NURSING PROGRAMS
Handbook

Davidson Hall
3301 Hocking Parkway
Nelsonville, OH 45764
740.753.6350
www.hocking.edu

Effective Spring Term 2023

Welcome

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

Best wishes for a successful year,

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 2022

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

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

Fax: 404. 975.5020

http://www.acenursing.org/

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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 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 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 includes knowledge, skills, and attitudes necessary to become a safe entry-level practitioner.

- **Safe and Effective Care Environment** – The graduate will adhere to professional standards to provide safe, effective, and competent nursing care.
- **Health Promotion** and Maintenance – The graduate will provide nursing interventions to promote, restore and maintain the patient's physical health across the lifespan.
- **Psychosocial Integrity** – The graduate will adapt and provide individualized nursing care and clinical judgment based on knowledge of developmental, biological, psychological, sociocultural, and spiritual differences in patients.
- **Physiological Integrity** – The graduate will utilize nursing knowledge and clinical judgment skills to provide and promote safe nursing practice while providing empathetic and compassionate care.

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 the 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 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 experience; 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 bases 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 is 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 enrolled at Hocking College. Students are also expected to abide by College Student Code of Conduct, policies, procedures, 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.**
      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 follow the Grade Appeal Process which is located in the College Catalog. See 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 in each class as excused absence or unexcused absence. 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.

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

To report an absence, a student must contact their faculty member in advance and make arrangements to complete all required coursework. Failure to attend may result in an administrative drop from a course(s) as follows: In the work environment, this is a "no-call, no-show" Unexcused absences greater than the above will 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

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 on the Hocking College website (www.hocking.edu).

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 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.

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 Accessibly 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
    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 CONCERN(S) AND/OR COMPLAINT(S)

A student complaint is an expression of dissatisfaction about the nursing program expressed in writing submitted to the Nursing Program Manager, and resolution of student complaint is a written response from the Nursing Department to the written complaint, outlining activities to address the complaint, if warranted. (See Appendix N, Student Concern and/or Complaint Form).

GRADE APPEAL PROCESS

The Grade Appeal Process provides students with the opportunity to voice their concerns about a classroom or academic experience. This process provides an unbiased forum to discuss your experience. Students wishing to appeal or discuss an academic or classroom concern must start this process within two weeks of the incident creating concern. 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 the appeal, they should notify the ombudsman at https://www.hocking.edu/student-affairs#ombudsperson.

Prior to submitting a grade appeal, the student must first discuss the situation with the faculty member. If the situation is not resolved with the faculty member, the student begins the grade appeal process by submitting documentation to the Program Manager overseeing the program.

ALL OTHER ISSUES/CONCERNS

Student Grievance

The purpose of the Hocking College Student Grievance Procedure (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. 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.

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 and 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

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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.

THE NURSING PROGRAMS REQUIREMENTS

ADMISSION

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).

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. (See Appendix A(1) and A(2) for program specific requirements).

COURSE PRECLINICAL AND COREQUISITES

A. All nursing technical courses (theory/clinical, pharmacology, etc.) and nursing support courses:
    1. Must be taken in **sequence**:
    2. Refer to PN, LPN to RN and RN Nursing Curriculum sheets and Self Service for course sequence. (See Appendix S, Curriculum).
    3. Students must pass each nursing (NT) and general education course in the semester sequence, before attempting the next course.
    4. 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.

B. LPN to RN Transfer Credit – Academic credit earned in other institutions may be transferred to Hocking College if each of the following is accomplished:
    1. For general education credit, the student provides the registrar with:
        a. An official transcript mailed from the institution where the work was completed documenting a grade of C or higher in the course to be transferred. Grades of D- or better are transferable to Hocking College, however Selective Admissions Programs such as Nursing have higher grade requirements.
        b. GS 1010 and GS 2010 are graduation requirements and cannot be transferred into Hocking College.
        c. All courses not listed on the approved transfer list will require a course description

for review. The Nursing Program requires a C or better for admission.

    2. For technical credit, the above information is provided to the appropriate Dean and the Admissions/Progression Committee along with the requested course outlines.

    3. Licensed Practical Nurses must send their official PN Transcript to the Registrar's Office to receive Credit by Advanced Standing for the following courses: Fundamentals Concepts of Nursing, Health Assessment, Anatomy & Physiology I and Anatomy & Physiology II.

C. LPNs seeking transfer credit will be admitted into the LPN to RN 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 II.

