INTRODUCTION

Consistent with Pellissippi State Community College (PSCC), the faculty of the Department of Nursing is committed to providing a degree program at the minimum entry level into registered nursing practice that builds on knowledge gained through general education experiences. This nursing education serves both traditional and nontraditional students and offers opportunities to enhance the community’s health care through participatory learning experiences.

Associate degree nursing education builds on the general education foundation and establishes the foundation for beginning nursing practice. The Department supports the pursuit of the commitment to lifelong learning in a dynamic and culturally diverse health care environment, promoting client advocacy, achieving and maintaining clinical competency, and providing service for the community and profession.
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SECTION I: COLLEGE MISSION/PURPOSE

Mission/Purpose

The mission of Pellissippi State Community College is to serve its community by providing college-level and non-credit courses and learning support instruction using a variety of delivery methods, including distance learning. The College provides support for teaching and learning, training and workforce development, and opportunities for life, civic, and cultural enrichment.

Features of the Mission

To fulfill its mission, Pellissippi State Community College provides students and other citizens of its community specific offerings in the following areas:

- Associate’s degree and certificate programs that lead to employment in computer, engineering, and media technologies; business and health science
- Associate’s degree programs and courses that prepare students for transfer to baccalaureate-level colleges and universities
- Learning support instruction and academic and student support services.
- General Education Development (GED) preparation
- Training to meet specific needs of businesses, industries and individuals.
- Continuing education programs, seminars and workshops.
- Resources for special K-12 programs and events.
- Support for, involvement in, and promotion of civic and cultural projects and events

To sustain and enhance these offerings, Pellissippi State Community College develops and maintains comprehensive fiscal and other administrative services, as well as a physical environment conducive to learning. In line with its heritage as a technical institute, the College integrates state-of-the-art technology into teaching and learning, educational support, and administration.
SECTION II: RESOURCES FOR PELLISSIPPI STATE COMMUNITY COLLEGE STUDENTS

Pellissippi State Community College assumes the responsibility of offering programs and services which will augment academic programs by stimulating the personal and professional development of students at the college. The Nursing Department is supportive of all the services of the college.

The following objectives of the student success programs are an extension of the philosophy and objectives of the college. They serve to inform, educate, support, and encourage students in their endeavors. These objectives are:

1. To provide a fair and sound testing program for entrance purposes.
2. To provide an orientation that informs students of college policies, programs, and activities.
3. To provide support and assistance to students in making realistic decisions concerning academic and non-academic concerns.
4. To provide job placement services and resources.
5. To provide programs and activities that encourages student involvement and participation in campus life.
6. To provide avenues for students to obtain resources that supplement academic endeavors.
7. To provide fair and sound disciplinary and grievance procedures.

The student success programs enhance student life by offering programs and services which add to the classroom experience and encourage personal and professional development.

Orientation

The college provides an orientation program each term to acquaint new students with academic life and college success. All new students and those re-entering students are required to attend. During this orientation, students receive the PSCC Student Handbook.

The Department of Nursing provides a mandatory nursing orientation prior to the beginning of the fall term for all nursing students. During the orientation, students are given the Department of Nursing Student Handbook which is reviewed at that time.

Advising/Counseling

Advising/counseling services are available to assist students in resolving academic, career, and non-academic problems. College personnel are available to assist students planning their educational programs as well as adjust to the demands of college-level studies. Assistance is available for any student who seeks aid in addressing individual problems. Student Success staff members are available to listen and help students identify and evaluate their options so that informed decisions can be made. These services are available during the day and in the evening by appointment. Information regarding alcohol and drug abuse counseling is given to all students during the orientation process.

Bookstore

A college bookstore is maintained by the college for the convenience of students. All necessary books and some supplies may be obtained at the bookstore. The price of books and supplies is not included in the tuition. Hours of operation are posted by the bookstore at all campuses.

Policies regarding the return of new and used textbooks are subject to the bookstore's return policy.
Students are not required to purchase books from the college bookstore. Some textbooks are reusable and can be purchased from other students if desired. A current list of textbooks in use at the college is available from the Bookstore Manager.

**Career Placement Services**

The Placement Office at Pellissippi State assists in preparing students for their job search. Student services include opportunities for career-related work experience, job placement assistance, career and employment counseling, resume writing and interviewing assistance.

Registering with the Placement Office is essential to receiving maximum assistance in finding employment. Graduate and cooperative education job placement assistance is not automatic services. Each student in a two-year technical associate degree program is required to register with the Placement Office when completing the Intent to Graduate Form.

**College Publications**

Marketing and Communications provides a wide range of marketing and communications support to the students, faculty and staff of Pellissippi State. Contributions include “Inside Pellissippi”, a publication for faculty and staff; a unified, up-to-date Web site; the College's catalog and course schedule as well as other publications; and an ongoing advertising effort that has included numerous nationally recognized campaigns. Marketing & Communications also prepares and distributes dozens of news releases each month to Knox and Blount county area media outlets. The Marketing and Communications Department is responsible for sharing with our community the opportunities and accomplishments of Pellissippi State Community College. Marketing and Communications provides a wide range of marketing and communications support to the students, faculty and staff of Pellissippi State. Marketing and Communications also publish the College's catalog and course schedule as well as other publications; and an ongoing advertising effort that has included numerous nationally recognized campaigns. Marketing and Communications also share with the community the opportunities and accomplishments of Pellissippi State Technical Community College.

**Disabilities**

Pellissippi State provides services and academic accommodations for students with disabilities who self-identify as having a disability and provide appropriate documentation of the disability. The Services for Students with Disabilities Office coordinates the services and academic accommodations for all students with disabilities. Academic accommodations are based on documentation of the disability and are determined on a case-by-case basis.

According to the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 (ADA) and its 2008 amendments, a student with a disability is someone who has a physical or mental impairment, has a history of impairment, or is believed to have a disability that substantially limits one or more of the major life activities, such as learning, speaking, working, hearing, breathing, caring for one’s self, performing manual tasks, seeing, or walking.

Students with disabilities who meet the definition of disability and who voluntarily disclose the disability by providing appropriate documentation to Services for Students with Disabilities may request services. Personal services are not provided. Students who need support services or accommodations for entrance testing should contact this office prior to enrollment.

Persons who need assistance or information on services available to students with disabilities should contact Services for Students with Disabilities, rooms 127-131, Goins Building, Pellissippi Campus, (865) 539-7153.
These may include but are not limited to: assistance with registration; new student advising; volunteer note-takers; notification to faculty of accommodation requests; extended/alternative testing; readers, scribes, and interpreters; tutor referrals; designated liaisons to faculty, staff, and the Division of Vocational Rehabilitation; use of campus assistive technology; and assistance identifying/locating adaptive equipment.

Students, who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. All special requests should be made at least one month prior to the beginning classes in order to allow time for the request to be evaluated appropriately. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodation.

**Health Services**

Since medical care is occasionally needed on an emergency basis an on short notice, students are encouraged to obtain student health and accident insurance. Brochures on student accident and health insurance, approved for Pellissippi State by the State University and Community College System of Tennessee, are available from Enrollment Services.

**Housing**

There are no dormitory facilities at Pellissippi State Community College. Students who are not within commuting distance must secure their own residence.

**Library Services**

In support of the College's diverse curriculum, Library Services is committed to:

- providing an excellent collection of information resources consisting of books, periodicals, electronic and other appropriate formats to meet the educational, research and enrichment needs of our students, faculty and staff;
- teaching information literacy skills in individual and group settings, thereby empowering our users to be successful, lifelong learners and informed citizens of their community;
- continuing research and investment in technological innovations for expanded access to resources for all college locations and online users.

A library orientation is given each fall semester to all newly enrolled students. Students are informed of the types of books, periodicals, and multimedia available and how to use library resources to the greatest advantage.

The Pellissippi State Community College library is open to accommodate the needs of day and evening students. Specific library hours are posted by the library.

**Pellissippi State Community College Chapter of the Tennessee Association of Student Nurses**

The Pellissippi State Community College Chapter of the Tennessee Association of Student Nurses (TASN) is a pre-professional organization affiliated with the TASN and the National Student Nursing Association (NSNA). Its purpose is to prepare pre-nursing and nursing students for the assumption of professional responsibilities. Participants develop leadership skills as they work on projects that have an impact on the profession of nursing. Members also plan community projects that provide needed services to the community while giving participants invaluable learning experiences.
Student Activities and Organizations

Student organizations represent a variety of interests at Pellissippi State Community College. Participation in student clubs provides students with an opportunity to apply knowledge, improve skills, and enhance the college experience.

Activities and organizations that meet the needs of students and focus on academic achievement and career interests are encouraged. Groups with objectives that specifically support educational goals and career interests can easily be formed. Students interested in forming new clubs or organizations are encouraged to meet with the Director of Student Life and Recreation to discuss the group's goals. Each student organization must be registered with and approved by the Director of Student Life and Recreation and must have a faculty advisor. In addition, all groups must develop and operate with a set of by-laws and hold elections. Assistance will be given in completing the application process and obtaining an advisor if needed.

Transportation

Pellissippi State Community College does not provide transportation for students. Reliable transportation is a necessity. Students are expected to be prompt in attendance at clinical and class. Therefore, reliable transportation is necessary.

Veteran Services

The Director of Financial Aid at Pellissippi State Community College is available to assist veteran students with benefit information. Please see the Director for more information.

Writing Lab

The Writing Center is available to all students and faculty who wish to gain feedback during their writing processes. Writing Center tutors include English instructors who are trained to help with any writing assignment or project. Writing Center hours are posted outside the Writing Center on each Pellissippi State campus. Writing Center hours are also listed in each edition of the campus newsletter and on the institutional website (www.pstcc.edu/learn).
SECTION III: NURSING PROGRAM OVERVIEW

Overview of the Associate of Applied Science in Nursing

The Associate of Applied Science in Nursing (AASN) degree prepares students for careers as registered nurses. Graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon admission to the nursing courses, the student will complete four semesters of nursing education. This is a rigorous program with in-class and hands-on (i.e. skills lab, clinical, and simulation lab) time averaging approximately 20 hours/week. Students should be committed to considerable out-of-classroom preparation and study. It is expected that success will depend upon three hours of study per hour of classroom time. Class schedules may change at the discretion of the institution.

Preparation of the professional nurse requires classroom, laboratory, and clinical experience. The clinical component of the nursing program will take place in various settings in the PSCC service area and beyond. Students are responsible for costs associated with these clinical rotations, and for any costs associated with any emergency services needed while participating in off-site activities.

Consistent with Pellissippi State Community College, the faculty of the Department of Nursing is committed to providing a degree program at the minimum entry level into registered nursing practice that builds on knowledge gained through general education experiences. This nursing education serves both traditional and nontraditional students and offers opportunities to enhance the community’s health care through participatory learning experiences. The nursing program received initial approval from the Tennessee Board of Nursing in September, 2009. The program is in the process of applying for initial accreditation by the National League for Nursing Accrediting Commission.

The Department of Nursing supports the pursuit of the commitment to lifelong learning in a dynamic and culturally diverse health care environment, promoting client advocacy, achieving and maintaining clinical competency, and providing service for the community and profession.

Mission of the Department of Nursing

The mission of the program is to produce graduates with necessary skills and competencies to assist individuals and families in achieving optimal levels of functioning and independence. The curriculum is designed to prepare graduates to practice safe nursing and function as productive team members as a provider of patient care, as a manager of care, and as a member within the discipline of nursing upon successful completion of the National Council Licensing Examination for Registered Nurses.

