as servant leaders, advocate for clients, and interact with other disciplines and community stakeholders to improve health of individuals, families, groups, communities, and populations.

Nursing Education

The School of Health Science nursing faculty believes that their participation in the educational process emanates from a natural feeling to serve and a desire to nurture. Educators who provide a learning environment which is receptive, supporting, and engaged will best inspire a student's transformation into a professional nurse. At a time when the amount of information exceeds one's ability to know, a new model for education, which emphasizes concepts, creativity, and critical thinking as tools to create new knowledge to solve problems, is essential to achieve the mission and vision of the nursing program.

The faculty believe the Invitational Education model in a concept based curriculum offers a vibrant social, educational, and cultural educational environment. Use of the model stimulates enhanced learning that is social, physical, cognitive, spiritual, and emotional. Faculty view themselves as collaborators, directors of learning, and role models for the evolving nurse and support students' self-development as nursing professionals. Students intentionally participate and connect collaboratively, intraprofessionally, and interdisciplinarily in a variety of settings. This type of learning fosters critical thinkers, problem solvers, life-long learners, and leaders for the future of health care. In serving others the nurse can have unique, rich, personal, and professional learning experiences which can illuminate disparities and vulnerabilities, and better prepare students for the needs 21st century global health

Boykin, A., & Schoenhofer, S. (2001). *Nursing as caring: A model for transforming practice*. Sudbury, MA: Jones and Bartlett.

Expected Student Outcomes

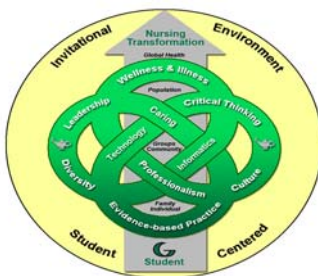
The Expected Student Outcomes are congruent with the mission and philosophy of the nursing program, with role expectations for professional nursing as defined by the American Nurses Association, the American Association of Colleges of Nursing Baccalaureate Essentials, and Quality and Safety Education in Nursing, and the needs of our community stakeholders.

Upon completion of the Nursing Program the student will:

1. Describe how a personal philosophy of caring as a mode of being can affect health outcomes.
2. Demonstrate application of nursing knowledge and skill to promote health, prevent illness, and manage care in individuals, families, groups, communities, and populations across the lifespan.
3. Effectively communicate as care giver, educator, advocate, and professional.
4. Recognize and respect the unique perspectives of all individuals by valuing oneself and others of diverse backgrounds and cultures.
5. Apply principles of leadership to collaborate intraprofessionally and interdisciplinary.
6. Incorporate technology and informatics in the research, delivery, and evaluation of care.
7. Describe the importance of theory in the development of nursing knowledge and evidence-based practice.
8. Understand the impact of social, political, and economic influences on the access and delivery of health care locally, nationally, and globally.
9. Utilize critical thinking and problem-solving skills to deliver competent, patient-centered care.
10. Demonstrate professionalism and commitment to the School of Health Sciences core values.

Conceptual Framework

The nursing program's concept-based curriculum supports a student-centered, invitational learning environment, which embodies eight domains of nursing care. These domains include: caring, professionalism, critical thinking, wellness and illness, leadership, culture and diversity, technology, and informatics, and evidenced-based practice. The domains and the corresponding concepts are structured to develop a greater breadth and depth of nursing knowledge, skills and attitudes. Central to the model is that through caring holistically for individuals, families, groups, and populations, students can visualize health through a global lens. By doing this, students will transform their nursing practice and in turn be able to play a vital role in the transformation of the profession. The curriculum is designed from simple to more complex concepts, but cannot be described linearly. Rather, conceptual learning intertwines, as depicted in the Nursing Program Conceptual Model, and flows throughout and among courses, building in complexity without redundancy.



Nursing Programs of Study

General Education: (60 hours)

Area A - Essential Skills: (9 hours with "C or better)

ENGL 1101 English Composition I

ENGL 1102 English Composition II

MATH 1001 or MATH 1111 or MATH 1113 or

MATH 2200

Area B - Institutional Option (4 hours)

ITEC 1001 Introduction to Computing

Area C - Humanities/Fine Arts (6 hours)

Select one from the following:

MUSC 1100/ARTS 1100/ENGL 2110/2100/FILM 1005

Select one from the following:

RELN 1100/GEOG 1101/2000 level foreign language

Area D – Natural Sciences, Math, Technology (11 hours)

Select one sequence from the following:

CHEM1151K and CHEM1152K or

CHEM1211K and CHEM 1212K

Select one from the following:

ITEC 2110 Digital Media

ITEC 2120 Introduction to Programming

Area E – Social Science (12 hours)

POLS 1101 American Government

HIST 2111 *or* HIST 2112 U.S. History I & II

Select one of the following:

HIST 2111 (if not used above)

HIST 2112 (if not used above)

HIST 1111 World History I

HIST 1112 World History II

HIST 1121 Western Civ I

HIST1122 Western Civ II

PSYC 1102 ** (Introduction to Psychology)

** PSYC 1102 is a pre-requisite for PSYC 2500

Area F – Courses Related to the Program of Study (18 hours) ("C" or better)