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 <u>not</u> be allowed to attend clinical. The following CPR certification cards are acceptable**:

    1. Basic Cardiac Life Support (BCLS) FOR THE PROFESSIONAL RESCUER (American Heart Association)

    2. Professional Rescuer/Health Care Provider (American Red Cross)

    3. Hocking College Course EM 1134 (ASHI) (See Appendix A [1] or A [2], Admission - File Completion Checklist Policy)

E. Consideration for admission or re-entry will be decided by the Nursing Program Manager based on this criterion.

F. Students readmitted to the program are admitted under current policies and procedures at the time of readmission.

ADVANCED STANDING

Hocking College is committed to providing high-quality academic and student support services to Veterans, Active-Duty Service members, Reservists, National Guard members, and Military Families. We ensure our support processes align with and adhere to all applicable federal and state laws, DoD Instructions, Dept. of Education guidelines as well as Veterans Administration (VA) policies and procedures. We are intent on administering Veterans, Military members, and dependents earned education benefits in a manner which provides the highest return on investment possible for the student. Hocking College is Regionally Accredited through The Higher Learning Commission. In addition, the school is approved by the State Approving Agency of Ohio as a GI Bill' participating institution and is a participating institution under the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU). This enables our Veterans and Military students to select from multiple service-connected funding sources. Found in the [College Catalog](#).

Veterans Benefit and Transition Act of (VBTA)
Hocking College is a participant in the Veterans Benefit and transition act of 2018 signed into law on December 31, 2018, by the President of the United States. This Provision was effective August 1, 2019, for any students that are considered "a covered individual" using Chapter 33: Post 9/ 11 GI Bill benefits or any participants in Chapter 31: Vocational Rehabilitation and Employment Program benefits at a public, private for profit or not for Profit institution regarding unpaid tuition and fees. (Provided upon request)

Hocking College offers scholars hips to qualified veterans and immediate family members to cover the out-of-state surcharge. Eligible veterans or military members with 90daysormore of honorable service in one of the uniformed services, or the immediate family of such veterans or military members are eligible for the scholarship.

Proof of eligibility
- Military /Veteran Member-provide copy of DD-214
- Dependent spouse-provide marriage and copy of spouse's DD-214
- Dependent children -provide copy of birth certificate, copy of parent's, DD-214
- Dependent step-children-provide copy of birth certificate, parents' marriage license and parent's DD-214 (Marriage must have occurred during time of services for stepchild to be eligible for scholarship).

Hocking College Veteran and Military Student Services Office Will Help You Achieve Your Goals in Higher Education by:
- Providing education benefits counseling to help you maximize funding sources linked to your military service
- Providing information and assistance in filing your VA Education claim, Certifying hours of enrollment, and processing GI Bill' / VA benefit payments
- Evaluating your Military training and experience for transfer credit purposes and providing information on sources of transfer credit to include: Joint Services Transcript (JST), Community College of the Air Force (CCAF) Transcript, College Level Examination Program (CLEP), and Prior Learning Assessment (PLA)
- Assisting you in obtaining Tuition Assistance from your Branch of Service (Current Service Members only)
- Connecting you with Hocking College and community student support services
- Providing a place to unwind and connect with fellow Veterans/Military members (Veterans Lounge - JL 2618)
- Helping Veterans and Service Members resolve barriers preventing them from obtaining their education goal
- Giving Veterans and Service Members a 20% discount on books in the Hocking College Bookstore
- Providing Priority Registration periods for Veteran and Service members.

Veteran and Military Student Services Contacts:
Brittany Ross, VA School Certifying Official
740-753-6561, moorek@hocking.edu
Stephen Powell, Veteran and Military Student Success
Advocate, 740-753-7055, powells25816@hocking.edu

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).

PROGRESSION

Once the student has successfully completed the first semester nursing technical classes, progression through the program is dependent upon successful completion of the nursing technical courses as well as pre-clinical and co-requisites. (See Appendix F, Progression Policy).

COMPLETION

To "Complete" the nursing program a student must achieve a C in all general education courses within no more than 2 attempts and 80% 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 and the student cannot progress and is not eligible for readmission. 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 regards to the ability to only repeat one course. 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).

ACADEMIC STANDARDS

NURSING PROGRAMS ACADEMIC DISMISSAL

Current Requirements (effective Spring Term 2022 for any newly admitted students or students being readmitted to the program*)

The first time a student (withdraws or drops (after the 15th day), or is unsuccessful (receives less than 80% in any nursing technical (NT) course or less than a C grade in a general education course), the student must meet with and make a written request to the Nursing Program Manager to repeat the nursing course. (See Appendix G, Readmission Policy).

The second time a student withdraws or drops (after the 15th day) or is unsuccessful (receives less than 80% in any nursing technical (NT) course or less than a C grade in a general education course), the student becomes ineligible to continue or for readmission in the nursing program for which they were enrolled may request consideration into the Practical Nursing or other Allied Health program.

Students wishing to apply for readmission to clinical, will need to submit the Readmission to Clinical Application form (See Appendix H, Readmission to Clinical Application).

*Students admitted or readmitted to a nursing program prior to Spring 2022 should refer to the Handbook effective at the time of their admission.

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:

   a. Does not comply with this Handbook, or regulations specific to a cooperating clinical facility. Acts 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.

b. 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: https://www.hocking.edu/registrar#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: https://www.hocking.edu/registrar#catalog

NURSING PROGRAMS GRADUATION REQUIREMENT

The student will be 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: https://www.hocking.edu/registrar#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 while building. 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 alumni looking for a new opportunity or continuing education, Career Services can help.

Career and University Center:
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, giving students a HUGE career advantage.

