

**NURSING PROGRAMS  
Handbook**

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Nelsonville, OH 45764  
740.753.6350  
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**Effective Autumn 2023**



#### **FROM THE DEAN**

Greetings from the School of Allied Health and Nursing and welcome to Hocking College!

It is my pleasure to welcome you as you embark upon your path to becoming a Registered Nurse. This is an exciting time; I encourage you to take advantage of all that Hocking College has to offer. I hope that your time here will be both academically productive and personally rewarding.

Hocking College provides a unique, innovative, and quality education in a supportive experience-based learning environment, preparing students for employment and transfer education opportunities, while teaching the value of lifelong learning, promoting diversity and developing citizens who are engaged in their local and global communities.

Our faculty members are experts in their field and bring a broad scope of experience to the classroom. They are easily accessible and devoted to helping students achieve success.

I wish you the very best on your journey to become a Registered Nurse. If I can be of assistance, please contact me in my office in Davidson Hall 217 or e-mail me at [moyert@hocking.edu](mailto:moyert@hocking.edu)

Best wishes for a successful year,

A handwritten signature in cursive script that reads "Dr. Joanna Meyer DNP, RN".

Dean, School of Allied Health and Nursing

**TO:** Nursing Students

**FROM:** Hocking College Nursing Faculty, Staff, and Administration

**RE: Nursing Programs Student Handbook Effective Autumn Term 2023**

Welcome to Hocking College and to the Nursing Program. This Nursing Programs Handbook (hereinafter “Handbook”) is designed to provide you with information about the nursing programs. It sets forth the requirements of the School of Nursing, who **reserves the right to change this Handbook at any time**. You will be notified through the College’s learning management system (LMS) of any substantive changes to this Handbook.

We wish you academic success and look forward to welcoming you to the ever-growing alumni group of competent, caring and conscientious Hocking College Nursing graduates.

The Hocking College Nursing Programs are:

Approved by the Ohio Board of Nursing

17 South High Street, Suite 600

Columbus, Ohio 43215

Phone: 614.466.3947

[www.state.oh.us/nur](http://www.state.oh.us/nur)

and

The Associate of Applied Science in Nursing is

Accredited by the Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree, Suite 1400

Atlanta, Georgia 30326

Phone: 404. 975.5000

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<http://www.acenursing.org/>

**Table of Contents**  
**Hocking College Nursing Programs**

<b>Notification of Changes to the Handbook.....</b>	<b>7</b>
<b>NURSING PROGRAMS .....</b>	<b>7</b>
MISSION .....	7
REGISTERED NURSING END OF PROGRAM STUDENT LEARNING OUTCOMES .....	7
PRACTICAL NURSING END OF PROGRAM STUDENT LEARNING OUTCOMES .....	8
PHILOSOPHY .....	8
ORGANIZING FRAMEWORK (Curriculum Threads and Strands) .....	9
INSTITUTIONAL LEARNING OUTCOMES .....	11
<b>OVERVIEW OF THE NURSING PROGRAM AND IMPORTANT GENERAL INFORMATION</b>	<b>11</b>
Scope of Nursing Programs Handbook.....	11
STUDENT RESPONSIBILITIES.....	12
ATTENDANCE.....	13
STUDENT CODE OF CONDUCT.....	13
STUDENT RESOURCES .....	14
STUDENT GRIEVANCE PROCESS .....	14
NON-DISCRIMINATION POLICY & TITLE IX INFORMATION .....	15
STUDENT GOVERNANCE .....	16
<b>THE NURSING PROGRAMS REQUIREMENTS.....</b>	<b>16</b>
ADMISSION .....	16
PRECLINICAL COURSES .....	17
ADVANCED STANDING.....	18
PROGRESSION .....	19
COMPLETION .....	19
READMISSION.....	20
NURSING PROGRAMS SUSPENSION OR DISMISSAL.....	20
PROBATION AND ACADEMIC DISMISSAL FROM HOCKING COLLEGE.....	20
<b>NURSING PROGRAMS GRADUATION REQUIREMENT .....</b>	<b>21</b>
<b>POST-GRADUATION FOLLOW-UP .....</b>	<b>21</b>
<b>CAREER DEVELOPMENT.....</b>	<b>21</b>
<b>NURSING PROGRAMS GRADING PROCEDURE.....</b>	<b>22</b>
A. GRADES.....	22
B. MATH COMPETENCIES / DOSAGE CALCULATION.....	22
C. ATI ASSIGNMENTS.....	24
<b>CLINICAL AND SKILLS/SIM LAB GUIDELINES .....</b>	<b>24</b>

DRESS CODE: CLINICAL AND SKILLS/SIM LAB .....	24
PERFORMANCE STANDARDS.....	26
MAINTENANCE OF GOOD HEALTH .....	29
STUDENT HEALTH INSURANCE/COVERAGE.....	32
STUDENT LIABILITY INSURANCE.....	32
<b>CLINICAL ASSIGNMENTS .....</b>	<b>32</b>
<b>ATTENDANCE POLICY FOR THEORY, CLINICAL AND SKILL/SIM LAB.....</b>	<b>33</b>
ADVERSE WEATHER CONDITIONS/CLINICAL CANCELLATION .....	35
<b>GRADING POLICY FOR CLINICAL AND SKILL/SIM LAB .....</b>	<b>36</b>
PN CLINICAL EVALUATION .....	36
RN CLINICAL AND SKILLS/SIM LAB EVALUATION .....	36
COLLEGE AND AFFILIATING AGENCY GUIDELINES.....	37
<b>HOCKING COLLEGE NURSING PROGRAMS SIMULATION LAB.....</b>	<b>39</b>
Introduction.....	39
Simulation Lab Mission.....	39
Simulation Lab Vision.....	39
What is Simulation?.....	39
Simulation Scenarios.....	39
Faculty Roles.....	40
Prebriefing .....	40
Debriefing.....	40
Scheduling of Laboratory.....	40
Simulation Lab Coordinator.....	40
Equipment.....	40
Confidentiality .....	41
Conduct .....	41
Student Conduct/Behavior .....	42
Dress Code.....	42
Infection Control.....	42
Latex Warning .....	43
“Clean” Needle Stick Guidelines.....	43
Security and Emergencies.....	43
CONFIDENTIALITY AGREEMENT for the Simulation Lab .....	43
Appendix A (1).....	44
Appendix A (2).....	47
Appendix B .....	51

Appendix C.....	52
Appendix D.....	55
Appendix E.....	56
Appendix F.....	57
Appendix G.....	59
Appendix H.....	61
Appendix I.....	63
Appendix J.....	64
Appendix K.....	67
Appendix L.....	69
Appendix M.....	70
Appendix N.....	71
Appendix O.....	73
Appendix P.....	76
Appendix Q.....	77
Appendix R.....	78
Addendum 1.....	81
Addendum 2.....	84

## **Notification of Changes to the Handbook**

The student will be notified of any substantive changes to this Handbook, including but not limited to program policies, procedures, etc. At the time of the change, faculty will advise students of the specific modification(s). The student will sign a Handbook Change Form and submit it to the course instructor who will submit it to the Nursing Program Manager who will place it in the student's file in the Nursing Office. Policy changes to progression and/or completion of the program will only be applied with newly admitted students or students readmitted under a new catalog year.

Furthermore, the program will not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted pursuant to Ohio Administrative Code (OAC) 4723-5-12(B).

## **NURSING PROGRAMS**

### **MISSION**

The nursing unit embodies the institutional mission, vision, and values with unique nursing programs that are hands-on and learner-centered. The mission of the Nursing Program is to meet the educational needs of individuals who wish to enter the nursing profession or to advance their nursing skills and to meet the health care needs of the extended community. The purpose of the Nursing Program is to help meet the health care needs of the extended community by preparing competent, caring nursing graduates to enter practice as Licensed Practical Nurses and as Registered Nurses in a variety of health care delivery environments. Graduates of the Nursing Program will have the knowledge to become safe entry-level practitioners for a diverse patient population and successfully pass the NCLEX-RN or NCLEX-PN licensure exam.

### **REGISTERED NURSING END OF PROGRAM STUDENT LEARNING OUTCOMES**

The Nursing Program seeks to fulfill its mission by focusing on the following student learning outcomes, which include the knowledge, skills, and attitudes necessary to become a safe entry-level practitioner.

- 1. The student will be able to adhere to professional standards to provide safe, effective, and competent nursing care. (NCLEX: Safe and Effective Care Environment; QSEN: Safety, Patient-Centered Care, Teamwork & Collaboration)**
- 2. The student will be able to provide nursing interventions to promote, restore and maintain the patient's physical health across the lifespan. (NCLEX: Health Promotion and Maintenance; QSEN: Patient-Centered Care, Evidence-Based Practice)**
- 3. The student will adapt and provide specialized nursing care and clinical judgement based on knowledge of developmental, biological, psychological, sociocultural, and spiritual differences in patients. (NCLEX: Psychosocial Integrity; QSEN: Patient-Centered Care)**
- 4. The student will use nursing knowledge, clinical judgement, and skills to provide and promote safe nursing practice while providing empathetic and compassionate care. (NCLEX: Physiological Integrity; QSEN: Safety, Evidence-Based Practice, Informatics)**

## PRACTICAL NURSING END OF PROGRAM STUDENT LEARNING OUTCOMES

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Diploma in Practical Nursing:

- Participates collaboratively in the nursing process by contributing to assessment, planning, implementation and evaluation of individualized, holistic plans of care;
- Uses critical thinking skills in all areas of LPN practice;
- Provides empathetic and compassionate care;
- Practices basic principles of effective and therapeutic communication with clients, significant others, and health team members;
- Provides basic information to meet the learning needs of clients;
- Uses nursing knowledge, skills, and current technology to provide and promote safe nursing practice;
- Provides basic nursing care based on developmental, biological, psychological, socio-cultural, and spiritual differences in clients;
- Safely performs basic clinical skills;
- Safely administers and contributes to the evaluation of the effectiveness of medications and treatments;
- Practices within the profession's ethical and legal framework and is accountable for own nursing practice and care delegate;
- Assumes responsibility for professional growth, self-development, and lifelong learning; and,
- Demonstrates understanding of the levels of authority and responsibility and uses basic leadership skills to delegate nursing care tasks.

## PHILOSOPHY

- Each **individual** has innate worth as a unique living, feeling, thinking, social being who exists in a dynamic interaction with self, society and the environment. While each individual is unique, each has holistic needs common to all including the need to attain an optimal level of health.
- **Society** is the collective human environment which is in dynamic interaction with the individuals influencing attitudes, beliefs, values, ideas and behaviors.
- **Health** is a dynamic process over the wellness–illness continuum involving holistic care needs (biological, psychological, cognitive, sociocultural and spiritual) over the lifespan.
- **Nursing** is a caring interactive process of responding to the holistic dynamic health needs of individuals, groups, families and communities over the life span and wellness–illness continuum to help people achieve an optimal level of health.
- **Education** is a dynamic learning process based on sound teaching and learning principles, outcomes and current evidence, structured from simple to complex, from familiar to unfamiliar influencing values, attitudes, knowledge and skills. In a learning partnership, both teacher and student are accountable for optimizing educational opportunities to achieve diverse personal and career goals.
- **Nursing Education** is responsive to the adult learner needs and career goals by providing flexible opportunities for entry to and exit from the nursing program. This is accomplished through lectures, hands-on skills, high fidelity simulation/technology, and clinical experiences, which builds on previous relevant experiences to help students develop the essential values, knowledge, skills, and attitudes for safe caring nursing practice.



The scope of practice for the beginning practitioner who is a graduate of the Practical Nursing Program and of the Associate Degree Nursing Program is directed toward providing and/or managing holistic compassionate nursing care for people with well-defined health problems (guided as needed by a more experienced nurse) as a member of the nursing profession and of the interdisciplinary healthcare team.

Philosophy Adopted 1987

Last Reviewed and Accepted February 15, 2022

## **ORGANIZING FRAMEWORK (Curriculum Threads and Strands)**

The organizing framework describes the concepts, beliefs, philosophy, upon which the faculty has identified the nursing curriculum is organized and developed. The organizing framework assists the faculty in guiding the development of concepts and content within the curriculum and design of the nursing courses. The nursing courses are based on the philosophy/ mission, the organizing framework, program objectives, and outcomes. The organizing framework provides the faculty with a guide for curriculum development and decision making as a means and resource for clarifying and directing student learning. The primary goal of the program nursing curriculum is to prepare the student learner to practice the art of and science of nursing in which faculty and students have distinct and separate responsibilities in the faculty and student relationship. The following organizing framework shows the major concepts and supporting concepts of the Nursing Program philosophy.

### **Major Concepts:**

Nursing Process  
Clinical Skills  
Communication/Relational Skills  
Professionalism

### **Supporting Concepts:**

Lifespan Variations  
Clinical Reasoning/Judgement  
Teaching/Learning  
Management of Care  
Diversity  
Wellness-Illness Continuum  
Human Sciences  
Holism

### **Major Concepts:**

**Nursing Process:** The five steps of the nursing process: assessment analysis, planning, implementation, and evaluation provide the framework for delivery of patient care and are the structure for course content in the nursing education program.

**Clinical Skills:** In the nursing program there are three domains of learning in which the faculty engage students within the courses and in the clinical setting. The cognitive domain represents the knowledge needed to carry out the professional roles of the nurse. The skills are the psychomotor activities that are represented by the psychomotor domain. Attitudes reflect the beliefs and values about all aspects of the patient and healthcare that affect the affective domain. The content of each domain is equally important and necessary for the student to provide safe and effective quality care in the clinical setting.

**Communication/Relational Skills:** Communication within the context of nursing is a dynamic and

interpersonal process that requires at least one messenger and one receiver. The process, which includes interprofessional collaboration can either be verbal (oral or written) or non-verbal and is influenced by a person's culture, setting, values, beliefs, and perceptions. Whether working with clients, colleagues or peers, the nurse engages in purposeful nonjudgmental communication directed towards a specific outcome.

**Professionalism:** The nursing program curriculum contains the ethical and legal principles the nurse must exemplify in professional values, accountability, advocacy, and leadership to meet the healthcare needs of individuals, families, as well as communities locally and globally.

### **Supporting Concepts:**

**Lifespan Variations:** All human beings have specialized growth and developmental needs and related tasks to accomplish at various stages of the lifespan. Individuals differ in their ability to meet self-care needs. The amount of assistance to meet self-care needs is affected by the developmental stage and the effects of the disease process. The nursing curriculum provides the student with the opportunities to assist individuals in meeting self-care needs at the different developmental stages.

**Clinical Reasoning/Judgement:** Requires the ability to access, to reason, and to summarize the steps necessary to reach and formulate a logical decision in the clinical setting with a client. This process involves the ways the nurse understands the problems, issues or concerns of clients and patients, pays attention to information, and to respond in a concerned and involved way and is aware of how the patient responds to their actions. Critical thinking, in conjunction with the nursing process, is the basis for making clinical decisions.

**Teaching/Learning:** The nursing program faculty utilizes teaching and learning strategies to organize and evaluate learning situations. The nursing program faculty believes that learning is a process that supports attaining knowledge, understanding, and skills. Both the student and faculty interact in a process whereby students gain competency to function within their scope of practice. The teaching learning process occurs in a supportive environment of mutual respect and honesty. The student is encouraged by the faculty to assume the responsibility for their learning and act as advocates for themselves as learners as well as for their clients.

**Management of Care:** Delivers safe, competent, and quality patient centered nursing care in the roles of provider of care, manager of care, and member of the interdisciplinary healthcare team. The nurse collaborates with and delegates to others to manage the care of groups of individuals and families in a variety of healthcare settings that enhances the care delivery setting to protect the client and healthcare personnel.

**Diversity:** Cultural and socioeconomic factors influence the ability to meet self-care needs. Variations in self-care result from various life experiences. Cultural norms are first learned in the family and then within groups in the society. The students in the nursing program receive the knowledge of cultural variation and culturally competent care that is used when planning and implementing nursing care for the client.

**Wellness-Illness Continuum:** Wellness can be defined by an individual's perception of wellness and influenced by the disease process and the individual's ability to adapt. Health and wellness are changing states of physical psychosocial, and social and spiritual well-being. Health is not just the absence of disease but achieving the optimal level of functioning for each individual client.

Individuals have the right to be active participants in achieving health as they perceive it.

**Health and Human Sciences:** The nursing curriculum includes general education courses that provides knowledge in the behavioral and social sciences as well as the physical and biological sciences to integrate knowledge from these sciences to provide humanistic, quality care. These courses include general psychology, microbiology, and anatomy and physiology I and II.

**Holism:** The client is a unique holistic individual with worth, rights, and responsibilities. In holistic nursing, the nurse fosters relationships with their clients to promote healing and wellness. Holistic nursing is based on the principle that a patient's social, psychological, biological, and spiritual aspects are interconnected. The nursing program teaches the student holistic nursing focuses on individualized care by understanding each patient's diverse needs.

To effectively identify needs, establish priorities, and plan care that will encourage the patient as he/she endeavors towards his/her optimum level of wellness, the nurse must be knowledgeable in all of the major and supportive concepts in order to safely and effectively implement the plan of care and provide safe, effective quality care.

## **INSTITUTIONAL LEARNING OUTCOMES**

Nursing courses also help fulfill general education requirements, as well as institutional learning outcomes.

- Demonstrate sound critical thinking, information literacy, and technological competency in the production of academic writing and presentations.
- Apply the methods of mathematical, statistical, or analytical reasoning to critically evaluate data, solve problems, and effectively communicate findings.
- Demonstrate an awareness of the social, political, and economic forces which shape individuals, institutions, and communities in the modern world.
- Understand social justice and the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others.
- Demonstrate a foundation of knowledge in the natural sciences based on theory and laboratory skills.
- Cultivate ethical values, personal wellness, and personal learning strategies in development of the whole person, mind, body, and spirit.
- Integrate content material to application in the workforce and apply discipline-specific knowledge and skills to successfully transfer or effectively meet the expectations of internships, workplace, volunteerism and/or entrepreneurship endeavors.
- Utilize the ethical and professional application of current information technology and tools effectively.

## **OVERVIEW OF THE NURSING PROGRAM AND IMPORTANT GENERAL INFORMATION**

### **Scope of Nursing Programs Handbook**

The Handbook applies to all students currently accepted into a nursing program at Hocking College. The progression, completion, and readmission policies in the handbook in effect at the time RN students enter NT-1510, LPN to RN students enter NT-1530, and PN students enter NT-1000 apply. Students are also expected to abide by the Hocking College Student Code of

Conduct, college policies and procedures, and local, state, and federal laws.

- Hocking College Student Code of Conduct can be found at: <https://www.hocking.edu/student-conduct>
- Hocking College policies can be found at: <https://www.hocking.edu/administrative-policies>.
- Hocking College procedures can be found at: <https://www.hocking.edu/administrative-procedures>.

## STUDENT RESPONSIBILITIES

- A. The student is responsible for:
  - 1. Developing and implementing learning strategies.
  - 2. Meeting financial obligations including:
    - a. Academic (all-inclusive pricing)
    - b. Course related (e.g., travel to clinical, and immunizations)
    - c. Personal (e.g., health and emergency treatment)
  - 3. Seeking assistance for academic, financial, health, and/or personal concerns.
  - 4. Knowing his/her current and cumulative average for technical courses.
  - 5. Being aware of curricular requirements on the Hocking College website and content within this Handbook.
- B. Faculty Advisor
  - 1. Each student is assigned a faculty advisor (located on Self Service) who serves as their case manager and will meet with the student several times throughout the semester. Each student is responsible for making appointments to see their advisor on a regular basis.
- C. Mid-term and final grades are submitted by the instructor in a timely manner. Mid-term and final grades can be viewed on Self Service.
- D. Hocking College strives to provide outstanding instructors for student's education. Therefore, students are responsible for providing requested feedback to the institution regarding instructor performances. Students should thoughtfully complete the online course evaluation forms provided for each class. These forms are used by the instructors to improve their performance.
- E. No gifts may be given to faculty, instructors, or staff in the School of Nursing. Notes of appreciation are welcomed.
- F. **The student shall utilize the chain of command by contacting the following persons in the order listed below for any course or program related concerns.**
  - 1. Instructor/Faculty**
  - 2. Nursing Program Manager**
  - 3. Associate Dean of Allied Health and Nursing**
  - 4. Dean of Allied Health and Nursing**
- G. When a student has a concern about a grade in their course, they should first discuss it with the instructor. Grade appeals and other grievances can be made following the grievance procedure at <https://www.hocking.edu/student-affairs>.
- H. Incident reports may be submitted for issues, including, but not limited to: adverse events, injury to student or faculty during clinical rotation, conduct/safety violations, any unusual

occurrence while attending classroom and clinical rotation, etc. Students, faculty, instructors, or staff can report an incident at: <https://www.hocking.edu/report-it>. All incidents will be reported to the Nursing Program Manager.

