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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.

SECTION I: COLLEGE MISSION/PURPOSE

Mission/Purpose

The mission of Pellissippi State Community College is to provide a transformative environment fostering the academic, societal, economic, and cultural enrichment of the individual and the community.

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.
- 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 PELLISIPPI STATE CC STUDENT

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 encourage 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 summer semester for bridge pathway students and prior to the fall term for all traditional pathway nursing students. Students should have read the Nursing Student Handbook available on the program D2L “Graduation Class of” site and have submitted the Acknowledgement of Nursing Handbook Receipt prior to orientation. Faculty will review the handbook during orientation and answer any questions that students provide at this time. At the beginning of each spring semester, faculty will review with students any changes that may have occurred in the handbook. Students will then submit another Acknowledgement of Nursing Handbook Receipt via the program website to indicate knowledge of and understanding of the most current handbook.

### 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.

### 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 are 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.
**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, including the PSCC Nursing Patch. 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.

**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. Panther Pause is a bi-weekly newsletter that is printed and distributed every other Friday throughout the school year, listing available college activities, events and important dates.

Marketing and 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.

**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.

Students that 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. Students must present a current accommodation plan to the course faculty from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/

**Health Services**

Since medical care is occasionally needed on an emergency basis and on short notice, students are encouraged to obtain student health and accident insurance. You can call 1-800-647-4104 or online at www.TBRstudentHealthInsuranceExchange.com
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.

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.

Student Nurses Association of Pellissippi State (SNAPS)

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.
**Class Officers**

Serving as a class officer provides leadership opportunities and enhancement to a student’s résumé. A President and Vice-President will be elected for the Traditional Pathway from each campus. In addition, a President will be elected for the Bridge Pathway. In order to continue in the role of class officers, the student must remain enrolled at the same campus throughout the academic year. Student officers are elected during the first semester in the Nursing Program or as needed.

Functions:
1) Serve as a member of the Student Affairs Committee. The committee will meet at least two times each semester.
2) Assist in planning and implementing student functions (e.g. Pinning Ceremony; local, state, and national student nursing activities; and fund raising activities).
3) Serves as a representative of their classmates to present appropriate course issues to the Student Affairs committee.

Note: Class officers do not serve as an alternative for students to bypass the Nursing Department Chain of Command.

**Veteran Services**

Pellissippi State maintains a Veterans Affairs Office at the Hardin Valley Campus within the Financial Aid Office. Personnel cooperate with the Veterans Administration in providing educational opportunities for veterans and eligible people under appropriate public laws. For complete information, please refer to the PSCC website Veterans Affairs Department [http://www.pstcc.edu/financial_aid/va/#.VmdnieIUv04](http://www.pstcc.edu/financial_aid/va/#.VmdnieIUv04).

**Academic Support Center**

Tutoring for all Pellissippi State students is offered in a variety of subjects from History to Computer Science. This service is free of charge with highly qualified tutors. No appointments are required. The Academic Support Center includes an English Center, Math Lab and Supplemental Instruction in other areas. Center hours at each campus are available online at [www.pstcc.edu/learn](http://www.pstcc.edu/learn).

**SECTION III: NURSING PROGRAM OVERVIEW**

**Overview of the Associate of Applied Science in Nursing Program**

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 consider-able 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 non-traditional students and offers opportunities to enhance the community’s health care through participatory learning experiences.

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.

Accreditation

The Pellissippi State Nursing Program is approved by the Tennessee Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, 3343 Peach Tree Road NE, Suite 850 Atlanta, GA 30326, Telephone number: 404-975-5000.

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 nurters 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 account-able 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.
Program Learning Outcomes (End-of-Program Student Learning Outcomes)

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. 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 aspect 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. Practice caring behaviors in clinical nursing.
X. Practice caring behaviors in clinical nursing.

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 Name</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 1150</td>
<td>Fundamentals of Nursing</td>
<td>*F</td>
</tr>
<tr>
<td>NURS 1160</td>
<td>Lifespan Nursing Care I</td>
<td>*S</td>
</tr>
<tr>
<td>NURS 2150</td>
<td>Lifespan Nursing Care II</td>
<td>*F</td>
</tr>
<tr>
<td>NURS 2160</td>
<td>Lifespan Nursing Care III</td>
<td>*S</td>
</tr>
<tr>
<td>NURS 2170</td>
<td>Transition to Nursing Practice</td>
<td>*S</td>
</tr>
</tbody>
</table>

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 to an AASN Degree

The accelerated Bridge to RN Pathway is a 12-month, three semester program that takes into account training and experience in order to "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.
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. The Bridge to RN Pathway takes place at the Strawberry Plains campus.