Philosophy of the Department of Nursing

The Department of Nursing’s mission is congruent with the mission of Pellissippi State Community College. The Department of Nursing prepares students to enter the workforce with the abilities to think critically about actual or potential patient care problems, the ability to critically analyze and articulate positions on patient care, communicating effectively and professionally both orally and in writing; to recognize, define, and implement appropriate health care for patients; to adapt to emerging developments and applications in the nursing profession; and to work independently with a network of individuals and function within a team to facilitate care for individuals and groups of patients with health care needs. The Department of Nursing prepares graduates who are capable of functioning competently at the beginning level of entry into practice. Recognizing the rapid changes in healthcare delivery, the Department also inculcates the necessity of continued professional growth and development through lifelong learning.

Vision Statement of the Department of Nursing

The Department of Nursing is committed to providing an education that values excellence in ethical patient care and professional growth and integrity.
**Education**

Nursing education should provide a balance of general and specialized learning. The general education component of the nurses' education supports the achievement of the program outcomes by providing a foundation for an understanding of natural sciences, behavioral sciences and humanities.

Faculty believes educational growth is a process in which the learner is an active participant. Faculty functions as nursing experts, as facilitators of learning and as nurturers of students. Faculty provide a non-judgmental environment and design learning activities, which empower nursing students to grow from novice learners to beginning graduate nurses.

Learning is a lifelong process of acquiring knowledge and developing critical thinking and technical skills which enable the learner to deal effectively with change. Adult students possess a richness of experience and knowledge, and a readiness to learn. They have intellectual curiosity, enthusiasm, and willingness to accept responsibility, all of which enhance learning. The student’s life experiences are valued by the faculty and integrated into the learning process. The faculty believes that learning is facilitated through support and guidance and that role modeling of humanistic and accountable behaviors motivates students to incorporate similar behavior into their own nursing.

**Environment**

The environment is a complex, open system functioning in a dynamic state of change. Economic, political, environmental, and technological factors also exert their effects on society. A cooperative and influencing relationship exists between the nurse and society as clients adapt to stressors in an effort to promote, maintain or restore health. The nurse promotes an environment in which a person's needs may be met, while respecting individual differences related to values, customs, and responses to life experiences.

**Health**

Health is a state of wellness and optimal functioning. The faculty believes in the promotion, maintenance and restoration of health and the provision of support and care during illness and end of life.

**Nursing**

Nursing is an interpersonal and caring relationship with the person and family members that promotes, maintains, and restores health by managing and providing care and assisting persons to develop self-care skills. Nursing is a problem solving process based on knowledge and understanding gained from study and experience. It focuses on logical reasoning and application biological, psychological and social sciences in the promotion of well-being through the lifespan. Nursing education enables the practitioner to analyze, select and integrate appropriate theory and skill components necessary for the implementation of the nursing process. The Associate of Applied Science Nurse (AASN) is a licensed practitioner who, in collaboration with other health team members, provides health care services in a variety of settings in the community and home.

**Person**

Each person is holistic in nature and is characterized by the integration of physiological, psychological, social and spiritual life components. The community is the physical environment in which the person interacts with others to develop culturally sensitive relationships. As a dynamic individual, each person functions within the family and community to maintain life, health and well-being.
Goals, Objectives, and Outcomes

The curriculum leading to the Associate of Applied Science in Nursing degree is designed to prepare a professional nurse who will demonstrate the ability to:

1. Critically analyze and articulate positions on patient care, communicating effectively and professionally both orally and in writing.
2. Recognize, define and implement appropriate health care for patients; adapt to emerging developments and applications in the nursing profession.
3. Work independently with a network of individuals and function within a team to facilitate care for individuals and groups of patients with health care needs.

Graduate Outcomes

1. As a provider of patient care, the graduate will use a clinical decision making process to assist the patient to achieve optimum health.
2. As a manager of care, the graduate will use communication, collaboration and organizational skills to facilitate the care for individual patients and groups of patients with health care needs.
3. As a member within the discipline of nursing, the graduate will assume responsibility for personal and professional growth, continued learning, self-development and accountability for practicing within the ethical and legal framework of nursing practice and in accordance with the standards of nursing care.

Program Learning Outcomes (Role Specific Graduate Competencies)

Upon completion of the Nursing program, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

I. Provide competent nursing care at the advanced beginner level to diverse populations.
II. Establish and maintain ethical relationships in order to act within the context of the Nurse Practice Act.
III. Provide nursing care that promotes, protects, and improves health for individuals, families and communities.
IV. Deliver culturally competent care that reflects sensitivity to racial, ethnic and cultural diversity.
V. Utilize nursing and allied health related research in the delivery of nursing care.
VI. Participate in coordinated care by practicing shared decision-making, delegating aspects of care, and working in teams.
VII. Deliver nursing care that is cost-effective and assures financial accountability.
VIII. Utilize multiple sources of information, which include computer-based data, to critique and improve clinical decisions.
IX. Engage in critical self-assessment in order to maintain life-long learning.
X. Practice and evaluate caring behaviors in clinical nursing.
Central Competencies

In order to accomplish these outcomes, the graduates must perform central competencies basic to the practice of associate degree nursing. Each course in the nursing program contributes to the development of these competencies. The central competencies encompass the following:

1. **Knowledge**- Integrate knowledge and skills acquired from general education foundation and nursing discipline to assist diverse persons across the life span to promote, maintain and restore optimum health.

2. **Assessment**- Collect subjective and objective data for diverse persons across the life span.

3. **Clinical Decision Making**- Use the nursing process as a clinical decision making process in caring for diverse persons across the life span with actual and potential alteration in health.

4. **Caring Behaviors**- Implement caring interventions for patients across the life span in diverse settings that in- corporate principles of dignity, diversity, safety and knowledge.

5. **Communication**- Communicate effectively with the individual patient, significant support persons and healthcare providers.

6. **Teaching/Learning**- Develop, implement, evaluate and modify an individualized teaching plan based on identified need(s).

7. **Coordination**- Collaborate nursing care for individual patients and groups of patients using management principles.

8. **Collaboration**- Collaborate effectively with individual patient, significant support person(s) and health care team to achieve positive outcomes.

9. **Professional behaviors**- Practice within the ethical, legal and regulatory frameworks of nursing and the standards of professional nursing practice.

10. **Informatics**- Demonstrate proficiency in the use of computer based technologies appropriate to the health care industry.

**Traditional Pathway to an AASN Degree**

The Pellissippi State AASN Degree consists of four semesters of nursing classes in addition to other courses required. It is designed to give the student the necessary skills and preparation for employment as a registered nurse (RN) after graduation. Graduates of the AASN program are eligible to apply for the National Council License Examination (NCLEX-RN ®) for licensure as a registered nurse. All courses listed below must be completed with a minimum grade of “C” (2.0 on a 4.0 scale).

**Course Progression – Traditional Pathway**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 1150</td>
<td>Fundamentals of Nursing</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>NURS 1160</td>
<td>Lifespan Nursing Care I</td>
<td>Spring Semester</td>
</tr>
<tr>
<td>NURS 2150</td>
<td>Lifespan Nursing Care II</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>NURS 2160</td>
<td>Lifespan Nursing Care III</td>
<td>Spring Semester</td>
</tr>
<tr>
<td>NURS 2170</td>
<td>Transition to Nursing Practice</td>
<td>Spring Semester</td>
</tr>
</tbody>
</table>

For more detailed information see *Appendix A: Traditional Pathway Course Progression*

Note that course and admission requirements may change. See the College Catalog for more information on admission requirements for the College and for the Department of Nursing.
BRIDGE TO RN PATHWAY

The accelerated Bridge to RN Pathway is a 12-month, three semester program that takes into account your training and experience so you can "bridge" the gap to an Associate of Applied Science in Nursing degree (AASN). The advanced placement program begins every summer. Successful completion of this program enables the graduate to take the national licensure examination (NCLEX-RN®) to become a registered nurse.

- Students enrolled in the accelerated program must successfully complete the transitional course (NURS 1170) available in the summer semester. Upon successful completion of NURS1170, bridge students merge into the 2nd year of the nursing program.

- Applicants must successfully complete the following courses prior to taking the bridge course: BIOL 2010, BIOL 2020, PSYC 2130, and ENGL 1010. Students must also take courses in microbiology, humanities, mathematics, and speech, in addition to the nursing courses, to complete the degree plan.

- The Bridge to RN Pathway takes place at the Strawberry Plains campus.

- Completion of the general education courses does NOT guarantee admission into Pellissippi State's Nursing Program. All courses must be completed with a grade of "C" or higher.

Admission is highly competitive and is based on the following:

- Overall GPA in general education courses required for the A.A.S.N. degree (minimum of 2.5 GPA)
- Test of Essential Academic Skills (TEAS) V nursing entrance exam scores
- Extra weight will be given for required math and science courses completed with a grade of B or higher
- Extra weight will be given for any higher education degree earned (e.g., A.A.S., B.S. M.S.).
- Applicants to the Bridge to RN pathway must possess current LPN or EMT-P licensure

Course Progression- Bridge Pathway

*NURS 1170 Bridge to Registered Nurse (RN) Practice Summer Semester
NURS 2150 Lifespan Nursing Care II Fall Semester
NURS 2160 Lifespan Nursing Care III Spring Semester
NURS 2170 Transition to Nursing Practice Spring Semester

For more detailed information see Appendix B: Bridge to RN Pathway Course Progression

*Upon successful completion of NURS 1170 the student will be awarded the following:

Transfer Credit for NURS 1150 9 Semester hours credit
Earned Credit for completion of NURS 1170 9 Semester hours credit
Comparison Flow Chart of Traditional Pathway and Bridge to RN Pathway

AASN DEGREE PLAN / PSGC NURSING FLOW CHART

BRIDGE PROGRAM
SUMMER START

PREREQUISITES
BIOL 2010
BIOL 2020
PSYC 2130
ENGL 1010

SUMMER SEMESTER
OR BEFORE
NURS 1170
SPRING SEMESTER

BIOL 2130
HUM/FA
SPCH 2100
SUMMER SEMESTER
OR BEFORE

MATH 1130, 1530 OR HIGHER LEVEL MATH
FALL SEMESTER
OR BEFORE

NURS 2160
NURS 2170
SPRING SEMESTER

NURS 2160
NURS 2170
SPRING SEMESTER

NURS 2160
NURS 2170
SPRING SEMESTER

TRADITIONAL PROGRAM
FALL START

PREREQUISITES - NONE
COMPLETION OF GEN ED COURSES
HIGHLY RECOMMENDED PRIOR TO ENROLLMENT

BIOL 2010
PSYC 2130
FALL 1ST SEMESTER
OR BEFORE

NURS 1150
FALL SEMESTER

BIOL 2130
HUM/FA
SPCH 2100
SUMMER SEMESTER
OR BEFORE

MATH 1130, 1530 OR HIGHER LEVEL MATH
FALL 2ND SEMESTER
OR BEFORE

NURS 2150
FALL SEMESTER

NURS 2160
FALL SEMESTER

NURS 2160
FALL SEMESTER

NURS 2160
FALL SEMESTER

NURS 2160
FALL SEMESTER

MATH 1130, 1530 OR HIGHER LEVEL MATH
FALL 2ND SEMESTER
OR BEFORE
SECTION IV: PROCEDURES/ PROTOCOLS/ STANDARDS/GUIDELINES

Advisement

Academic advising is provided by the Department of Nursing to help students succeed in the nursing program of studies. All nursing students will have a faculty advisor assigned to them. Academic advisors routinely review academic issues, professional goals, and financial and social supports with students. Advisors will remain constant through the duration of the program. All students are responsible for making contact with their advisors as needed during the academic year.