## ATTENDANCE

Students are expected to attend all classes to ensure academic success. Instructors will report attendance for each class with absences reported as excused or unexcused. In support of preparing Hocking College students for the world of work, the following procedure has been developed to model work environments they will enter upon graduation. The expectation is that students attend all classes. In the event of illness or emergency, it may be necessary for a student to miss a class. To report an absence, a student must contact their faculty member in advance and make arrangements to complete all required coursework.

Course Length	Student may be administratively dropped upon
8-Week course	2nd unexcused absence
16-Week course	3rd unexcused absences

Unexcused absences greater than the above may result in being administratively DROPPED from the course(s). Students administratively DROPPED from a course(s) will not be re-admitted. They will be required to repeat the course to complete the program and are responsible for all associated charges.

Students will be administratively DROPPED from courses they have never attended as of the first week of the course. See the Attendance Procedure located here: [Hocking College Attendance Policy](#).

**\*\*Absence for Military Duty:** Students needing to be absent for required military duty must present official military documentation to the Nursing Program Manager. Every effort is made to accommodate required armed services activities. Please see your Nursing Program Faculty Advisor for guidance on program progression. Students must notify the faculty and Nursing Program Manager at the beginning of the semester if they have Military Duty during the semester.

**\*\*Athletes** needing to miss class, lab or clinical for sports commitments, must meet with the faculty at the beginning of the semester to discuss any potential absences that may occur during the semester. Athletes will be held to the same policies and will only be allowed one lab and one clinical absence for each course in any given semester.

## STUDENT CODE OF CONDUCT

Hocking College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The College, through the Student Conduct program, is committed to an educational and developmental process that balances the interests of individual students with the interests of the College community. To this end, every

Hocking College student must commit themselves to communicating and acting with integrity and respect for others. Further information pertaining to The Student Code of Conduct can be found by contacting the Office of Community Standards and Accountability and by referring to the *Student Code of Conduct* found at <https://www.hocking.edu/student-conduct>.

As Hocking College School of Nursing students, you are held to the highest ethical standards in and out of the clinical setting. Any form of incivility is unacceptable at Hocking College's School of Nursing. Incivility is defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of the classroom community. This includes any and all forms of disrespect or disregard for instruction, the instructor, nursing administration, college administration, clinical staff, patients or a fellow student. (See Appendix O, Civility Statement and Incivility Incident Report).

## **STUDENT RESOURCESS**

Guidance personnel, advisors and faculty members are available for matters concerning both academic and nonacademic problems. Resources available to students include, but are not limited to:

- [Veteran and Military Resource Center](#)
- [International Students Resource Center](#)
- [Hawks Center for Well-being](#)
- [Academic Success Center](#)
  - A. The Accessibility Resources Office
    - The Accessibility Resources Office is dedicated to serving the various needs of individuals with disabilities and is committed to promoting their full participation in college life. Accessibility services are provided for students with permanent, chronic or temporary conditions. Information can be found at: <https://www.hocking.edu/academic-support#accessibility>
  - B. [Tutoring](#)
  - C. [The Testing Center](#)
  - D. [Library Services](#)
  - E. [TRIO Student Support Services](#)
- [Financial Aid Counselors](#)
- [Hocking College Police Department \(HCPD\)](#)
- [Student Events and Activities](#)
- [Career and University Center](#)
- [Student Employment](#)
- Faculty Advisors
  - Each student should meet with the assigned faculty advisor at least twice each semester by appointment. Office hours are posted on the faculty member's Google calendar. It is recommended that a student seek help at the earliest indication of a problem or grade concern. Faculty are available by appointment for guidance. Office hours are posted in student courses.

## **STUDENT GRIEVANCE PROCESS**

Hocking College requires faculty and students to uphold the highest principles of academic

integrity and to act in a manner that preserves freedom of inquiry and intellectual exploration. The purpose of the [Hocking College Student Grievance Procedure](#) is to provide a system for the internal administrative review of student concerns, with the goal of a fair and equitable resolution of the issue(s) including academic affairs, student affairs, business operations, and disabilities. The Student Grievance Procedure is designed for students who believe they have been treated unfairly regarding any college issue(s), denial of due process rights, discrimination/discriminatory treatment, and/or any action by College employees, students or third parties which has had an unfair and adverse impact on a student's learning experience. For matters related to a final grade in course, the student must initiate the procedure within ten (10) calendar days from the date the final grade was posted. Throughout this process, the position of all parties will be evaluated in a fair and impartial manner. Steps will be taken to prevent any recurrences of discrimination, harassment, or any other conduct that is inconsistent with the mission of the College. No adverse action will be taken against a student who chooses to utilize this process. If a student feels that they are being treated adversely as a result of filing a grievance, they should notify the ombudsman at <https://www.hocking.edu/student-affairs#ombudsperson>.

## **NON-DISCRIMINATION POLICY**

Hocking College is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, sexual orientation, national origin or disability. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by the way of grant, contract, or loan. Title IV of the Civil Rights Act of 1964 is similar in its prohibition of employment discrimination on the basis of race, sex, religion, color or national origin.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against qualified individual with disabilities.

[Equal educational opportunity includes](#): admissions, recruitment, extra-curricular programs and assistance, employment, health and insurance services and athletics. Inquiries regarding compliance with any of these federal regulations may be directed to the Department of Education, the Office of Federal Contract Compliance or the Equal Employment Opportunity Commission.

## **TITLE IX INFORMATION & RESOURCES**

Title IX is a resource on sexual misconduct for students, faculty, staff, and visitors who are part of the Hocking College community. Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Hocking College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual's fundamental rights and personal dignity. Hocking College considers sexual discrimination in all its forms to be a serious offense. This resource refers to all forms of sexual discrimination, including sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. ([Title 20 U.S.C. Sections 1681-1688](#))

## **STUDENT GOVERNANCE**

### **A. Purposes:**

1. To identify and work to resolve problems.
2. To establish ideas for the advancement of classes, the nursing program, and the school.
3. To participate in preparing guidelines which affect the nursing program students.
4. To improve communication between students, faculty, staff, and administration.

### **B. Composition:**

1. One representative from PN I, II, III, RN I, II, III, IV and LPN to RN cohorts.
2. Nursing Program Manager, Dean of Allied Health and Nursing, Clinical Placement Manager and Office Manager of Allied Health and Nursing.

### **C. Procedures:**

1. Selection of student governance representative:
  - a. Each semester representatives are elected from their cohort.
  - b. Alternates are also elected each semester to serve in the event that the representative cannot attend a meeting.
2. Term:
  - a. Student representatives and alternates will serve one semester.
  - b. Student representatives and alternates may be reelected.
3. The meeting will be facilitated by the Nursing Program Manager, Dean of Allied Health and Nursing, Associate Dean of Allied Health and Nursing, and the Clinical Placement Manager and minutes of the meeting will be recorded by the Office Manager of the Health and Nursing Division and posted on Blackboard.
4. Nursing Program Manager, Dean of Allied Health and Nursing, Associate Dean of Allied Health and Nursing, and Clinical Placement Manager will be:
  - a. Resources to provide additional information.
  - b. A liaison to report Student Governance ideas and suggestions to the faculty.
5. Attendance at Governance Meetings:
  - a. Representatives should attend all regularly scheduled meetings.
  - b. If a representative cannot attend a Governance meeting, she/he is responsible for seeing that the alternate attends the meeting.
6. Student Governance meetings shall:
  - a. Be held on a regular basis, once per semester.
  - b. Minutes of the meetings will be accessible to students on Blackboard, or the student representative will provide updates to the cohort.

## **NURSING PROGRAMS REQUIREMENTS**

### **ADMISSION**

All Nursing program applicants are accepted into Hocking College under the Associate of Science (AS) program and may begin taking general education classes. The AS program is a pathway to the Nursing program and allows you to complete general education requirements for Nursing. Upon successful completion of all nursing admission requirements and acceptance into a nursing program cohort, your academic program will be changed to Nursing.



Completion of the Nursing TEAS Exam at the proficient level or higher will determine whether you qualify for a Nursing program. Admission file completion requirements are outlined in appendices A(1) and A(2). Students who meet file completion requirements by the deadline for the upcoming semester will be considered for admission based on availability. Grade point average will be considered if the number of students meeting the file completion requirements exceeds the available seats. File completion does not guarantee admission to the upcoming semester. TEAS Exam scores are valid for two years.

It is your responsibility to monitor admission file completion status. Nursing program admission file completion requirements can be viewed in WebAdvisor (Students menu) by clicking on the My Documents link under the Communications tab. All Nursing communication will be sent to your Hocking College email account. If you have questions regarding file completion requirements, please contact your academic advisor or Registrar's Office (by phone at 740-753-7042, in person in JL 184 or by email at [admissionfile@hocking.edu](mailto:admissionfile@hocking.edu)).

Other things to note:

- Completion of the State Tested Nurse Aide (STNA) is highly recommended but is not an admission requirement for the Nursing program.
- The Board of Nursing is no longer permitted to automatically deny an application or license based on an applicant's convictions. The Board of Nursing provides a list of possible or potential disqualifying offenses on their website. In accordance with law, the Board must consider the totality of the situation pertaining to the conviction to determine if there is any connection between the conviction and the practice of nursing (ORC 9.78 and 9.79). This determination can only be made after a complete application for licensure has been received and will be reviewed on a case-by-case basis by the OBN compliance department.
  - Students convicted of a felony are not eligible for entrance to the Hocking College Nursing programs. Non-felony convictions will be reviewed by the Program Manager, and admission will be considered on a case-by-case basis. The program complies with the criminal records check laws in Ohio specific to healthcare workers.
- Students are required to complete and pass a drug screen upon acceptance into the Nursing program. This is a requirement of our affiliate healthcare agencies. We will notify you when you need to complete the drug screen. (See Appendix A(1) and A(2) for program specific requirements).

## **PRECLINICAL COURSES**

- A. Students must achieve a grade of "C" or better in all general education preclinical courses to meet admission requirements. (See Appendices A(1) and A(2) for program specific requirements).
- B. Students must achieve a grade of "C" or better in no more than two (2) attempts per preclinical course.
- C. Preclinical requirements transferred from another college/university must have a grade of "C"

or higher.

1. Official transcripts must be sent to Hocking College. Grades of D- or better are transferable to Hocking College, however Selective Admissions Programs such as Nursing have higher grade requirements.
2. All courses not listed on the approved transfer list will require a course description and/or outline.
3. GS 1010 and GS 2010 are graduation requirements and cannot be transferred into Hocking College.

D. CPR for the Professional Rescuer is not a curricular requirement, **but it is a prerequisite for all clinical courses**. All nursing students must have a current CPR card while in clinical courses. Please note, online CPR does not meet requirements as it must have a hands-on component. **Students who have not met this requirement will not be allowed to attend clinical. The following CPR certification cards are acceptable:**

- Basic Cardiac Life Support (BCLS) FOR THE PROFESSIONAL RESCUER (American Heart Association)
- Professional Rescuer/Health Care Provider (American Red Cross)
- CPR Pro for the Professional Rescuer (ASHI)
- Hocking College Course EM 1134 (ASHI) (See Appendix A [1] or A [2], Admission - File Completion Checklist Policy)

E. Additional requirements for LPN to RN track students:

1. Licensed Practical Nurses must send their official PN transcript and active, unrestricted LPN license to the Registrar's Office to receive Credit by Advanced Standing for the following courses: NT-1510 Fundamental Concepts of Nursing, NT-1520 Health Assessment, BIOS-1113 Anatomy & Physiology I and BIOS-1114 Anatomy & Physiology II.
2. LPNs will be admitted into the LPN to RN Transition course (NT-1400) and must successfully complete the LPN to RN transition course as part of the file completion requirement before progressing to RN Semester 2.
3. Students who enter RN Semester 2 via the LPN to RN track must have an active, unrestricted LPN license before the first day of classes.

## ADVANCED STANDING

- A. The Nursing Program offers Credit by Advanced Standing for NT-1510, NT-1520, BIOS-1113, and BIOS-1114 to licensed practical nurses (LPNs) accepted to the LPN to RN track after the Registrar's office has received and reviewed official LPN transcripts and received a copy of the LPN license.
- B. The nursing program does not currently offer Credit by Advanced Standing for any other prior learning, including military experience.
- C. Hocking College offers Credit by Advanced Standing for specific courses and programs. Hocking College will also evaluate military training and experience for transfer credit purposes, but not for credit in the nursing program. Please refer to pages 12-13 of the current college catalog for details. [2023 - 2024 Catalog](#)

## **PROGRESSION (current requirements became effective Spring Term 2022 for any newly admitted students or students readmitted to the program)**

Progression through the Nursing program is dependent upon successful completion of the nursing technical courses as well as general education corequisite courses. (See Appendix F, Progression Policy). All nursing technical courses (theory/clinical, pharmacology, etc.) and nursing support courses (general education corequisites) must be taken in **sequence**:

- Refer to PN, LPN to RN and RN Nursing Curriculum sheets and Self Service for course sequence. (See Appendix S, Curriculum).
- Students must successfully complete each nursing technical (NT) and general education course in the semester sequence, before attempting the subsequent semester courses.

Successful completion of an NT course requires achievement of a final grade of 80% (B-) or better. Successful completion of general education corequisite courses requires achievement of a final grade of 73% (C) or better. It is considered a course **failure** if either these minimum grades are not achieved, or the student withdraws from or drops a course after the 15th day of the semester. Course failure results in interruption of progression in the nursing program.

Upon the first occurrence of a failure, the student must meet with and make a written request to the Nursing Program Manager for permission to repeat an NT course. (See Appendix G, Readmission Policy). If the course is a clinical course, the student must also submit the Readmission to Clinical Application (See Appendix H, Readmission to Clinical Application).

Upon the second failure, the student becomes ineligible to continue and will be dismissed from the nursing program. The student becomes ineligible for readmission to the nursing program for which they were enrolled for three (3) years from the date of the final semester in which they were not successful. (See Appendix G, Readmission Policy). Students failing an RN program may request consideration for acceptance into the Practical Nursing program or another Allied Health program.

In the event a student must withdraw for a medical condition/situation, with proper documentation and review by the Dean of Allied Health and Nursing, it may not count as a failure in regard to progression.

## **COMPLETION**

To “complete” the nursing program a student must achieve 73% (C) or better in all general education courses within no more than 2 attempts and 80% (B-) or better overall in all nursing technical (NT) courses within no more than 2 attempts. It is recommended that a student check her/his course grades and overall cumulative average in technical courses every semester. GS 1010 and GS 2010 are graduation requirements and cannot be transferred into Hocking College. (See Appendix I, Completion Policy).

After starting nursing technical (NT) courses, **failure (as defined above) of any two courses in**

**the nursing curriculum, including general education courses, constitutes a failure of the nursing program, preventing a student from progressing in or completing the program.** A student in this situation may apply for readmission after three (3) years from the date of the final semester in which the student was not successful. The student would restart at the beginning of their program.

## **READMISSION**

For consideration of readmission into a nursing technical course, a student must submit a written request and meet with the Nursing Program Manager. The decision for readmission depends on space availability, changes in the curriculum, individual qualifications including grade point average, and any other factors that may be related to the student's ability to succeed. (See Appendix G, Readmission Policy and Appendix H, Readmission to Clinical Application).

Students who become ineligible for the nursing program due to two (2) course failures, may reapply to restart at the beginning of their program after three (3) years from the date of the final semester in which the student was not successful.

## **SUSPENSION OR DISMISSAL FROM A NURSING PROGRAM**

The Nursing Program Manager may recommend a student be suspended or dismissed from the program for any of the following:

- Not complying with this Handbook, or regulations specific to a cooperating clinical facility.
- Acting in a manner that jeopardizes the safety or health of patients or personnel in a clinical setting.
  - Through our contractual agreements, cooperating clinical facilities reserve the right to require withdrawal from the clinical facility of any student whose actions may have detrimental effects on either patients or personnel.

Nursing leadership reserves the right to request a physical exam (including drug and alcohol screening) to determine the student's capability to remain in class and/or clinical. The Nursing Program Manager reserves the right to determine whether clinical competencies can be met with given restrictions.

All recommendations for suspension or dismissal along with copies of the necessary records are reviewed by the Associate Dean of Allied Health and Nursing and the Dean of Allied Health and Nursing and submitted to judicial. For information related to Student Grievance procedure, see the Hocking College Catalog at: [2023 - 2024 Catalog](#).

## **PROBATION AND ACADEMIC DISMISSAL FROM HOCKING COLLEGE**

Satisfactory academic progress is maintained by meeting or exceeding the levels indicated in the College Catalog. Academic probation is determined by comparing the student's cumulative grade point average with the total registered course hours. For information related to Academic Probation and Suspension see the College Catalog at: [2023 - 2024 Catalog](#)

## **NURSING PROGRAMS GRADUATION REQUIREMENT**

The student is responsible to ensure the correct legal name and spelling as it appears on the Hocking College application and student records are provided to faculty for the Pinning/Graduation ceremony. Additionally, this will be the name that will appear on the student's Completion Letter that will be sent to the Ohio Board of Nursing. Incorrect names and/or spelling will require a new Completion Letter to be sent to the Ohio Board of Nursing and will delay NCLEX testing. See the College Catalog for additional information related to graduation at: [2023 - 24 Catalog](#)

## **POST-GRADUATION FOLLOW-UP**

All graduates will receive a post-graduation survey. Receiving feedback from recent graduates is one important way for Hocking College to keep its programs relevant, vital, and accredited. Please help by keeping the College informed about all contact information and responding to the survey when it is sent. Surveys may be online.

**This information is essential to complete reports to federal and state governmental agencies. Future funding and accreditation of the nursing programs may depend on the availability of this data.**

Graduates should inform the nursing department of their first employment as a nurse. The program likes to keep in touch with its Alumni for guest speaking and potential Advisory Board Members. Please let the program know about your success stories. Existing students in the nursing program find them encouraging throughout their journey to achieving their goals and like to hear about the various possibilities that exist as a future nurse.

## **CAREER DEVELOPMENT**

The process of career development begins with the student's initial inquiry about Hocking College and continues beyond graduation. Whether you're a current student looking for an internship, a new graduate looking for your first professional job or an alumnus looking for a new opportunity or continuing education, Career Services can help.

The Career and University Center is here to help you get the career you want while you get the degree you need. Their goals are to help you to leave college with multiple job offers prior to graduation and a financial plan to become financially independent.

By leveraging cutting-edge Artificial Intelligence (AI) to allow all students to get personal, on demand feedback on things like resumes, interview skills, LinkedIn profiles and elevator pitches, we can give students a HUGE career advantage.

Do NOT miss out on your opportunity to leave here with multiple job offers and a plan for financial independence. Let us help you get there!

Using a structured format, we provide all new students with 24 hours of career, personal and financial planning development during their first term at college!

All of the services and supports offered through the Career and University Center are available to you at any time during office hours. No appointment is necessary. These services include but are not limited to interviewing strategies, mock interviews, as well as resume & cover letter review, job selection, career exploration, interview apparel, etiquette training as well as a variety of tutorials on professionalism, career fair preparation, business card creation and printing and elevator pitch

practice. See [www.hocking.edu/careerservices](http://www.hocking.edu/careerservices) for additional information.

Hocking College's Career and University Center Services will make all reasonable efforts to help assist in the job placement of graduates.

## NURSING PROGRAMS GRADING PROCEDURE

### A. GRADES

The Hocking College grade scale is to be used for all courses. For more information, go to the Hocking College Catalog located at: [2023 - 2024 Catalog](#)

93% - 100% = A	73% - 76% = C
90% - 92% = A-	70%-72% = C
87% - 89% = B+	68% - 69% = D+
83% - 86% = B	66% - 67% = D
80% - 82% = B-	65% = D-
77% - 79% = C+	0% - 64% = F

**The Nursing Programs grade scale for Nursing (NT) courses:** A final course grade of 80% (or higher) is required to be successful in all Nursing (NT) courses. This is equivalent to a B- (or higher) on the College's grading scale.