**Course Progression - Bridge Pathway**

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

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

- Transfer Credit for NURS 1150—9 Semester Credit Hrs
- Earned Credit for NURS 1170—9 Semester Credit Hrs

**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)
- Number of degree plan general education courses completed
- Health Education Systems Inc. Admission Assessment Exam (HESI-A2) 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 unencumbered LPN or EMT-P licensure
### 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. All students are responsible for making contact with their advisors as needed during the academic year.

### Channels of Communication

<table>
<thead>
<tr>
<th>Vice President of Academic Affairs</th>
<th>Dean of Nursing</th>
<th>Faculty</th>
<th>Student</th>
</tr>
</thead>
</table>

### Students with Previous Nursing School Attempts

Any unsuccessful attempt or withdrawal during a semester from a Registered Nursing program will count as one of two unsuccessful attempts permitted in the PSCC nursing program.

### Readmission to the Nursing Program

A student who is unsuccessful in the PSCC nursing program or fails to adhere to the degree plan may apply for readmission.

1. A student must request readmission after a grade of “D” or “F” is received in a nursing course, or after being dropped, expunged or withdrawing from a nursing course at any time during the semester.
2. Students requesting readmission to the nursing program must complete an online application and questionnaire within 60 days after completion of the unsuccessful semester.
3. Any unsuccessful attempt or withdrawal during a semester from a Registered Nursing program will count as one of two unsuccessful attempts permitted in the PSCC nursing program.
4. Only one readmission to the nursing program is permitted.
5. It is the student’s responsibility to provide the Departmental Secretary with a current personal email address and phone number, and to update contact information as needed.
6. Readmission to the nursing program is also contingent upon the availability of space.
7. Requirements for initial admission to the nursing program must be met in order for a student to be considered for readmission. This applies to any changes made in general education requirements or the nursing curriculum at the time of readmission.
8. Required science courses on the degree plan must be no more than five (5) years old at the time of readmission to the nursing program.
9. A student with previous unsatisfactory clinical performance or lack of adherence of professional standards must be recommended for readmission by consensus of the nursing faculty.
10. Students making less than a "C" in any course by the specified semester on the degree plan are automatically withdrawn from the program.
11. Students repeating nursing courses must repeat both theoretical and clinical components of the course.
12. Applicants will be notified by email the decision of the committee via support staff after the semester has ended.
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 coursework 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. Evaluation of prior course work will occur on an individual basis
5. A letter of recommendation from the dean of the previous SoN

A student who is unsuccessful or has withdrawn from a different School of Nursing (SoN) may apply for admission as a transfer student if the student was unsuccessful in one semester. Students who have been unsuccessful in two semesters in any nursing program are not eligible for transfer or admission into the PSCC nursing program.

If eligible for admission as a transfer student, the student must follow the online process for students requesting transfer into the nursing program.

1. Students requesting transfer into the nursing program must complete an online application, questionnaire, and attach a letter of recommendation from the dean of the previous school of nursing within 60 days after completion of their unsuccessful semester.
2. Only one request for transfer admission to the nursing program is permitted.
3. Transfer admission to the nursing program is also contingent upon the availability of space.
4. Requirements for initial admission to the nursing program at the time of transfer must be met in order for a student to be considered for transfer admission, including a 2.5 overall GPA.
5. Required science courses on the degree plan must be no more than five (5) years old at the time of transfer to the nursing program.
6. 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.
7. Applicants will be notified by email the decision of the committee via support staff after the end of the fall semester.

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, course withdrawal, or failure to adhere to the degree plan. However, students may 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 complete the online readmission application and questionnaire within 60 days after completion of the unsuccessful semester.

PSCC Nursing course failures are defined as a test average of less than 78% or a final course grade below 78%.

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

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

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

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

Academic Grade Appeal

The Department of Nursing seeks to ensure that students have clear directions regarding the grade appeal process. The Department follows the Pellissippi State College policy 03.11.01 – Academic Standards www.pstcc.edu/policies

XII. Academic Grade Appeal

An academic appeal is a formal request brought by a student to challenge a grade. An academic appeal will be considered if there is evidence of one or more of the following conditions that have adversely affected the student’s grade:

- error in calculation of grade;
- substantial deviation from the syllabus;
- clear violation of Pellissippi State Community College and/or the Tennessee Board of Regents policies.

Students have a right to a clear explanation (from the instructor or dean, as appropriate) of actions taken by the instructor, such as how a grade was calculated. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for an academic appeal.

The Academic Appeals Process has two steps:

A. Informal Process:

Before a student may bring a formal academic appeal, he/she must first meet with the instructor to request that a change be made. If the student is not satisfied with the outcome or cannot consult with the instructor, he/she must meet with the appropriate academic dean to determine if a resolution can be reached.