BIOL 2451K Human Anatomy & Physiology I w/lab

BIOL 2452K Human Anatomy & Physiology II w/lab

PSYC 2500 Lifespan Development in Psychology

MATH 2000 Statistics

BIOL 2516K Microbiology w/Lab

Additional Requirements (3 hours)

Physical Education Requirement

Choices for Life (1 hour)

Additional Physical Education (2 hours)

**Nursing Courses: (60 HOURS)
(All courses 74.45 or higher)**

Semester 1

4hr NURS 3000 Health Assessment
3hr NURS 3040 Nursing Research
7hr NURS 3020 Wellness & Illness I
1hr NURS 3030 Professional Nursing

Semester 2

7 hr NURS 3021 Wellness & Illness II
2hr NURS 3031 Professional Nursing II
4hr NURS 3010 Integrated Pathophysiology & Pharmacology
2hr NURS 3050 Public Health Nursing I

Semester 3

7hr NURS 4020 Wellness & Illness III
2hr NURS 4050 Public Health Nursing II
2hr NURS 4010 Nursing Leadership I
4hr NURS 4000 Nursing Elective

Semester 4

7hr NURS 4021 Wellness & Illness IV
3hr NURS 4032 Professional Nursing III
2hr NURS 4011 Nursing Leadership II
3hr NURS 4040 Nursing Capstone
*** refer to GGC Catalog for course descriptions

Once accepted into the program, the following must be submitted prior to the first day of class

- Paid tuition and fees for semester
- Completed medical/health form
- Non-expired American Heart Association CPR card for healthcare providers
- Submit proof of health insurance
- Proof of successful completion of medical terminology module

All students must be certified by the American Heart Association in Child and Adult Cardiopulmonary Resuscitation (CPR). It is the student's responsibility to bring copies of proof of CPR certification to the Program Coordinator prior to the beginning of their first semester in the Program. An outdated CPR and/or required immunization certification will prohibit the student's clinical practice attendance and may result in a "hold" on registration.

Academic Information and Policies

Class Attendance & Inclement Weather

Attendance at all Nursing Classes is Mandatory: It is the policy of the Nursing program to administratively withdraw a student from the class roll for absences of **20% or more** of total class time. It is the student's responsibility to adhere to the attendance policy.

College and Nursing Policy Regarding Closure for Weather: The College's policy is that GGC will announce closings on most of the major radio and TV stations. Students are expected to listen to the radio/TV on mornings when weather conditions are poor. Students should sign up for RAVE alerts to receive direct notifications from GGC.

Weather conditions vary from area to area. If you believe it is not safe to travel from your area keep yourself in a safe location and notify the instructor immediately.

- **Nursing Class/Skills Lab Days:** If the college is closed students should **not** attend **ANY** GGC activity, including clinical, laboratory activities, etc. The students will be notified of make-up classes or labs. Students should not call instructor(s).

Progression in the nursing program

Completion of the Nursing Program depends upon satisfactory academic and clinical performance each semester (a minimum grade of 'C' in academic coursework and 'Satisfactory' in all clinical hours (labs: simulation, clinical skill, and clinical) and to adherence to all college and program policies. In addition, physical and psychosocial performance standards must be met.

Performance Standards for Progression

Critical Thinking – sufficient for clinical judgement; identify cause-effect relationships in clinical situation, use nursing process, and calculate drug dosages

Communication – abilities sufficient for interaction with others from a variety of social, emotional, cultural & intellectual backgrounds in verbal, non-verbal and written form; establish rapport with patients/clients & colleagues, explain treatment procedures, initiate health teaching, obtain information, document & interpret nursing actions and patient/client responses.

Behavioral – emotional health, adaptability, flexibility, and physical tolerance sufficient to provide safe and effective nursing care; possess emotional health required for total utilization of intellectual ability, function effectively during stressful situations, capable of adapting to ever changing environments and display flexibility, interact appropriately with others and tolerate physically taxing workloads.

Mobility – Physical abilities sufficient to move from room to room and maneuver in small spaces; move around in work place, patient's room, & treatment areas, administer CPR, perform ROM, and ambulate patients.

Motor Skills- Gross and fine motor abilities sufficient to provide safe & effective nursing care; Calibrate & use equipment, administer treatments and medications, perform activities of daily living, position patients properly.

Hearing - Auditory ability sufficient to monitor and assess health needs; Hear monitor alarms, emergency signals, listen to breath, heart sounds and blood pressures, hear and understand auditory responses of patients, hear cries for help.

Visual - Visual ability sufficient for observations and assessment necessary for nursing care; Observe physiological changes in patient's condition, such as cyanosis & appearance of wounds, observe nonverbal responses, read calibrations, read patient records and related hospital records.

Tactile - Tactile ability sufficient for physical assessment; perform palpation, detect pulses, detect temperature, and perform other functions of physical examination.

Grading Policies and Requirements

Grading Scale for the Nursing Program is as follows:

89.45 – 100	A
79.45 – 89.44	B
74.45 – 79.44	C

69.45 – 74.44 D

< or = 69.44 F

A student must earn a minimum grade of "C" or better in all nursing courses.