- A final grade equal to (or below) a 79% in a nursing technical (NT) course is not a passing grade for the course, even though on the College's grading scale a 79% is a C+. There is no rounding of final grades. For example, a grade of 79.99% does not round up to 80%.
- To clarify: A 79%, although a C+ on the College's grading scale, is not a passing grade for Nursing (NT) courses. Therefore, the student will not progress to the next semester or completion of the program.
- *Using all of the preceding factors, students should constantly be aware of their potential final grade in the course. Students should discuss their progress with their instructor and their academic advisor.*
- Students who earn passing grades in theory (which includes clinical and lab) and all required nursing and general courses assigned to a particular semester will be eligible to progress to the next semester.
- Each student should keep a personal record of all grades received. Grades will be posted on the LMS, but the final course grade is on Self Service.

Students who receive less than 80% (100% on dosage calculation) on any exam, quiz, or test will need to schedule a meeting with the instructor of the course for a review within one week of the exam date. (See Appendix B, Grading Process).

### B. MATH COMPETENCIES / DOSAGE CALCULATION

- a. Math competency exams will be administered at each level of the curriculum.
- b. Faculty will provide students with practice questions.
- c. Competency content includes all items to be tested via the medication math competency and is based on corresponding skills for each cohort.
- d. Four function calculators will be provided for the student to use on the day of the math exam.

- e. Scores will be recorded in the LMS.
- f. It is beneficial for the math competency exam to be taken early in the semester to allow students as much clinical time as possible to practice passing new medications. Refer to individual course syllabi and schedules for the timing of the exams.
- g. The number of questions on the math competency exam will be ten.
- h. Questions will cover the content taught in current and previous courses/semester.
- i. Students will have up to three attempts to successfully pass the math competency exam with a 100%.
- j. Any student who does not score 100% will be assigned practice questions that they must complete and schedule a time to review with the instructor. The student must then schedule a time in the testing center to take attempt #2. The test will not be provided to the testing center until the student meets with the instructor for review.
- k. If the student does not score 100% on the 2nd attempt, they will be assigned more practice and must provide proof that they have worked with a math tutor before they can schedule attempt #3 in the testing center.
- l. If a student is not successful by the third attempt, they will be considered unsuccessful in the course and receive a failing grade.
- m. The Dean of Allied Health and Nursing, Associate Dean of Allied Health and Nursing, Nursing Program Manager, and advisor will be notified of any student not meeting the math competency requirements after three attempts within any semester.
- n. The student will need to schedule a meeting with the Nursing Program Manager prior to being dropped from the course to discuss a remediation plan, unless this is the second failure for the student, at which time the student will be dropped from the nursing program.

**Dosage Calculations Skill Level**

<b>RN1</b>	<b>RN2</b>	<b>RN3</b>	<b>RN4</b>
1. Calculate conversions of Units of Measurement (Metric system and household measurements) 2. Correctly read and interpret labels located on vials, ampules, tubexes, syringes or bottles. 3. Calculate insulin dosages in units. 4. Calculating total volume or administration rate of enteral feedings.	1. Content from RN1. 2. Calculating reconstitution of medications and diluting total dosage (the correct amount of dilute solution for medication (powder). 3. Calculate dosages using syringes and identifying correct syringe used for medication administration. 4. Calculate medication dosage ranges (upper and lower range based on recommendations). and dose versus total daily amount.	1. Content from RN1 and RN2. 2. Calculate administration rates for IV medications and solutions per ordered rate or per tubing used. 3. Calculate total length of time IV solutions are to be administered using a pump. 4. Calculating rate to push IV medications. 5. Calculate IV <b>solution concentration</b> .	1. Content from RN1, RN2, and RN3. 2. Calculate amount of drug to be administered based on physical order in units/mL, mL/hour, units/min and units/hour (e.g. heparin, lidocaine) 3. Calculate infusion therapy rates for <b>administering medication intravenously</b> based on body weight (mcg/kg)

## C. ATI ASSIGNMENTS AND MASTERY SERIES ASSESSMENTS

Hocking College Nursing Program has partnered with ATI to reinforce learning with various product assignments and to implement standardized testing and remediation to increase the probability of passing the NCLEX board exam.

### **Completion of all assignments and assessments is mandatory for course completion.**

- All students will complete required remediation for Practice and Proctored Assessments (See Appendix C, ATI Best Practice for Assignments and Mastery Series).
- Focused review remediation must be completed by the due date on course schedule, be thorough, and meet the guidelines in Appendix C.
- **The student cannot progress through the mastery series and take the proctored exam if remediation is not completed at any level.**
- **If the student does not complete the proctored exam, they do not meet the requirements of the course and will receive a failing grade.**

## CLINICAL AND SKILLS/SIMULATION LAB GUIDELINES

### **DRESS CODE: CLINICAL AND SKILLS/SIM LAB**

Students are responsible to look professional at all times. This includes being well groomed with uniform pressed and clean in accordance with the health care setting they are assigned. When there is an issue, the instructor will discuss with the student, note the evaluation form appropriately and notify the Lead Instructor. Students, when admitted to the program, will be issued two nursing uniforms and one pair of approved shoes. Uniforms and shoes are included in the course fees and are of no additional cost to the student. Students will be provided with specific information on how to be fitted for the nursing uniforms and shoes during Clinical Orientation or at an Information Session. Students will receive their uniforms and shoes at the beginning of the semester and will be required to sign they received the items. It is recommended that students follow the directions for laundering from the company to ensure that the uniform stays in quality condition and looks professional.

### **A. Nursing Student Uniform:**

1. Uniforms must:
  - a. Be laundered and wrinkle free.
  - b. Be in good repair, with no holes or stains.
  - c. Pants are to come to the top of the shoe and not drag the floor.
  - d. Skirts must be at least knee-length and not drag the floor.
  - e. Undergarments must be worn and not visible at any time during the clinical experience.
2. Shoes must be:
  - a. Solid black.
  - b. Clean and in good repair.
  - c. Safe and sturdy with enclosed toes and heels.
  - d. Fluid resistant, including mesh. Leather is recommended.
  - e. In accordance with the institution policy.
3. Hose/socks must:
  - a. Be black or white in color with no designs.
  - b. Provide for safety and medical asepsis.



4. Name tags must be appropriately displayed when uniform is worn. Students will receive a form to complete for their ID. The ID must consist of the student's legal first name and first letter of their last name. The form should be taken to the ID machine located in John Light 1st floor to receive the student's nursing name badge. The first nursing name badge is free. Students will be provided with a nursing name badge holder for the ID.
5. Jewelry – the only jewelry permitted during clinical experience is:
  - a. A watch with a second hand.
  - b. A plain wedding band (nothing elevated allowed)
  - c. Small posts or small hoops in pierced ears with no more than two earrings per ear unless otherwise restricted by the clinical facility. Bars are not considered posts and are prohibited.
  - d. Religious insignias, if worn out of sight.
6. **No visible facial/tongue piercings are permitted.**
7. **Visible tattoos must be covered.**
8. Optional Hocking College clinical jackets may be worn in the clinical setting in designated areas but should not be worn outside the clinical facility.
9. Clinical jackets may not be worn during direct patient care.
10. Students may wear a thin black long sleeve shirt under their scrub top.
11. Students are required to wear the scrubs and shoes provided to them at the beginning of the program. This uniform will be worn for most clinical experiences except for Mental Health. Students will be informed of the requirements for specific sites when they vary from the standard uniform.
12. Skills lab & Simulation experiences: students are required to wear the same uniform that is worn in clinical and will be evaluated as they would be in clinical.
13. All students must have the following supplies in the clinical area:
  - a. Each student must have a **watch with a second hand** which allows for safe, effective nursing care. Smart watches which have texting, data collection, or photography capabilities are unacceptable.
  - b. Stethoscope and penlight, which are included in course fees.
14. Students may bring other patient care supplies as long as they are able to be disinfected or are disposable. Examples include bandage scissors, ink pens and tape measures.
15. Cell phones are not allowed during clinical or lab time. Cell phone use may result in a failing grade for the course.

## **B. Physical Appearance:**

1. Students are required to maintain good personal hygiene (bathing, mouth care and prevention of body odor).
2. Cosmetics (makeup, cologne, after-shave, and hair products) must be "minimal" as scents can trigger respiratory issues in patients.
3. Fingernails must be clean, neat, and reasonable in length (not visible when looking at palms). Nail polish is not allowed. **Artificial nails (gel, acrylic, or dip) are not permitted.**
4. Hair must be clean and neat, pulled back away from face and off shoulders. Hair

accessories (barrettes, headbands, rubber bands, etc.) must be a neutral color and plain.

- Hair style and color must be natural. Color and highlighting must be a natural hair color (no blue, pink, purple, green, etc.).
- Facial hair must be trimmed and neat and no longer than 2.5 cm. According to the Centers for Disease Control and Prevention, certain types of facial hair, like beards, can make mask fitting difficult. Masks that fit well protect you better. To have a better fit, people with beards can shave their beards or trim their beards close to the face (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>)

## PERFORMANCE STANDARDS

The following performance standards and activities are based on the core performance standards of Hocking College Nursing Programs. Applicants to the program and students enrolled in the nursing program must meet the following performance standards, including abilities and skills in cognitive, sensory, affective, and psychomotor performance. Each standard is accompanied by examples of an activity that a student would be required to perform in the nursing program. The American with Disabilities Act provides criteria and procedures by which the student with documented disabilities may receive accommodations or support to meet the minimum requirements identified below.

Functional Ability	Standard	Examples of Required Activities
Observation	Ability to actively participate in all demonstrations, laboratory exercises, and clinical experiences in the professional program component and to assess a client for examination, diagnosis, and treatment. Such observations require functional use of visual, auditory, tactile and olfactory perceptions.	Visually discriminate incremental reading on syringes. Read sphygmomanometers and various other medical equipment. Visually discriminate between different colored objects. Discriminate between auditory stimuli. Perform a comprehensive assessment on patients.
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective patient-care activities.	Move within confined spaces such as treatment room or operating suite. Assist with turning and lifting patients. Administer CPR.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills.	Pick up and grasp small objects with fingers such as insulin syringe, pills. Perform tracheotomy suctioning. Insert urinary catheter.
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12-hour clinical shift while standing, sitting, moving, lifting, and bending to perform patient-care activities.	Perform client care for an entire length of a clinical experience, 8-12 hours. Walk/stand for extended periods of time. Turn, position, and transfer patients. Manually resuscitate patients in emergency situations according to professional standards.

Physical Strength	Physical strength sufficient to perform full range of required patient- care activities.	Push and pull 200 pounds. Transfer/position/lift clients up to 150 pounds with assistance without causing harm to self or others. Lift/move heavy objects from 35-50 pounds.
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform nursing activities.	Move around in work area and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment. Stoop, bend, squat, reach overhead as required to deliver care in non-emergent and emergent situations.
Hearing	Auditory ability sufficient for physical monitoring and assessment of patient health-care needs.	Hear normal speaking- level sounds. Hear auscultatory sounds. Hear auditory alarms (monitors, fire alarms, call bells). Hear cries for help.
Visual Acuity	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care.	See objects up to 20 feet away. Read calibrations on 1 ml syringe. Assess skin color (cyanosis, pallor).
Tactile Sense	Tactile ability sufficient for physical monitoring and assessment of health-care needs.	Feel vibrations (pulses). Detect temperature changes. Palpate veins for cannulation.
Smell	Olfactory ability sufficient to detect significant environmental and patient odors.	Detect odors from patient (foul smelling drainage, alcohol breath). Detect smoke.
Flexibility	Adaptation to Nursing Department course-scheduling policy.	Make oneself available to work the hours of an assigned schedule that may include any shift and day of the week.
Conceptual/ Spatial Abilities	Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships.	Comprehend spatial relationships in order to properly administer injections, start intravenous lines, assess wounds of varying depths, etc.
Cognitive/ Quantitative Abilities	Reading comprehension skills and mathematical ability enough to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis.	Calculate appropriate medication dosage given specific patient parameters. Analyze and synthesize data to develop a plan of care. Collect data, prioritize needs, and anticipate reactions. Transfer knowledge from one situation to another. Accurately process information on medication container and physicians' orders, monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication-administration records, other medical records, and policy and procedures.

Clinical Reasoning	Critical-thinking ability for effective clinical reasoning and clinical judgment consistent with the level of educational preparation to reason across time about a patient's changing condition and/or changes in the clinician's understanding.	Identify cause/effect relationships in clinical situations. Maintain client's physical and emotional safety. Demonstrate competence in administration of meds, treatments, and procedures. Use scientific method in the development of patient-care plans. Evaluate effectiveness of nursing interventions.
Communication	Communication adeptness sufficient for verbal and written professional interactions. Oral communication skills sufficient to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health-care team, including nonverbal communication, such as interpretation of facial expressions, affect and body language. Written communication skills	Explain treatment procedures. Speak clearly and directly. Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health-care-team discussions of patient care. Elicit and record information about health history, current health state, and responses to treatment from patients or family members. Practice Therapeutic Communication. Convey information to patients and others as necessary to teach, direct, and counsel individuals in an accurate, effective, and timely manner. Communicate effectively with physicians, staff, patients, and patient's family members. Recognize and report critical patient information to other caregivers.
Emotional/ Behavioral	Emotional stability and appropriate behavior sufficient to assume responsibility / accountability for actions.	Establish rapport with patients, instructors and colleagues. Respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their own. Deliver nursing care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation, or diagnosis. Conduct oneself in a composed, respectful manner in all situations and with all persons. Work with teams and workgroups. Establish and maintain therapeutic boundaries. Demonstrate emotional skills to maintain a calm and professional decorum in an emergency/stressful situation.

Professional Attitudes and Interpersonal Skills	Professional appearance and demeanor; demonstrable ability to communicate with patients, supervisors, and co-workers to achieve a positive and safe work environment. Interpersonal abilities sufficient for interaction with a diverse population of individuals, families, and groups. Ability to follow instructions and safety protocols. Exhibition of honesty and integrity beyond reproach.	Exhibit capacity to engage in successful conflict resolution. Engage in peer accountability. Tolerate physically taxing workloads. Demonstrate prompt and safe completion of all patient-care responsibilities. Adapt rapidly to changing environment/stress. Exhibit ethical behaviors and exercise good judgment. Function effectively and respond appropriately during stressful and emergency situations (physically, emotionally, and mentally).
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## MAINTENANCE OF GOOD HEALTH

A. Students are **financially responsible** for the provision of their healthcare. Neither the college nor the clinical facilities will assume responsibility for:

1. Emergency care.
2. Treatment.
3. Hospitalization.
4. Lab work.
5. Follow-up care after a needle stick or biohazard contamination.

Expenses for immunizations and updated physicals are the responsibility of the student. Students will not be eligible to attend the first day of classes without submitting a completed physical form, drug test, TB test, or immunization documentation.

B. **A physical exam** is required every three years but may be required annually at the discretion of the clinical facility. Students will be required to have a new physical if it has expired.

C. **TB (tuberculosis) testing** is required yearly. This may be a blood test (Quantiferon Gold) or skin test (PPD/TST). A skin test cannot be read by the instructor or anyone in the Hocking College nursing office. If this is the student's first TB skin testing or if it has been more than one year since the last TB skin test, a two-step test is required.

Those with a positive TB blood or skin test must have a negative chest x-ray prior to giving patient care. Chest x-rays need to be repeated every two years unless symptoms of tuberculosis develop.

D. The following **immunizations** or positive titers showing immunity are required:

- MMR (series of two).
- Hepatitis B Vaccine (series of three given over six (6) months).
- Tdap (required every ten years).
- Varicella - (series of two).
- INFLUENZA VACCINATION IS REQUIRED DURING FLU SEASON FOR ALL CLINICAL STUDENTS (the ONLY acceptable excuse for not having a flu shot is documentation from the student's physician or primary care practitioner indicating that the student is allergic to

this type of immunization).

- COVID vaccination is a requirement of some clinical facilities, while others accept religious and medical exemptions. Students will not be eligible to attend clinical at such sites without submitting record of a completed vaccine series, or a letter of exemption.

It is the responsibility of the student to keep their immunizations current. Additional immunizations may be required by individual facilities or when the CDC recommends seasonal immunizations due to infectious diseases.

**E. Annual drug screen testing** is a nursing program requirement and clinical facility policy. Students of the nursing program are required to have a negative urine drug screen prior to attending the first day of classes and periodically during the program at the discretion of the faculty, instructor, and/or clinical facility partners. Students will **forfeit** their clinical/theory seat for any of the following reasons (See Appendix L, Student Drug Testing Process):

- A positive urine drug screen for controlled substances not disclosed at the time of the urine drug screening.
- Refusing or failing to complete a test or alteration of a test in any way which will be recorded as a positive test.

If a student has a positive urine drug screen and disclosed prescribed medications to the professional collector, the result will be determined based on the information provided by the Nursing Program Manager, Associate Dean of Allied Health and Nursing, and / or the Dean of Allied Health and Nursing. The Clinical Coordinator will be notified of the result.

Students testing positive will be administratively withdrawn from the current semester and will be responsible for the financial consequences resulting from the administrative withdrawal process. The student may be eligible to be considered for admission to the nursing program after one calendar year. If a second positive and/or adulterated drug screen occurs, the student will no longer be eligible for admission to the Hocking College Nursing Program.

Students already in the clinical/theory sequence may be required to submit to a random drug screen at the discretion of the faculty, instructors, and/or clinical facilities. Upon notification, students will have a specified amount of time to present to Hawks Center for Well-Being (HCWB) for collection of the sample. In addition, any nursing instructor may request a urine drug screen for a reasonable cause. "Reasonable cause" exists when a student exhibits behavior that suggests impairment from drug use or when clinical performance or safety is affected. Students will forfeit their clinical/theory seat for any of the following reasons:

- A positive urine drug screen for controlled substances not disclosed at the time of the urine drug screen.
- Refusing or failing to complete a test or alteration of a test in any way which will be recorded as a positive test.

Students testing positive will be administratively withdrawn from the current semester and will be responsible for the financial consequences resulting from the administrative withdrawal process. The student may be eligible to reapply for admission to the nursing program after one calendar

year. If a second positive and/or adulterated drug screen occurs, the student will not be permitted to reapply to the Hocking College Nursing Program.

**F. Illness/Injury/Sudden Disability:**

1. During clinical hours, illness or injury must be reported at once to the clinical instructor. The clinical instructor is required to report an injury immediately to the Nursing Program Manager and complete a Hocking College Injury Report at <https://www.hocking.edu/report-it>.
2. Faculty reserve the right to require a health care provider's written statement concerning the student's ability to return to clinical/lab/classroom.
3. The nursing leadership reserves the right to request a physical exam (including drug and alcohol screening) to determine the student's capability to remain in class and/or clinical.
4. The Nursing Program Manager reserves the right to determine whether clinical competencies can be met with any physical restrictions ordered by a health care provider.
5. The faculty and/or instructor reserves the right to send a student home from clinical at their discretion when the student is too ill to function safely. Situations include fever, vomiting, diarrhea, pain, inability to stay awake, mental distress, or other similar health-related problems.
6. Pregnancy is considered a state of wellness. Pregnant students who are not experiencing complications during their pregnancy do not need a health care provider's statement to participate in clinical. Pregnant students who have complications must have written permission from their health care provider to participate in clinical. Students who are pregnant are encouraged to notify their clinical instructor.
7. Health related conditions that may result in temporary limitations in the student's ability to safely function in a clinical situation will require documentation from the student's health care provider. The Nursing Program Manager reserves the right to determine whether clinical competencies can be met with any physical restrictions ordered by a health care provider and whether the student can participate in clinical with such restrictions.
8. Clinical instructors or the Nursing Program Manager may request additional documentation in situations including (but are not limited to): physical injury, hospitalization, casts, splints, back injuries, injuries that interfere with lifting, contagious disease, or other similar health-related conditions. Note some facilities may not allow a student to return to clinical with casts or splints. Hocking College is contractually required to follow the specific guidelines of each facility.
9. Any student who has had restrictions prescribed must provide a release from their health care provider stating the student may return to clinical without restrictions.