Channels of Communication

Vice President of Academic Affairs
↑
Dean of Nursing
↑
Level Coordinator
↑
Faculty
↑
Student

Readmission to the Nursing Program

A student who is unsuccessful in the PSCC nursing program may apply for readmission. The student should submit a written request (email acceptable) for readmission to the Dean of Nursing.

1. A student must request readmission after a grade of "D" or "F" is received in a nursing course or after withdrawal from a nursing course at any time during the semester.
2. Only one readmission to the nursing program is permitted.
3. Readmission to the nursing program is also contingent upon the availability of space.
4. Requirements for initial admission to the nursing program must be met in order for a student to be considered for readmission.
5. Students with previous unsatisfactory clinical performance or lack of adherence of professional standards must be recommended for readmission by consensus of the nursing faculty.
6. Students making less than a "C" in any nursing course or required science course are automatically withdrawn from the program.
7. Students seeking readmission to the nursing program must submit a written request (email acceptable) to the Dean of Nursing at least 60 days prior to fall or spring semester.
8. Students repeating nursing courses must repeat both theoretical and clinical components of the course.
9. Students readmitted to the nursing program must meet all requirements of the program in effect at the time of readmission. This applies to any changes made in general education requirements or the nursing curriculum.
10. Selected students seeking readmission to the nursing program must complete an interview with the Admission, Retention, and Progression Committee at least 60 days prior to fall or spring semester.

If two "D" grades or below are received in nursing courses, the student will be dismissed from the program and will not be eligible for readmission and/or progression in the nursing program.
Transfer Protocol

Credit for Nursing Courses Completed at a Different School of Nursing (SoN) – Students may be allowed transfer credit for NURS 1150 Fundamentals of Nursing only. Credit may be considered based on the following criteria and approval of the Dean of Nursing:

1. Course content comparable to PSCC NURS 1150 (Fundamentals of Nursing validated by syllabus of transferred course work provided by the petitioner)
2. Nursing course work no more than 18 months old from completion of course
3. Skills comparable to PSCC NURS 1150 Fundamentals of Nursing
4. Overall average of 78 or above
5. Evaluation of prior course work will occur on an individual basis

A student who is unsuccessful or has withdrawn from a different School of Nursing (SoN) may apply for admission as a transfer student. The student must submit a letter of recommendation from the dean of the previous school of nursing with the application. In addition the student must submit a written request (email acceptable) to the PSCC Dean of Nursing requesting transfer.

Only one request for transfer admission to the nursing program is permitted. Transfer admission to the nursing program is also contingent upon the availability of space.

Requirements for initial admission to the nursing program must be met in order for a student to be considered for transfer admission.

Students with previous unsatisfactory clinical performance or lack of adherence of professional standards must be recommended for transfer admission by consensus of the nursing faculty.

Protocol for Transfer of Sites within Nursing Program

Nursing students may be granted the ability to transfer from the assigned nursing site/campus to a different site/campus based on classroom and clinical space. The student must initiate the request by completing a Request for Site Transfer form found in the Nursing Student Handbook and submitted to the Departmental Secretary. The secretary will then forward the form to the Chair of the Admissions, Progression, and Retention Committee. Student will be notified of the final decision within 10 working days.

Out-of-Sequence Progression

Students may not continue in any coursework for which they do not have the necessary prerequisites as a result of course failure or course withdrawal. However, students can request to return to the nursing curriculum at the point in progression that they left the program. In order to be allowed to continue in the curriculum the student must submit a written request (email acceptable) to the Dean of Nursing at least 60 days prior to fall or spring semester. Course failures are defined as a test average of less than 78% or a final course grade below 78%. Does not steps

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
</tr>
<tr>
<td>89-91</td>
<td>B+</td>
</tr>
<tr>
<td>84-88</td>
<td>B</td>
</tr>
<tr>
<td>81-83</td>
<td>C+</td>
</tr>
<tr>
<td>78-80</td>
<td>C</td>
</tr>
<tr>
<td>70-77</td>
<td>D</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
</tr>
</tbody>
</table>

A grade average of at least 78% calculated on all didactic tests is required for successful completion of all nursing courses.

Clinical laboratory skill exams are not included in the average of didactic test grades.

If the student achieves a test average below 78%, no extra credit will be given for papers and presentations toward the final grade.

If the student achieves a test average below 78%, the course grade will equal the weighted value of the test average. There will be no rounding of grades.
Proctored course assessments are required in clinical courses and in Transition to Nursing Practice.

Exam grades will be posted within one week of each exam.

If a student is unsuccessful in a course, the faculty will notify the student, the appropriate Level Coordinator, and the Dean of Nursing regarding the student’s inability to progress in the nursing program.

**Dosage Calculation Testing**

A dosage quiz will be administered in NURS 1160, 2150, and 2160 in which the student has two opportunities to pass the dosage quiz with at least 78%. If the student is not successful in passing within two attempts, the student will not be able to continue in the course.

**Math Policy for Nursing Program:**

Pellissippi State Community College

To obtain credit for dosage calculation answers, the student must follow the outlined rules:

- **WHOLE NUMBERS:** Do Not include trailing decimal or zero in the answer.
  Example: Correct answer is 5 : Incorrect answers are 5. or 5.0 or 5.00

- **DECIMALS:** Must include the zero in the whole number place.
  Example: Correct answer is 0.25 : Incorrect answer is .25

- **UNIT OF MEASURE:** Must be identified correctly on paper exams
  (tabs, mg, ml, gtts/min, mcg)

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**Rounding Rules**

- **Do Not** round numbers until the final answer, except for weights.
- Convert all weights from lbs. to kg. Round weights to the nearest hundredths for calculations prior to completing the dosage calculation.
- **Less than 1mL** round the final answer to the correct hundredths place.
  - Example: 0.457 round to 0.46 0.453 round to 0.45
- **Greater than 1mL** round to the correct tenth place.
  - Example: 2.45 round to 2.5 2.43 round to 2.4
- **IV infusions are calculated in either gtt/min or ml/hr.**
  - gtt/min is rounded to the whole number: Example 21.6 gtt/min= 22gtt/min
  - ml/hr is rounded to the whole number: Example 21.57ml/hr= 22 ml/hr

**Pediatric Rounding Rules**

- All pediatric medication answers are to be rounded to the nearest hundredth decimal.
  - Example: 1.245 would round to 1.25
  - Example: 1.243 would round to 1.24
  - Example: 0.245 would round to 0.25
  - Example: 0.243 would round to 0.24
Failure to Progress

1. A student who is unsuccessful in one nursing course through the
   a. inability to attain a 78% overall grade
   b. inability to achieve a passing grade on the dosage calculations examination by the second
      attempt
   c. inability to achieve a passing grade in the clinical/laboratory portion of the course will not be
      able to progress in the program course sequence until the theory and clinical portions of the
      course have been repeated successfully.

2. A student who is unsuccessful in any non-nursing course(s) by the inability to achieve a passing
   grade by the semester specified in the PSCC Nursing Degree Plan.

See Appendix B: PSCC Nursing Degree Plan

Grade Appeal Process

The Department of Nursing seeks to ensure that students have clear directions regarding the grade
appeal process.

A student wishing to appeal the final course grade must notify the instructor of the course in question
and the Dean of the Department of Nursing within the first 20 (twenty) calendar days of the following
semester. If the student continues to be dissatisfied, he/she should ask the Dean to contact the Vice
President of Academic Affairs. The Vice President of Academic Affairs will determine any additional steps
to be taken. Challenges after the first 20 (twenty) days as described above, will not be permitted, and
the grade recorded on the official roll will prevail.

When challenging a grade, the student should first attempt to resolve the issue with the faculty member.
If the student is unable to do so, a conference will be held with the student, instructor, and the Dean.
Any issues not resolved during this conference will be referred to the Vice President for Academic Affairs
for review.

Student Appeals Procedure

If a problem should arise involving the course, clinical, or skills lab, the student should first consult the
faculty member involved. If the problem is not resolved, the student should follow the Channels of
Communication.

Each student has recourse to appeal any decision made by the Department of Nursing. The student
should initiate the appeal process by completing the required Student Appeals Form within one week of
the incident.

If there are any conflicts of departmental policy with the college policy, then the college
policy supersedes.

Nursing Department Protocol on Audit of Class

Any nursing student desiring to audit a Pellissippi State Community College nursing course may do so
contingent upon classroom space availability and approval by the Dean of Nursing and the Vice President
of Academic Affairs. The College policy regarding auditing a course will be followed. (See PSCC Audit
Policy below) Re-admission students are not required to audit the nursing course prior to re-entry. This
may be recommended by the nursing faculty on an individual basis. The student auditing the course will
not be permitted to take any exams, participate in skills/simulation laboratory experiences, or submit any
written/computerized assignments for a grade.
Health Policy

All nursing students must comply with communicable diseases/blood borne pathogen requirements that the clinical agencies require. In addition, all students must present a health history and physical prior to beginning initial clinical nursing courses. The student is responsible for providing Pellissippi State Community College with records of:

- Common communicable disease immunization or immunity (MMR x 2 if born after 1957, tetanus, diphtheria, varicella and polio)
- Hepatitis B immunization series (may be in progress), titer or signed waiver.
- Annual screening for tuberculosis or x-ray follow-up
- Annual flu shot or signed waiver (Please note: Some clinical facilities require students to have the influenza vaccination to be eligible for clinical experiences in their facility).
- Health history and physical MUST BE SUBMITTED ON PSCC HEALTH PROFILE/PHYSICAL EXAM FORM
- Annual training on blood-borne pathogens to be held during orientation
- Current American Heart Association (AHA) CPR for Health Care Providers

It is the student’s responsibility to maintain updated records. Students who lack current requirements will not be permitted to attend clinical and therefore may receive a clinical failure.

Criminal Background Check and Drug Screen *

*Note this is the same as stated on the Criminal background checks and drug screening are a requirement for training at affiliated clinical sites. Based on the results of these checks/screens, an affiliated clinical site may determine to not allow your presence at their facility. This would result in your inability to successfully complete the requirements of this program. Additionally, applicants should be aware that conviction of certain crimes may make them ineligible for registered nurse licensure in the State of Tennessee. A list of these crimes may be reviewed or to obtain more information, please go to http://www.state.tn.us/sos/rules/1000/1000-01.pdf See Appendix E: Criminal Background Check Policy.

Standard of Professional Behavior and Conduct

Students in nursing and other health professions curricula are held to standards of conduct that both differ from and exceed those usually expected of college students. Consequently, nursing students are required to demonstrate clinical competency, including reasonable skill, safe practice, and professional behavior, in the care of clients. Students may be removed from clinical experiences at any time in a course for unsafe or unprofessional behavior. The student will be sent home and the incident will be investigated with a decision to be determined. Further, students are required to adhere to the standards of acceptable conduct and academic standards as outlined in the PSCC Student Handbook (available in the College Catalog at http://pstcc.edu/catalog), American Nurses Association Code of Ethics (Available at http://nursingworld.org/mods/mod580/code.pdf) and the Tennessee Nurse Practice Act http://www.state.tn.us/sos/rules/1000/1000-01.pdf. See Unprofessional Conduct and Negligence, Habits or Other Cause).