B. Formal Appeal Process:

If a resolution is not reached after the Informal Appeal Process is completed and the student desires to continue the appeal, the student must complete the Academic Appeals Form and submit it to the academic department dean for that course within five business days of notification of the completion of the Informal Process. Failure to initiate the Formal Process of Appeal within five business days, absent good cause, constitutes acceptance of the result of the Informal Process of Academic Appeal and waiver of the right to a Formal Appeal. Submission of the Academic Appeals Form will initiate the appeals process, which will proceed as follows:
1. If the academic dean determines that the appeal does not meet the requirements of this policy, he/she shall communicate this in writing to the student. If the academic dean determines that the appeal is appropriate under this policy, he/she will notify the chief academic officer to convene the Academic Appeals Committee to consider the appeal.

2. The academic dean will forward the Academic Appeals Form to the chief academic officer, who will convene the Academic Appeals Committee. This committee is made up of five faculty members and two students. (For further information regarding the Academic Appeals Committee, please refer to Policy 08:01:00 Committee Structure and Memberships.) The chief academic officer, or designee, will coordinate the committee hearing, but will not vote. Any individual involved with or who has an interest in the outcome will not sit in judgment as a member of the hearing committee.

3. The Academic Appeals Committee will set a date for the hearing within 15 business days of the student appeal. The student must be notified of the date, time, and location of the hearing soon as possible, but given a minimum of one week’s notice. The student has the following rights applicable at the hearing:
   a. the right to present his or her case;
   b. the right to be accompanied by an advisor. The hearing committee may restrict the advisor’s right to speak at the hearing.

4. The committee will then conduct the appeal hearing, consider all the evidence presented and make a decision by two-thirds vote. The committee can either uphold or overturn the action of the instructor.

5. The chief academic officer will send the student written notification of the decision of the Academic Appeals Committee within 10 business days of the hearing.

6. The decision of the Academic Appeals Committee is final.

NOTE: Complaints regarding discrimination or harassment should be directed to the Executive Director, Equity and Compliance.

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. This will count as one of the two unsuccessful attempts permitted in the PSCC nursing program.

Math Policy for Nursing Program:

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)

Rounding Rules
- **Do Not** round numbers until the final answer, except for weights.
- Convert all weights from lbs. to kgs. 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 = 22 gtt/min
- ml/hr is rounded to the whole number:
  - Example: 21.57 ml/hr = 22 ml/hr
  - 1.57 ml/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
    - 1.243 would round to 1.24
    - 0.245 would round to 0.25
    - 0.243 would round to 0.24

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**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) 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.

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**Health Policy and Protocol**

Policy: All nursing students must comply with communicable diseases/blood borne pathogen requirements that the clinical agencies require. In addition, prior to beginning initial clinical nursing courses, all students must present a completed health history and physical on the approved PSCC Nursing Health Profile form.

**Protocol:** Official immunization documentation is required for clinical eligibility. Self-reported or parent-reported disease history is ineligible for clinical requirements. Students must verify immunity by completing the series of vaccinations/injections or completing a titer (blood test) showing student has immunity.

The following immunizations and/or injections are required:

A. 2 doses each of combined MMR vaccine or 2 doses of Measles (Rubeola), Mumps and Rubella individually (if born after 1957).
B. 2 doses of Varicella vaccine or a positive Varicella titer or signed waiver
C. 3 doses of Hepatitis B vaccine* or titer indicating immunity.
   - A titer indicating you do not have the Hepatitis B virus does not meet clinical requirements.
D. Tetanus within last 10 years.
E. TB (PPD) Screen – annually. Results may be reported in 1 of 3 ways:
   1. Skin Test
   2. Chest X-ray
   3. Titer
F. Flu – annually** or signed waiver

*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.

**An annual flu vaccination refers to the current seasonal influenza vaccine that is available prior to each flu season. Students must receive the seasonal flu vaccination each year 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.
G. CPR
Each student is to maintain current certification in BLS for Healthcare Provider through the American Heart Association. Evidence of certification is to be submitted as a pdf document uploaded to the appropriate “Graduation Class of” D2L site 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.

H. Annual training on blood-borne pathogens will be provided through training provided through the Tennessee Clinical Placement System (TCPS).

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

**Criminal Background Check**

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. 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://share.tn.gov/sos/rules/1000/1000.htm](http://share.tn.gov/sos/rules/1000/1000.htm)

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 Clinical 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 Clinical Coordinator of such events may result in immediate dismissal.

A student may be requested to have a criminal background check completed at any time throughout the nursing program if deemed necessary. Please see “Graduating Class of” D2L program site for complete information.

**Drug Screen**

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.

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. Please see “Graduating Class of” D2L program site for complete information.
**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 Student Code of Conduct and Due Process Policy 04:02:00 [http://www.pstcc.edu/bit/conduct.php](http://www.pstcc.edu/bit/conduct.php).


**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 preexisting 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.

<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.

Students must submit all documentation as required by clinical agencies. See Section V-Student Responsibilities- Required Clinical Document Submission for complete protocol.