**G. Clinical Restrictions**

**A student will not be allowed to attend clinical if:**

1. Required forms are not completed by the student as requested by the nursing program (e.g., immunizations, drug urine screen, background check, physical exam).
2. The student is not properly registered for classes or has not secured financial aid. Registration for classes assures liability insurance coverage.

3. The student is under suspension and/or involved in any pending judiciary review.
4. The student has any physical or mental limitations documented by a health care provider that may impact their ability to meet clinical competencies.
5. The student is impaired through the use of drugs or alcohol. Random drug testing may be requested by the leadership of the nursing program, clinical faculty, or clinical facility.
6. The student does not have a current CPR card.
7. The student does not have the results of the BCI and FBI background check.
8. The student does not comply with turning in required clinical documentation by a deadline date provided by the Clinical Placement Manager. Clinical facility sites may require submission of clinical documentation to their facilities 6 – 8 weeks prior to attending clinical rotation. It will be the responsibility of the student to remain current on all required health/clinical documentation. This especially applies to any out-of-sequence students who may be offered clinical placement on short notice/acceptance timeframes. If the student is out-of-sequence and is offered clinical placement for any semester and required clinical documentation is not current or complete, the student's place may be forfeited, and the clinical opportunity given to another student. Students will receive a U if already in clinical and documentation is not completed by the deadline.
9. The presence of a positive criminal background check record could jeopardize the student's eligibility for clinical placement. Hospitals and other medical facilities may not authorize individuals to participate in the clinical instruction necessary to complete the nursing program based on criminal history.
  - **Any** criminal charges or convictions incurred while a student is in the nursing program must be reported to the Nursing Department immediately. Any student who does not notify the Nursing Department may be dismissed from the nursing program and ineligible to continue. (See Appendix M, Background Check Process/Advising Form). If a student receives a felony conviction any point while in the nursing program, they may be dismissed from the program.

## **STUDENT HEALTH INSURANCE/COVERAGE**

Hocking College insurance does not cover a student in case of an accident or illness. Students are responsible for providing their own health and accident insurance.

## **STUDENT LIABILITY INSURANCE**

The college covers students with liability insurance per contractual agreement with clinical facilities.

## **CLINICAL ASSIGNMENTS**

1. The Clinical Placement Manager assigns clinical students to the clinical sites.
2. Due to mandatory requirements for facilities, clinical assignments are made in advance, and cannot be changed per student requests.
3. Clinical facilities are within a 100-mile radius of the college. Although an attempt is made to keep driving to a minimum, there will be occasions when students will be asked to drive to a clinical location that is not close to their home. Liability for driving rests with the student.
4. Approximately equal numbers of students will be assigned to each clinical area.
5. Clinical assignments may include weekend/evening hours.
6. Facilities have mandatory training requirements for students (e.g. computer training, etc.).



Absence for this required training or for clinical orientation will jeopardize the student's clinical placement. (It may result in clinical / course failure.)

7. Students will be assigned to clinical and lab groups each semester. Students are responsible for checking the college schedule and their hocking email for updates. Students will be notified by email prior to the beginning of the next semester.
8. Students who fail a course can submit a "Readmission to Clinical Application" on or after the last day of that term.
9. Out of sequence students will be offered clinical placements based on availability.
- 10. Out of sequence students are not guaranteed automatic re-entry into the next semester.**

### **ATTENDANCE POLICY FOR THEORY, CLINICAL AND SKILLS/SIM LAB**

- The faculty believes that all scheduled learning activities including class, skills/sim lab, and clinical are essential. It is unacceptable to miss your nursing classes. Attendance at all class/course sessions is expected in order to promote success. Students who miss class for any reason are responsible to get materials, information and/or alternative assignments. Faculty members are responsible for presenting information in scheduled classes and teaching sessions. However, faculty are **not** responsible to provide materials/information to those who miss learning opportunities. Patterns of repeated class absence will be addressed.
- If a student misses more than one day in skills/sim lab or clinical in an RN or PN program course, it will result in a failure (course specific information can be found in the syllabus).
- Absences which interfere with a student's ability to meet the established clinical and/or lab objectives are cause for review and may result in a failure of the course.
- Absences should be reported to the clinical/lab and lead instructor prior to the scheduled experience. Information about how to do this will be provided at the beginning of each semester.
- Absences must be made up at the convenience of the instructor's schedule; the student will be expected to be flexible with excused make ups.
- Clinical make-up hours will be arranged with the clinical placement manager and the instructor. Required clinical hours must be completed prior to the last day of the semester.
- Lab make-up hours will be arranged with the instructor. Missed lab hours must be made up within one week.
- Tardiness should be reported to the clinical and lead instructor prior to the scheduled experience. Information about how to do this will be provided at the beginning of each semester.
- A student may not leave the assigned clinical facility during assigned hours unless directed to do so by the clinical faculty.
- Each student is required to keep a record of clinical hours on a clinical log that will be submitted at the end of the semester.

### **THEORY ATTENDANCE**

Students who are late for class should take a seat quietly and not disrupt the class by talking or making noise. The instructor reserves the right at any time to change this policy and allow late students to come into the classroom only at break time. It is the instructor's right to request students who are disruptive to leave the classroom at any time.

If a student is late or absent, it is the student's responsibility to obtain information, pertinent

announcements, notes, and handouts or assignments he/she has missed.

Missing class time can be detrimental to the student's learning. Discussions, work groups, website research information, etc. are used during class and are material for test questions. Students are expected to participate in class discussions and group activities. Students are encouraged to ask questions and use critical thinking and clinical judgement skills. It is intended that the entire class will engage in critical listening, critical reading, and critical thinking. The student is ultimately responsible for the chapter content covered through pre class assigned reading, website research, PowerPoint presentations, ATI website assignments, and ATI Active Learning Templates.

Students should inform the instructor if they are not feeling well and could be referred to the Hawks Clinic or be asked to leave and return to classes when they are feeling better.

Please note the Ohio Board of Regents expects that students will work at "out of class" assignments on a regular basis. Over the length of the course, the normal average would be 2-3 hours of "out of class" study for each hour of formal class activity.

<https://www.ohiohighered.org/calendar-conversion/definition>

## SKILLS/SIMULATION LAB ATTENDANCE

1. All lab hours are required to meet the Ohio Board of Nursing requirements for graduation ([Rule 4723-5-13](#)). Students are not permitted to miss lab. In the event of an extreme illness or emergency, one absence may be allowed. Students will receive an unsatisfactory for the day and will be required to make up the lab time within one week at the convenience of the instructor. The course instructor may require documentation of the illness/emergency as supportive evidence. If a student is more than 15 minutes late for a lab they will not be permitted to stay, it will be considered an absence and the entire lab time must be made up within one week.
  - If more than one (1) lab day is missed, it is considered a course failure and the course must be repeated. (If the student has already had another course failure, this course failure will result in dismissal from the nursing program.)

## CLINICAL ATTENDANCE

All clinical hours are required to meet the Ohio Board of Nursing requirements for graduation ([Rule 4723-5-13](#)). Clinical experience is a very important component of the nursing program. Therefore, students are required to attend all assigned clinical days to meet the course objectives.

If the student must miss a single clinical day for extreme illness or an emergency, the missed clinical hours must be made up. The course faculty or the Nursing Program Administrator has the right and the responsibility to request medical clearance or other documentation to verify the circumstances and to assure the student is safe to return to the clinical setting.

- Students who miss a clinical day will be required to attend the clinical make-up day **which could include simulation**.
- **Unsatisfactory clinical days cannot be made up.**
- If more than 1 clinical day is missed, it is considered a course failure and the course must be

repeated. (If the student has already had another course failure, this course failure will result in dismissal from the nursing program.)

**Arriving late or leaving early are both attendance issues.**

1. If the student arrives after the designated start time for lab or clinical, they will receive an unsatisfactory (**U**) in arrival/departure. **If a student receives more than two (2) unsatisfactory (U) scores in arrival/departure it will result in a course failure.**
2. If the student is more than 1 hour late for clinical, they will not be able to meet the clinical objectives for that day. It will be considered an absence and they will be required to make up the clinical day at the convenience of the instructor.
3. **The student will be required to make up all missed clinical and lab time.**
4. If a clinical instructor feels that it is in the best interest of the student to seek medical attention due to probable ill health, the student will not be considered absent or receive a "U". However, the student will be required to make up the hours missed.

**Procedure for calling off:**

If a student is going to be tardy or absent from a lab or clinical experience due to a serious illness or grave emergency, the lab/clinical instructor **MUST** be notified prior to the scheduled start time. The student should also notify the lead course instructor via email.

**No Call / No Show Consequences:**

If a student fails to notify an instructor before a clinical or lab absence – this includes if the student is tardy – it is considered a No Call/No Show. **The student will receive a U in arrival and a U in accountability for a No Call/No Show.** There will be a remediation plan completed for the first occurrence at any point while the student is in the Nursing Program.

A second occurrence of a no call/no show AT ANY POINT during the time the student is in the Nursing Program will result in a course failure.

**No "banking" of clinical days or lab hours is permitted.**

**Clinical Orientation Training**

Clinical facilities have mandatory training requirements for students (e.g. computer training, etc.). Absence from this required training or for clinical orientation will jeopardize the student's clinical placement and could result in an unsatisfactory day or a clinical failure.

**ADVERSE WEATHER CONDITIONS/CLINICAL CANCELLATION**

Refer to Hocking College Snow Emergency Procedure for updated information.

1. Whether Hocking College announces that the classes are cancelled or not, students and faculty are reminded to make individual determinations as to the safety of travel.
2. Clinical instructors, after personally assessing road conditions, may call a two-hour delay in the start of clinical. Students must be notified by the clinical instructor using the calling tree or other means of communication as determined by each clinical group and the clinical units must be notified. The time missed must be made up during the semester.
3. Clinical instructors who personally assess road conditions and feel they are unsafe must call the Dean of Allied Health and Nursing regarding action. Clinical instructors cannot cancel clinical based on adverse weather conditions.

4. If a clinical is cancelled due to adverse weather, the time must be made up in order to meet program outcomes in accordance with Ohio Board of Nursing regulations. This time may be made up in the clinical setting, simulation lab, or through virtual clinical experiences with the clinical instructor but must be approved by the lead instructor.

## **GRADING POLICY FOR CLINICAL AND SKILLS/SIM LAB**

### **PN CLINICAL EVALUATION**

**To successfully complete a nursing theory course students must be successful in all three components (theory, skills/sim lab, and clinical).** If the student is unsuccessful in any of the course components, the student will receive a failing grade for the course. If a student is repeating a course, all course components must be repeated together.

**Note:** Any incidences of unprofessional behavior or incivility will result in an additional U for the week and the student will be required to meet with the lead instructor and nursing administrator.

**The final grade for clinical and lab is designated as Satisfactory (S) or Unsatisfactory (U).**

To receive a satisfactory (S) grade for clinical, the student must:

1. Meet the outcomes of the course daily.
2. The following areas listed under **Professional Behavior** on the clinical evaluation tool will be evaluated **weekly** as an "S" for satisfactory or a "U" for unsatisfactory. A student who earns more than two (2) unsatisfactory scores in any one category/area on the evaluation form will receive an unsatisfactory grade and will result in a failure of the course. (See Appendix E, Clinical Remediation).
  - **Accountability** - Conduct is consistent with professional values of mutual respect, civility, self-awareness, and personal integrity.
  - **Appearance** - Students must comply with the Nursing Program Handbook guidelines.
  - **Written work** – Guidelines for completion must be followed. Work must be submitted by the due date.
  - **Arrival/ Departure** – At the designated start/end time. Please refer to the attendance policy.
3. Review and sign clinical evaluations weekly. Each entry must be signed/initialed/dated. Discussion about clinical progress with the instructor is invited.
4. In **clinical** each student will be evaluated in writing including a mid-term and final evaluation. The student must also complete a self-evaluation for the mid-term and final.
  - ☐ Any area marked unsatisfactory on the midterm evaluation by the instructor will require a meeting with the lead instructor and the development of a remediation plan to ensure the student knows what needs to be improved to be successful.
  - ☐ Any area that is not marked satisfactory on the final evaluation by the instructor will result in a failing grade for the course.
5. In **lab** if a student is unsuccessful on the third attempt at any skill/procedure they will fail the theory course.

### **RN CLINICAL AND SKILLS/SIM LAB EVALUATION**

**To successfully complete a nursing theory course students must be successful in all three**

**components (theory, skills/sim lab, and clinical).** If the student is unsuccessful in any of the course components, the student will receive a failing grade for the semester. If a student is repeating a semester, all course components must be repeated together.

**Note:** Any incidences of unprofessional behavior or incivility will result in an additional U for the week and the student will be required to meet with the lead instructor and nursing administrator.

**The final grade for clinical and lab is designated as Satisfactory (S) or Unsatisfactory (U).**

To receive a satisfactory (S) grade, the student must:

1. Meet the objectives of the course daily.
2. The following areas listed under **Professional Behavior** on the evaluation tool will be evaluated **weekly** as an "S" for satisfactory or a "U" for unsatisfactory. A student who earns more than two (2) unsatisfactory scores in any one category/area on the evaluation form will receive an unsatisfactory grade and will result in a failure of the course. (See Appendix E, Clinical Remediation).
  - **Accountability** - Conduct is consistent with professional values of mutual respect, civility, self-awareness, and personal integrity.
  - **Appearance** - Students must comply with the Nursing Program Handbook guidelines and follow any requirements of Hocking College and the clinical facility.
  - **Written work** – All assigned work must be completed and submitted by the due date.
  - **Arrival/ Departure** - At the designated start/end time. Please refer to the attendance policy.
3. Review and sign clinical and lab evaluations weekly. Each entry must be signed/initialed/dated. Discussion about progress with the instructor is invited.
4. In **clinical** each student will be evaluated in writing including a mid-term and final evaluation. The student must also complete a self-evaluation for the mid-term and final.
  - Any area marked unsatisfactory on the midterm evaluation by the instructor will require a meeting with the lead instructor and the development of a remediation plan to ensure the student knows what needs to be improved to be successful.
  - Any area that is not marked satisfactory on the final evaluation by the instructor will result in a failing grade for the course.
5. In **lab** if a student is unsuccessful on the third attempt at any skill/procedure they will fail the theory course.

### **COLLEGE AND AFFILIATING AGENCY GUIDELINES**

Professional conduct is expected of each nursing student. Guidelines regarding behavior including offenses and sanctions can be found under the "Student Code of Conduct" on the Hocking College website ([www.hocking.edu](http://www.hocking.edu)). Each student is responsible for reading, understanding and abiding by this information.

Some additional guidelines for professional conduct for nursing students include:

- A. Students may not post or communicate any patient-related information or information which may potentially identify a particular patient. Removal of the patient's name does not solve this problem – inclusion of gender, age, race, diagnosis, etc. may still allow the reader to recognize the identity of a specific individual. Violation of this requirement will result in disciplinary action

up to and including dismissal from the program, as well as other liability for violation of HIPPA (the Health Insurance Privacy and Portability Act of 1996). Student nurses may only access patient medical records for which they are providing direct care and are not permitted to access patient medical records identified as **“No Students.”**

**Ohio Administrative Code 4723-5-12 (C) requires the following of nursing students:**

- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C) (10), (C) (11) and (C) (12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.  
(See Appendix J, Student Conduct While Providing Nursing Care).

- B. Students must adhere to safety rules as set forth by the clinical facilities.
- C. Students are only allowed on affiliating agency premises during authorized times arranged by the Clinical Placement Manager.
- D. Students are to remain at the clinical facility until the conclusion of the clinical day (including lunch).
- E. Students must turn off (silencing) cell phones/electronic devices during class, lab, and clinical.  
**Cell phones are not allowed during clinical time and facility policies regarding cell phone use will be enforced by clinical faculty. Cell phone use may result in a failing grade for the course.**

If an offense has occurred based on the above guidelines, the student will be counseled in a private conference with the instructor and Nursing Program Manager. The conference will be documented, and the student asked to sign a statement indicating that the offense and action being taken have been discussed with the student. Serious offenses will be referred to judicial.

The faculty retains the right to immediately remove from the clinical area any student deemed unsafe or unsuitable for the assigned experience. A conference with the student, clinical instructor, course lead instructor, and Nursing Program Manager regarding the situation shall be held and further action determined.

If the student does not agree with the decision or action, he/she may request that the matter be reviewed by the Dean and Associate Dean of Allied Health and Nursing. Further appeal can be requested using the Hocking College Student Grievance Procedure.

<https://www.hocking.edu/student-affairs>

## **HOCKING COLLEGE NURSING PROGRAMS SIMULATION LAB**

### **Introduction**

This state-of-the-art simulation laboratory contains realistic adult, pediatric, infant and obstetrics high-fidelity manikins. Each manikin is computer controlled to present a wide array of physiological conditions to provide the student with close to real life experiences. Each student is expected to participate and be engaged in all aspects of the laboratory experience.

### **Simulation Lab Mission**

**The Hocking College Nursing Program's** mission is to provide and promote a safe environment for experiential learning utilizing simulation. The Simulation Lab will provide a dedicated environment for students to learn strategies that will enhance patient safety and the quality of health care through the use of simulation technology. Simulation is used for practicing the application of appropriate skills; critical thinking/clinical reasoning; ethical decision making; clear communication skills; cultural sensitivity awareness; and professionalism at the student level in the program.

### **Simulation Lab Vision**

The goal is to provide cutting-edge, high quality clinical training in realistic settings to students, to ultimately improve future patient outcomes and safety through evidence-based practice and hands-on high-fidelity simulation. Secondly, to provide education that stimulates clinical reasoning, critical thinking, and psychomotor competence in an innovative setting.

### **What is Simulation?**

Simulation is an attempt at replicating reality. In healthcare education, simulation tries to replicate some or nearly all of the essential aspects of a clinical environment so that the situation may be more readily understood and managed when it occurs in clinical practice. The simulation lab environment allows students to participate in life-like situations. Simulation can also be used as a teaching method to help assess a student's skill acquisition. Simulating real-life experiences for students in a safe environment is conducive for developing critical thinking, clinical reasoning, and clinical judgment skills. Practicing in such an environment will increase the probability that those skills will be used in the real-world setting.

### **Simulation Scenarios**

Simulating case scenarios involves the active participation of all students. All students and faculty will adhere to the simulation lab rules (see attached). Manikins are to be used with respect and treated as if they were live patients. The simulation lab is a learning environment. Students involved in simulated scenarios should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and no discussion of the actions of students should take place outside of the lab. A prebriefing and debriefing session will be provided for all simulation experiences. After the debriefing session, the student should fill out an evaluation to

give them the opportunity to reflect on the scenario and to provide constructive criticism for further enhancement of the simulation.

### **Faculty Roles**

The simulated scenarios are designed so that students learn to think critically. Students should be allowed to complete their scenario regardless of the outcome with little to no direction from the faculty. It is during the debriefing that faculty will provide input with regards to the students' performance and affective behavior.

### **Prebriefing**

Prebriefing is an educator designed phase of simulation that is implemented at a designated time prior to the 'hands-on' scenario and includes both orientation tasks and learner engagement activities that will enhance learner satisfaction, participation, and effectiveness of the simulation experience.

### **Debriefing**

The debriefing session involves immediate feedback and a reflective critical thinking analysis and communication tool for participants of the simulation exercise. The purpose of the debriefing is to provide students with the opportunity to review and reflect on their simulation experience to enhance learning and ultimately change in practice. The debriefing should be guided by the objectives of the simulation and focus on students' thought processes. Debriefing should be respectful and confidential. Students should feel safe to share their reactions and feelings.

The facilitator should guide the debriefing with strategic questions, but the students should be providing the bulk of the dialog. The facilitator will conduct the debriefing using video review or other techniques to facilitate a favorable post-simulation exchange.

### **Scheduling of Laboratory**

Staff, Faculty, and Instructors shall contact via email the Simulation Lab Coordinator at least two weeks prior to the requested dates. Requests via phone are discouraged. Every attempt shall be made to fulfill requests, however those students that have a required hourly mandate and or skill validation shall receive priority. Along with requesting time in the lab the faculty member may choose the appropriate scenario that covers the desired objectives. It is imperative that the faculty member reviews the requested scenario and the required equipment list prior to the start of the lab session. Faculty should ensure the scenario meets course objectives and outcomes. Deviation from the standard list of equipment may be made at the time of request.