In order to earn a minimum grade of "C" or better in any nursing course, a student must:

- Earn an average of 74.45 in the course
- Demonstrate satisfactory clinical performance
- Meet all clinical requirements
- Satisfactorily complete all standardized exam requirements

Course exams, quizzes, and final exam scores will be calculated **first** and must be an accumulated minimum of 74.45, prior to any other course assignments being calculated in the final course grade. If a student does not have a 74.45 on the accumulated course exam, quiz, and final exam scores, then the student receives a "D" for the course. Courses with no tests, exams, or quizzes, may require certain evaluative assignments to have a score of 74.45 for completion. A grade of D or F constitutes a course failure.

Clinical Performance Grading System: Clinical performance will be graded on a satisfactory/unsatisfactory basis. The clinical grade is based on the faculty's determination of the student's ability to meet the clinical objectives of the course. The student's performance is graded on the following scale:

- S - Satisfactory/Pass
- U - Unsatisfactory/Fail

The student must have a grade of "S" in all objectives at the end of the clinical rotation or clinical grading period in order to pass the clinical portion of the course. If a student receives a clinical failure prior to the end of the clinical grading period or rotation for any of the clinical objectives prior to the course being completed, he/she will be withdrawn by the faculty from the course and receive a grade of "D". Students must re-take the clinical **AND** class portions of clinical courses when one or both of the portions are not completed successfully.

Grade Point Average

Students are expected to maintain a grade point average of 2.5 (C 74.45 or >) or higher while they are enrolled in the Nursing Program. Students are to follow the grade appeal procedures found in the GGC student catalog.

Maintaining Adequate Progress

- a. Students who are not successful in a nursing course may fill out a progression re-entry form and submit the signed form to the Program Director. It is advisable to meet with the Program Director prior to filling out the form. The Admission, Progression, and Retention Committee will review the form and make a recommendation to the Dean and Director of the Program regarding re-entry of the student.

Withdrawals from Nursing Courses

All withdrawals regardless of reason must be approved by the Dean or Director of the School of Health Sciences. It is suggested that students work closely with their mentor in discussing withdrawing from courses, policies related to withdrawals and withdrawal dates.

- b. A student who is unsuccessful in clinical at any time prior to the end of the semester will immediately be assigned a grade of “D” for the course and may not withdraw themselves from the course.
- c. Any student who withdraws from a course may fill out a Nursing progression re-entry form to be considered for re-entry into the course in a subsequent semester when the course is being offered. Forms must be submitted by designated time in order to be considered. Students may not attend class or clinical (if applicable) after withdrawing from the course.
- d. Courses within each semester are listed as co-requisites, not as pre-requisites with the exception of NURS 4001. The curriculum has been designed to include certain courses that need to be taken concurrently due to the integrated nature of our concepts.

During the 1st semester:

A student who withdraws from NURS 3000 Health Assessment must also withdraw from NURS 3020 Wellness Illness I even if the student has a passing grade in NURS 3020. However, a student may withdraw from NURS 3020 and remain in NURS 3000.

During the 2nd semester:

A student who withdraws from NURS 3010 Integrated Pathophysiology/Pharmacology must withdraw from NURS 3021 Wellness Illness II even if a student has a passing grade in NURS 3021. However, a student may withdraw from NURS 3021 and remain in NURS 3010.

- e. Re-entry is determined by the Dean, after receiving recommendation from the Admission, Progression, and Retention Committee. GGC policy prohibits taking courses multiple times without authorization from the Dean.
- f. Students must complete the nursing program within 4 years of initial enrollment or re-apply to nursing program and if accepted, start the program from the beginning.

Delayed Program Progression

If students delay progression in the nursing program more than one semester, during the first year of the program, students must start over at the beginning of the program. Students delaying progression in clinical courses must complete specified skill validations prior to re-entry into the program. Students who are enrolled under previous admissions requirements must meet **current** admission requirements. It is the responsibility of the student to be aware of changes in requirements or policies for both the College and the Nursing program during his/her absence.

- Other re-entry requirements may be designated.

Course Examinations

Attendance/Lateness: Each student is expected to attend all exams as scheduled. A student who will be late or absent must notify the faculty person before the scheduled exam time. Refer to course syllabus for additional exam policies.

Students who are late 30 minutes or more for an exam may not be permitted to sit for the exam. Students are provided one make-up exam per semester in each course. Make-up exams must be taken on the make-up date provided in each course.

Students who miss more than one EXCUSED exam in any course will have the percentage of that exam added to the final exam percentage (i.e.: exam = 15%; final exam = 20% then final exam will count 35% of course grade).

Procedure for Taking Exams: This procedure may be modified to meet the needs of each course

Seating: Students may be assigned to specific seats and classrooms for exams.

Placement of Personal Items: Students are not allowed to have personal belongings, food, drinks, notebooks, cell phones, or other electronic devices, etc., during the exam or exam reflection. Hats may not be worn during exams. Items as noted may be placed in the front of the classroom. All electronic devices should be turned off during testing. Students are not to wear watches during the exam.

Students may be requested to show a photo ID in order to take exams.

Students will be given paper and a calculator to use during the exams; however, students' needs to bring their own #2 pencils, and erasers. Any items brought to the testing environment can be examined by the proctor.