Our technology resources are listed below. 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 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

Hocking College grade scale to be used for all courses. For more information, go to the Hocking College Catalog located at: https://www.hocking.edu/course-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 (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 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% (except for dosage calculation 100%) on any exam, quiz, or test will need to schedule a meeting with the instructor of the course for a review within 2 weeks 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 be 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. The first test will be administered within the first two weeks of the semester.
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 Instructor 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.

C. ATI ASSIGNMENTS

Hocking College Nursing Program has partnered with ATI to implement standardized testing and remediation to increase the probability of passing the NCLEX-RN board exam.

Dosage Calculations Skill Level			
RN1	**RN2**	**RN3**	**RN4**
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 **solution concentration**.	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 **administering medication intravenously** based on body weight (mcg/kg)

<u>**Completion of all assignments is mandatory for course completion.**</u>

- All students will complete required remediation for Practice and Proctored Assessments (See Appendix C, ATI Best Practice for Mastery Series and Capstone Content Review).
- Focused review must be completed by the due date on course schedule, thorough, and meet the guidelines.
- **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 proctor exam, they do not meet the requirements of the course and will receive a failing grade.**

CLINICAL AND SKILLS/SIM LAB GUIDELINES

DRESS CODE: CLINICAL AND SKILLS/SIM LAB

Students are responsible to look professional at all times. This includes being well groomed, uniform pressed and clean, and in accordance with the health care setting they are assigned, following the clinical facility's policy. When there is an issue, the instructor will discuss with the student, note the evaluation form appropriately and notify the Lead Instructor if behavior continues. 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 be:
   a. Laundered and wrinkle free.
   b. In good repair, 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. Enclosed toes and heels.
   d. Fluid resistant, including mesh. Leather recommended.
   e. In accordance with the institution policy.
3. Hose/socks must:
   a. Be black or white in color and no designs allowed.
   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. Your 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 (WHITE) 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 or per policy of the facility and no more than two earrings per ear. Bars are not considered posts.
   d. Religious insignias, if worn out of sight.
   e. No visible facial/tongue piercings allowed.
   f. Visible tattoos must be covered and comply with clinical facility policies.
6. Optional Hocking College clinical jackets may be worn in the clinical setting in designated areas but should not be worn outside the clinical facility.
7. Clinical jackets may not be worn during direct patient care.
8. Laboratory experiences – students are required to wear the same uniform that is worn in clinical and will be evaluated in lab as they would be in clinical.
9. Clinical experiences – students are required to wear the scrubs and shoes provided to them the beginning of the semester. This uniform will be worn for most clinical experiences except for Mental Health and occasionally OB. Students will be informed of the requirements for specific sites when they vary from the standard uniform.
10. Simulation experiences: students are required to wear the same uniform that is worn in clinical and will be evaluated in the simulation lab as they would be in clinical.
11. 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, included in course fees.
12. Students may bring other patient care supplies which follow these rules, are able to be disinfected or are disposable. Examples include bandage scissors, ink pens and tape measures.

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 coloring) 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, color and highlighting must be a natural hair color (no blue, pink, purple, 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-education 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 him/her 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	Calculate appropriate medication dosage given specific patient parameters. Analyze and synthesize data to develop a plan of care.

	measurement, calculation, reasoning, analysis, and synthesis.	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 Professional Attitudes and Interpersonal Skills	Emotional stability and appropriate behavior sufficient to assume responsibility / accountability for actions. 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.	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.

	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).

MAINTENANCE OF GOOD HEALTH
Hawks Center for Well-Being (HCWB)

A. Students are financially responsible for seeking 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.

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. Expenses for immunizations and updated physicals are the responsibility of the student.

The following **immunizations** or positive titers showing immunity are required:
   o MMR (series of two).
   o TB is required yearly (this cannot be read by the instructor or anyone in the Hocking College nursing office). If this is the student's first TB testing, the two-step test is required or if it has been more than one year since the last TB test.
   o TST or PPD - Those responding positively to a TST/PPD 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. Students will not be eligible to attend the first day of classes without submitting a completed physical form.
   o Hepatitis B Vaccine (series of three) given over six (6) months.
   o Tdap (required every ten years)
   o Varicella - titer showing immunity or vaccination (series of two) are required.
   o FLU SHOT 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).
   o COVID is a requirement of some clinical facilities, while others accept religious and medical exemptions. Students will not be eligible to attend the clinical without submitting a

record of the completed series of vaccine choice, 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.

C. **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 the 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 drug urine screen.
   - 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 and the Nursing Program Manager or the Clinical Coordinator will be notified.
   - If the student refuses (failure to reply to a required test, failure to complete, or any alteration of the urine) the test will be recorded as a positive test.
   - After two failed drug urine tests a student will no longer be eligible for the nursing program.

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 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 given 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:
   o A positive urine drug screen for controlled substances not disclosed at the time of the drug urine screen.
   o If the student refuses (failure to reply to a required test, failure to complete, or any alteration of the urine) the test will be recorded as a positive test.
   o After two failed drug urine tests a student will no longer be eligible for the nursing program.

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 is eligible to reapply for admission 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.