### **Simulation Lab Coordinator**

The Simulation Lab Coordinator will facilitate the learning environment by setting up the scenarios, controlling the manikins remotely, and may be able to troubleshoot any technical issues that arise. Ideally, facilitation of the lab experience is performed by the faculty instructing the course/lab/clinical.

### **Equipment**

Every effort has been made to provide each student with state-of-the-art equipment to be used in the occupational environment. It is imperative that faculty orient themselves to this equipment so that the scenario will run smoothly. In the event that a piece of equipment comes up missing or is broken it is the responsibility of the student to report it to the faculty. Below is the list of rules each



student must adhere to concerning equipment:

1. All students and faculty wanting to use the lab must have proper orientation to the equipment.
2. The doors of the simulation lab will be locked at all times, except when in use.
3. When working with the manikins, students must perform hand hygiene and wear gloves as with a live patient.
4. Supplies and equipment must not be taken out of the lab unless authorized by the Simulation Lab Coordinator and signed out by an instructor.
5. Equipment should be disposed of appropriately. (sharp's containers, biohazard trash containers)
6. Computers and video equipment are for class purposes only.
7. Students will have proper orientation to the crash cart and the defibrillator.
8. There may come a time that equipment might get broken or become missing. It is your responsibility, as a member of Hocking College, to report it to an instructor and or Simulation Lab Coordinator. If the equipment is maliciously damaged, the student will be responsible for replacement of said equipment and could be dismissed from the program.
9. At the end of the scenario, students must return all equipment and supplies to the proper locations. Any soiled linens will be switched out for clean ones by the students. The students will then clean the simulator's skin with water and a soap solution approved by the manufacturer.
10. Beds should be remade and left in the lowest position with the bed rails up.

### **Confidentiality**

In order to preserve the realism of the scenarios used in the simulation lab and to provide an equitable learning experience for each student, all persons using the lab will be required to sign a confidentiality agreement (see attached copy of confidentiality agreement). The scenarios are not to be discussed outside of the simulation and debriefing sessions. This is to protect the value of the experience for those who will eventually take part in the clinical scenarios. If the student does so, it is considered cheating and the student will face disciplinary action outlined in the Hocking College Student Handbook. Because every simulation has the possibility of being recorded, manikin accessibility will be treated like a real patient. Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. Students agree to report any violations to the faculty or instructor.

### **Conduct**

Students shall approach all simulators and standardized patients as if they were in a clinical setting. Students will not only be measured on their clinical judgment and application of required skills but also on their ability to show empathy, respect, integrity, professionalism, therapeutic communication and diplomacy towards everyone involved in the learning environment. At no time shall a student behave in a manner that disrupts the other students' learning environment. It is imperative that participants remember that all interactions with the manikin and other participants may be recorded for further review by your faculty and fellow students.

***Any viewing or publication outside of the classroom, such as posting on YouTube or other social media sites, is unacceptable and unethical and will result in disciplinary action from the individual's program.***

## **Student Conduct/Behavior**

1. All users of the simulation lab's space must act in a manner that does not disturb the academic activities occurring in the lab.
2. No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users.
3. All faculty, staff and students must complete orientation prior to using the equipment.
4. No eating or drinking is allowed in the Lab.
5. Use of the computers is restricted to assigned classroom work and not for personal use.
6. Do not use the equipment for any purpose other than specified; anyone who fails to comply with this request will be asked to leave the lab.
7. Any equipment malfunction or abuse must be reported to the Simulation Lab Coordinator immediately.
8. Adherence to the dress code is expected. You must be in proper uniform to participate in any activity in the simulation lab.
9. All beds should be lowered to the ground with the bed rails up after each use. Linens should be properly placed back on the manikin after each use as if caring for a real patient.
10. Do not remove the manikin from the bed unless instructed to do so.
11. Smoking is prohibited in the simulation lab.
12. All electronics including cell phones, tablets, cameras, camera phones, and voice/video recordings are prohibited during simulations.
13. Do not disconnect or move the patient simulators.
14. Do not use chlorhexidine or betadine on the manikins. Please do not use ink pens near the manikins.
15. All patient simulators are operated by trained faculty or staff. Students cannot operate the patient simulators.
16. Remember that even though you are in a simulated environment you are to conduct yourself as if you were at a clinical site.
17. All patient simulators are to be treated as actual patients at all times.

## **Dress Code**

Students participating in simulation experiences are expected to follow clinical dress code and to wear proper clinical attire reflecting their program of study. This includes lab supplies and equipment that you typically take to clinical (watch, stethoscope, penlight, drug book, etc.). This is to promote a sense of realism and to help evaluate the students' affective domain. It is the responsibility of the instructor to strictly enforce the dress code. It is required that faculty set the example for their students in this learning environment.

## **Infection Control**

Participants in simulated scenarios need to be mindful of all standard precautions and transmission specific precautions (contact, droplet, airborne). Any piece of equipment that comes in contact with simulated patient body fluids are considered contaminated and need to be handled appropriately. Gloves will be worn with all manikin interaction and non-sterile gloves should be disposed of in non-biohazard trash cans. If a sharps container is full, please inform the simulation lab manager so that it may be replaced.

## **Latex Warning**

Students and faculty need to know that some of the equipment in the Simulation Lab contains latex. Those with a known sensitivity/allergy to latex need to contact the Simulation Lab Coordinator. Every effort will be made to replace equipment with latex-free substitutions. All users who suffer from latex allergies should take precautions while using or handling the latex parts by wearing non-latex gloves.

## **“Clean” Needle Stick Guidelines**

In accordance with the Center for Disease Control (CDC) all sharps are to be handled safely and disposed of properly. In the event of a “clean” needle stick, the lab faculty should be notified immediately, so first aid can be provided. The Simulation Lab Coordinator should be notified so that an incident report form can be filled out and reported to Hawks Clinic. Complications from a “clean” needle stick may include: tenderness, minor bleeding or bruising, and infection.

## **Security and Emergencies**

All faculty members are to ensure that lab rooms are secure and safe when using the rooms. Doors should be locked at all times when not in use. The Public Safety Department should be notified if the lab rooms will be in use outside of normal campus business hours. It is the responsibility of the faculty and students to be aware of the location of emergency exits on each floor of Davidson Hall. In case of a fire, all persons are expected to evacuate the building and Public Safety needs to be notified immediately at ext. 6591. Fire extinguishers are located throughout each hallway and close to the stairwells of each floor.

## **CONFIDENTIALITY AGREEMENT for the Simulation Lab**

As a student who will use the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor. I agree to adhere to the following guidelines:

- All patient information is confidential, and any inappropriate viewing, discussion, or disclosure of this information is a violation of Simulation Lab guidelines.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of Simulation Lab guidelines and may be a violation of HIPAA and other state and federal laws.
- The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The student running the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool. Specific discipline Code of Ethics must be observed.
- The simulation manikins are to be used with respect and be treated as if they were live patients.

**Appendix A (1)**  
**Hocking College Nursing Program**  
**Checklist for Admission File Completion Policy**

All Nursing program applicants are accepted into the Associate of Science (AS) program and may begin taking general classes. The AS program is a pathway to the Nursing program and allows you to complete general education requirements for Nursing. Upon successful completion of all nursing admission requirements your academic program will be changed to Nursing.

Completion of the Nursing TEAS Exam will determine whether you qualify for the Nursing program. Admission file completion requirements are outlined below. You will be assigned a clinical/theory/technical class start term based on your date of admission file completion and cumulative grade point average. Date of file completion does not guarantee admission to the upcoming semester.

It is your responsibility to monitor admission file completion status. Nursing program admission file completion requirements can be viewed in WebAdvisor (Students menu) by clicking on the My Documents link under the Communications tab. All Nursing communication will be sent to your Hocking College email account. If you have questions regarding file completion requirements, please contact your academic advisor or Office (by phone at 740-753-7068, in person in JL 184 or by email at [admissionfile@hocking.edu](mailto:admissionfile@hocking.edu)).

Other things to note:

- Completion of the State Tested Nurse Aide (STNA) is highly recommended but is not an admission requirement for the Nursing program.
- Students convicted of a felony are not eligible for entrance to the Hocking College Nursing program. The program complies with the criminal records check laws in Ohio specific to healthcare workers.
- Students are required to complete and pass a drug screen upon acceptance into the Nursing program. This is a requirement of our affiliate healthcare agencies. We will notify you when you need to complete the drug screen.

**NURSING APPLICANTS WHO ARE NOT CURRENTLY A PRACTICAL NURSE (PN)**

If you are not currently a Practical Nurse, you must complete the following requirements to determine your eligibility for the Nursing program.

Once you have completed the TEAS Exam at proficient level an email will be sent to your Hocking College email account. In this email you will select whether you want the Practical Nursing (PN) or Registered Nursing (RN) track. Once you select a track it cannot be changed. A couple of things to note about each track:

**Practical Nursing:** The PN program is 3 semesters in length (beginning with NT-1000). Clinical/theory classes begin each summer semester. The file completion deadline to be considered for the upcoming summer semester is April 1 of each calendar year. Items #1, #2 and #3 below are required for PN admission file completion. Students completing the PN program may progress to the RN program after completing PN licensure and meeting all LPN to RN Transition requirements.

**Registered Nursing:** The RN program requires completion of pre-clinical requirements (see #4 below). The RN program is 4 semesters in length (beginning with NT-1510). Clinical/theory classes begin each autumn and spring semester. The file completion deadline to be considered for the upcoming autumn semester is June 15 of each calendar year; for the upcoming spring semester the file completion deadline is November 15 of each calendar year. All items (#1, #2, #3 and #4) outlined below are required for RN admission file completion.

#### ☐ 1. **Nursing TEAS Exam**

The Nursing TEAS Exam determines eligibility for the Nursing program. You are allowed 4 hours to complete the exam which consists of the following: math, reading, science and English. A composite score of proficient level or higher is required for admission to the Nursing program. Scores from other schools are not accepted.

**You must schedule an appointment to take the Nursing TEAS Exam.** Testing dates are available online (<https://www.atitesting.com/teas/register>) or in the Nursing Office (DVD 217). A limited number of seats are available each testing date and are filled on a first come first served basis. See the Nursing web page for information on scheduling a Nursing TEAS test date. **The exam costs \$82 (subject to change) and must be paid online when you schedule your testing appointment.** The exam is given in the Hocking College Testing Center (DVD 108). You must present a picture ID and have a valid email address available at the time of testing. You must also know your Hocking College student ID number.

The test can be taken a maximum of 3 times with a minimum of 14 days between each test date. Each testing session requires a separate appointment and payment of the \$82 (subject to change) testing fee. TEAS scores do not expire.

You are encouraged to review prior to taking the exam. Resource: ATI TEAS Test Study Guide 2020-2021: TEAS 6 Exam Prep Manual and Practice Test Questions for the Test of Essential Academic Skills, Sixth Edition Illustrated Edition. ISBN-13: 978-1635306514.

If you have used all three assessment attempts and do not meet the minimum proficient level, you are not eligible for admission to the Nursing program. You are encouraged to meet with your academic advisor to discuss other career options.

#### ☐ 2. **High School Transcript or GED**

Submit an official high school transcript indicating graduation from an accredited high school or proof of successful completion of the General Education Development (GED) test. Official transcripts must be submitted to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or mailed directly from your high school to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. GED certificates must be submitted to the Registrar's Office in the official format of the state in which you completed the GED. Faxed, emailed or hand carried transcripts are not accepted.

- If you are/were home schooled, submit a notarized homeschool transcript showing graduation from an approved homeschooling curriculum. The transcript must be submitted to the Registrar's Office. If you did not complete an approved homeschool curriculum, you may be asked to submit General Education Development (GED) scores.
- If you completed high school outside of the United States, submit original transcripts (translated to English by a formal translation service if necessary) for schooling equivalent to a United States high school. Once received your transcript will be reviewed to determine if it meets the transcript requirement. It is recommended that you submit official documents in person. Original documents will be copied and returned to you. If you are unable to obtain an official transcript, it is recommended that you complete the General Education Development (GED) test.

☐ 3. **Online Nursing Program Seminar**

Complete the online Nursing program seminar in Blackboard. Login information for the seminar will be emailed to your Hocking email account after you have applied for admission to the Nursing program.

☐ 4. **Pre-Clinical Course Completion**

▪ **Pathways (not required for admission but must have a Grade of C or higher)**

- Satisfactorily complete the following courses with a grade of "C" or higher. You may take a class no more than two (2) times to earn the "C" or higher grade. If you do not achieve the required grade in two attempts, you are not eligible for the Nursing program.
- Courses completed at another college/university must have a "C" grade or higher, be documented on an official college transcript and posted as transfer credit. Official college/university transcripts must be submitted to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or be mailed directly from the awarding institution to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. Faxed, emailed or hand carried transcripts are not accepted.

- ☐ 4a. Complete **BIOS-1113 - Anatomy and Physiology I** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.
- ☐ 4b. Complete **ENGL-1510 - English Composition I** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.
- ☐ 4c. Complete **MATH-2250 - Introductory Statistics OR MATH-1113 - College Algebra** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.
- ☐ 4d. Complete **MICR-1201 – Microbiology** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.

**Appendix A (2)**  
**Hocking College**  
**LPN to RN Nursing Program**  
(For Nursing applicants who are currently a Licensed Practical Nurse)  
**Checklist for Admission File Completion**

All Nursing program applicants are accepted into the Associate of Science (AS) program and may begin taking general classes. The AS program is a pathway to the Nursing program and allows you to complete general education requirements for Nursing. Upon successful completion of all nursing admission requirements your academic program will be changed to Nursing.

Completion of the Nursing TEAS Exam will determine whether you qualify for the Nursing program. Admission file completion requirements are outlined below. You will progress to RN Semester 2 based on your **date of admission file completion**.

It is your responsibility to monitor admission file completion status. Nursing program admission file completion requirements can be viewed in WebAdvisor (Students menu) by clicking on the My Documents link under the Communications tab. All Nursing communication will be sent to your Hocking College email account. If you have questions regarding file completion requirements, please contact your academic advisor or the Registrar's Office (by phone at 740-753-7068, in person in JL 184 or by email at [admissionfile@hocking.edu](mailto:admissionfile@hocking.edu)).

Other things to note:

- Completion of a Practical Nursing program and successful completion of the licensure exam for Practical Nursing is required before acceptance. Credit will be awarded for the following courses once your official PN transcript is received - o Fundamental Concepts of Nursing o Health Assessment o Anatomy and Physiology I o Anatomy and Physiology II
- Students convicted of a felony are not eligible for entrance to the Hocking College Nursing program. The program complies with the criminal records check laws in Ohio specific to healthcare workers.
- Students are required to complete and pass a drug screen upon acceptance into the Nursing program. This is a requirement of our affiliate healthcare agencies. We will notify you when you need to complete the drug screen.

<b>Step 1: Completion of the LPN to RN Transition Course</b>
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□ **1. Practical Nursing Transcript**

Submit an official transcript from the school of Practical Nursing from which you graduated. Official transcripts must be mailed directly from your school of Practical Nursing to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764 or submitted through a formal transcript service such as Parchment or National Student Clearinghouse. Faxed, emailed or hand carried transcripts are not accepted. (Note: If you completed the PN program at Hocking College you do not need to submit a PN transcript).

Once your official PN transcript is on file you are eligible to take the NT-1400 - LPN to RN Transition course. Successful completion of this course is required for admission to Semester 2 of the RN program. This course is traditionally offered summer and autumn semesters.

## Step 2: Requirements to Progress to RN Semester 2

### □ 1. **LPN to RN Transition Course**

Complete **NT-1400 – LPN to RN Transition** with a grade of “C” or higher.

### □ 2. **Nursing TEAS Exam**

It is recommended that this exam be completed prior to your first term of enrollment at Hocking College. The Nursing TEAS Exam determines eligibility for the Nursing program. You are allowed 4 hours to complete the exam which consists of the following: math, reading, science and English. A composite score of proficient level or higher is required for admission to the Nursing program. Scores from other schools are not accepted.

**You must schedule an appointment to take the Nursing TEAS Exam.** Testing dates are available online

(<https://www.atitesting.com/teas/register>) or in the Nursing Office (DVD 217). A limited number of seats are available each testing date and are filled on a first come first served basis. See the Nursing web page for information on scheduling a Nursing TEAS test date. **The exam costs \$82 (subject to change) and must be paid online when you schedule your testing appointment.** The exam is given in the Hocking College Testing Center (DVD 108). You must present a picture ID and have a valid email address available at the time of testing. You must also know your Hocking College student ID number.

The test can be taken a maximum of 3 times with a minimum of 14 days between each test date. Each testing session requires a separate appointment and payment of the \$82 (subject to change) testing fee. TEAS scores do not expire.

**You are encouraged to review prior to taking the exam.** Resource: ATI TEAS Test Study Guide 2020-2021: TEAS 6 Exam Prep Manual and Practice Test Questions for the Test of Essential Academic Skills, Sixth Edition Illustrated Edition. ISBN-13: 978-1635306514.

If you have used all three assessment attempts and do not meet the minimum proficient level you are not eligible for admission to the Nursing program. You are encouraged to meet with your academic advisor to discuss other career options.

### □ 3. **Proof of Valid PN License**

Provide proof of a valid, non-restricted PN license. You may submit your license information printed from the Board of Nursing website, a copy of a PN license identification card or a PN license certificate. License information should be submitted to the Hocking College



Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764 or emailed to [admissionfile@hocking.edu](mailto:admissionfile@hocking.edu).

□ 4. **High School Transcript or GED**

Submit an official high school transcript indicating graduation from an accredited high school or proof of successful completion of the General Education Development (GED) test.

Official transcripts must be submitted to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or mailed directly from your high school to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. GED certificates must be submitted to the Registrar's Office in the official format of the state in which you completed the GED. Faxed, emailed or hand carried transcripts are not accepted.

- If you are/were home schooled, submit a notarized homeschool transcript showing graduation from an approved homeschooling curriculum. The transcript must be submitted to the Registrar's Office. If you did not complete an approved homeschool curriculum, you may be asked to submit General Education Development (GED) scores.
- If you completed high school outside of the United States, submit original transcripts (translated to English by a formal translation service if necessary) for schooling equivalent to a United States high school. Once received your transcript will be reviewed to determine if it meets the transcript requirement. It is recommended that you submit official documents in person. Original documents will be copied and returned to you. If you are unable to obtain an official transcript, it is recommended that you complete the General Education Development (GED) test.

□ 5. **Online Nursing Program Orientation**

Students applying for the Nursing program for summer 2022 or later will need to complete an online Nursing program orientation. This online course will be available beginning March 1, 2022.

□ 6. **Pre-Clinical Course Completion**

- Satisfactorily complete the following courses with a grade of "C" or higher. You may take a class no more than two (2) times to earn the "C" or higher grade. If you do not achieve the required grade in two attempts, you are not eligible for the Nursing program.
- Courses completed at another college/university must have a "C" grade or higher, be documented on an official college transcript and posted as transfer credit. Official college/university transcripts must be submitted to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or be mailed directly from the awarding institution to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. Faxed, emailed or hand carried transcripts are not accepted.

- 6a. Complete **BIOS-1113 - Anatomy and Physiology I** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.

- 6b. Complete **ENGL-1510 - English Composition I** with a grade of “C” or higher or have transfer credit posted showing completion of the course at another college/university with a “C” or higher.
- 6c. Complete **MATH-2250 - Introductory Statistics OR MATH-1113 - College Algebra** with a grade of “C” or higher or have transfer credit posted showing completion of the course at another college/university with a “C” or higher.
- 6d. Complete **MICR-1201 – Microbiology** with a grade of “C” or higher or have transfer credit posted showing completion of the course at another college/university with a “C” or higher.

## Appendix B Grading Procedure

1. All Nursing courses contribute to achieving End of Program Student Learning Outcomes (EPSLO).

2. Hocking College grade scale to be used for all courses.

93% - 100% = A	73% - 76% = C
90% - 92% = A-	70% - 72% = C-
87% - 89% = B+	68% - 69% = D+
83% - 86% = B	66% - 67% = D
80% - 82% = B-	65% = D-
77% - 79% = C+	0% - 64% = F

### **The Nursing Program grade scale for (NT) courses:**

A final course grade of 80% (or higher) is required to be successful in a nursing technical (NT) course. This is equivalent to a B- (or higher) on the College's grading scale.