Questions/Problems: If a student has a problem during an exam, the student should raise his/her hand for assistance.

Time Allowed for Exams: Exams are timed according to number of exam items. Once time has been called by the proctor, all students must log off the computer immediately and proceed to leave the room.

Confidentiality of Exam or Standard Exam Items: Test questions from course exams or standardized exams may not be written down, or reproduced in any way. Reproduction of test items represents academic dishonesty and can result in failure of the course associated with the exam and possible permanent expulsion from the Nursing program and college sanctions.

Exam Reflection: Exam reflections are conducted immediately following examination and is an independent exercise. After completing the exam, a student is able to view items missed and rationales for each item.

Some courses provide collaborative testing for exam evaluation. Students will remain in the examination room until all students finish the exam. Students are divided by the faculty into groups for collaboration. Students will have 45 seconds per exam item to discuss rationales, etc. and come to a consensus on the answer. No more than 4 points can be added to an individual's exam with collaborative testing.

Questions about Grades: The faculty will evaluate concerns about any exam item following the reflection, prior to grades being posted.

- **Individual Review of Exams:** Students can make an appointment with their mentor to review their exam. This appointment should be scheduled with the mentor within 5 business days after the exam grade is posted. Students receiving less than a 75 on any exam MUST meet with their advisor/mentor.
- Multiple exams are not permitted to be viewed at one sitting nor prior to final exams.

Posting of Test Grades:

- **Exam grades will be posted on Desire2Learn within 48 hours of each test.** Students are NOT to call to ask if grades have been posted or to ask for grades.

- **Procedure to Receive Grades if They Are Not Posted:** If a student's grade is not posted it is the student's responsibility to obtain exam grade(s) from the course faculty.

Standardized Testing: Students must satisfactorily meet the requirements of each standardized content exam.

- Students who achieve below a level 1 on any required course standardized exam will receive an "I" for that course. A remediation plan approved by the Nursing Program Director will be completed and the student will retake the exam. The student must achieve a level 1 or higher to have the "I" removed and course grade given. Students who only achieve a level 1 will be placed on a remediation plan for academic success and will be required to achieve a level 2 in order to take the required RN-Predictor standardized exam 4th semester.
- Students who achieve a level 1 on first attempt of any required course standardized exam must complete a remediation plan approved by the Program Director and retake the exam to achieve a level 2. Students who do not achieve a level 2 will be placed on a remediation plan for academic success and must achieve a level 2 in order to take the required RN Predictor exam in 4th semester.
- Additionally, each student must satisfactorily meet the requirements of the RN-predictor exam in order to be eligible to graduate from the program. Satisfactory completion is determined by statistical predictor scores for each exam.
- The following guide will be used to credit ATI examinations in courses (excluding Predictor):
- Level 3 = 100
- Level 2 = 90
- Level 1 = 75
- Less than level 1 = 65

Dosage Calculation Policies

Dosage calculation is taught in the first semester of the curriculum. Students are responsible for successfully demonstrating the ability to complete valid dosage calculations for safe client care. Students will complete dosage calculation competency modules/quizzes each semester to assure validation of skills needed to accurately complete calculations and give safe care. Specific course exams each semester will include dosage calculation items. Semester evaluations must be completed at a 90% within 3 attempts to continue in course.

Clinical Experiences: Information and Policies

General Information

- Taking Valuables to Clinical Sites:** Do not take valuables to clinical sites. GGC, the clinical site, nor the instructor can be responsible for any student items.
- Transportation to and Parking at Facilities:** All transportation to clinical facilities and/or service learning activities is the responsibility of the student. Students will park in designated parking areas only. There may be a daily parking charge at some facilities.
- Time Allowed in Clinical Agencies/Hospitals/Facilities:** Students are not allowed in the clinical agencies, hospital or other facilities outside of the college used for evaluation purposes, except during assigned hours.
- Medication Administration Policies:**
 - **Administration of Medications:** To encourage safe and correct administration of medications, all Nursing Faculty or nursing staff are required to check all

medications prior to administration **and be present** when medications are being administered. Agency policies regarding medication administration must be followed.

- e. **Patient Assignment Procedure:** Patient assignments may require students going to the clinical site the day before the scheduled clinical day. Each clinical course will have information about clinical requirements. No family members or friends may accompany students to the clinical area. Students must wear a GGC and, if required, a facility name tag, professional attire and lab coats when visiting clinical area for GGC related activities.

Attendance and Conduct

Expectation: Students are required to demonstrate professional behaviors during clinical, simulation, and clinical skills laboratory experiences. Students must report to clinical, simulation and clinical skills laboratory on time. Should an emergency requiring absence from clinical activities occur, the student must notify the supervising faculty prior to scheduled start time.

Conduct: Student conduct is expected to be professional at all times as representatives of GGC, the student body, and the nursing profession. The student is expected to have honesty and integrity in all matters related to student experiences related to enrollment at GGC. The GGC Student Code of Conduct & Student Integrity Authority are found at: <http://www.ggc.edu/student-life/get-involved-on-campus/student-affairs/docs/current-student-handbook.pdf#page=55>

Infectious/Contagious Diseases: Students who have a contagious disease, elevated temperatures, infectious condition and/or other health conditions which may jeopardize the health of clients, co-workers, and peers must not attend clinical experiences. These students will need to contact the clinical instructor regarding making up the missed experience.