Core Performance Standards for Admission and Progression

Nursing is a profession which involves daily contact with individuals and requires ability to perform a wide variety of activities. Some individuals might not be suited to perform the activities of a registered nurse. Many hospitals require physical examination, laboratory testing and x-rays prior to hiring an individual to rule out pre-existing conditions which could cause problems in performing the expected duties. If you have any condition which might impair your ability to perform the activities required of a registered nurse, you might wish to reconsider applying for admission to the nursing program. Indicated below are core performance standards for admission and progression in the AASN program.

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<table>
<thead>
<tr>
<th>Core Performance</th>
<th>Standard</th>
<th>Examples of Necessary Activities (not all-inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Move around in client rooms, work spaces and treatment areas, administer cardio-pulmonary procedures.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care</td>
<td>Calibrate and use equipment, position clients, administer medications orally and parenteral.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Hears monitor alarms, emergency signals, auscultatory sounds, cries for help.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in nursing care.</td>
<td>Observes client responses; recognizes subtle physical changes.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment and performance of skilled nursing activities.</td>
<td>Performs palpation, functions of physical examination and/or those activities related to therapeutic nursing interventions, e.g. insertion of a catheter or starting an IV.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Sufficient for clinical judgment</td>
<td>Identify cause/effect relationships in clinical situations, develop nursing care plans</td>
</tr>
<tr>
<td>Smell</td>
<td>Detect odors sufficient to maintain environmental safety and client needs</td>
<td></td>
</tr>
<tr>
<td>Behavior</td>
<td>Mental and physical ability to demonstrate good judgment in decision making, in order to maintain safety and security of clients and to behave appropriately with clients, staff, students, and supervisors.</td>
<td></td>
</tr>
<tr>
<td>Accountability and Responsibility</td>
<td>Ability to understand and abide by legal and ethical standards.</td>
<td></td>
</tr>
</tbody>
</table>

**Clinical Standards**

Satisfactory clinical performance is an integral component of the educational process in nursing. Clinical objectives and student behaviors for evaluating those objectives are defined for each clinical nursing course and are located in the course syllabus. A student’s clinical performance is evaluated by the clinical faculty in each course.

Professional behaviors expected of the student are confidentiality, respect, accountability, valuing of people’s differences, preparation and adherence to ensure safe clinical practice, and adherence to Pellissippi State Community College and agency policies and procedures. Students may be removed from clinical experiences at any time in a course for unsafe or unprofessional behavior. The student will be sent home and the incident will be investigated with a decision to be determined.

**Clinical Policies**

Attendance at all clinical experiences is mandatory. However, if an unavoidable mitigating circumstance arises which prevents attendance as scheduled; the student may request an excused absence. Because clinical hours are required for program completion, an excused absence will result in the hours being made up at the discretion of the faculty and may consist of additional hours at a clinical facility on a non-scheduled clinical day, i.e. Friday, Saturday or Sunday, completion of case studies, care plans, or the writing of a professional paper.
If a clinical absence is necessary, it is the student’s responsibility to notify the faculty member and the clinical unit at least one hour prior to the scheduled time of clinical. An unexcused absence may result in clinical failure and therefore failure of the class. When contacting the faculty member and clinical facility, if a message must be left, it is the responsibility of the student to ensure that evidence is present that the message was left one hour or more prior to the schedule beginning time of the clinical session.

Examples of an excused absence would be personal illness, death or severe illness of an immediate family member, or unexpected transportation difficulty. In each case, documentation is required, such as a note from a health care provider, a published obituary notice, a receipt from an auto mechanic, or a receipt from the emergency road service/repair person utilized.

Examples of an unexcused absence would be failure to contact the faculty member and clinical unit at least one hour prior to the scheduled time for clinical, leaving the clinical site before the scheduled time without permission from the faculty member and clinical facility, and absence without documentation.

- Clinical experiences and laboratory skills lab are graded on a pass/fail basis. Failure of clinical and or skills laboratory will result in failure of the course.

- Students enrolled in nursing courses are expected to function within the current Tennessee Nurse Practice Act and exhibit behavior of a professional as defined by the State of Tennessee Board of Nursing. Failure to meet these expectations will result in failure of the course.

- Students enrolled in nursing courses will be required to be videotaped or photographed as part of the simulation experience. The videotaping of students will be used in the laboratory setting as a learning tool or may be used in the marketing of the nursing program.

- Faculty recognizes the need for students to be able to be contacted in the event of an emergency. However, noise disturbance must be reduced during nursing activities. Therefore, all pagers, beepers, and cell phones are to be on vibrate mode while in the classroom and Skills Lab. During scheduled testing all cell phones are to be turned off and placed out of reach. Possession of a cell phone during testing constitutes cheating, so any student not in compliance with this rule will receive a grade of zero on the exam and be removed from testing. The use of cell phones by students in an assigned clinical area is prohibited. Please inform your family that in the case of an emergency, you may be reached by calling the agency to which you are assigned and speaking to the nursing faculty supervising your clinical assignment.

- Prior to the first clinical session, all students must submit evidence of
  - current CPR certification
  - yearly PPD testing
  - completion of 2 MMR, mumps vaccination, positive rubella titer and any other required vaccinations/titers.
  - Hepatitis B immunization series has been started and that the second and third immunizations have been completed at the recommended intervals. The student should retain a copy as it will be needed to provide evidence of Hepatitis B protection when working in health care facilities following graduation. Any student refusing the vaccine must sign a waiver releasing Pellissippi State Community College and the Department of Nursing from liability should they contract the disease as a result of clinical experience while enrolled in the nursing program.

- The student is responsible for ensuring that this documentation is current.
Students will also be required to receive the current seasonal influenza vaccine or sign a declination waiver (Please note: Some clinical facilities require students to have the influenza vaccination to be eligible for clinical experiences in their facility.) Vaccinations that are not up-to-date will result in the student’s inability to attend clinical, and could result in a clinical failure.

**Critical Behaviors**

Some behaviors are critical to patient safety; therefore, the following are grounds for immediate termination from the nursing program:

**Immediate Termination from the Nursing Program**

1. Falsification of application or any other information to Pellissippi State Community College Department of Nursing;
2. Unsafe or unethical classroom/clinical behavior;
3. Inappropriate social networking (Facebook, MySpace, Twitter, YouTube, etc.), texting, or email will be monitored for any defamatory remarks which could be considered bullying, defamation of character, or harassment. Postings may be monitored for possible violations of HIPAA, security risks, reputation management and unprofessional conduct. Online identity should be differentiated between personal and professional. A breach of confidentiality or inappropriate posting of photos, threatening posts against classmates and/or instructors, or other content deemed inappropriate by nursing faculty and the Dean of Nursing will result in immediate termination.
4. Failure to comply with rules and/or policies as written in the Nursing Student Handbook;
5. A student who is unsuccessful in two nursing courses is no longer eligible to continue in the nursing program.

**PSCC Department of Nursing Grievance Protocol**

Any student with a complaint or grievance related to faculty, clinical instructor, another student or course management should follow these steps:

1. Approach either Faculty or Academic advisor and complete a Grievance Form.
2. Faculty and/or academic advisor will review and attempt to resolve the issue with the student:
   A. The Grievance Form will then be submitted for review following PSCC Nursing Chain of Command:
      i. Faculty/Clinical Instructor/Academic advisor
      ii. Level Coordinator
      iii. Dean of Nursing*
   B. Each step of administrative review and attempt at resolution will be documented and confirmed with signatures of each party.
   C. A copy of the Grievance form will be kept in the main PSCC Nursing office.
3. Every attempt will be made to resolve the issue. If this is not possible, the Grievance form will be forwarded by the Dean of Nursing to the Vice President of Academic Affairs.
   A. The Vice President of Academic Affairs will determine any additional steps to be taken following steps outlined in the PSCC catalog.
4. *Complaints regarding discrimination or harassment should be directed to the Director of Human Resources and Affirmative Action Officer.
PSCC Catalog: Academic Information - Student Complaints

Pellissippi State Community College strives to provide the best instructional atmosphere and level of service to students. At times, however, students may have an issue, concern or complaint regarding their educational experience. In such cases, the College strives to resolve issues as quickly as possible and at the level closest to the issue.

Students should follow the procedures listed below to resolve their concerns or complaints.

**Filing a Complaint**

**Informal Resolution**

The first step a student should take in resolving a concern or complaint is to directly address the faculty member, staff member or student in question. There may be some cases in which a student might feel uncomfortable directly addressing the faculty or staff member. If this is the case, the student should speak to the academic dean in the case of a faculty member, or to the supervisor in the case of a staff member. If the issue is with another student, and the student with the concern is uncomfortable addressing the other student, he or she may contact Safety and Security or the dean of students at the Hardin Valley Campus or the campus dean at the relevant site campus. If there is no resolution at that level, the student may file a formal, written complaint.

**Formal Resolution**

A student who has attempted informal resolution to a complaint and needs further resolution may file a formal complaint. The student should fully complete and submit the electronic student complaint form, located at www.pstcc.edu/complaint. This form will be submitted to the appropriate vice president over the area in which the student has a concern. The vice president (or designee) will conduct an investigation within 10 working days of receiving the complaint. The vice president (or designee) will communicate the outcome of the investigation to the student in no more than 30 working days of receiving the complaint.

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a student complaint form by mail to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville 37217, or by going online and filling out the form electronically at www.tbr.edu/contact. Under Tennessee’s open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation also can be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097, (404) 679-4500 (www.sacscoc.org).

Complaints of fraud, waste or abuse may be made by email at reportfraud@tbr.edu or by calling the Tennessee Comptroller’s Hotline for Fraud, Waste and Abuse at (800) 232-5454. Complaints regarding discrimination or harassment should be directed to the College’s affirmative action officer.
Pellissippi State Community College (PSCC) Website - Frequently Asked Questions

To register for or drop from an audited course, the student must fill out the appropriate paperwork in person at any Admissions and Records Office location. **There is no way to select a class for audit via myPellissippi.** When a student audits a course, he/she is expected to attend classes. The student is not required to complete assignments or take exams. The student does not receive a grade for audited courses and does not receive college credit for course work. Audits do not replace grades previously issued. Audited courses do not count toward the student’s enrollment hours in regard to financial aid. Changes to or from audit must be made per the indicated deadlines in the Academic Calendar. There is no change in tuition fees for audited classes.

**Audio-Videotaping of Classroom/Laboratory**

The ability to audiotape or videotape in the classroom or laboratory setting is at the discretion of the faculty member. Students must receive permission from the faculty member prior to any audiotaping or videotaping. Violation of this policy by the student is deemed unethical classroom/clinical behavior and subjects the student to immediate dismissal from the nursing program.

**Social Media Protocol**

Social media are defined as mechanisms for electronic communication (such as Websites for social networking). Social media is commonly thought of as a group of Internet based applications of the web that allows the creation and exchange of user-generated content. Examples included but are not limited to Twitter, Facebook, YouTube, LinkedIn, Wikipedia, blogs, podcasts, etc. While this policy may need to be modified as new technologies and social networking tools emerge, the college and nursing policies must be upheld to the highest standards. Therefore:

Students must respect copyright and fair use. When posting any materials, students should be mindful of the copyright and intellectual property rights of others and the college being careful not to violate any of these rights.

No audiotape or videotape of nursing faculty or lecture content shall be posted on a social media site by students. At no time shall patients/clients be audiotaped, videotaped, or photographed by nursing students for any reason or posted on a social media site.