A final grade equal to (or below) 79% in an NT course is not a passing grade for the course, even though on the College's grading scale a 79% is a C+. There is no rounding of final grades. For example, a grade of 79.99% does not round up to 80%.

- To clarify: A 79%, although a C+ on the College's grading scale, is not a passing grade for NT courses. Therefore, the student will not progress to the next semester or completion of the program.
- *Using all of the preceding factors, students should constantly be aware of their potential final grade in the course. Students should discuss their progress with their instructor and academic advisor.*
- Students who earn passing grades in theory, clinical, lab, and all required nursing and general courses assigned to a particular semester will be eligible to progress to the next semester.
- Each student should keep a personal record of all grades received. Grades will be posted on the LMS, but the final course grade is on Self Service.
- Students who receive less than an 80% on any exam, quiz, or test (except for 100% on dosage calculation) will need to meet with the instructor of the course for a review. This review must be scheduled within one week.

**Appendix C**  
**Hocking College Nursing Program**  
**ATI Best Practice for Assignments and Mastery Series**

**ATI ASSIGNMENTS**

- ATI assignments are required for successful completion of this course. Achievement of 80% and/or Satisfactory by the due date & time is required in order to receive any applicable points. **Late submissions will NOT receive credit. Completion of all assignments, regardless of their point value is mandatory for course completion.**
- Students are responsible to check that their grades are posted and that they were credited for the assignment and tests.
- Students who have questions or problems with ATI should contact the company at 1-800-667-7531. Students should keep a record of the date and time of the call, including the name of the representative with whom they speak. Students should request an incident number and follow up email whenever they call.

**ATI PROCEDURES FOR MASTERY SERIES**

- Hocking College Nursing Program has partnered with ATI to implement standardized testing and remediation to increase the probability of passing the NCLEX-RN / NCLEX-PN board exam.
- **All students will complete required remediation for Practice and Proctored Assessments as follows:**

**Practice Assessment A and B Remediation Process**

- The student will:
  - Take the online Practice Assessment A and/or B related to the proctored exam achieving a minimum score of 80% correct **WITHOUT** the use of any resources such as (but not limited to) textbooks, internet sites, phone apps, or fellow students.
- **ALL** students will complete remediation on their first attempt of Practice Assessment A:
  - Required:
    - Minimum 1-hour online “Focused Review” for initial attempt
    - **Complete a handwritten “Active Learning Template” in its entirety in student’s own words utilizing all available course resources (text book, ATI, powerpoints, notes) for each of the “Topics to Review” from the first attempt**
    - Take the Post-Study Quiz (provided based on specific student knowledge gaps). Retake Practice Assessment A until successful completion at 80% or above.
    - Print and bring the completed Focused Review to the instructor on the scheduled due date (including complete handwritten Active Learning Templates in the order listed on student’s report).
- Remediation on Practice Assessment B:
  - Recommended (Required for Practice B in NT-2200):
    - Minimum 1-hour online “Focused Review” for initial attempt
    - Complete a handwritten “Active Learning Template” in its entirety in student’s own words utilizing all available course resources for each of the “Topics to Review” from the first attempt.
    - Take the Post-Study Quiz (provided based on specific student knowledge gaps).
    - Retake Practice Assessment B until successful completion at 80% or above.

- Print and bring the completed Focused Review to the instructor on the scheduled due date (including complete handwritten Active Learning Templates in the order listed on student's report).
- ATI Assessments, Exams or Tests, proctored by course faculty, must be taken on campus at the designated time/date as posted.
- The student must complete the assigned Practice and Proctored Assessments to successfully complete the course.

### **Standardized Proctored Assessment Remediation Process**

- **Level 3 (recommended)**
  - Minimum 1-hour online "Focused Review" for initial attempt
  - Take a post study quiz (provided based on specific student knowledge gaps)
  - Complete a handwritten "Active Learning Template" for each topic missed after the first attempt.
- **Level 2 (recommended)**
  - Minimum 2-hour online "Focused Review" for initial attempt
  - Take a post study quiz (provided based on specific student knowledge gaps)
  - Complete a handwritten "Active Learning Template" for each topic missed after the first attempt.
- **Level 1 (REQUIRED)**
  - Minimum 3-hour online "Focused Review" for initial attempt
  - **Complete a handwritten "Active Learning Template" in its entirety in student's own words utilizing all available course resources (text book, ATI, powerpoints, notes) for each of the "Topics to Review."**
  - Take the Post-Study Quiz (provided based on specific student knowledge gaps).
  - \*Retake recommended
- **Below Level 1 (required)**
  - Minimum 4-hour online "Focused Review" for initial attempt
  - **Complete a handwritten "Active Learning Template" in its entirety in student's own words utilizing all available course resources (text book, ATI, powerpoints, notes) for each of the "Topics to Review."**
  - Take the Post-Study Quiz (provided based on specific student knowledge gaps).
  - \*Retake recommended
- ***Focused Reviews must be completed by the due date on course schedule, be thorough, and meet the guideline below. The student cannot progress through the mastery series and take the proctored exam if remediation and practice tests are not completed at any level.***
  - For each Topic to Review, the correct template is completed; all areas of the template are comprehensive and accurate; major points are clearly stated in own words; demonstrates detailed understanding of the concept; and is **handwritten, legible**, neat, & completed by due date/time.
- ***Focused Reviews for the proctored assessment at level 1 or below will be due the second week of the next semester (for RNs: NT-1510, 1530, 2200, and 2250) (for PNs: NT1000 and NT-1010).***

## GRADING SCALE FOR PROCTORED ASSESSMENTS

- Please see course syllabus for cohort specifics

## ATI PROCEDURES FOR CAPSTONE CONTENT REVIEW

- The student will take the Proctored ATI Capstone Comprehensive Form A (Practice A) in the NT-2650 course.
  - All students are required to complete self-remediation on the “Topics to Review” by utilizing “Focused Review” and completing a handwritten “Active Learning Template”** entirety in student’s own words utilizing all available course resources for each of the “Topics to Review”.
- Print and bring the completed Focused Review to the instructor on the scheduled due date (including handwritten Active Learning Templates in the order listed on student’s report).
- The student will complete the 7-week ATI Capstone Content Review.
  - Each week, students will complete a review of concepts, pre-assessment quiz, 50 question assessment, and a post-assessment remediation assignment. Feedback is provided by an ATI mentor.
  - Weekly grading is described below. ○ Weekly assessments are to be taken **WITHOUT** the use of any resources such as (but not limited to) textbooks, internet sites, phone apps, or fellow students.
- At the end of the ATI Capstone Content Review, the student will take the Proctored ATI Capstone Comprehensive Form B (Practice B) in class.
  - Self –remediation is highly recommended.
- The student will then take the Proctored ATI Comprehensive Predictor exam in class which serves as an indicator for success on the NCLEX exam.
- **Please note: all proctored exams and assessments must be taken on campus at the designated time and date.**
- **The student must complete the assigned Practice and Proctored Assessments to successfully complete the course.**

## Technical Requirements for Practice and Proctored Assessments

You must:

- Use Google Chrome™ Version 87 or later ([Download](#)).
- Test on a Windows PC or a Mac (**a phone or tablet cannot be used**):
  - PC – Windows 10 or later, minimum resolution 1024 x 600
  - Mac – Mac OS® X 10.11 or later, minimum resolution 1024 x 600
- Enable JavaScript and cookies within your Google Chrome browser.
- Disable your popup blocker in Google Chrome.
- Disable automatic notifications on the desktop.
- Have a microphone – either internal or external.
- Have a webcam (minimum resolution 320x240 VGA) – either internal or external.
- Ensure that your internet speed is at least 0.5 - 1 Mbps. You can test your internet speed using <https://www.speedtest.net/>
- Clear your internet cache and cookies before every exam.

**Appendix D**  
**Hocking College Nursing Program**  
**Lab Remediation Procedure**

**Purpose:** To improve completion rates, patient safety, and student success. (Safety)

**Procedure:** After a first unsuccessful attempt the instructor will provide the student with a remediation sheet outlining the unsuccessful skill. The student must bring the remediation sheet during open lab time and complete remediation with supervision prior to the second attempt on the lab skill. The remediation sheet will be completed and filed in the student's file.

After a second unsuccessful attempt the student will also meet with the lab instructor to develop a written individualized remediation plan. A copy of the plan will be submitted to the Nursing Program Manager. The student will be required to complete all assignments on the remediation plan prior to the third and final attempt at the lab skill.

If a student is unsuccessful on the third attempt, they will fail the theory course.

\_\_\_\_\_ I have read and understand the Hocking College Nursing Program Lab Remediation Process.

\_\_\_\_\_ I understand that it is my responsibility to attend an open lab prior to my next scheduled lab day.

\_\_\_\_\_ I understand that it is my responsibility to master the skill in which I am to remediate and have an understanding of the knowledge regarding safe patient care.

**Appendix E**  
**Hocking College Nursing Program**  
**Clinical Remediation Process**

**Purpose:** To improve completion rates, patient safety, and student success. (Safety)

**Procedure:** If a student receives an unsatisfactory (U) in professionalism, written work, appearance, or arrival/departure, they will meet with the clinical instructor and the incident will be documented in the clinical narrative. A second unsatisfactory (U) will require a meeting with the course lead to develop a written individualized remediation plan. A copy of the plan will be submitted to the Nursing Program Manager. A third unsatisfactory (U) or will result in failure of the course.

If a student experiences a safety issue during clinical, including a near miss or error, the incident will be documented in the clinical narrative by the clinical instructor. A facility incident report will be submitted by the clinical instructor if applicable. The student will also meet with the course lead to develop a written individualized remediation plan. A copy of the plan will be submitted to the Nursing Program Manager.

\_\_\_\_\_ I have read and understand the Hocking College Nursing Program Clinical Remediation Process.

\_\_\_\_\_ I understand that it is my responsibility to develop a plan of action for areas of deficiency and follow through with the plan in order to be successful in clinical.



**Appendix F**  
**Hocking College Nursing Program**  
**Progression Policy**  
**Effective Spring Term 2022**

This new policy applies to students who are starting the nursing program in the Spring term of 2022 or are readmitted to the program after sitting out two semesters. A student is considered readmitted if the college catalog year is updated by the institution.

Students who are not considered readmitted, refer to the previous progression process.

Furthermore, Nursing Programs will not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted pursuant to Ohio Administrative Code (OAC) 4723-5-12(B).

It is important for the student to focus on coursework to be successful in the program.

Requirements for advancement in the nursing programs are as follows:

- All course prerequisites must be met before admission to a course. Waivers will not be granted.
- All courses on the plan of study must be successfully completed in sequence. General education courses may be taken prior to the semester posted, but not after. (Exception is GS-1010 Pathways to Prosperity I which must be completed during the program, but prior to GS-2010 Pathways to Prosperity II in the final semester).
- The student must adhere to all college/program policies/procedures and have no outstanding fees or unreturned borrowed equipment to be eligible for graduation.
- It is important for the student to remain aware of their progress through each course. Early recognition of difficulties is important for the student's success. The student should immediately discuss any concerns with the course instructor and should utilize other campus resources such as the student's advisor, TRIO, or tutoring services.
- A satisfactory grade is required in all areas (theory, clinical, and skills/sim lab) to be successful in a course.
- All nursing programs require a grade of "B-" (80%) or better in all nursing technical (NT) courses, as well as a "C" (73%) or better in all support courses (general education courses) to successfully complete courses listed on the plan of study.
- Progression through the program is dependent upon successful completion of the nursing technical courses and general education corequisite courses. It is considered a course **failure** if either the minimum grades are not achieved, or the student withdraws from or drops a course after the 15th day of the semester. Course failure results in interruption of progression in the nursing program.

Upon the first occurrence of a failure, the student must meet with and make a written request to the Nursing Program Manager for permission to repeat an NT course. (See Appendix G, Readmission Policy). If the course is a clinical course, the student must also submit the Readmission to Clinical Application (See Appendix H, Readmission to Clinical Application).

A student who fails, drops, or withdraws from any nursing technical or general education

course must re-enter that course within 12 months or apply for readmission after three years.

Upon the second failure, the student becomes ineligible to continue and will be dismissed from the nursing program. The student becomes ineligible for readmission to the nursing program for which they were enrolled for three (3) years from the date of the final semester in which they were not successful. Students failing an RN program may request consideration for acceptance into the Practical Nursing program or another Allied Health program. (See Appendix F, Readmission Policy).

- In the event a student must withdraw for a medical condition/situation, with proper documentation and review by the Dean of Allied Health and Nursing, it may not count as a failure in regard to progression.
- Any student who withdrawals from the School of Nursing must do each of the following:
  - Meet with their faculty academic advisor.
  - Meet with the Nursing Program Manager, or the Dean of Allied Health and Nursing and/or Associate Dean of Allied Health and Nursing.
  - Submit a school withdrawal form through the Registrar's office or email [registrar@hocking.edu](mailto:registrar@hocking.edu) with the information listed at <https://www.hocking.edu/add-drop-withdraw-classes#withdraw>.
- The nursing faculty realize that students often face personal challenges throughout the course of the nursing program, sometimes resulting in a need for the student to modify their progress. In the event a student is unsuccessful due to unforeseen circumstances, the student may file a "Nursing Programs Appeal Form" for consideration of eligibility to return. (See Appendix J, Nursing Programs Appeal Form). In accordance with the Readmission Policy, the individual's case will be reviewed for a final decision regarding re-entry. These policies do not state or imply that every student will be readmitted to the program.

## **Appendix G**

### **Hocking College Nursing Program Readmission Policy**

For consideration of readmission into a nursing technical (NT) course, a student must submit a written request and meet with the Nursing Program Manager. The decision for readmission depends on space availability, changes in the curriculum, individual qualifications including grade point average, and any other factors that may be related to the student's ability to succeed. The student's performance to date in the Nursing Program will be reviewed carefully.

The following procedure applies:

1. The student will submit a written request to the Nursing Program Manager including desired Semester of return, course desired, any specific supportive information about reason for the break in education, and student plans for ongoing success.
2. The student will arrange to meet with the Nursing Program Manager and Clinical Placement Manager.
3. A student seeking readmission to a course must have a minimum 2.00 cumulative grade point average.
4. A student seeking readmission to a clinical course must return the Readmission to Clinical Application (See Appendix H).
5. Students who enroll in a nursing course but do not follow the procedure for requesting readmission will be de-registered from the class in which they enrolled.
6. Students who are out of sequence for any reason, and who are successfully resealed in the nursing program, will be held to the plan of study and applicable policies of the cohort into which they are resealed.
7. Out-of-sequence students are not guaranteed automatic re-entry into the next semester.
8. All clinical rotation requirements must be current. If clinical rotation required health documentation has expired and needs to be updated, this may affect the student's eligibility to accept course/clinical placement opportunity.
9. If a student does not accept the available course space for return to the sequence of nursing courses, the student must submit a written request / Readmission to Clinical Application for a future semester.
10. If the student does not qualify for the applied semester the student must submit a new written request / Readmission to Clinical Application for a future semester.

#### **Students will be rank-ordered for readmission using cumulative GPA.**

After grades have been posted for the semester, the number of available seats for the following semester will be determined, and students will be notified as soon as possible. In certain circumstances, available seats may be known prior to the end of the semester. In this case, students may be notified earlier than the end of the semester. It is up to students waiting to get into the program to keep all immunization records and CPR up to date. Students will be directed when it is time for background check and drug urine screen is to be done. Once a seat becomes available, students are notified by phone or Hocking College student email. From the time of

notification, students have 72 hours (exception is summer semester - 48 hours) to accept or decline the clinical seat for the SEMESTER OF RE ENTRY. If a student declines, they must submit a written request / Readmission to Clinical Application for a future semester. If a student declines the offer a second time, they will no longer be eligible to continue with the program and may reapply after three years (see below).

Students should keep their contact information up to date and their voicemail box set up and available to take messages to ensure they do not miss the notification.

Medical exceptions and extenuating circumstances may apply and in such a circumstance, review and decision will be made by the Nursing Program Manager and the Associate and Dean of Allied Health and Nursing.

**Students who become ineligible for the nursing program may apply to restart at the beginning of their program after three (3) years from the date of the final semester in which the student was not successful.** A current valid TEAS score of proficient or better will be required (TEAS scores are valid for 2 years.)

**Once a student is inactive (not enrolled in an NT course) for two consecutive semesters, upon readmission to the College, the student will begin the program under the rules and policies of the most current Hocking College Nursing Programs Handbook.**



## Appendix H

### Hocking College Nursing Program Readmission to Clinical Application

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Students who withdraw, drop or fail a nursing course are permitted one opportunity to request readmission to the program. Readmission is on a space available basis. Students are readmitted based on their position on the return to clinical list and the number of seats available. Students wishing to apply for readmission to clinical, will need to submit this form.

After grades have been posted for the semester, the number of available seats for the following semester will be determined, and students will be notified as soon as possible. In certain circumstances, available seats may be known prior to the end of the semester. In this case, students may be notified earlier than the end of the semester. It is up to students waiting to get into the program to keep all immunization records and CPR up to date. Students will be directed when it is time for background check and drug urine screen is to be done. Once a seat becomes available, students are notified by phone or Hocking College student email. From the time of notification, students have 72 hours (exception is summer semester - 48 hours) to accept or decline the clinical seat for the SEMESTER OF RE ENTRY. If a student declines, they must submit a written request / Readmission to Clinical Application for a future semester. If a student declines the offer a second time, they will no longer be eligible to continue with the program and may reapply after three years (see below).

The students must keep their contact information up to date and their voicemail box set up and available to take messages. Please fill out this form and return it to:

Students are readmitted based on their position on the return to clinical list and the number of seats available. The readmission to clinical list is determined by the form submission date and grade point average for that semester as a group.

**NURSING CLINICAL PLACEMENT MANAGER  
3301 HOCKING PARKWAY, DVD 217  
NELSONVILLE, OH 45764.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Preferred telephone #: \_\_\_\_\_ Messages/Voicemail #: \_\_\_\_\_

Hocking Email Address: \_\_\_\_\_ CUMULATIVE GPA: \_\_\_\_\_

Student ID: \_\_\_\_\_

- No student will be readmitted to clinical unless this application is completed and returned to the Clinical Placement Manager.

- It is the student's responsibility to keep her/his contact information updated with the Registrar's Office
- All email communications will be sent to the Hocking College email address only. It is the student's responsibility to check their Hocking email frequently.

Initial each line below, indicating you have read and fully understand each statement:

I am applying for readmission for the following semester (choose ONLY one)			
<input type="radio"/> PN SEMESTER I	<input type="radio"/> PN SEMESTER II	<input type="radio"/> PN SEMESTER III	<input type="radio"/> LPN to RN
<input type="radio"/> RN SEMESTER I	<input type="radio"/> RN SEMESTER II	<input type="radio"/> RN SEMESTER III	<input type="radio"/> RN SEMESTER IV
Courses needed repeated, please list: _____,			
_____, _____,			

\*\*\*\*\*

\_\_\_\_\_ I understand that if changing from RN to PN, I will begin the PN program with Semester I courses regardless of RN courses completed. I further understand that once this change has been made, I CANNOT change back to RN

\_\_\_\_\_ I understand that I must have a CURRENT (as defined by the Nursing Student Handbook) background check, immunizations, and health records.

**(NOTE: Do NOT update your health records or background check until you have been notified that a seat is available and given the direction to complete.)**

\_\_\_\_\_ I understand that this form expires at the end of the requested semester I am applying for. Date \_\_\_\_\_

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

\*\*\*\*\***FOR OFFICE USE ONLY**\*\*\*\*\*

Date received: \_\_\_\_\_ Date seat offered \_\_\_\_\_

Notes \_\_\_\_\_

## Appendix I

### Hocking College Nursing Program Completion Policy

Student learning is continuously assessed to facilitate individual learning and preparation for career success, including success on the NCLEX-RN or NCLEX-PN.

#### PROGRAM COMPLETION

Each student must fulfill all courses and terms/conditions as specified in the respective plan of study. This includes achievement of designated outcomes for the respective program.