Lateness: Students are required to arrive on time to the clinical and laboratory experiences at the assigned time. It is the student's responsibility to contact the instructor and agency within 30 minutes of the scheduled clinical time to notify of tardiness. Lateness to the clinical, simulation, or lab setting is not tolerated and may result in non-participation an unsatisfactory grade.

Clinical Dress Code

Uniform regulations of individual clinical facilities have been adopted. Specific rules concerning uniform regulations are as follows:

- a. **Identification:** Students need to wear their Georgia Gwinnett College Nursing Student identification badge. Some institutions will require additional identification to be worn during clinical experiences.
- b. **Appropriate Dress:**
 - **Female Students:** Sweaters must not be worn over uniforms. A lab coat with the Georgia Gwinnett College emblem over the left shoulder may be worn. Students may wear a plain white turtle neck under their uniform top as needed. White stockings without holes and runs must be worn with uniform skirts. No colored socks should be worn. Uniforms need to be clean, unstained, and neat at all times.
 - If religious scarfs or head apparel is worn it is asked that the color of the scarf or head apparel be white. Some agencies have additional policies which apply. The faculty member will assist the student in adhering to the policy or find an alternative for meeting course objectives.
 - **Male Students:** Sweaters may not be worn over uniforms in the clinical area.

- A plain white tee-shirt may be worn under the uniform top or a plain white turtle neck may be worn with long sleeves as needed. White socks or hose should be worn with the uniform and cover enough calf to prevent skin from showing when sitting. All uniforms must be clean, unstained, and neat at all times.
- c. **Types of Shoes Worn with Uniforms:** Shoes must be solid white leather-type nursing or sport/walking shoes. Clogs, canvas tennis shoes, high tops, and shoes with brightly colored trim are not to be worn. Shoes and laces must be clean.
 - d. **Cleanliness/Odors:** Cigarette odors on a nurse's breath, body, or uniform may be distressful others. Students need to take measures to avoid distressing others. Do not use products with strong smells such as cologne, aftershave or perfume.
 - e. **Hair/Makeup/Nails:** Hair must be clean, neat, appropriately styled, worn off the face and collar and also must be a natural human hair color. Male students are expected to keep beards and mustaches trimmed, neat, and clean. Hair ornaments are not to be worn in the clinical areas. Make-up should be minimal and professional. Nails must be short (not greater than ¼ inches). Finger nail polish and artificial nails are prohibited.
 - f. **Wearing of Jewelry:** Bracelets of any kind are not acceptable while in uniform. Necklaces must be concealed by the uniform. Wedding rings or bands are permitted. If a student has pierced ears, only one set of stud style earrings are permitted to be worn at the hospital (no loop earrings). No other body piercing jewelry may be visible. This includes tongue and/or nose rings.
 - i. **Religious jewelry:** Religious bracelets which must be worn should be clean and covered.
 - ii. **Ear Holes:** If large holes in the earlobes are present, plain flesh colored plugs should be used while in clinical, simulation, or lab experiences.
 - g. **Chewing of Gum and Eating:** Chewing of gum during clinical, simulation, and clinical lab experiences is not permitted. Most agencies/facilities do not allow eating or drinking on the clinical units/floors. Eating and drinking should be reserved only for breaks in designated areas.
 - h. **Tattoos:** Clinical site policies must be followed, which may include covering of tattoos while in patient care areas.
 - i. Students may not be employed as a "Georgia Gwinnett College Student Nurse" and may not wear their student uniform or name tag for any purpose other than a clinical experience that is a part of the GGC Nursing Program. This includes "shadowing" experiences outside of clinical time.

Clinical Practice and Simulation Laboratory Information and Policies

- a. **Purpose of the Clinical Practice & Simulation Laboratories:** The purpose of the Clinical Practice and Simulation Laboratories is to provide an opportunity for all students to learn the skills necessary to provide safe competent nursing care. Each student must meet the lab requirements found in the laboratory manual.
- b. **Clinical Practice Lab:** Specific hours will be determined according to the requirements of the nursing courses and posted prior to the beginning of each semester. Hours may vary semester to semester.

- c. **Eating and drinking in the Clinical Practice Lab:** There is no eating and drinking in the lab during practice sessions. Bottled water with a lid may be brought to lab classroom areas.
- d. **Laboratory Areas:** Students need to put lab units in order after completion of practice.
- e. **Dress Code:** When coming to the clinical practice and simulation laboratories, students must have their lab coats on and business casual underneath. Georgia Gwinnett College student nurse identification badges must be worn. The Clinical Dress code related for jewelry, hair, and nails applies to laboratory settings.
- f. **Universal/Standard Precautions:** Universal/standard precautions are observed in all laboratory experiences.
- g. **Taking Supplies From the Lab Area:** No supplies should be taken from the laboratories.

Requirements

Satisfactory Lab performance is a requirement of all Courses: In order to pass courses with laboratory experiences, students must satisfactorily complete all laboratory requirements. See specific course syllabi and laboratory manual for evaluation criteria.