Any student website for social networking shall not bear the Pellissippi State Community College (PSCC) logo or be associated to PSCC in any manner.

**Violation of any of these policies related to social media is deemed unethical classroom/clinical behavior and is subject to immediate dismissal from the nursing program.**
Academic Honesty and Honor Code

Enrollment at Pellissippi State Community College constitutes full acceptance of the College Code of Conduct. All students receive an electronic copy of the Student Handbook that contains the code of conduct, disciplinary procedures, and the appeals process. Faculty is not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior could adversely affect the class. Inappropriate behavior includes but is not limited to cheating, disruptive behavior, plagiarism, and any other actions which are not considered proper conduct for a college student.

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.

- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.

- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.

- Taking an exam for another student.

- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.

- Any of the above occurring within the Web or distance learning environment.

Cell phones are prohibited during scheduled testing. Possession of a cell phone constitutes cheating, so any student not in compliance with this rule will receive a grade of zero on the exam and be removed from testing.

The Code of Conduct also covers inappropriate actions of students on campus while not in the classroom or while participating in college-sponsored activities off campus. Alleged violations of the code of conduct will be referred to the Vice President for Learning who has the authority to temporarily dismiss a student. See the Disciplinary Procedures section of the Student Handbook for specific details.

Pellissippi State Community College reserves the right to dismiss at any time a student who in its judgment is undesirable and whose continued enrollment is detrimental to him/herself or his/her fellow students, or whose presence is disruptive to the learning environment or the orderly operation of the college. A dress code, describing appropriate attire for Pellissippi students, is a part of the Code of Conduct. Students may be asked to leave class because of inappropriate attire until they return properly dressed.

Disciplinary conduct progression may include a verbal warning to the student, a written warning, and/or a referral to the Dean of the Department of Nursing and to the Vice President of Academic Affairs depending on the severity of the offense.
SECTION V: STUDENT RESPONSIBILITIES

Attendance

Because absences result in lower achievement, students are expected to attend each class session. Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75% of their scheduled class. Attendance in nursing skills laboratory, simulation lab, and clinical is mandatory. A leave of absence for a semester is not available. However, a leave of absence for a year would be considered. Individual circumstances will be reviewed by the Admission, Retention, and Progression Committee after receiving a written request to return to study.

If illness or other conditions occur that prevents participation in a class or in scheduled clinical laboratory, it is the student’s responsibility to follow guidelines given in class for notifying the faculty and agency. Consequences for a missed class or clinical lab will be determined by the faculty who will evaluate each case on an individual basis. Faculty will make the final determination for when a student is ready to re-enter class or clinical.

A student with a communicable disease should not participate in scheduled class or clinical laboratory where risk of exposing others exists. Follow guidelines given for notifying faculty and clinical agencies. If treatment is indicated, the student should follow up with recommendations from a health care provider. Consequences for a missed class or clinical lab will be determined by the faculty who will evaluate each case on an individual basis. Faculty will make the final determination for when a student is ready to re-enter class or clinical.

Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, or lectured on in class or lab, as well as for mastering all assignments and test and announced quizzes. The manner in which make up work, test(s), or assignments will be given for excused absences, as allowed by the Standard College Policies, shall be left solely to the discretion of the instructor.

Clinical Assignments

Clinical experiences may be scheduled during days, evenings, and weekends. Students are required to attend these scheduled times as assigned. Students are expected to be on time for all clinical experiences. Students who arrive 15 (fifteen) minutes or more late or are unprepared for clinical may be sent home and receive an unsatisfactory for that clinical day. Clinical experiences can also occur in a variety of settings that require students to travel within and beyond campus area. Students are expected to meet clinical assignments. The goal is to offer the student the optimal clinical opportunity to achieve the desired outcomes.

Required Clinical Document Submission

Students must maintain full compliance with all annual and/or renewable clinical requirements through their enrollment at Pellissippi State Community College. It is the student’s responsibility to ensure that their clinical file is complete and current for each semester of enrollment in a clinical course. All nursing documents are available for download on the Dropbox page. Students should retain all original documentation pertinent to each requirement in a personal file and upload a legible quality copy of each document submitted. The Department of Nursing will not make copies of any records for students. If these requirements are not fulfilled by the scheduled deadline, students will be ineligible for enrollment or progression in PSCC nursing courses.
Please note the guidelines listed below:

• Scan copies of your documentation and submit (upload) to the appropriate Nursing Program Dropbox. Uploading to the Dropbox will provide easy access to the documentation throughout the program as needed. Please do not submit hard copies of your documentation to the Department of Nursing, faculty, clinical instructors, or staff. The Dropbox Link is available under the Course titled “Graduation Class of” available online at https://elearn.pstcc.edu/d2l/home Students will receive an email confirmation after submitting a file to the Dropbox and will see the file name, time and date of submission and file size.

• A pdf is the preferred format for submitting documentation. CutePDF is a free application installed on most machines on campus and is also available for student download. It works just like a printer but creates a .pdf file instead of actually printing a piece of paper. www.CutePDF.com PSCC has step by step instructions available at http://www.pstcc.edu/itsc/_files/pdf/CutepdfWriter.pdf

• View your document after you have uploaded to the dropbox and make sure the document is legible.

• The document submitted must apply to the dropbox item requested.

• Do not put all documents in one dropbox- student must upload each document to the proper dropbox (if you do not have the ability to scan a document – visit any PSCC computer lab for scanning access).

• The same document may be used for multiple dropboxes (example- county health immunization record)

• The top of the page must be viewable at the top of the document viewer (not upside down).

• The document should be bright enough to read easily if you have submitted a picture of the document using a cell phone.

• Submit multiple pages as one pdf document.

• It is recommended that you mark your Name and Student ID "P" number (not your SS#) on each page.

Submission deadlines for clinical documentation is prior to the start of the program. **Students will not be permitted to attend class or clinical if the documentation is not submitted by the established deadline date. Failure to meet these requirements may result in an administrative withdrawal from the nursing program.**

The following forms/information may be found under the Dropbox area:

♦ Truescreen Criminal Background Check
♦ Truescreen 10-panel Drug Screen
♦ Liability Insurance through TBR Provider
♦ Basic Life Support (BLS) for the Healthcare Provider Certification by American Heart Association (AHA) only
♦ Health Profile
♦ Immunizations
♦ Seasonal Flu Vaccine
♦ Facility Specific Documents
♦ General Requirements

Individual contracting clinical agencies may impose additional health and professional requirements that the student must meet before participating in any clinical activities in that clinical agency. The Department of Nursing will inform the student if additional requirements are needed and will provide instructions on how to complete the requirements.

If you still have questions, and don't find what you are looking for, we are here to help. Please email the department of nursing at nursing@pstcc.edu
HIPAA (Health Insurance Portability and Accountability Act) I & II

Patient confidentiality must be maintained at all times. Written assignment and clinical discussions must be conducted in a manner which will protect the identity of patients and their families.

All students will receive HIPPA training yearly through clinical orientation via Tennessee Clinical Placement System (TCPS). In addition, HIPPA training and Confidentiality Agreement forms as required by individual clinical facilities will be completed and maintained at the appropriate clinical facilities.

Professional Expectations: Attire and Demeanor

It is an expectation that students enrolled in the Department of Nursing will dress in a manner that is reflective of a professional nursing student. Casual clothing, following the general guidelines of Pellissippi State Community College, is appropriate for the classroom. Appropriate attire for the clinical settings is as follows, with exceptions being delineated in the syllabus.

Requirements for appearance in the nursing skills laboratory:
- Students will wear the designated Pellissippi State Community College lab coat.

Requirements in clinical practice areas:
- Uniforms (navy blue) and lab coats (white) are to be a PSCC approved style and color
- If a skirt is worn, it must be of a modest length to the kneecap or below.
- Students are to be identified with an official PSCC, Department of Nursing emblem, stitched on the left sleeve of the uniform and lab coat.
- White knit or cotton shirts, long or short sleeved, can be worn under the uniform top.
- White pantyhose must worn if wearing a skirt.
- The PSCC uniform and name badge will be worn during all scheduled clinical rotations unless otherwise indicated and approved by your clinical instructor(s).
- Students are expected to appear in professional dress with lab coat and name badge for all pre-planning sessions, or at any other function related to clinical performance while a student in the Pellissippi State Community College nursing program.
- Students are expected to dress conservatively and professionally at any function requiring dress other than a uniform, such as attendance at a conference.
- Students are to wear clean white nursing shoes with enclosed toe and heel.
- Underwear of appropriate style (no thongs) is to be worn under uniform.
- Personal hygiene and grooming are of a standard that ensures the safety and comfort of clients. Noxious odors such as perfumes, smoke, lotions, etc. must be avoided. Students who have these odors will be sent home from clinical and be required to make up the clinical day.
- Nails are to be short and clean. No nail polish is allowed. No acrylic nails are allowed.
- Long hair (appropriate style and color) is to be pulled back securely from the face.
- Men with facial hair are to maintain it in a neat, short style.
- Students are allowed to wear one pair of small, stud earrings only. There are to be no other visible piercings. Students may wear a simple wedding band or a simple flat-stoned ring only.
- Students must cover any visible tattoos and/or piercings.
- Students are to arrive in clinical areas with all required equipment (e.g. stethoscope, small notepad, watch with a second hand, penlight and scissors, black ball point pen, pencil, small calculator, etc.) necessary for patient care.
- Students are to notify the appropriate faculty member at least one hour prior to scheduled clinical time if unable to attend.
- No smoking breaks are to be taken during clinical hours.
- Students are not to leave the clinical facility during scheduled clinical hours.
- Students who do not submit assigned clinical paperwork when it is due are subject to additional paperwork/activities as deemed appropriate by the clinical instructor and level coordinator.
Cardio-Pulmonary Resuscitation (CPR)

Each student is to maintain current certification in CPR for the Healthcare Provider through the American Heart Association. Evidence of certification is to be presented to the Department of Nursing at the beginning of each semester. **It is the student's responsibility to maintain certification. Lack of certification will lead to inability to attend clinical and may result in clinical failure.**

Infection Control Policy

Communicable disease information for Pellissippi State Community College Department of Nursing HIV/AIDS policy is based on current available information from the Centers for Disease Control (CDC) and the Tennessee Department of Health (TDH). The Pellissippi State Exposure Control Plan and Laboratory Safety Manual (2008) has been developed based on the recommendations of the CDC. The current assessment of the risk that infected health care workers will transmit HIV to patients during invasive procedures does not justify mandatory testing of health care workers (TDH). Students diagnosed as HIV-positive will meet the current requirements for admission into the Department of Nursing and for progression in the major. If a student is unwilling or unable to comply with any standard/universal precautions or has functional impairments that interfere with completion of course requirements, admission or progression decisions would be made on a case by case basis.

Standard/universal precautions are an approach to infection control in which all human blood and certain human body fluids are to be treated as if known to be infectious for HIV, HBV, and/or other blood-borne pathogens. The proper application of standard/universal precautions will minimize any risk of transmission of Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) from a health care worker to patient, patient to health care worker, or patient to patient.

The Department of Nursing requires all students to abide by the CDC Standard/Universal Precautions in all client contacts. The following measures for preventing HIV, HBV and/or other blood-borne pathogen transmission in health care settings are recommended by the CDC and TDH and are listed in the Pellissippi State Community College Exposure Control Plan and Laboratory Safety Manual.