D. **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 Incident Form.
2. At least one business day prior to returning to the clinical area following an illness/injury, the student must submit proof from a Health Care Provider they are cleared to return to the nursing program (classroom, lab or clinical) The release must be submitted to the Dean of Allied Health and Nursing.
3. Faculty reserve the right to require a health care provider's written statement concerning the student's ability to return to clinical/lab/classroom. The health care provider statement must state that the student can participate in all clinical activities without lifting restrictions.
4. 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. The Nursing Program Manager reserves the right to determine whether clinical competencies can be met with given restrictions.
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 without restrictions. 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 a note from the student's health care provider. The note should state that the student may return to clinical without restrictions. Situations requiring additional documentation include (but are not limited to): physical injury, hospitalization, casts, splints, and back injuries, injuries that interfere with lifting, contagious disease, or other similar health-related conditions. Clinical instructors or the Nursing Program Manager may request documentation. 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.

A student will not be allowed to attend clinical if:
o Required forms are not completed by the student as requested by the nursing program (e.g., immunizations, drug urine screen, background check, physical exam).
o The student is not properly registered for classes and secured financial aid. Registration for classes assures liability insurance coverage; the student is under suspension and/or involved in any pending judiciary review.
o The student has any physical or mental limitations documented by a health care provider.

- o The student is impaired through the use of drugs or alcohol. Random drug testing may be requested by the leadership for the nursing program, clinical faculty, or clinical facility.
- o The student does not have a current CPR card.
- o The student does not have the results of the BCI and FBI background check before starting clinical.
- o The student does not comply with turning in required clinical documentation by 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 in all required health/clinical required 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 not completed by the deadline.
- o The presence of a positive criminal background check record could jeopardize the student's eligibility for clinical placement and eligibility for Ohio Board of Nursing Licensure Examination. Hospitals and other medical facilities may not authorize individuals to participate in the clinical instruction necessary to complete a program based on criminal history. Any charges incurred during the student's time at Hocking College 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).

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 from 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 position.
7. At the end of the semester, if there is a decrease in the number of students progressing to the

next semester, reassignments to clinical and/or lab could be made. Students are responsible for checking the college schedule for changes. Students will be notified by telephone, email or mail prior to the beginning of the next semester.

8. Out of sequence students will be offered clinical spots based on availability.
9. Students who fail a course can submit a "Readmission to Clinical" form on the last day of the term.
10. **Out of sequence students are not guaranteed automatic re-entry into the next semester.**

ATTENDANCE POLICY FOR THEORY, CLINICAL AND SKILL/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 class. 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 class 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 the RN or PN program courses, it will result in a failure (course specific information can be found in the syllabus).
- * If a student misses more than two days in NT-2020, in the RN program, 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, skills/sim lab objectives are cause for review and may result in a failure of the course.
- Absences 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.
- 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.
- Unexcused make-ups are not permitted, and do not have to be granted.
- 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.
- 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 because of absence or tardiness.

Discussions, work groups, website research information are used during class and are material for test questions. Missing class time can be detrimental to the student's learning.

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.

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

All lab hours are required to meet the Ohio Board of Nursing requirements for graduation (Rule 4723-5-19). Students are not permitted to miss lab. In the event of an extreme illness or emergency, one absence may be allowed. They will receive an unsatisfactory for the day and will be required to make up the lab time within one week when convenient for the instructor. The course instructor may require documentation of the illness/emergency as supportive evidence.

- If more than 1 lab day is missed the course must be repeated.

CLINICAL ATTENDANCE

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 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 the course must be repeated.

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. 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 time must be made up within one week.
4. The student will be required to make up missed clinical and lab time.

Procedure for calling off:
If a student is going to be tardy, or is unable to attend a lab or clinical experience due to a serious illness or grave emergency, the lab/clinical instructor **MUST** be notified of the absence prior to the scheduled start time. The student should notify their lab/clinical instructor and should also log a call to the course instructor's office phone.
The student is required to follow-up with their course instructor via email to tell them of the missed clinical hours. All missed lab and clinical hours must be made up with time equal to or greater than the time missed.

Consequences:
If a student fails to notify an instructor before a clinical or lab absence – this includes if the student is tardy – is considered a No call/No show. **The student will receive a U in arrival and a U in accountability**. 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 for this required training or for clinical orientation will jeopardize the student's clinical position and could result in an unsatisfactory day or a clinical failure.

ADVERSE WEATHER CONDITIONS/CLINICAL CANCELLATION

Refer to Hocking College Snow Emergency Procedure for the 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 SKILL/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 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 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.
   - ❑ A score is recorded for each outcome that is evaluated during the day.
   - ❑ The scores are averaged daily.
   - ❑ A satisfactory day is recorded if the average score for the day is two (2) or above. There is no rounding of clinical grades.
   - ❑ An unsatisfactory day is recorded if the average score is below two (2), which includes errors and/or near misses.