To “Complete” the nursing programs a student must achieve a C (73%) or better in all general education courses within no more than 2 attempts and 80% (B-) or better overall in all nursing technical (NT) courses within no more than 2 attempts. After starting nursing technical (NT) courses, failure of any two courses in the nursing curriculum, including general education courses, constitutes a failure of the nursing program. It is recommended that a student check her/his cumulative average in technical courses throughout every semester. GS 1010 and GS 2010 are graduation requirements and cannot be transferred into Hocking College. Refer to the Hocking College Catalog or contact your faculty advisor for assistance in computing your cumulative grade point average.

**Previous Requirement (effective prior to Spring Term 2022):** All nursing programs require a grade of “B-” (80%) or better in all nursing technical (NT) courses, as well as a “C” in all support courses (non-technical course) listed on the plan of study.

In accordance with Hocking College academic policies, a student must petition for graduation during the final semester of their program to the semester in which he/she intends to graduate. Refer to the Hocking College academic policy “Graduation” for complete details at <https://www.hocking.edu/graduation>. All fees must be paid in full in order to graduate.

Certificates of Program Completion are required by the Ohio Board of Nursing. These will be sent to the Board by the Nursing Administration office as soon as the students’ records are cleared by the Hocking College Registrar. This may take two to four weeks.

If a student has a documented disability defined by the “American Disabilities Act” (ADA), accommodations are authorized only by the Board and the National Council of State Boards of Nursing for the NCLEX-RN or NCLEX-PN. The Board recommends that the applicant notify the Board, in writing, six months prior to program completion. The applicant is required to submit the following documentation:

1. Letter from the applicant specifying requested accommodation.
2. Letter from the Director/Designee of the nursing education program specifying accommodations granted by the nursing program; and
3. Diagnostic report from a qualified professional practitioner.

## Appendix J

### Student Conduct While Providing Nursing Care

Ohio Board of Nursing Standards for Safe Nursing Care/Student Conduct Policy

Policy Department: Nursing

Policy Number: 11:00

Adopted date: 11/28/2017

Revised date(s): January 2022

Board Resolution:

#### ***Policy Document(s): Standards for Safe Nursing Care/Student Conduct Policy for Nursing Program***

Policy Statement: The following guidelines are to be followed in accordance with safe nursing care set forth in Chapter 4723-5 OAC (Rule 4723-5-12), Ohio Revised Code, and the rules of Chapter 4723, Ohio Administrative Code.

- (1) A student shall, in complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing care to a patient the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723-01 and division (B) (20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B) (21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723.20 of the Administrative Code;
- (9) A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
  - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse
- (10) A student shall not misappropriate a patient's property or;
  - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;



- (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense
- (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships or;
- (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;
- (b) Engage in conduct during the course of practice that may be reasonably interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient; (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in Section 2907.01 of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid, prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule 1 controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances;

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

(17) A student shall not assault or cause harm to a patient or deprive the patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team of health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise filling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C) (10), (C) (11), and (C) (12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulling the student's assigned clinical duties.

**Appendix K**  
**Hocking College Nursing Program**  
**Selective Admission Program Admission/Acceptance/Progression Appeal Form**

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Hocking College Email: \_\_\_\_\_

Students who feel there are extenuating circumstances that should be considered when reviewing their selective admission program admission or progression status may file this appeal form (with supporting documentation) for consideration.

Appeals are not automatic and the student should not assume an appeal will be granted. Extenuating circumstances are considered anything beyond the reasonable control of the student (medical situations, natural disaster, severe external problems not of the student's creation, etc.).

**The Process:**

1. A complete letter of explanation from you stating the nature and time frame of the extenuating circumstance(s) which you feel should be reviewed and considered. In your letter include appropriate dates, semesters effected and details outlining what was unusual about your situation.
2. Submit documentation from official sources (i.e., doctors, hospital, court, law enforcement agency, etc.) which verify your extenuating circumstance(s) as presented in your letter of explanation. Note: Documentation for medically related appeals must be specific as to the length of time you were under the doctor's care (including dates, places, and details) and, if appropriate, a doctor's release with effective dates. These verification documents should be on letterhead and signed by appropriate officials.

\*\*The appeal committee may recommend admission into the Practical Nursing program as an option

The Admission/Acceptance/Progression Appeal Committee meets twice a month, as needed, to review appeals submitted. Notification indicating the outcome of the review will be mailed to the student.

**Describe your situation and reason for appeal:** (Attach additional paper as needed)

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--Please complete both sides of this form --

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List the documents you have attached for reference:

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Student Signature

Date

Submit this completed form, with documentation attached, to; [nursing@hocking.edu](mailto:nursing@hocking.edu) or mail to Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764 (Attention Nursing Office). **For**

**Office Use Only:**

Rcvd \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Response Mailed \_\_\_\_\_

Notes:

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**Appendix L**  
**Hocking College Nursing Program**  
**Student Drug Testing Procedure**

The purpose of this statement is to notify students of the Hocking College requirement that all students in the College who are enrolled in a clinical course submit to drug screen testing as outlined in this statement and test negative before engaging in clinical activity associated with a College of Nursing Program.

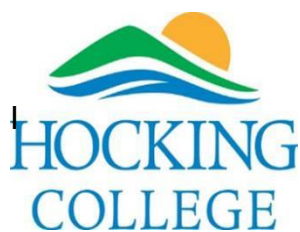
Clinical agencies affiliated with the College also have drug and alcohol policies and are requiring that nursing students comply with their drug testing policies in a similar manner to their employees. Safety in the delivery of care to patient/client populations is the basis for drug testing. Clinical agencies have the right to refuse any student for clinical placement based on concerns about that student's ability to deliver safe practice.

Students testing positive will be administratively withdrawn from the current semester and will be responsible for the financial consequences resulting from the administrative withdrawal process. The student may be eligible and considered for admission to the nursing program after one calendar year. If a second positive and/or adulterated drug screen occurs, the student will not be eligible to be considered for admission to any Hocking College Nursing Program. The student may file an appeal of the admission denial. The appeal will be reviewed, and a decision will be made if the student is eligible for admission at a later date.

Nursing students already in the sequence of nursing courses: Any nursing instructor may request a drug screen given reasonable cause. "Reasonable cause" exists when a student exhibits behavior that suggests impairment from drug or alcohol use or when clinical performance or safety is affected. These behaviors include but are not limited to: poor judgment, mood swings, over-reaction, poor or inappropriate patient care, sleeping or inability to stay awake in a clinical, lab, or classroom setting, etc. In the clinical setting, the clinical instructors will follow that institution's policy. Students testing positive will be administratively withdrawn from the current semester, will not be permitted to return to the sequence of nursing courses, and will not be permitted to reapply to any Hocking College nursing program.

Any student seeking admission or currently enrolled in the nursing program who knowingly and intentionally attempts to provide a substitute or adulterated urine specimen is subject to immediate dismissal from the program and will not be permitted to reapply to any Hocking College nursing program.

Any student who fails to show for a scheduled drug screen, will be treated as a positive drug screen and follow the same policies as stated above.



**Appendix M**  
**Nursing Program Background Check Process:**  
**Background Check Advising Form**

I \_\_\_\_\_ (student name) understand that I have a positive finding on my background check. I further understand that this finding is not necessarily a bar to clinical or employment upon graduation. I acknowledge the following:

**Please initial each line:**

\_\_\_\_\_ It may not be possible to place me in required clinical. I understand that we are required to disclose positive background checks to each hospital or agency and that they have sole discretion on whether or not I am allowed to attend a student clinical.

\_\_\_\_\_ I understand that if I am able to complete the program, the college cannot guarantee that I will be permitted to be licensed in the State of Ohio as a Registered Nurse.

\_\_\_\_\_ I understand that I will need to discuss my situation with the Ohio State Board of Nursing AFTER graduation and that they will not render a decision until AFTER I graduate.

\_\_\_\_\_ I have been counseled on the date below and by the names listed below and I understand my options.

Additional advising notes:

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Student Signature

Date

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Witnesses: \_\_\_\_\_

Printed Name

Signature

Date

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Printed Name

Signature

Date

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## **Appendix N**

### **Hocking College Nursing Program Civility Statement**

As Hocking College School of Nursing students, you are held to the highest ethical standards in and out of the clinical setting. Any form of incivility is unacceptable at Hocking College's School of Nursing. Incivility is defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of the classroom community. This includes any and all forms of disrespect or disregard for instruction, the instructor, nursing administration or a fellow student.

The Hocking College School of Nursing Civility Policy is to ensure that there is a respectful teaching, learning, and clinical practice environment that fosters a sense of community, it is expected that every student adheres to these guidelines and maintains a high standard of civil, respectful, and professional conduct in all academic and clinical interactions.

As stated in the Hocking College Student Code of Conduct:

*"Hocking College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The College, through the Student Conduct program, is committed to an educational and developmental process that balances the interests of individual students with the interests of the College community. To this end, every Hocking College student must commit themselves to communicating and acting with integrity and respect for others"*

In order to carry out this mission, we strive to:

- Provide outreach, educational materials and advisement to students, faculty and staff;
- Demonstrate care for individual students, their educational aspirations and personal development;
- Hold students accountable for Code of Conduct violations;
- Increase retention by encouraging students to make appropriate, ethical and positive choices;
- Decrease risk behaviors through intervention and appropriate sanctions; and
- Ensure that students' due process rights are protected.

A report of student misconduct or infringement with regard to the Hocking College Student Code of Conduct may initiate a grievance process that could lead to further action as determined by the Office of Student Conduct.

Blatant disregard and insolence for others or actions that create an atmosphere of disrespect, conflict, and stress will not be tolerated.

If you would like to report as a witness or a victim of incivility, please fill out the form below and the Nursing Department will be in contact with you immediately. Resources:

<https://www.hocking.edu/student-conduct>

## Incivility Incident Report

Student's Name: \_\_\_\_\_

School Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

Date of Incident Report: \_\_\_\_\_

Incident description:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Student's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_



**Appendix O**  
**Testing Procedure and**  
**Student Acknowledgement of Understanding**

**EXAMINATIONS AND QUIZZES**

1. Students have an obligation to report any suspected academic dishonesty or misconduct to the course instructor, program manager, or office of Community Standards and Accountability within 24 hours of it coming to their attention or may be subject violations of the Student Code of Conduct.
2. Students must provide any and all evidence of academic dishonesty or misconduct to the course instructor, program manager, or office of Community Standards and Accountability within 24 hours of it coming to their attention or may be subject to violations of the Student Code of Conduct.
3. Students suspected of academic misconduct may be subject to special testing arrangements/proctoring at the discretion of the instructor or program manager.

**Preparing for Exams:**

1. Students are forbidden to procure, obtain, possess, or use ANY published test banks under any circumstances.
2. When preparing (studying) for exams, **NO** study materials except those that are from ATI content/textbook and/or information generated by the instructor for taking an exam, whether it is online, or paper/pencil may be used.
3. Study groups are encouraged. All study materials must be developed from ATI content/textbook and/or information generated by the instructor.

**Proctored Tests**

1. In class online ATI exams will be sequential, meaning the student will not be able to go back and answer questions later. You must answer one before you move forward.
2. Students are expected to take each exam when it is scheduled. If the student must miss a single exam, they must provide documentation of illness or emergency and get prior approval from the Nursing Program Manager.
3. If approved by the Program Manager, the make up exam must be taken within a week of the original examination's end date, and a time must be arranged with the instructor. This exam may be online or may be in paper/pencil form. It may be in an alternate format from the original exam. It may be in a multiple choice, alternative format, and/or short answer format. If the make up exam is not completed within 1 week, a 0% will be recorded for that exam. Additional exams missed will result in a score of "0". There are no make-up exams for failing scores.
4. Unit exams are given during the scheduled class period. Students who arrive late for a scheduled exam start time (paper or online), will not be given additional time to complete the exam. Once an exam is submitted online or to the instructor, it will not be returned until it is graded.
5. In class online ATI exams require the use of a windows PC or MAC with a webcam (no tablets or cell phones).

6. Students must come to class with their computers charged, all updates installed, all alerts turned off, and cookies and cache cleared for ATI to function properly during an exam.
7. ATI uses LockDown Browser; this helps prevent the student from accessing other websites or applications; the instructor will be notified if a student clicks out of the testing area.
8. Each unit exam will consist of questions written in NCLEX-RN format which includes multiple choice and alternative format questions. Alternative format style questions include, but are not limited to, multiple choice, fill in the blank, drag & drop, highlight text, drop down, select all that apply, rank ordering, 'hot spot' (determination of correct process), bowtie, fill in the blank, essay, math calculations, audio, and visual file question formats.
9. Questions on each exam will be designed to evaluate students' ability to recall, critically think, use clinical judgment, and apply acquired knowledge.
10. Questions on the exam may come from the lecture, discussions in class, textbook chapter reading assignments, ATI reading assignments, lab, and blackboard recorded sessions. Retention questions covering material from previous units and previous courses may be included.
11. All questions will have distractors and correct answers. Students understand that there are orders for all options presented. For example: an option may include "Give a unit of blood". It is understood that a legal physician's order exists for that action.
12. If taking a paper exam, please check your exam and scantron sheet thoroughly prior to turning it into the instructor. If a question is left blank on the scantron, it will be counted as a missed question. Once the paper exam and scantron sheet has been submitted you will not be able to make corrections or changes.
13. When taking ATI Practice Assessments, as in the classroom, no books, notes, help from any person, or electronic resources may be used.

**The following exam procedures will be followed during all exams:**

1. Students must come to class with their computers charged, all updates installed, alerts turned off, and cookies and cache cleared in order for ATI to function properly during an exam.
2. Students **must** turn off and place **cell phones, smart watches, earbuds, and all electronic devices** in their bag prior to entering the classroom on exam days.
3. Bags are to be placed along the wall in the back of the room and remain there until after exams are collected or completed.
4. If a cell phone, smart watch, or electronic device is out during an exam, the student will have broken the honesty policy and will receive a zero (0) on the exam. His/her name will be reported to The Office of Community Standards and Accountability for further action according to the Student Code of Conduct.
5. Students are permitted to have drinks. However, any labels on drink containers must be removed. Eating food during testing is prohibited.
6. Students are **not** permitted to wear hats with bills or hoods.
7. Faculty may direct student seating to facilitate proctor viewing of exams.
8. Students will receive a hard copy of these testing procedures prior to each exam. They will write their name legibly at the top. They may turn it over to use the back as scrap paper ONCE the exam has started. It will be collected at the end of the exam. Every student must turn in their scrap paper with their name on it.

9. Read the question carefully. Only choose more than one answer **if** the question is labeled "Select ALL that apply" or "Mark ALL that apply".
10. Alternate format questions should be answered following the directions given by the instructor or with the exam item.
11. There will be no communication between students during the exam. Students should raise their hand if they have a question the instructor will come to their desk. If a student is found to be communicating with another student during the exam, their exam will be terminated at that time and they will receive a grade of zero (0).
12. No questions regarding the exam content will be allowed during the exam.
13. When you are finished with the exam, remain quietly in your seat until dismissed.
14. Only calculators provided by the instructor or on the ATI testing software are permitted.
15. Students are not allowed to have any notes, PowerPoints, eBooks, etc open on their computer when taking the exam. All other windows must be closed and remain closed until the student has completed the exam and exited the testing environment.
16. If the student encounters difficulty when taking an online quiz or exam, the student must notify the instructor immediately so the instructor/student can discuss options.
17. Instructors may ask students to view any open screens, student's desktop, or other suspect materials during the exam.
18. Students who are suspected of academic misconduct during an exam may be removed from the testing environment and may not be allowed to complete the test at the discretion of the instructor, program manager, or Dean.
19. At least two proctors will be present for each exam.

### **Test Review**

1. Student's scores will be posted on Blackboard. Students need to ensure that exam grades are recorded accurately within one (1) week of the exam date. After this week there will be no grade changes.
2. Individualized exam reviews need to be scheduled within one week after the exam is given in class (when extenuating circumstances are present, the instructor may, with good judgement, extend this time). Students scoring < 80% on an exam will be advised to meet with the instructor for exam review.
3. Cell phones and electronic style watches are not allowed during the review of the exams. Detailed notes are not permitted; only basic topics may be written down.
4. Final exams are not available for review.

**Dosage Calculation – Each student must pass a Dosage Calculation Exam with a 100% score.** The student will be given three chances to obtain this score. The first exam will be given during lab demonstration time. Subsequent attempts will be scheduled with the testing center after remediation is completed and verified. After a third unsatisfactory attempt to pass a dosage calculation exam, it will be considered a course failure. Four function calculators will be provided for this exam.

**Students are responsible for reviewing and if understanding is not present, to clarify with the instructor.**

**Appendix P**  
**Hocking College Nursing Programs**  
**Student Acknowledgement of Receipt and Understanding of the Handbook**

This form acknowledges that I have received, read, and understand the information, policies and procedures contained in the Hocking College Nursing Programs Handbook. By signing this statement, I agree to abide by all the regulations, policies and procedures contained herein, including by reference or hyperlink, and any amendments that may occur from time to time. I understand that the Nursing Programs and Hocking College will periodically review its policies and procedures in order to serve the needs of the College and to respond to mandates of the Ohio Board of Nursing and other regulatory and accrediting agencies. Hocking College Nursing Programs reserves the right to change, rescind, or include additional regulations, policies and procedures in the Hocking College Nursing Programs Handbook. Additionally, I understand that I am able to access the Hocking College Nursing Programs Handbook in the learning management system (LMS) at any time.

Print Student's Name: \_\_\_\_\_

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

**Students are responsible for reviewing and if understanding is not present, to clarify with the instructor. THIS ACKNOWLEDGEMENT MUST BE SUBMITTED TO THE INSTRUCTOR.**

**Appendix Q**  
**Hocking College Nursing Programs Simulation Lab**  
**Confidentiality Agreement and Consent to Video**

As a participant or observer in simulated clinical experiences I understand and agree that information regarding simulated patients is to be treated as actual patients' information in the clinical setting. Therefore, I will adhere to the Health Insurance Portability and Accountability Act (HIPAA). I will also report any violations of confidentiality to my simulation facilitator or course faculty. I understand that this is a learning environment, and that disclosure of confidential information is a breach in the professional nurse code of conduct and it impacts the learning of further students. I have been provided the procedures for the Simulation Lab and further acknowledge that failure to comply with its rules will result in disciplinary actions up to and including being dismissed from the program.

\_\_\_\_\_ I agree to maintain strict confidentiality about details of the scenarios, participants, and performance of any participant.

\_\_\_\_\_ I authorize the use of A/V to record my performance during simulated clinical experiences.

\_\_\_\_\_ I authorize Hocking College Nursing Programs, faculty and/or staff to use the video recordings for faculty review, public relations, advertisement, promotional, and/or fundraising activities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Course of Study

## Appendix R Course Curriculum Registered Nursing Program

HOCKING COLLEGE  
Associate of Applied Science in Nursing  
for Student Entering 2022

Course No.	Pre Clinical-16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
BIOS-1113	Anatomy & Physiology I	48.00	32.00	0.00	4.00	\$550.00
ENGL-1510	English Composition I	64.00	0.00	0.00	4.00	\$50.00
GS-1010	Pathway to Prosperity	16.00	0.00	0.00	1.00	\$50.00
MICR-1201	Microbiology	48.00	32.00	0.00	4.00	\$500.00
MATH-1113	College Algebra	64.00	0.00	0.00	4.00	\$150
or MATH-2250	Introductory Statistics	64.00	0.00	0.00	4.00	\$150.00
Semester Total		240.00	64.00	0.00	17.00	\$1,450.00

Course No.	First Term-16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
BIOS-1114	Anatomy & Physiology II	48.00	32.00	0.00	4.00	\$500.00
NT-1510	Fundamental Concepts of Nursing	48.00	64.00	48.00	6.00	\$2,200.00
NT-1520	Health Assessment	16.00	32.00	0.00	2.00	\$170.00
Semester Total		112.00	128.00	48.00	12.00	\$2,870.00

Course No.	Second Term-16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
NT-1530	Adult Health I	48.00	48.00	72.00	6.00	\$1,820.00
NT-1540	Pharmacology	48.00	0.00	0.00	3.00	\$155.00
PSYC-1101	General Psychology	48.00	0.00	0.00	3.00	\$50.00
Semester Total		144.00	48.00	72.00	12.00	\$2,025.00

Course No.	Third Term-16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
COMM-1130	Speech	48.00	0.00	0.00	3.00	\$50.00
NT-2200	Adult Health II	48.00	48.00	72.00	6.00	\$1,610.00
NT-2250	Mental Health	32.00	0.00	48.00	3.00	\$820.00
Semester Total		128.00	48.00	120.00	12.00	\$2,480.00

Course No.	Fourth Term -16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
NT-2230	Pediatrics/Maternal Newborn	32.00	64.00	0.00	4.00	\$930.00
NT-2650	Nursing Capstone/Leadership	64.00	32.00	96.00	7.00	\$1,905.00
GS-2010	Pathway to Prosperity II	16.00	0.00	0.00	1.00	\$50.00
Semester Total		112.00	96.00	96.00	12.00	\$2,885.00

### Program Totals:

Class Hours = 736.00  
Lab Hours = 384.00  
Clinical Hours = 336.00  
Credit Hours = 65.00

## LPN to RN Transition Program

HOCKING COLLEGE

Associate of Applied Science in Nursing - LPN to RN Transition  
for Student Entering 2022

Recognition of achievement equal to 16 semester credit hours will be awarded to the LPN after submission of an official transcript documenting PN program completion. This will be posted on the transcript as Credit by Advanced Standing.