1. Barrier protection must be used routinely to prevent skin and mucous membrane contamination with blood or other body fluids.
2. Hands must always be washed or hand sanitizer used before and after contact with patients. Hands will be washed even when gloves have been used. If hands come in contact with blood, body fluids, or human tissue they will be immediately washed with soap and water. **Students are to follow hospital policy on hand washing/hand hygiene guidelines.**
3. Gloves must be worn when contact with blood, body fluids, tissues and a contaminated surface is anticipated.
4. Lab coats or gowns are required if blood splattering is likely.
5. Masks and protective goggles must be worn if aerosolization or splattering is likely to occur such as in certain dental procedures or wound irrigations.
6. To minimize the need for emergency mouth to mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices are strategically located and available for use in areas where the need for resuscitation is predictable.
7. Sharp objects must be handled in such a manner to prevent accidental cuts or punctures. Used needles must not be bent, broken or reinserted into their original sheath, or unnecessarily handled. Discard needles intact immediately after use into an impervious needle disposal box, which is readily accessible.
8. Body fluid spills must be cleaned up promptly with a disinfectant solution such as 1:10 dilution of bleach.
9. All blood specimens are considered biohazardous. All specimens must be placed in a plastic Ziploc bag for additional precaution during transport.
10. Table paper and gowns with blood or body fluids from any patient must be handled cautiously and placed in a biohazard container.
11. Non-disposable articles (e.g. laundry, non-disposable lab coats, etc.) contaminated with blood or body fluids must be placed in an appropriate container for decontamination and reprocessing.
12. Handling of laboratory instruments, especially needles and scalpel blades must be done with extreme caution.
13. Biological safety hoods must be used for procedures that have a high potential for generating droplets.
14. Evacuation tubes, vials, and bottles must be filled by using their internal vacuum only.
15. Mechanical pipettes must be used exclusively.
16. Work areas and equipment, if contaminated with blood, other body fluids or potential droplet contamination must be decontaminated.
17. After use, patient care equipment will be discarded or properly disinfected and/or sterilized if it is to be used again.

Special Precautions for handling blood specimens –

1. All specimens must be handled as potentially infectious. Employees and students must always wear gloves – there are no exceptions.
2. When possible-blood will be collected using the safest system for the specific task.
3. Vacutainer needles must be removed per hospital protocol.
4. All specimens must be transported to the lab in a secondary container (i.e. phlebotomy tray or plastic bag) to minimize accidental contamination, spillage or breakage. Bags must display a biohazard label.

Students who experience a needle-stick or body fluid exposure incident must report this to their faculty immediately and follow the agency protocol for exposure/injury.

The accidental needle stick and body fluids exposure protocol follows:

The faculty will report to the Dean of Nursing who will notify the Vice President of Learning immediately of any occupational blood or body fluid exposure. Occupational blood or body fluid exposure occurring at Pellissippi State Community College is defined as any percutaneous (needle stick or cut) or mucous membrane (splash to the eye, nose, or mouth) exposure to blood or body fluids to which universal/standard precautions apply. The definition also includes cutaneous exposure to blood or body fluids when the employee’s or student’s skin is chapped, abraded, or otherwise non-intact.

Immediate procedures to follow are:

1. Any splash to the eyes or mucous membranes should be flushed with large amounts of water at the eye wash station or other appropriate washing facility.
2. The employee or student should immediately clean any exposed surfaces (by washing the skin with soap and water or irrigating the mucous membranes with sterile normal saline or water).
3. Apply first aid to the local wound as needed and report the exposure to the supervisor and the Safety & Security Office. The incident is to be treated as a medical emergency.

4. Following the report of the exposure incident from an employee or student, the supervisor or other co-worker should accompany or assist the employee or student to obtain post-exposure treatment.

5. The exposure incident will be reported on the Pellissippi State Community College Accident/Incident Report Form. It should be completed jointly by the supervisor or department dean and the employee or student. The form will then be forwarded to the Director of Facilities, Safety & Security for the safety files.

Following the initial first aid, the following activities will be performed or arranged by the designated exposure control representative (usually the employee’s supervisor, or the instructor for the class in which the exposure occurred):

1. Document the routes of exposure and how the exposure occurred, completing an accident/incident report form.

2. Procedures related to the source individual:
   A. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
   B. Obtain consent and make arrangement to have the source individual tested as soon as possible to determine HBV, HCV and/or HIV infectivity. If the source individual is already known to be HBV, HCV and or HIV positive, the blood need not be tested. All source individual testing will be at no expense to the source individual.
   C. Convey the source individual’s test results to the employee’s healthcare worker and document this transaction.
   D. Make results of the source individual’s testing available to the exposed employee or student, the healthcare professional treating him, and the employer, emphasizing the need for confidentiality (regulated by HIPAA and other laws).

3. Procedures related to the exposed individual:
   B. Recommend that exposed individual have baseline HIV, HBV, HCV blood tests. For an exposed employee, this blood work should be completed at a medical facility approved by Pellissippi State Community College at no cost to the employee. For an exposed student, the blood test should be provided by his private physician or the county health department at his own expense.
   C. Provide the healthcare professional evaluating the employee or student with
      • A description of the student’s activities as they relate to the incident.
      • Documentation of the routes of exposure and the circumstances under which the exposure occurred.
      • A result of the source individual’s blood test if available.
      • All medical records relevant to the appropriate treatment of the employee or student, including vaccination status, which are Pellissippi State Community College’s responsibility to maintain.
   D. Obtain and provide the exposed employee or student with a copy of the evaluating healthcare provider’s professional written opinion within fifteen (15) days of the completion of the evaluation.
4. If an employee or student refuses to submit to the procedure as outlined above, no adverse action can be taken against Pellissippi State Community College on that ground alone since the procedures are designed for the benefit of the exposed student. When such refusal occurs, the refusal will be documented and placed in the student's medical record on the Post-Exposure Treatment Refusal Form which must be signed by the student.

5. Evaluate the circumstances surrounding the exposure incident, including:
   - Engineering controls in use at the time of the incident.
   - Work practices followed at the time of the incident.
   - The device being used (including type and brand).
   - Protective equipment or clothing that was being used at the time.
   - Location of the incident.
   - Procedure being performed.
   - Employee or student's training.

6. If the exposure is related to a contaminated sharp, record the injury on the Sharps Injury Log.

Students have a fundamental responsibility to provide care to all patients assigned to them. Currently, only four medical conditions exist that exempt students from caring for known HIV-positive clients. These include the following health care provider conditions:

1. A known infection that can be transmitted to the client.
2. An immunosuppressed condition
3. Pregnancy
4. Open lesions or weeping dermatitis

Refusal to care for infected clients is contrary to the ethical standards of the nursing profession. Faculty exemplifies standards of ethical behavior and compassion and serves as positive role models when assigning infected clients to students for care. Students who refuse to care for these clients will be counseled by their faculty in regard to infection transmission, personal fears, and use of standard/universal precautions. If refusal persists, disciplinary action may be taken.

Gifts

Students are not to accept any gifts from patients, their family members, or staff at any time.

Computer Code of Ethics

Students are to comply with the Pellissippi State Community Policy for Computer System Use which can be found at www.pstcc.edu/misc/ppm/08-13-05.htm
SECTION VI: ADDITIONAL INFORMATION

DEPARTMENT OF NURSING: Faculty-Staff

Faculty contact information will be printed on each syllabus.

**Dean of Nursing**
Lisa Stamm, MSN, RN, CNE
Dean of Nursing / Health Sciences
BL 215, MA 002, ST 2701
Phone: (865) 981-5350
(865) 329-3169 (865) 225-2334
Email: lmstamm@pstcc.edu

**Dean of Nursing / Health Sciences**
BL 213, MA 002, ST 2701
Phone: (865) 981-5355
(865) 329-3165 (865) 225-2335
Email: pdschafer@pstcc.edu

**Faculty**

Jessica Belnap, MSN, RN
Instructor
Office: MA126
Phone: (865) 329-3100
Email: jbelnap@pstcc.edu

Darneta G. Brown, MSN, RN, APRN-BC
Associate Professor
Office: MA 126
Phone: (865) 329-3140
Email: dbrown@pstcc.edu

Hope Bruce, MSN, RN
Associate Professor
Office: ST
Phone: (865) 225
Email: lhbruce@pstcc.edu

Pat Crotty, MSN, RN
Associate Professor
Sim/Skills Lab Coordinator
Office: MA 126
Phone: (865) 329.3130
Email: pucrotty@pstcc.edu

Moré Herington, DNP, MSN-Ed, RNC
Associate Professor
Level I Coordinator
Office: ST 3510
Phone: (865) 225.2333
Email: mmherington@pstcc.edu

Andrea Robertson, MSN, RN
Associate Professor
Office: ST3510
Phone: (865) 225.2349
Email: Arobertson1@pstcc.edu

Beverly Rogers, MSN, RN
Associate Professor
Lead Instructor Level II
Office: MA 126
Phone: (865) 329-3131
Email: bjrogers@pstcc.edu

M. Ann Sherman, DNP, MSN, RN,CNE, NEA-BC
Professor
Level II Coordinator
Office: BL 216
Phone (865) 981-5327
Email: masherman@pstcc.edu

Melinda Wang, MSN, RN
Associate Professor
Office: ST
Phone: (865) 225
Email: mmwang@pstcc.edu

Kimberly Wilks, MSN, RN
Associate Professor
Blount Lead Sim/Skills Lab Instructor
Office: BL 244
Phone: 981-5342
Email: kswilks@pstcc.edu

Angela Lunsford, MSN, RN
Associate Professor
Office: 981-5317
Phone: (865) 981-5317
Email: aclunsford@pstcc.edu

**Staff**

Brian Gilpin
RxTN Coordinator/Data Tech
Office: ST 2709
Phone: (865) 225- 2337
Email: bgilpin@pstcc.edu

Katrenia Hill
Sim/Skills Tech Coordinator
BL 244 MA 002 ST3510
Phone: (865) 981-5313
(865)329-3146 (865) 225-2364
Email: kshill@pstcc.edu

Gloria Cabe
Secretary, Part-time
Office: BL 217
Phone: (865) 981-5363
Email: glcabe@pstcc.edu

Ronda McCown, BSN, RN
Sim/Skills Lab Instructor
Email: rgmccown@pstcc.edu

Beth Pettit, BSN, RN
Sim/Skills Lab Instructor
Email: elpettit@pstcc.edu

Anna Wells, BS
Sim/Skills Lab Instructor
Email: amwells@pstcc.edu

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### SECTION VII: APPENDICES

#### Appendix A: Course Progression

PELLISSIPPI STATE COMMUNITY COLLEGE

**Department of Nursing**

PSCC NURSING COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
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<tbody>
<tr>
<td>NURS 1150</td>
<td>Fundamentals of Nursing</td>
<td>Fall Semester (1st YR)</td>
</tr>
<tr>
<td>NURS 1160</td>
<td>Lifespan Nursing Care I</td>
<td>Spring Semester (1st YR)</td>
</tr>
<tr>
<td>NURS 1170</td>
<td>Bridge to RN Pathway</td>
<td>Summer Semester (Bridge only)</td>
</tr>
<tr>
<td>NURS 2150</td>
<td>Lifespan Nursing Care II</td>
<td>Fall Semester (2nd YR)</td>
</tr>
<tr>
<td>NURS 2160</td>
<td>Lifespan Nursing Care III</td>
<td>Spring Semester (2nd YR)</td>
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<tr>
<td>NURS 2170</td>
<td>Transition to Nursing Practice</td>
<td>Spring Semester (2nd YR)</td>
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</table>

**NURS 1150 Fundamentals of Nursing  9 credits**  
An introduction to the practice of nursing, with emphasis on meeting therapeutic nursing care of adults and children with physiological, psychosocial, perioperative needs, introduction to pharmacotherapeutics, and application of fundamental concepts and the beginning development of nursing competencies. The study and application of nursing skills necessary to meet patient needs across the lifespan are included in this course. 6 hours lecture and 9 hours clinical/lab experience per week.