2. Earn **less than three** unsatisfactory days during the semester. A student who earns three unsatisfactory (U) days during the semester will receive an unsatisfactory grade for the course resulting in a failure. (See Appendix E, Clinical Remediation).
   - • Clinical scores are averaged both vertically and horizontally. Daily scores are averaged vertically. Mid-term and final scores are averaged horizontally. A student will fail clinically if the average of the scores for a horizontal category is below 2.0 at the end of the clinical. There is no rounding of clinical grades.

3. The following areas listed under **Professional Behavior** on the clinical evaluation tool will be evaluated as an "S" for satisfactory or a "U" for unsatisfactory. A student who earns more than two (2) unsatisfactory scores in each of these areas on the clinical evaluation form will receive an unsatisfactory grade and will result in a failure of the course. (See Appendix E, Clinical Remediation).
   - • **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** - Please refer to the arrival/departure policy.

4. Review and sign clinical evaluations weekly. Each entry must be signed/initialed/dated. Discussion about clinical progress with the clinical instructor is invited.

5. Each student will be evaluated clinically in writing including a mid-term and final evaluation.

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 **<u>Professional Behavior</u>** 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.
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). 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 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 judiciaries.

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 chain of command.

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 as close to real life experiences. These scenarios will be recorded to allow faculty to debrief with the students, as well as to allow the students to self-analyze their performance. 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 active participation for 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 form 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 assessment provides an intense post conference and active evaluation process driven by instructors and peers. The focus of the debriefing should be on positive aspects and should allow the student to answer critical thinking questions. The instructor 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, 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. A log will be maintained for the purpose of review to better coordinate resources. 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 instruction during the lab experience. This person may be used to troubleshoot any technical issues that may arise.

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.
3. Any student wishing to use the lab must notify the Simulation Lab Coordinator and sign in via SimCapture.

4. When working with the manikins, students must perform hand hygiene and wear gloves as with a live patient.
5. Supplies and equipment must not be taken out of the lab unless authorized by the Simulation Lab Coordinator and signed out by an instructor.
6. Equipment should be disposed of appropriately. (sharp's containers, biohazard trash containers)
7. Computers and video equipment are for class purposes only.
8. Students will have proper orientation to the crash cart and the defibrillator.
9. 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.
10. 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.
11. 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 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 are being 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. All patient simulators are operated by trained faculty or staff. Students cannot operate the patient simulators.
15. Remember that even though you are in a simulated environment you are to conduct yourself as if you were at a clinical site.
16. 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, 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. 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.
- No Betadine, no Chlorhexidine, no ink pens (near the manikin), use only 20G IV or smaller for IV starts.

Hocking College Nursing Program
Checklist for Admission File Completion Policy
(Effective January 1, 2022 for any newly admitted students):

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).
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 <u>ARE NOT</u> 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**
- 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).

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.

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. 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.

<u>**You must schedule an appointment to take the Nursing TEAS Exam**</u>. 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.

☐ 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 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.

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Appendix B
Grading Procedure

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1. All Nursing courses are based on 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 (NT) course. This is equivalent to a B- (or higher) on the College's grading scale.
A final grade equal to (or below) a 79% in (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 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

3. Students who earn passing grades in theory, clinical, lab, all required nursing and general courses assigned to a particular semester will be eligible to progress to the next semester.
4. Each student should keep a personal record of all grades received. Grades will be posted on LMS, but the final course grade is on Self Service.
5. Students who receive less than an 80% on any exam, quiz, or test (except for dosage calculation 100%) will need to meet with the instructor of the course for a review. This review must be completed within two weeks.

Hocking College Nursing Program
ATI Best Practice for Mastery Series (practice and proctored exams)

ATI ASSIGNMENTS

- Hocking College Nursing Program has partnered with ATI to implement standardized testing and remediation to increase the probability of passing the NCLEX-RN board exam.
- ATI assignments are required for successful completion of this course. All ATI assignments must be submitted by the due date and time as posted in order to receive points. **Late submissions will NOT receive credit; however, completion of all assignments is mandatory for course completion.**
- Students will receive a one-time courtesy if a homework assignment is not completed on time or in satisfactorily state in which they will receive a one-week extension for completion, but will not receive points.
- Students are responsible to check that their grades are posted and that they were credited for the assignment and tests.

ATI PROCEDURES FOR MASTERY SERIES
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 Practice Assessment A:
    - Required:
        - 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.
        - Retake Practice Assessment A and/or B until successful completion at 80% or above.
        - Print and bring the completed Focused Review to the instructor on the scheduled due date (including handwritten Active Learning Templates).
- Remediation on Practice Assessment B:
    - 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.
        - Retake Practice Assessment A and/or B until successful completion at 80% or above.
        - Print and bring the completed Focused Review to the instructor on the scheduled due date (including handwritten Active Learning Templates).