Practice and Preparation for Laboratory: Students are expected to be prepared for each laboratory experience. This may include the following: reading in nursing text, viewing the assigned CDs/Videos, and completing required peer validations.

Nurse Pack Requirements: Students must use the Nurse Packs to practice nursing skills. Nurse Packs are purchased at the beginning of the nursing program and are used throughout the program.

Lab Manual: Students should familiarize themselves with the laboratory manual each semester. The manual is located on appropriate course D2L sites.

Appeals Process for Academic or Clinical Failures

The Nursing Program follows the college academic standards of progress: GGC grade appeals policy and process for course or clinical failures see <http://www.ggc.edu/student-life/get-involved-on-campus/student-affairs/docs/current-student-handbook.pdf#page=55>

General Student Information and Policies

Financial Aid/Scholarship Opportunities

Applying for Financial Aid

A student should complete a Free Application for Federal Student Aid (FAFSA) in order to be considered for financial aid at Georgia Gwinnett College. The FAFSA serves as the initial application for all Federal Grants and Loans in addition to being one of the ways a student can apply for HOPE Scholarship. The FAFSA becomes available each year on January 1 and must be renewed each year.

HOPE Scholarship and other financial aid

- Go to Georgia Gwinnett website and search “scholarship office”

Nursing Office

The Nursing Office is located in the Allied Health and Science Building 2nd floor. The hours are M-F 8 a.m. – 5 p.m. Faculty offices are located throughout the GGC campus. Faculty may be contacted by GGC email, cell phone or by deisre2learn course email.

Announcements

Course announcements may be found on the course Desire2learn website. Other announcements will be sent to the student's GGC email. Any changes to procedures or policies once the academic year begins, will be communicated to students using his/her GGC email and/or D2L course sites.

Student Information and Records

Student information is protected by FERPA guidelines ([FERPA](#)) and any information from the student record is private. Student's wishing to have their academic records shared with other institutions or individuals must complete the appropriate form. Student demographic information is kept by the enrollment management office along with the School of Health Science (SHS) Program Coordinator for the purpose of improving the nursing program to meet student needs. If any changes of this information occur, please notify the appropriate office to update your records.

Assignments

Students are to give required paperwork and/or assignments directly to the faculty member.

Use of Electronic Communication Devices

Electronic communication devices are used in the program and all use of such devices must comply with GGC's *Acceptable Use of Information Technology Resources Policy*. Students must mute sounds on electronic devices while in the classroom and clinical areas. Recording and photography is prohibited in the clinical setting. When outside GGC, agency policies must be followed and supersede this policy regarding audio-taping and photography. Students need to make themselves aware of agency policies.

Reproduction of Any Evaluation Materials

The nursing program follows the GGC Academic Integrity policy. Students are not to reproduce and/or disseminate any examination and/or standardization examination in any way. No evaluation documents are to be altered by students.

Children in Class, Clinical, or Skills Laboratory

No visitors including children are allowed in the classroom, clinical practice laboratory, simulation laboratory or at clinical sites.

Employment

Safety in the clinical area is of primary importance. It is recognized that students often have many obligations in addition to schooling. However, faculty who determine that a student's fatigue, lack of alertness, lack of preparedness, or behave as if influenced by drugs or alcohol may place patients in jeopardy. Faculty have the prerogative to send the student home potentially resulting in a clinical and course failure. Furthermore, faculty may record for a permanent entry to the student's file. If drugs or alcohol are suspected faculty and/or the clinical agency may require immediate drug and/or alcohol testing. Testing is at the student's expense.

Program Expenses

Nursing Fees: Nursing students will pay a \$250.00 lab fee along with a \$390 nursing program fee each semester he/she is enrolled in nursing courses. This fee is for costs of standardized testing and ATI academic support materials, along with clinical skills and simulation laboratory costs.

Computer: Nursing students must have access to a laptop computer or tablet device during the program. Although there are computers for use by GGC students on campus, the nursing program has

some hybrid courses, where computer access off campus would be necessary and offer convenience for student learning.

Books: Each year there will be required e-textbooks or textbook bundles, resources, and supplies for each course. See specific course syllabi for requirements. Although electronic books and applications are recommended are primarily used in the nursing program, students when available, can purchase non-electronic resources. Students are NOT allowed to “share a textbook bundle” but must purchase his/her own individual textbooks and other course resources.

Uniforms and other required nursing supplies: Upon acceptance into the Nursing Program, students are sent information concerning the purchase of uniforms. See clinical dress code for specific requirements and equipment. Additional items needed include but not limited to: penlight, bandage scissors & Hemostat, nursing uniform, white nursing shoes, watch with second hand, stethoscope, blood pressure cuff, and lab coat.

GGBANS: It is strongly recommended that students join GGBANS (Gwinnett Grizzly Bears Association of Nursing Students), the student nurses organization. The first year membership is paid by the School of Health Sciences and thereafter is the responsibility of each student.

Nursing School Pin: Pins may be purchased prior to the pinning ceremony at the time of graduation. The official pin of the nursing program is the ONLY pin used at the pinning ceremony.