**NURS 1160 Lifespan Nursing I  9 credits**  
This course focuses on the therapeutic nursing care and modalities in the care of adults and children with emphasis on cardiac, respiratory, and gastrointestinal/biliary systems. Based on the nursing process, this course focuses on health promotion in meeting patient needs in a variety of medical and surgical settings. The study and application of nursing skills necessary to meet patient needs across the lifespan are included in this course. 6 hours lecture and 9 hours clinical/lab experience per week.

**NURS 1170 Bridge to Registered Nurse (RN) Practice  9 credits**  
An introduction to the practice of nursing, with emphasis on meeting therapeutic nursing care of adults and children with emphasis on cardiac, respiratory, Fluid, Electrolytes, and integumentary systems. Based on the nursing process, this course focuses on health promotion in meeting patient needs in a variety of medical and surgical settings. The study and application of nursing skills necessary to meet patient needs across the lifespan are included in this course. 6 hours lecture and 9 hours clinical/lab experience per week.

**NURS 2150 Lifespan Nursing Care II  9 credits**  
This course focuses on the therapeutic nursing care and modalities in the care of adults and children with emphasis on behavior, thought, and mood; renal/urinary system, men's health; endocrine system, and maternal/newborn family centered nursing. Based on the nursing process, this course focuses on care in a variety of medical, surgical, and community settings with an emphasis on alterations in behavior, thought, and mood; assessment and family-centered assessment, communication, care management, and clinical interventions in care of patients across the lifespan. 6 hours lecture and 9 hours clinical/lab experience per week.

**NURS 2160 Lifespan Nursing Care III  9 credits**  
This course focuses on the therapeutic nursing care and modalities in the care of adults and children with emphasis on women's health, gastrointestinal/biliary, hematological/oncologic/immunological, sensorineural, neurological, and musculoskeletal systems. Based on the nursing process, this course further develops the competencies of assessment, communication, care management, and clinical interventions in care of patients across the lifespan. 6 hours lecture and 9 hours clinical/lab experience per week.

**NURS 2170 Transition to Nursing Practice  3 credits**  
The hybrid course provides the foundation for understanding organizational behavior, developing nursing leadership and management skills to assist the student in the transition to registered nurse. Emphasis will be placed on the development of professional behaviors. Highlights from each area of nursing practice will be reviewed, including knowledge and application of nursing process appropriate to each stage of development, disease processes, application of the nursing process to each state of development, and issues related to nursing practice. 3 hours lecture per week.
Appendix B: PSCC Traditional Pathway Nursing Degree Plan

PSCC TRADITIONAL NURSING DEGREE PLAN (AASN)

*Students are strongly encouraged to complete all non-nursing courses prior to entering the program.

OFFERED AT THE FOLLOWING CAMPUSES: BLOUNT, MAGNOLIA AND STRAWBERRY PLAINS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE DESCRIPTION</th>
<th>CREDIT HOURS</th>
<th>COURSE GRADE</th>
<th>TERM TAKEN</th>
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<td>*PSYC 2130</td>
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<td><strong>FOURTH SEMESTER</strong></td>
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<td><strong>FIFTH SEMESTER</strong></td>
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<tr>
<td>*BUSN 1211 OST 1211 INFS 1010</td>
<td>Completion of a Computer Applications course using Word, Excel, Access and PowerPoint software applications is highly recommended.</td>
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Appendix C: PSCC Bridge Pathway Nursing Degree Plan

# PSCC BRIDGE to RN PATHWAY DEGREE PLAN (AASN)

* Students are strongly encouraged to complete all non-nursing courses prior to entering the program.

<table>
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<tr>
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<th>COURSE DESCRIPTION</th>
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<th>COURSE GRADE</th>
<th>TERM TAKEN</th>
<th>INSTITUTION</th>
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<td>3</td>
<td>Prerequisite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 1150</td>
<td>Fundamentals of Nursing</td>
<td>Advanced Placement Credit</td>
<td>See Notes</td>
<td>PSCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>❓Notes- Upon successful completion of NURS 1170, students will be awarded credit for NURS 1150.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*BIOL 2020</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
<td>Prerequisite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
<td>Prerequisite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUMMER SEMESTER</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>*SPCH 2100</td>
<td>Public Speaking</td>
<td>3</td>
<td>Corequisite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*BIOL 2130</td>
<td>Microbiology</td>
<td>4</td>
<td>Corequisite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*HUM 1 required – (ARTH 2100, 2120, MUS 1090, THEA 1090, ENGL 2110, 2120, 2210, 2220, 2310, 2320, 2331, 2510, 2520, 2530, PHIL 1030, 1500, 2010, 2400, 2500, PHO 1200)</td>
<td>3</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>NURS 1170</td>
<td>Bridge to Registered Nurse</td>
<td>9</td>
<td>See Notes</td>
<td>PSCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❓Notes- Upon successful completion of NURS 1170, students will be awarded advanced placement credit for NURS 1150.</td>
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<tr>
<td>FALL SEMESTER</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>*MATH 1130 Or 1530</td>
<td>College Level Algebra 1530 Probability and Statistics</td>
<td>3</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>NURS 2150</td>
<td>Lifespan II</td>
<td>9</td>
<td></td>
<td></td>
<td>PSCC</td>
<td></td>
</tr>
<tr>
<td>❓Notes</td>
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<td></td>
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<tr>
<td>SPRING SEMESTER</td>
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<tr>
<td>NURS 2160</td>
<td>Lifespan III</td>
<td>9</td>
<td></td>
<td></td>
<td>PSCC</td>
<td></td>
</tr>
<tr>
<td>NURS 2170</td>
<td>Transition to Nursing Practice</td>
<td>3</td>
<td></td>
<td></td>
<td>PSCC</td>
<td></td>
</tr>
<tr>
<td>TOTAL DEGREE CREDITS</td>
<td></td>
<td>66</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* INFS 1010</td>
<td>Completion of a Computer Applications course using Word, Excel, Access and PowerPoint software applications is highly recommended.</td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
Appendix D: Appeal Form

PELLISSIPPI STATE COMMUNITY COLLEGE
Department of Nursing

PLEASE TYPE OR PRINT LEGIBLY THE INFORMATION REQUESTED BELOW.

Date ________________________________________________ Telephone ________________
Name ________________________________________________ P # _______________________
Address ___________________________________________________________________________

1. Appeal request for: Fall _____ Spring ____ Year_____________________________________
2. Course(s) to which appeal is requested: _____________________________________________
3. PSCC campus last attended: _______________________________________________________
4. Situation which you are requesting an appeal: (Be specific regarding your request.)
   ________________________________________________________________________________
   ________________________________________________________________________________
5. Supporting evidence for the appeal: (You may attach a second sheet if needed.)
   ________________________________________________________________________________
   ________________________________________________________________________________
6. Any additional comments: (Limit to the space provided below.)
   ________________________________________________________________________________
   ________________________________________________________________________________
   Student Signature/Date: _____________________________________________________________

PLEASE RETURN THIS REQUEST TO:

Lisa Stamm, MSN, RN, CNE
Dean of Nursing/ Health Sciences
Department of Nursing
Pellissippi State Community College
2731 W. Lamar Alexander Parkway
Friendsville, TN 37737
Appendix E: Criminal Background Check Protocol

PELLISSIPPI STATE COMMUNITY COLLEGE

Department of Nursing

Purpose: A Criminal Background Check (CBC) is required prior to a clinical placement at an affiliated institution. A clean background check is a requirement by the hospital and a clinical placement is an essential requirement for graduation and subsequent licensure. Inability to complete this requirement may result in a student not being able to meet the graduation requirements of the PSCC Department of Nursing program.

Policy:

1. All applicants are required to truthfully answer all questions, including those pertaining to felony convictions, on the student nursing application. Students who do not answer the questions truthfully and completely shall not be eligible for acceptance or enrollment. Discovery that the section dealing with felony convictions was not completely or truthfully answered by a student may result in dismissal. Further, the student must notify the Dean of Nursing and Nursing Site Coordinator of any criminal charges or convictions within 5 (five) working days of their occurrence during enrollment in the program. Failure to notify the Dean and Nursing Site Coordinator of such events may result in immediate dismissal.

2. Requirement for CBC: All students participating in a clinical at an affiliated institution that requires a CBC, must complete this at least 30 days prior to the first clinical.

3. Dissemination of policy: Students will be informed of this policy through the Nursing Student Handbook and by health requirements outlined by the nursing program and distributed at nursing orientation.

4. Evaluation of CBC results: Determination of a student’s eligibility to participate in clinical at an affiliated institution is the responsibility of that institution and not of the Pellissippi State (PSCC) Department of Nursing. The names of students excluded from participation by the affiliating institution shall be provided to the Dean and Nursing Level Coordinator(s) who schedules student clinical rotations in the PSCC Department of Nursing.

5. Procedure: The student will be referred to the designated web site to review the procedure under the agency’s student background check. The CBC must be requested by the student. Students will sign a written release with the agency performing the CBC to share the results with PSCC and affiliated institution(s). A summary of the results of the CBC will be sent to the Dean and shared with the Nursing Site Coordinators who are responsible for nursing student clinical placement. Copies of CBC summaries will be kept at PSCC in a locked file. Only the student will have a detailed report of the findings. Cost for the CBC will be the responsibility of the student. The CBC is valid as long as the student is continuously enrolled for the entire nursing program, excluding summers. Subsequent CBC’s may be required by the affiliated institutions.

6. The College reserves the right, at its sole discretion, to amend, replace and/or terminate this policy at any time.
Appendix F: Drug Testing Protocol

PELLISSIPPI STATE COMMUNITY COLLEGE

Department of Nursing

Purpose: A urine drug screen is required prior to clinical placement to several of the affiliated clinical agencies. A negative urine drug is a requirement of these clinical agencies and a clinical placement is an essential requirement for graduation and subsequent licensure. Inability to complete this requirement may result in a student not being able to meet the graduation requirements of the PSCC Department of Nursing program.

Policy: In order to uphold the highest standards of the nursing profession, the nursing program has adopted a drug-free environment. As a condition of admission each student is required to submit to a background check and drug screening. Students are required to submit to additional drug tests throughout the program. The Nursing Drug Policy and Procedure is particular to the nursing program.

Drug Testing upon Admission to the Nursing Program

Students are admitted to the program pending a negative drug test. Admission will be withdrawn for a student testing positive.

Procedure for Student Drug Screening

Drug screening is conducted by a qualified laboratory using established methods and procedures. The process is managed by a third party vendor. Confidentiality of the student is protected. All costs associated with the screening are the responsibility of the student.

Drug Testing Specimen Collection Procedure

The specimen collection, as determined by the collection site, involves securable urine containers and chain of custody procedures. If the test is positive, the available urine sample is used to determine the presence or absence of drug abuse. The third party vendor notifies the Dean of Nursing of the test results. The nursing program ensures confidentiality of the results.

Drug Testing after Admission

Drug testing for any student in the clinical area may be requested by the nursing instructor or Dean of Nursing. The student is responsible for all cost associated with drug re-testing. The procedure for testing is described in the above section. Refusal by a student to submit to testing results in dismissal from clinical and potential disciplinary actions as directed by the Admission and Retention Committee and Dean of Nursing.