- 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 Proctored Exam 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
  - 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.
  - *Retake recommended
- **Below Level 1 (required)**
  - Minimum 4-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.
  - *Retake recommended
- ***Focused review must be completed by the due date on course schedule, thorough, and meet the guidelines expected for previous focused reviews. The student cannot progress through the mastery series and take the proctored exam if remediation is not completed at any level.***
- ***Focused Review for the proctored assessment at level 1 or below will be due the second week of the next semester (NT-1120, NT-2010, or NT-2020).***
- ***New Curriculum: Focused Review 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, 2250, or 2650) (for PNs: NT1000, NT-1010, NT-1020).***

GRADING SCALE FOR PROCTORED ASSESSMENT (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-2020 and NT-2250 course.
    - **All students are required to complete self-remediation on the "Topics to Review" by utilizing "Focused Review" and complete a handwritten "Active Learning Template" for each topic.** Print and bring the completed Focused Review to the instructor on the scheduled due date (including handwritten Active Learning Templates).

- 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 Proctored Exams to successfully complete the course.**

ATI FOCUSED REVIEW COMPLETION GUIDELINES

- **Required in order to take the Content Mastery Proctored Assessment and the Comprehensive Predictor exam.**
- Credit will not be given for late, incomplete, or partial completion of assignments.
- Hard copies of the review will be submitted to faculty.
- Students MUST complete in the following order:
    - Complete Practice Assessment (One Time) without resources
    - Create a Focused Review (See ATI for instructions under "How to")
    - Print and Complete ALL Templates (handwritten)
    - Placed Templates in the same order as listed on the printed Focused Review.
    - Re-Take Assessment until the student receives an 80% or higher on the Assessment.
    - On the due date, students will submit hard copies of the Focused Review: Completed Templates which includes a copy of the ATI Assessment Practice Test showing the results and amount of time spent on the online focused review.

Technical Requirements for 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/
- Students **must** download the Proctorio extension to google chrome and complete the Remote Proctoring Dry Run prior to the first course exam.
- 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 there will be individualized success plan developed. The student will be required to complete all assignments on the individualized success 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.

Student Printed Name _____ Date _____

Student Signature _____

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, arrival/departure, or they receive a numeric score below 2.0 (in the PN program) for their daily average resulting in a unsatisfactory (U), they will meet with the clinical instructor and the incident will be documented in the clinical narrative. A second unsatisfactory (U) or a numeric score below 2.0 for their daily average will require a written remediation plan. A third unsatisfactory (U) or a numeric score below 2.0 for their daily average will result in a failure of the course.

_____ 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.

Student Printed Name _____ Date _____

Student Signature _____

Appendix F
Hocking College Nursing Program
Progression Policy
Affective 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:
1. All course prerequisites must be met before admission to a course. Waivers will not be granted.
2. All courses on the plan of study must be successfully completed in the order posted. General education courses may be taken prior to the semester posted, 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).
3. 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.
4. Students who do not successfully complete all of the first semester nursing courses will go back on the file completion list with their file completion date being the final date of the semester.
5. Once the student has successfully completed the first semester nursing technical classes, progression through the program is dependent upon successful completion of the nursing technical courses as well as pre-clinical and co-requisites. The first time a student is unsuccessful (fails), withdraws, or drops any nursing technical (NT) course (after the 15th day of the semester) or general education course with less than a 'C', the student must meet with and make a written request to the Nursing Program Manager to repeat the nursing course (see Readmission Policy). The second time a student is unsuccessful (fails), withdraws, or drops any nursing technical (NT) course or general education course (after the 15th day of the semester), the student becomes ineligible to continue in the nursing program and ineligible to reapply.
6. 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).
7. If a student withdraws after the 15th day of the semester, it will be considered a failure for the purpose of readmission, the student is then placed on a space available waiting list to return

(See Appendix F, Readmission Policy). Any student who withdrawals from the School of Nursing must do each of the following:

    a. Meet with their faculty academic advisor.
    b. Meet with the Nursing Program Manager, or the Dean of Allied Health and Nursing and/or Associate Dean of Allied Health and Nursing.
    c. Submit a school withdrawal form through the Registrar's office

8. 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.

    • A student who withdraws from any nursing technical or general education course must re-enter that course within 12 months of withdrawal.

9. A satisfactory grade is required in clinical experience and/or laboratory skill demonstrations. Students must meet the clinical and laboratory requirements in all nursing courses.

10. The student must adhere to all college/program policies/procedures and have no outstanding fees or unreturned borrowed equipment to be eligible for graduation.

11. 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.

**Appendix G
Hocking College Nursing Program
Readmission Policy**

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. The student's performance to date in the Nursing Program will be reviewed carefully.

The following procedures apply:
1. Students who do not successfully complete all first semester nursing courses must apply as a new applicant. *
2. The student will submit a written request to the Nursing Program Manager including desired Semester of return, course(s) desired, any specific supportive information about reason for the break in education, and student plans for ongoing success. (See the current readmission form)
3. The student will arrange to meet with the Nursing Program Manager.
4. A student seeking readmission to clinical courses must have a minimum 2.00 cumulative grade point average.
5. If a student does not accept the available course space for return to the sequence of nursing courses, the student must make a written request for future consideration.
6. Associate Degree Nursing 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.
7. Students who are out of sequence for any reason, and who are successfully reseated in the nursing program, will be held to the plan of study and applicable policies of the cohort into which they are reseated.