Course No.	Recognition of PN Completion	Credit Hours
BIOS-1113	Anatomy & Physiology I	4.00
BIOS-1114	Anatomy & Physiology II	4.00
NT-1510	Fundamental Concepts of Nursing	6.00
NT-1520	Health Assessment	2.00
		16.00

Course No.	Pre Clinical-16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
ENGL-1510	English Composition I	64.00	0.00	0.00	4.00	\$50.00
GS-1010	Pathway to Prosperity	16.00	0.00	0.00	1.00	\$50.00
MICR-1201	Microbiology	48.00	32.00	0.00	4.00	\$500.00
MATH-1113	College Algebra	64.00	0.00	0.00	4.00	\$150.00
or MATH-2250	Introductory Statistics	64.00	0.00	0.00	4.00	\$150.00
NT-1400	LPN to RN Transition	16.00	0.00	0.00	1.00	\$50.00
Semester Total		208.00	32.00	0.00	14.00	\$800.00

Course No.	Second Term-16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
NT-1530	Adult Health I	48.00	48.00	72.00	6.00	\$1,820.00
NT-1540	Pharmacology	48.00	0.00	0.00	3.00	\$155.00
PSYC-1101	General Psychology	48.00	0.00	0.00	3.00	\$50.00
Semester Total		144.00	48.00	72.00	12.00	\$2,025.00

Course No.	Third Term-16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
COMM-1130	Speech	48.00	0.00	0.00	3.00	\$50.00
NT-2200	Adult Health II	48.00	48.00	72.00	6.00	\$1,610.00
NT-2250	Mental Health	32.00	0.00	48.00	3.00	\$820.00
Semester Total		128.00	48.00	120.00	12.00	\$2,480.00

Course No.	Fourth Term -16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
NT-2230	Pediatrics/Maternal Newborn	32.00	64.00	0.00	4.00	\$930.00
NT-2650	Nursing Capstone/Leadership	64.00	32.00	96.00	7.00	\$1,905.00
GS-2010	Pathway to Prosperity II	16.00	0.00	0.00	1.00	\$50.00
Semester Total		112.00	96.00	96.00	12.00	\$2,885.00

### Program Totals:

Class Hours = 592.00

Lab Hours = 224.00

Clinical Hours = 288.00

Credit Hours = 66.00



## PN Program

### HOCKING COLLEGE Diploma in Nursing-Practical Nursing for Student Entering 2022

Course No.	First Term-16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
BIOS-1113	Anatomy & Physiology I	48.00	32.00	0.00	4.00	\$500.00
ENGL-1510	English Composition I	64.00	0.00	0.00	4.00	\$50.00
GS-1010	Pathway to Prosperity	16.00	0.00	0.00	1.00	\$50.00
NT-1000	PN Intro to Holistic Care	48.00	48.00	78.00	6.00	\$1,700.00
Semester Total		176.00	80.00	78.00	15.00	\$2,300.00

Course No.	Second Term-16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
BIOS-1114	Anatomy & Physiology II	48.00	32.00	0.00	4.00	\$500.00
NT-1010	PN Care Across Lifespan	48.00	48.00	126.00	7.00	\$970.00
NT-1014	PN Intro Pharmacology	32.00	0.00	0.00	2.00	\$220.00
PSYC-1101	General Psychology	48.00	0.00	0.00	3.00	\$50.00
Semester Total		176.00	80.00	126.00	16.00	\$1,740.00

Course No.	Third Term-16 Wks	Class Hours	Lab Hours	Clinical Hours	Credit Hours	Course Fee
NT-1020	PN Care of Diverse Clients	48.00	48.00	117.00	7.00	\$1,295.00
NT-1030	PN Legal/Transition	16.00	0.00	0.00	1.00	\$75.00
NT-1031	PN Child Health	16.00	0.00	0.00	1.00	\$220.00
NT-1034	PN Drug Classifications	32.00	0.00	0.00	2.00	\$75.00
NT-1035	PN IV Therapy	0.00	48.00	0.00	1.00	\$120.00
PSYC-2151	Developmental Psychology	48.00	0.00	0.00	3.00	\$50.00
Semester Total		160.00	96.00	117.00	15.00	\$1,835.00

#### Program Totals:

Class Hours = 512.00  
Lab Hours = 256.00  
Clinical Hours = 321.00  
Credit Hours = 46.00



## ADDENDUM 1

# Hocking College Nursing Program Checklist for Admission File Completion (updated 8/31/2023)

All Nursing program applicants are accepted into the Associate of Science (AS) program and may begin taking general classes. The AS program is a pathway to the Nursing program and allows you to complete general education requirements for Nursing.

Completion of the Nursing TEAS Exam at the proficient level or higher will determine whether you qualify for a Nursing program. Students who meet file completion requirements by the deadline for the upcoming semester will be considered for admission based on availability. Grade point average will be considered if the number of students meeting the file completion requirements exceeds the available seats. File completion does not guarantee admission to the upcoming semester. TEAS Exam scores are valid for two years.

It is your responsibility to monitor admission file completion status. Nursing program admission file completion requirements can be viewed in WebAdvisor (Students menu) by clicking on the My Documents link under the Communications tab. All Nursing communication will be sent to your Hocking College email account. If you have questions regarding file completion requirements, please contact your academic advisor or the Registrar's Office (by phone at 740-753-7068, in person in JL 184 or by email at [admissionfile@hocking.edu](mailto:admissionfile@hocking.edu)).

Other things to note:

- Completion of the State Tested Nurse Aide (STNA) is highly recommended but is not an admission requirement for the Nursing program.
- Students convicted of a felony are not eligible for entrance to the Hocking College Nursing programs. Non-felony convictions will be reviewed by the Program Manager, and admission will be considered on a case-by-case basis. The program complies with the criminal records check laws in Ohio specific to healthcare workers. The Board of Nursing is no longer permitted to automatically deny an application or license based on an applicant's convictions.
- Students are required to complete and pass a drug screen upon acceptance into the Nursing program. This is a requirement of our affiliate healthcare agencies. We will notify you when you need to complete the drug screen.

### **NURSING APPLICANTS WHO ARE NOT CURRENTLY A PRACTICAL NURSE (PN)**

If you are not currently a Practical Nurse you must complete the following requirements to determine your eligibility for the Nursing program.

Once you have completed the TEAS Exam at proficient level an email will be sent to your Hocking College email account. In this email you will select whether you want the Practical Nursing (PN) or Registered Nursing (RN) track. Once you select a track it cannot be changed. A couple of things to note about each track:

**Practical Nursing** – The PN diploma program is 3 semesters in length (beginning with NT-1000). Clinical/theory classes begin each summer semester. The file completion deadline to be considered for the upcoming summer PN class is posted on the Nursing page of the Hocking College website. Items #1, #2, #3 and #4 below are required for PN admission file completion. Students completing the PN diploma may progress to the RN program. See the LPN to RN information on the Hocking College website. Conditional acceptance to the PN program may be offered based on seat availability.

**Registered Nursing** – The RN Associate of Applied Science program requires completion of pre-clinical requirements (see #5 below). The RN program is 4 semesters in length (beginning with NT-1510). Clinical/theory classes begin each autumn and spring semester. The file completion deadline to be considered for the upcoming semester is posted on the Nursing page of the Hocking College website. All items (#1, #2, #3, #4 and #5 outlined below are required for RN admission file completion. Conditional acceptance to the RN program may be offered based on seat availability.

#### ☐ 1. **Nursing TEAS Exam**

The Nursing TEAS Exam determines eligibility for the Nursing program. You are allowed 4 hours to complete the exam which consists of the following: math, reading, science and English. A composite score of proficient level or higher is required for admission to the Nursing program.

**You must schedule an appointment to take the Nursing TEAS Exam.** Testing dates are available online (<https://www.atitesting.com/teas/register>) or in the Nursing Office (DVD 217). A limited number of seats are available each

testing date and are filled on a first come first served basis. See the Nursing web page for information on scheduling a Nursing TEAS test date. The exam costs \$82 (subject to change) and must be paid online when you schedule your testing appointment. The exam is given in the Hocking College Testing Center (DVD 108). You must present a picture ID and have a valid email address available at the time of testing. You must also know your Hocking College student ID number.

The test can be taken a maximum of 3 times with a minimum of 14 days between each test date. Each testing session requires a separate appointment and payment of the \$87 (subject to change) testing fee. TEAS scores are valid for 2 years.

**You are encouraged to review prior to taking the exam.** Resource: Official ATI TEAS Study Manual 2022-2023, 7th Edition. ISBN-13: 978-1565332393. Additional online resources can be found at [nursehub.com](https://nursehub.com).

If you have used all three assessment attempts and do not meet the minimum proficient level you are not eligible for admission to the Nursing program until scores have expired and you are eligible to retest. You are encouraged to meet with your academic advisor to discuss other career options.

TEAS scores for Nursing can be sent from any testing location as long as they meet the following criteria: 1.) It must be administered in-person at an approved proctored site. No remote exams are accepted. Scores are valid for 2 years. 2.) The test must have exactly the same subjects (Math, Science, Reading and English & Language Usage) our TEAS covers – no more, no less. Your official score transcript (ordered through the ATI website) must be sent directly to [nursing@hocking.edu](mailto:nursing@hocking.edu). Additional fees may be required to have scores sent.

☐ 2. **High School Transcript or GED**

Submit an official high school transcript indicating graduation from an accredited high school or proof of successful completion of the General Education Development (GED) test. Official transcripts must be submitted directly to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or mailed directly from your high school to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. GED certificates must be submitted to the Registrar's Office in the official format of the state in which you completed the GED. Faxed, emailed or hand carried transcripts are not accepted.

- If you are/were home schooled, submit a notarized homeschool transcript showing graduation from an approved homeschooling curriculum. The transcript must be submitted to the Registrar's Office. If you did not complete an approved homeschool curriculum, you may be asked to submit General Education Development (GED) scores.
- If you completed high school outside of the United States, submit original transcripts (translated to English by a formal translation service if necessary) for schooling equivalent to a United States high school. Once received your transcript will be reviewed to determine if it meets the transcript requirement. It is recommended that you submit official documents in person. Original documents will be copied and returned to you. If you are unable to obtain an official transcript, it is recommended that you complete the General Education Development (GED) test.

☐ 3. **Online Nursing Program Seminar**

Complete the online Nursing program seminar in Blackboard. You will be added to the Allied Health and Nursing Blackboard organization page once you have been assigned an advisor.

☐ 4. **Required Immunization**

Provide documentation or positive titer for the following: MMR series of 2, Varicella series of 2 (If you've had chickenpox, you must show proof of a positive titer), Hep B series of 3 and Tdap every 10 years. Email immunization records to [healthrecords@hocking.edu](mailto:healthrecords@hocking.edu).

☐ 5. **Pre-Clinical Course Completion**

- Satisfactorily complete the following courses with a grade of "C" or higher. You may take a class no more than two (2) times to earn the "C" or higher grade. Students who become ineligible for the nursing program due to two (2) course failures, may reapply to restart at the beginning of their program after three (3) years from the date of the final semester in which the student was not successful.
- Courses completed at another college/university must have a "C" grade or higher, be documented on an official college transcript and posted as transfer credit. Official college/university transcripts must be submitted to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or be mailed directly from the awarding institution to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. Faxed, emailed or hand carried transcripts are not accepted.

- ☐ 5a. Complete **BIOS-1113 - Anatomy and Physiology I** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.

- ☐ 5b. Complete **ENGL-1510 - English Composition I** with a grade of “C” or higher or have transfer credit posted showing completion of the course at another college/university with a “C” or higher.
- ☐ 5c. Complete **MATH-2250 - Introductory Statistics OR MATH-1113 - College Algebra** with a grade of “C” or higher or have transfer credit posted showing completion of the course at another college/university with a “C” or higher.
- ☐ 5d. Complete **MICR-1201 – Microbiology** with a grade of “C” or higher or have transfer credit posted showing completion of the course at another college/university with a “C” or higher.

Updated 20230831

## ADDENDUM 2

# Hocking College

## LPN to RN Nursing Program

(For Nursing applicants who are currently a Licensed Practical Nurse)

### Checklist for Admission File Completion

(updated 8/31/2023)

All Nursing program applicants are accepted into the Associate of Science (AS) program and may begin taking general classes. The AS program is a pathway to the Nursing program and allows you to complete general education requirements for Nursing.

Completion of the Nursing TEAS Exam at the proficient level or higher will determine whether you qualify for a Nursing program. Students who meet file completion requirements by the deadline for the upcoming semester will progress to RN Semester 2 based on availability. Grade point average will be considered if the number of students meeting the file completion requirements exceeds the available seats. File completion does not guarantee admission to the upcoming semester. TEAS Exam scores are valid for two years.

It is your responsibility to monitor admission file completion status. Nursing program admission file completion requirements can be viewed in WebAdvisor (Students menu) by clicking on the My Documents link under the Communications tab. All Nursing communication will be sent to your Hocking College email account. If you have questions regarding file completion requirements, please contact your academic advisor or the Registrar's Office (by phone at 740-753-7068, in person in JL 184 or by email at [admissionfile@hocking.edu](mailto:admissionfile@hocking.edu)).

Other things to note:

- Completion of a Practical Nursing program and successful completion of the licensure exam for Practical Nursing is required before acceptance. Credit will be awarded for the following courses once your official PN transcript is received -
  - Fundamental Concepts of Nursing
  - Health Assessment
  - Anatomy and Physiology I
  - Anatomy and Physiology II
- Students convicted of a felony are not eligible for entrance to the Hocking College Nursing programs. Non-felony convictions will be reviewed by the Program Manager, and admission will be considered on a case-by-case basis. The program complies with the criminal records check laws in Ohio specific to healthcare workers. The Board of Nursing is no longer permitted to automatically deny an application or license based on an applicant's convictions.
- Students are required to complete and pass a drug screen upon acceptance into the Nursing program. This is a requirement of our affiliate healthcare agencies. We will notify you when you need to complete the drug screen.

### Step 1: Completion of the LPN to RN Transition Course

#### ☐ 1. Practical Nursing Transcript

Submit an official transcript from the school of Practical Nursing from which you graduated. Official transcripts must be mailed directly from your school of Practical Nursing to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764 or submitted through a formal transcript service such as Parchment or National Student Clearinghouse. Faxed, emailed or hand carried transcripts are not accepted. (Note: If you completed the PN program at Hocking College you do not need to submit a PN transcript).

Once your official PN transcript is on file you are eligible to take the NT-1400 - LPN to RN Transition course. Successful completion of this course is required for admission to Semester 2 of the RN program.

### Step 2: Requirements to Progress to RN Semester 2

#### ☐ 1. LPN to RN Transition Course

Complete NT-1400 – LPN to RN Transition with a grade of "C" or higher.

#### ☐ 2. Nursing TEAS Exam

The Nursing TEAS Exam determines eligibility for the Nursing program. You are allowed 4 hours to complete the exam which consists of the following: math, reading, science and English. A composite score of proficient level or higher is required for admission to the Nursing program.

**You must schedule an appointment to take the Nursing TEAS Exam.** Testing dates are available online (<https://www.atitesting.com/teas/register>) or in the Nursing Office (DVD 217). A limited number of seats are available each testing date and are filled on a first come first served basis. See the Nursing web page for information on scheduling a Nursing TEAS test date. The exam costs \$82 (subject to change) and must be paid online when you schedule your testing appointment. The exam is given in the Hocking College Testing

Center (DVD 108). You must present a picture ID and have a valid email address available at the time of testing. You must also know your Hocking College student ID number.

The test can be taken a maximum of 3 times with a minimum of 14 days between each test date. Each testing session requires a separate appointment and payment of the \$82 (subject to change) testing fee. TEAS scores do not expire.

**You are encouraged to review prior to taking the exam.** Resource: Official ATI TEAS Study Manual 2022-2023, 7th Edition. ISBN-13: 978-1565332393. Additional online resources can be found at nursehub.com.

If you have used all three assessment attempts and do not meet the minimum proficient level you are not eligible for admission to the Nursing program until scores have expired and you are eligible to retest. You are encouraged to meet with your academic advisor to discuss other career options.

TEAS scores for Nursing can be sent from any testing location as long as they meet the following criteria: 1.) It must be administered in-person at an approved proctored site. No remote exams are accepted. Scores are valid for 2 years. 2.) The test must have exactly the same subjects (Math, Science, Reading and English & Language Usage) our TEAS covers – no more, no less. Your official score transcript (ordered through the ATI website) must be sent directly to nursing@hocking.edu. Additional fees may be required to have scores sent.

☐ 3. **Proof of Valid PN License**

Provide proof of a valid, non-restricted PN license. You may submit your license information printed from the Board of Nursing website. License information should be submitted to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764 or emailed to admissionfile@hocking.edu.

☐ 4. **High School Transcript or GED**

Submit an official high school transcript indicating graduation from an accredited high school or proof of successful completion of the General Education Development (GED) test. Official transcripts must be submitted to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or mailed directly from your high school to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. GED certificates must be submitted to the Registrar's Office in the official format of the state in which you completed the GED. Faxed, emailed or hand carried transcripts are not accepted.

- If you are/were home schooled, submit a notarized homeschool transcript showing graduation from an approved homeschooling curriculum. The transcript must be submitted to the Registrar's Office. If you did not complete an approved homeschool curriculum, you may be asked to submit General Education Development (GED) scores.
- If you completed high school outside of the United States, submit original transcripts (translated to English by a formal translation service if necessary) for schooling equivalent to a United States high school. Once received your transcript will be reviewed to determine if it meets the transcript requirement. It is recommended that you submit official documents in person. Original documents will be copied and returned to you. If you are unable to obtain an official transcript, it is recommended that you complete the General Education Development (GED) test.

☐ 5. **Online Nursing Program Orientation**

Complete the online Nursing program seminar in Blackboard. You will be added to the Allied Health and Nursing Blackboard organization page once you have been assigned an advisor.

☐ 6. **Pre-Clinical Course Completion**

- Satisfactorily complete the following courses with a grade of "C" or higher. You may take a class no more than two (2) times to earn the "C" or higher grade. Students who become ineligible for the nursing program due to two (2) course failures, may reapply to restart at the beginning of their program after three (3) years from the date of the final semester in which the student was not successful.
  - Courses completed at another college/university must have a "C" grade or higher, be documented on an official college transcript and posted as transfer credit. Official college/university transcripts must be submitted to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or be mailed directly from the awarding institution to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. Faxed, emailed or hand carried transcripts are not accepted.
- ☐ 6a. Complete **ENGL-1510 - English Composition I** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.
- ☐ 6b. Complete **MATH-2250 - Introductory Statistics OR MATH-1113 - College Algebra** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.
- ☐ 6c. Complete **MICR-1201 – Microbiology** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.

☐ 7. **Required Immunization**

Provide documentation or positive titer for the following: MMR series of 2, Varicella series of 2 (If you've had chickenpox, you must show proof of a positive titer), Hep B series of 3 and Tdap every 10 years. Email immunization records to healthrecords@hocking.edu.