Voluntary Reporting

Any student who voluntarily reports that they have a chemical dependency is referred for counseling by the Dean of Nursing. Conditions, if any, for continued participation in the program is at the discretion of the Admission and Retention Committee and Dean of Nursing. The student will submit to drug screening as requested by the Dean of Nursing and is dismissed if a positive drug test is resulted.

Tennessee Board of Nursing Rule

Applicants should be aware that conviction of certain crimes and/or misdemeanors may make them ineligible for registered nurse licensure in the State of Tennessee. To review a list of these crimes and/or misdemeanors or to obtain more information, please go to http://www.state.tn.us/sos/rules/1000/1000-01.pdf.
Appendix G: Photo / Videotaping Release Form

PELLISSIPPI STATE COMMUNITY COLLEGE

Department of Nursing

Photo/Videotaping Release Form

I consent to and authorize the use and reproduction by Pellissippi State Community College, Department of Nursing of any and all photos and/or videotapes which have been taken of me in the Skills and/or Simulation Lab. I fully understand that the photos and/or videotapes taken of me will be used solely for educational and/or marketing purposes by the Department of Nursing. This consent will be effective throughout the nursing experience.

Student Name (Please Print): ___________________________Date: _____________
Signature:

____________________________________________________________________
I consent to my name being used with my photograph:   Yes_______    No_________
Appendix H: Student Action Form

PELLISSIPPI STATE COMMUNITY COLLEGE

Department of Nursing

Student Action Form

Student Name: ______________ Semester(s) (circle) Fall Spring Summer Mo/Year _______
P# ____________________        NURS Course (circle): 1150  1160  1170  2150  2160  2170
☐ Lack of preparation _____ Classroom ____ Clinical ____ Skills Lab ____ Simulation Lab
   ____ X1     ____ X2    ____ X3 ____ Other
☐ Tardiness ____ Classroom ____ Clinical ____ Skills Lab ____ Simulation Lab
   ____ X1     ____ X2    ____ X3 ____ Other
☐ Absence ____ Classroom ____ Clinical ____ Skills Lab ____ Simulation Lab
   ____ X1     ____ X2    ____ X3 ____ Other
☐ Failure to submit clinical documentation in a timely manner
   Date Due: ___________ Date Submitted: _____________
☐ Failure to complete assignment in a timely manner
   ____ X1     ____ X2    ____ X3 ____ Other
☐ Failure to Notify Faculty _____ Clinical Absence ____ Skills Lab Absence ____ Sim Lab Absence
☐ Failure to Notify Faculty Prior to Exam: ____ X1     ____ X2    ____ X3 ____ Other
☐ Violation of PSCC Academic Dishonesty Policy
☐ Leaving clinical area without permission
☐ Inappropriate behavior
☐ Critical Clinical Error
☐ Unit exam score below 78 ____ X1     ____ X2    ____ X3 ____ Other
☐ Other _____________________________________________________________________

ACTION TAKEN:
☐ Conference  ☐ First Occurrence  ☐ 2nd Occurrence  ☐ Probation  ☐ Dismissal

Faculty Comments: (Expected Student Behavior)

Corrective Action Plan:

_____________________________________________________________________________

Conditions of Probation:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Student Signature                                    Date    Faculty Signature

______________________________________________
Dean of Nursing Signature                        Date

Original submitted to Nursing Office______ Copy submitted to student’s adviser______

Note: Student signature does not reflect agreement but that the student has read and understands this
document.
Appendix I: Post Occurrence/Exposure Report Form

PELLISSIPPI STATE COMMUNITY COLLEGE
Department of Nursing

Post Occurrence/Exposure Report Form
(Complete and forward to the Dean within 24 hours)

Date of Report ________________ Time of Report ________________________

Name ___________________________ P# ___________________ Phone ____________________

Date of Occurrence ________________ Time of Occurrence ________________________

Facility _________________________ Location of Occurrence _______________________

Date of last tetanus _______________ Hepatitis B Vaccination Record __________________

Type of Occurrence: (please check or complete)
- Possible Injury ______ No injury ____ Property Damage ____ Complaint ___
- Confidentiality Breach ______ Missing Article ____ Medication Error ____
- Potential Hazard ______ Negligence ________ Other _______________________

Exposure to blood born communicable diseases ____________________________

Description of occurrence or exposure: (Use separate page if necessary and include the following information if applicable: Part of body affected, possible causes, both immediate and long term measures to prevent re-occurrence, witness(es) name and phone number).

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Student responsibilities:

1. Notified supervising faculty: Date: _______ Time: ______
   Name of supervising faculty: __________________________

2. Completed incident report as required by facility: Date: _______ Time: ______

3. Reported for testing/treatment: Date: _______ Time: ______
   - Physician on site ______
   - Facility ER ______
   - Student’s PCP ______

4. Name/Signature of attending physician/health care provider (If seen by a physician):
   ___________________________ ___________________________ Date:_______ Time:____
   (Print Name) (Signature)

5. Student refused examination and/or treatment Yes _____ No ______

Student Signature: ___________________________ Date: ______________

Faculty Signature: ___________________________ Date: ______________

Dean’s Signature: ___________________________ Date: ______________
Appendix J: Simulation Agreement

PELLISSIPPI STATE COMMUNITY COLLEGE

Department of Nursing

SIMULATION LABORATORY AND CONFIDENTIALITY AGREEMENT

As a patron of 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 faculty.

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 Pellissippi State Community College policy.
✓ 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 policy 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 and not to be used for humiliation of fellow students.
✓ The simulation is to be used with respect and be treated as if they were live patients.
✓ No Betadine, no ink pens (near the mannequins), 22g IV or smaller for IV starts.
✓ Gloves must be worn at all times when handling simulators.
✓ Violations of policy may result in dismissal from the nursing program.
✓ This consent will be effective throughout the nursing experience.
✓ Cell phones are to be turned off while attending the simulation lab experience.

Printed Name: ______________________________________________________________

Signature: ___________________________ Date: ____________________
Appendix J part 2: Skills and Simulation Guidelines

The nursing skills/simulation laboratories (lab) at Pellissippi State Community College provide nursing students with additional learning resources to meet educational goals. These laboratories are equipped with medical supplies and equipment as well as practice manikins (ex.-Vita Sim, Sim Man 3G, etc.). A realistic, simulated clinical environment allows students to practice and demonstrate competency of selected skills. Please keep in mind the following guidelines:

- Lab is to be treated as a “real-life” clinical, including observance of Health Insurance Portability & Accountability Act Privacy Standards (HIPAA).
- Students are expected to know the theory and principles underlying each skill and to have a degree of technical competency when demonstrating skills.
- It is expected students will have completed the reading assignments and/or watched any listed DVD prior to each scheduled lab.
- A passport must be completed before each lab experience. Passports for lab is “individual” work and will be assigned through D2L (unless otherwise instructed) with concise instructions.
- Students will follow attendance and dress code policies as stated in the “Department of Nursing Student Handbook”. Student ID badges are required when attending skills/simulation lab.
- Eating is not permitted in lab. Drinks are permitted but MUST be in a container with a lid.
- Cell phones are to be turned off during lab experiences. (see Department of Nursing Student Handbook/Course syllabus)
- Clean up your area placing all used items in the green recyclable bins, (unless otherwise directed) before leaving. Reset a practice station for the next group. Leave bed and “patient” in the correct position.
- Notify your campus lab instructor if you cannot make a scheduled lab time. (see Department of Nursing Student handbook)
- A four (4) page paper (topic to be determined by instructor) and a make-up lab will be completed for any absence.
- If tardy (15 minutes or later), a warning will be given for the first offense. A further incident of tardiness will result in receiving a “0” for the lab.
- Please report any injuries or equipment malfunction to a lab instructor IMMEDIATELY.
- Bring nurse-packs and appropriate materials to lab (unless otherwise instructed). All nurse-packs, books, and individual equipment should be labeled with the student’s name.
- Lab supplies (ex.-needles, catheters, etc.) and “fake” medications are not to be used on living beings (human or animal). These supplies are intended for practice only.
- For safety reasons, invasive skills practiced in the skills laboratory (i.e. catheterization, intravenous insertion, nasogastric tube insertion, etc.) will not involve exposure to human blood or body fluids.

“Open Skills Labs” specific guidelines:
- Students may only practice skills covered in a previous level skills lab.
- Students will use the “Open Skills Lab” sign in sheet to record time spent and activity practiced (An “Open Skills Lab” attendance notebook is located on the counter of each lab).
- Students may wear “street clothes” with the following exceptions:
  1. Shoes must be enclosed (meaning no open toed shoes).
  2. PSCC Nursing Student lab coats must be worn over shorts/halter tops etc.
- Students will use individual Nursing Skills supplies purchased in N1150/N1160. Open Skills Lab faculty and staff may provide some supplies (as available).

College supplied Ipad/PCs assigned to Skills/Simulation Laboratories specific guidelines:
- Ipad/PCs used in Skills/Simulation laboratories will be signed in and out by the user on the clipboard provided on the secure holder. Complete all information requested.
- Ipad/PCs will not be removed from their assigned campus Skills/Simulation laboratory.
- Ipad/PCs not returned appropriately will be considered removed without permission and Campus Security will be notified.

Computer IV Simulator use guidelines:
- All users will design individual user name and password for use each practice session.
- All users will use the “IV Simulator Practice” sheet to log use. Complete all information requested.
- All users are limited to 30 minute sessions. This can be extended if no one is waiting.
- All users are expected complete the tutorial provided and follow all instructions given in this computerized practice tool.
- Calibration, if required, should be done by skills/simulation laboratory faculty/staff.
- Students are expected to score 85% or better on the proficiency level.
Appendix K: Request for Site Transfer

PELLISSIPPI STATE COMMUNITY COLLEGE
Department of Nursing

Date __________________________ Student ID# ____________________________

Name __________________________ Telephone (Home) # _______________________

Address ____________________________________________________________________

Cell phone # ___________________________

E-mail ___________________________

Campus presently attending: ________________________________________________

PSCC campus you wish to transfer to: (Check one)
☐ Blount ☐ Magnolia ☐ Strawberry Plains

Course to which transfer is sought: (Check One)
☐ NURS 1150
☐ NURS 1160
☐ NURS 1170
☐ NURS 2150
☐ NURS 2160

Transfer requested for ☐ Fall ☐ Spring ☐ Summer Year __________

Reason(s) for this request:
_____________________________________________________________________________________________

_____________________________________________________________________________________________

Signature of Student ______________________________ _____________________________________________

Do not write below this line

Transfer: Approved_______ Denied_______
Chair of Adm/Prog/Ret Committee Signature: ______________________________ Date:_________
Dean’s Signature ______________________________ ______________________________
Notification sent to student ☐ Date: _______ By whom: ___________________ Method: ________
Appendix L: Acknowledgement of Receipt of Handbook

PELLISSIPPI STATE COMMUNITY COLLEGE

Department of Nursing

I have viewed the online copy of the Department of Nursing Student Handbook for 2014-2015. I agree by my signature that I understand and will abide by the contents within. Failure to abide with the requirements stated herein will result in appropriate action by the Department of Nursing. I am aware that this document applies to the clinical and classroom portions of the Nursing Program.

___________________________________________________________________
Printed Name of Student

___________________________________________________________________
Student Signature

___________________________________________________________________
Date