* Catalog/Curriculum in Force Policy
Requirements for a student to complete a degree are based initially on the Hocking College catalog/curriculum which is in force at the time of the student's first term of credit enrollment. When a student stops attending, he/she is no longer considered an active student. Once a student is inactive for one academic calendar year or two consecutive semesters, upon re-admission to the College, the student will begin the program under the most current Hocking College catalog/curriculum. When a student changes his/her program of study, the student will be placed into current catalog year at the time of the program change.

Guidelines:
* Out-of-sequence students must complete and submit a "Readmission to Clinical" form to the Clinical Placement Manager. These forms are available in the Nursing Office (DVD 217). "Readmission to Clinical" forms are dated the last day of the current semester.
* It is the responsibility of the student to complete and submit a "Readmission to Clinical" form if the previous form has expired (expires at the end of the semester of which the student applied for).

- When an out-of-sequence student is offered a clinical spot, the offer is based on the available clinical site location.
- If a student is offered a clinical spot and does not accept/attend, he or she will be removed from the out-of-sequence list.
- Out-of-sequence students are not guaranteed automatic re-entry into the next semester.
- If the student submits the application later (after the term ends), the student may not qualify for re-entry into the next semester. If the student does not qualify for the applied semester the student must submit a new return to clinical form.
- The student must meet with the Nursing Program Manager and Clinical Placement Manager.

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

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.

Once accepted into the Nursing Program, your FBI/BCI and drug screen will be arranged during your clinical orientation.

After grades have been posted for the semester, the number of available seats 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 are removed from the list for the semester requested and may be put back on the list a second time. If a student declines the offer a second time, they will no longer be eligible to continue with the program.

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. See Appendix G, for the "Readmission to clinical Application".

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 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. If a student fails, we recommend submitting the form as soon as possible, since the readmission to clinical list is determined by the date the form is submitted and the student's /grade point average for that semester as a group.

After grades have been posted for the semester, the number of available seats 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 are removed from the list for the semester requested and may be put back on the list a second time. If a student declines the offer a second time, they will no longer be eligible to continue with the program.

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 communication 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)
  ○ PN SEMESTER I　　　　○ PN SEMESTER II　　　　○ PN SEMESTER III　　　○ LPN to RN
  ○ RN SEMESTER I　　　　○ RN SEMESTER II　　　　○ RN SEMESTER III　　　○ 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.

All nursing students must take specified periodic standardized nursing examinations. Completion of such tests is a mandatory part of the course work in the nursing program. Testing occurs at different points in the program. The standardized assessments (currently ATI) are required throughout the curriculum. These assessments will increase in percentage of the total course grade throughout the curriculum to assist the student with mastery of content and proficiency in standardized testing.

Testing will be conducted at pre-arranged times each semester. Students who are unsuccessful in achieving the defined stated minimum outcomes on the standardized test will be directed by the course instructor to complete remediation activities.

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 Associates of Applied Science in Nursing Degree.

- **Safe and Effective Care Environment** – The graduate will adhere to professional standards to provide safe, effective, and competent nursing care.
- **Health Promotion** and Maintenance – The graduate will provide nursing interventions to promote, restore and maintain the patient's physical health across the lifespan.
- **Psychosocial Integrity** – The graduate will adapt and provide individualized nursing care and clinical judgment based on knowledge of developmental, biological, psychological, sociocultural, and spiritual differences in patients.
- **Physiological Integrity** – The graduate will utilize nursing knowledge and clinical judgment skills to provide and promote safe nursing practice while providing empathetic and compassionate care.

To "Complete" the nursing programs a student must achieve a C in all general education courses within no more than 2 attempts and 80% 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 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, including library fee, 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. 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 of 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 of 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

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)
_____
_____
_____
_____
_____
_____

--Please complete both sides of this form --

_____
_____
_____
_____
_____
_____
_____

List the documents you have attached for reference:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

_____   _____

Student Signature   Date

Submit this completed form, with documentation attached, to; 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:

_____
_____
_____

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.

Any student seeking admission to the nursing program who knowingly and intentionally attempts to provide a substitute or adulterated urine specimen will lose their admission seat and will not be permitted to reapply to any Hocking College nursing program.

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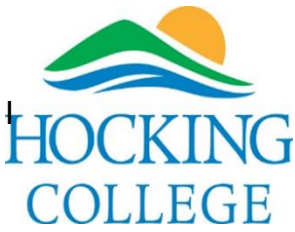
I _____ (student name) understand that I have a positive finding on my background check. I further understand that this finding is not necessarily a bar to clinical or employment upon graduation. I acknowledge the following:

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:
_____
_____
_____
_____

Student Signature   Date
_____   _____

Witnesses: _____

Printed Name   Signature   Date
_____   _____   _____

Printed Name   Signature   Date
_____   _____   _____

Appendix N
Hocking College Nursing Program
Student Concern and/or Complaint Form

Date: _____ Time: _____

Student submitting complaint: _____

Student summary of complaint:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Faculty Comments:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Chain of Command:
Instructor: _____ Date: _____
Resolved: Y or N Date: _____
Forwarded to the Nursing Degree Program Manager/Assistant Dean: Date: _____