NCLEX-RN Examination/Georgia Board of Nursing Fee: Application and fees are made directly through the Georgia Board of nursing website by each eligible student.

- Georgia Board of Nursing Application \$40.00*
- NCLEX Examination Application..... \$200.00*

A final transcript of grades must be sent as a part of the Georgia Board of Nursing application.

**(Costs are subject to change)*

Health Requirements and Responsibilities

Physical Examination/PPD/Chest X-Ray: Students entering the program must have a physical exam and the required immunizations and lab tests. In addition, a chest x-ray or PPD test must be obtained prior to entering the first year of the program and annually thereafter while in the program in order for students to practice in the clinical facilities. Some clinical sites may require more frequent PPD screenings. Students with positive PPDs or who convert from negative to positive status must submit the results of a chest x-ray and proof of treatment, if applicable. Some clinical facilities may require additional health information and copies of all health forms. Any student who has not completed all health information listed below **will be prohibited** from clinical attendance, which may result in clinical and course failure.

All students are encouraged to protect themselves by obtaining the Hepatitis B Vaccine Series. **Students who refuse the series, or have not completed the series, must sign a waiver documenting the student assumes responsibility should an exposure occur.**

By **the second week of August each year**, students are required to provide a copies of the following to the SHS program coordinator: Completed Annual Health Screen Form, Copy of annual PPD results or chest-xray results done within last 5 years, copy of required immunizations and/or waivers if applicable, annual influenza vaccine forms, proof of health insurance, and a copy of current CPR card.

Drug Screening/Background Checks: Students are required to submit a background and drug screen clearance once admitted into the nursing program prior to the first clinical rotation. Each year thereafter, **determined by the clinical agencies**, students **may** be required to re-test and have another background check completed. Students, who re-enter the nursing program after a year from entry into

the program, must complete another background and drug screening. If the clinical agency identifies an issue with a student's background/drug screen checks, the student may not be able to attend clinical. If possible, GGC will place the student at another clinical site, if available, only after allowing the clinical site to review the results of the student's background/drug screen to determine placement.

Clinical Credentialing: Students must complete various clinical site materials prior to attending clinical each semester, along with proof of CPR, immunizations, PPD, drug screening and background checks. These documents are uploaded in databases by the students. Students will be notified if any documents are expired or incorrect. It is the student's responsibility to have current and correct documents loaded in the database for clinical clearance. There may be costs associated with credentialing processes.

Health Care Responsibilities: As a part of the contractual agreement between Georgia Gwinnett College and the facilities used for clinical experiences, students must assume financial responsibility for any injury received during their clinical experience. Students are responsible for all expenses related to their own health care while enrolled in the Nursing Program.

If a student is exposed to a blood or biohazard exposure while completing GGC program activities, institutional policies will be followed on and off campus. Students will be responsible for the costs associated with exposures. Health and Accident insurance for students is available through NSNA (National Student Nursing Association), Kaiser Bridge Program or through Board of Regents.

Student Concerns and Structure for Information

Student who have concerns about the program and/or faculty and/or staff of the School of Health Sciences, need to first discuss concerns directly with the faculty/staff involved. Seeking advice from an advisor/mentor is appropriate. If the concerns are not resolved the student may contact the program Director.

Students with Disabilities

Students with disabilities who need support or specialized equipment to meet performance standards must **self-identify** and meet with a counselor in the Center for Disability Services prior to beginning the Nursing Program, and throughout the Nursing Program should a disability occur. Upon verification from the Center for Disability Services the Nursing Program will make recommended accommodations. The student must bring written documentation of disability to the coordinator of **each** class for which accommodations will be made **each** semester.

Student Handbook and Course Syllabus

The course syllabus provides the student with important information related to the semester course. It is the student's responsibility to read and adhere to policies and procedures in the syllabus. Additionally, upon entrance into the nursing program, students will sign acknowledgement of receiving and reading the student handbook. This form will be kept in the student's file in the SHS office.

Graduation Requirements

Refer to the [Georgia Gwinnett Catalog](#) concerning the requirements for graduation.

Evaluation of Students, Faculty, Clinical, Courses, and the Nursing Program

Evaluation of Students: The objectives for each nursing course are noted in each course syllabus. Clinical objectives are derived from the program and course objectives. Students are evaluated each

semester by their clinical instructor based on these objectives. Students should receive weekly feedback both verbal and via email regarding clinical performance, along with a mid-term and final clinical evaluation.

Evaluation of Faculty and Courses: Students are requested to submit thoughtful evaluations of the following: (a) Faculty and Lab Instructors; (b) Clinical, Simulation and Skills Lab Experiences; and (c) Nursing Courses. These evaluations are used as assessment tools to identify strengths and weaknesses of the program as a basis for review and change.

Evaluation of the Nursing Program:

- **Evaluation at the Completion of the Program:** At the completion of the Nursing Program students are asked to evaluate the total nursing program. This evaluation, along with all evaluations, is used as a way to assess the program and to determine its effectiveness and to make changes, which may improve the program.
- **Evaluation at Six (6) Months to One (1) Year Following Graduation from the Program:** As part of an ongoing process the Nursing Program must assess the performance of graduates. Six months to one year following graduation, graduates will receive an evaluation packet and will be asked to evaluate their progress and status as Registered Nurses. Current employers will also be asked to evaluate graduates' performance. The Nursing Program encourages graduates to take the time to fill out these graduate surveys and return them as directed.