_____

Program Manager/ Assistant Dean: _____ Date: _____
Resolved: Y or N Date: _____

_____

Dean: _____ Date: _____
Resolved by the Dean of Allied Health and Nursing: Y or N Date: _____

_____

Signatures of Agreement:
Faculty Signature: _____ Date: _____
Program Manager/Assistant Dean Signature: _____ Date: _____
Dean signature: _____ Date: _____
Student Signature: _____ Date: _____

**Appendix O
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:

_____
_____
_____
_____
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_____
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_____
_____

Student's Printed Name: _____ Date: _____

Student's Signature: _____

Appendix P
Testing Procedure and Student Acknowledgement
of Receipt and 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.

Electronic 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 approval from the Nursing Program Manager.
3. If approved by the Program Manager, the alternative form 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 paper/pencil form and be in a multiple choice and short answer format. If the alternate form of the 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, in class (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 the computers charged, all updates installed, and cookies and cache cleared in order 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), fill in the blank, essay, math calculations, audio, and visual file question formats.
9. Questions on each exam will be designed to evaluate your ability to recall, critically think, 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. 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 the computers charged, all updates installed, 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 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. You are permitted to have drinks. However, any labels on drink containers must be removed. Eating food during testing is prohibited.
6. You are **not** permitted to wear hats with bills or hoods.
7. Students will be given a whiteboard that they may write on **after the exam has started, not before.**
8. Read the question carefully. Only choose more than one answer **if** the question is labeled "Select ALL that apply" or "Mark ALL that apply".
9. Alternate format questions should be answered following the directions given by the instructor with the exam item.
10. When you are finished with the exam, remain quietly in your seat until dismissed when time is up.
11. Only calculators provided by the instructor or on the ATI testing software are permitted.

12. 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.
13. 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.
14. Instructors may ask students to view any open screens, student's desktop or other suspect materials during the course of the test.
15. 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.

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. A discussion of exam questions can be completed during office hours on a one-to-one basis.
3. Individualized exam reviews need to be scheduled within one week after the exam is given in class.
4. Cell phones and electronic style watches are not allowed during the review of the exams.
5. 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, theory and clinical must be repeated. Four function calculators will be provided for the math exam.

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
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 R
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 S
Hocking College Nursing Programs Simulation Lab
Orientation & Conduct Agreement

Initial next to all points below.

_____ • All patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of the 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 the 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. Nursing and Healthcare Professional Code of Ethics must be observed.

_____ • The simulation manikins are to be used with respect and be treated as if they were live patients.

_____ • No Betadine, no Chlorhexidine, no ink pens (near the manikin), use only 20G IV or smaller for IV starts.

_____ • All users of the sim lab space must act in a manner that does not disturb the academic activities occurring in the lab.

_____ • No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users.

_____ • All faculty, staff and students must complete the orientation prior to using the equipment.

_____ • No eating or drinking is allowed in the Lab.

_____ • Use of the computers is restricted to assigned classroom work and not for personal use.

_____ • 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.

_____ • Any equipment malfunction or abuse must be reported to the Simulation Lab Coordinator immediately.

_____ •Adherence to the dress code is expected. You must be in proper uniform to participate in any activity in the center.

_____ •All beds should be lowered to the ground with the bed rails down after each use. Linens should be properly placed back on the manikin after each use as if caring for a real patient.

_____ • Do not remove the manikin from the bed unless instructed to do so.

_____ • Smoking is prohibited in the Simulation Lab.

_____ • All electronics including cell phones, tablets, cameras, camera phones, and voice/video recordings are prohibited during simulations.

_____ • Do not disconnect or move the patient simulators.

_____ • All patient simulators are operated by trained faculty or staff. Students cannot operate the patient simulators.

_____ • Remember that even though you are in a simulated environment you are to conduct yourself as if you were at a clinical site.

_____ • All patient simulators are to be treated as actual patients at all times.

_____ • All students and faculty wanting to use the lab must have proper orientation to the equipment.

_____ • The doors of the lab will be locked at all times.

_____ • Any student wishing to use the lab must notify the Simulation Lab Coordinator and sign in on the attendance log.

_____ • When working with the manikins, students must perform hand hygiene and wear gloves as with a live patient.

_____ • Supplies and equipment must not be taken out of the lab unless requested and signed out by an instructor.

_____ • Equipment should be disposed of appropriately. (sharp's containers, biohazard trash containers)

_____ • 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 Program's faculty and/or staff to use the video recordings for faculty review, public relations, advertisement, promotional, and/or fundraising activities.

_____ • Computers and video equipment are for class purposes only.

_____ • Students will have proper orientation to the crash cart and the defibrillator.

_____ • 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 sim lab manager. If the equipment is maliciously damaged, the student will be responsible for replacement of said equipment and could be dismissed from the program.

_____ • 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.

_____ • Beds should be remade and left in the lowest position with the bed rails up.

_____   _____
Signature   Date

_____
Printed Name

Course of Study: _____

Appendix T
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