Additional Policies

Please see the Gwinnett College Student Handbook/Catalog for all College Academic and Student Policies. As a student of GGC it is the expectation that these policies are followed.

Student Conduct Code

Georgia Gwinnett College- Students are to follow the Code of Conduct found in the Georgia Gwinnett College Catalog and Student Handbook when involved in any college related activity both on and off campus.

Nursing Program: The Nursing Program policy regarding substance use and abuse goes beyond the College's policy. Any student who is suspected by appearance, actions, drug screening and/or odors, of using drugs and/or alcohol prior to and/or during classroom or clinical learning experiences will be asked to leave the classroom or clinical area. GGC policies regarding substance abuse on campus will be followed.

Patient Confidentiality

Patient information should be handled according to *The Standards for Privacy of Individually Identifiable Health Information of the Health Insurance Portable and Accountability Act of 1996 (HIPPA)*. Violations of this act may result in failure of the course and/or termination in the nursing program. No records are to be photocopied or taken from the legal chart. Students may retrieve the minimal necessary patient information needed to care for the patient; however, NO PATIENT IDENTIFIERS (name, medical record number, room number, and birthdate) may be on the information used to prepare for clinical experiences or clinical documentation. No photographs of student peers or faculty in laboratory experiences may be taken without written permission of the person (s) being photographed. Additionally, **persons in the clinical settings may not be photographed.**

Academic Integrity

The nursing program follows the Georgia Gwinnett College's policy on Academic Integrity found in the Student Handbook/Catalog.

Classroom Behavior

Eating and Drinking during Class Time: Students should refrain from eating in class. If necessary, dry snacks may be eaten and disposed of properly. Only water in a sealed container may be brought into classroom areas. During designated breaks and in appropriate designated areas, students may eat and drink.

Class Breaks: Classes will have designated breaks. Students are asked to enter at breaks only if tardy to class.

Smoking on Campus and In Clinical Agencies

Georgia Gwinnett College is a **SMOKE FREE campus** and smoking is prohibited in all buildings. Many clinical facilities are also **SMOKE FREE** and do not allow smoking in the buildings. Please use designated areas only for smoking.

Student Support Services and Activities

Georgia Gwinnett College

There are many support services available to Georgia Gwinnett College students. These are listed in the [Georgia Gwinnett College Catalog](#) and the [Georgia Gwinnett College Student Handbook](#)

Nursing students are encouraged to participate in all campus activities and clubs, and to become an active participant in campus life. Refer to the [Georgia Gwinnett College Catalog](#) and [Georgia Gwinnett College Student Handbook](#) for list of clubs and activities.

a. Nursing Clubs and Organizations:

- **National Student Nurses Association (NSNA)** – This is an organization for nursing students, which helps to promote professional and social unity among the nursing students, to keep nursing students aware of current issues and trends in nursing and health care, and to promote understanding of professional responsibilities. Yearly membership dues are paid. First year membership dues are paid by the SHS; thereafter, students pay for membership fees. Officers and faculty advisors are elected each year. More information can be found at [the National Student Nursing Association website](#).

b. The American Assembly of Men in Nursing (AAMM) – is a national organization that fosters recruitment and retention of men in nursing and promote men's' health.

c. Student Representation on Nursing Program Committees: Some SHS committees have positions for student representation. Students for these positions will be solicited and approved by faculty. Portfolio letters will be provided for service on the committee.

Progression Re-entry Form

Georgia Gwinnett College Nursing Program

Student Name: _____ Date: _____
College ID#: _____ Telephone #: _____
Address: _____

I would like to reenter into the Nursing Program:
Course Number: _____ Semester: _____ Year: _____

Please describe the events surrounding your inability to successfully complete the above course and what plans you have in place to be successful. (May use additional paper if needed).

I understand that due to a previous withdrawal from and/or failure in the Nursing Program, I must meet the requirements of the course I am seeking readmission and any faculty recommendations for academic success.

Student Signature Date

Approved Not Approved

Program Director Date

Student Handbook Acknowledgement Form

This is to certify that I, _____, have read the SHS Nursing Student Handbook and understand the contents of the handbook.

Print Full Name

Signature

Date

Return the signed form to the Nursing Office in H-2209 no later than one (1) week after the first day of class.

Georgia Gwinnett College School of Health Sciences
Health Insurance Liability

Student Name

Health Insurance – evidence of personal health insurance coverage is mandatory.

Should an injury or illness occur to a nursing student during a scheduled clinical or class activity, the student is responsible for all expenses incurred for medical care or treatment of the injury or illness. All students who have paid their student activity fees are eligible to be seen and treated at Georgia Gwinnett College Health Center. If an injury should occur in a clinical facility during a clinical activity, the student can be seen in the nearest emergency room. The student is responsible for any expenses incurred for treatment received in a clinical facility.

Your signature on this document indicates that you understand the above statement. Signatures:

Student Date

Witness Date