Clinical Policies

Attendance at all clinical experiences is mandatory. In the nursing department, clinical experiences consist of skills lab, simulation lab, and clinical at a facility or agency.

See Section V: Student Responsibilities- Attendance for complete policy/protocol.

Clinical experiences and laboratory skills/simulation lab are graded on a pass/fail basis. Failure of clinical and or skills/simulation 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.
### 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 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

**Step 1: Informal Resolution**

**The Complaint regarding a class or instructor:** The first step a student must take in resolving a complaint regarding an academic situation is to discuss it with the faculty member directly. If that discussion does not resolve the issue, the student should speak to the dean of the academic department. If there is no resolution at that level, the student may file a formal written complaint below.

**Complaint about another student:** The first step is to discuss the concern with the other student. If the student with the concern is uncomfortable addressing the other student, he or she may contact the Security Office or the Dean of Students at the Hardin Valley Campus or the Dean at the Division Street, Magnolia Avenue, Blount County, or Strawberry Plains Campus. If there is no resolution at that level, the student may file a formal written complaint below.

**Other complaints:** If the student has a complaint regarding college services (e.g., financial aid, facilities, advising and registration, admissions, computer accounts, etc.), he or she should first attempt to resolve the issue by speaking with a staff member or supervisor in that department. If the issue is not resolved at that level, the student may file a formal written complaint below.
Step 2: Formal Resolution
A student who has attempted informal resolution without success may file a formal complaint. The student should fully complete and submit the electronic student complaint form.

https://ps15.pstcc.edu/forms/studentaffairs/complaint.php 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 1 Bridgestone Park, Third Floor, Nashville Tennessee 37214, or by going on line and filling out the form electronically at http://www.tbr.edu/contact/default.aspx?id=2936 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 or by going online and filling out the form electronically at https://www.tbr.edu/audit/fraud-waste-and-abuse

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 appro-priate paper-work 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 are 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 Dishonesty:**
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, test banks, 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.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

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.

Students are responsible for compliance with the Student Code of Conduct and Due Process Policy 04:02:00 and with all institutional policies at all times. Disciplinary action may be taken against a student for violation of the policies which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs or at affiliated clinical sites, and while off campus, when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. Institutions may enforce their own regulations regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding. Please refer to [http://www.pstcc.edu/bit/conduct.php#.Vmd6suIUv04](http://www.pstcc.edu/bit/conduct.php#.Vmd6suIUv04) for complete information and link to Policy 04:02:00.
SECTION V: STUDENT RESPONSIBILITIES

Attendance

Pellissippi State expects students to attend all scheduled instructional activities. Pellissippi State nursing students (excluding distance learning courses) must be present for at least 75 percent of their scheduled class in order to receive credit for the course. In very specific circumstances, an appeal of the policy may be addressed to the dean of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the chief academic officer.

Students enrolled in distance learning courses must meet instructor requirements for communication and completion of assignments to be reported as attending.

Additional requirements for the nursing program:
Attendance at all clinical and lab experiences are 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, and/or the writing of a professional paper. A student who is unable to meet student learning outcomes related to clinical absences, regardless of excused or unexcused, will result in a clinical failure and therefore an “F” for the course.

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 or posted by the clinical faculty for notifying the faculty and agency. Consequences for a missed class or clinical/lab/simulation experience will be determined by the faculty who will evaluate each case on an individual basis. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, or lectured on in class or lab. The manner in which make up work, test(s), or assignments will be given for excused absence, as allowed by the Standard College Policies, shall be left solely to the discretion of the instructor. An unexcused absence may result in clinical failure and therefore an “F” for the course.

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 absence without documentation.
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 demonstrate professional behavior which includes being on time for clinical/lab experiences. Students who are late to clinical or are unprepared for clinical may be sent home and receive an unsatisfactory for that clinical day. Students who demonstrate a pattern of tardiness or being unprepared may receive an unsatisfactory in clinical and therefore will receive an “F” for the course. Clinical experiences can also occur in a variety of settings that require students to travel within and beyond campus area.

Students are expected to submit clinical assignments by due date or may receive an unsatisfactory in clinical and therefore will receive an “F” for the course. The goal is to offer the student the optimal clinical opportunity to achieve the desired outcomes.

Required Clinical Agency Document Submission

Students must submit all documentation as required by clinical agencies. Students will be informed of these requirements via faculty who will determine a due date for uploading and submission of the documents via D2L “Graduating Class of” site each semester. Failure to submit all required documents may result in removal from the clinical site. Therefore the student will not be able to complete the clinical portion of the course, resulting in an “F” for the course.

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](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](http://www.pstcc.edu/itsc/files/pdf/CutepdfWriter.pdf)

- All documents must be submitted in a .pdf or word doc file format only (.jpg, .tiff or other file formats do not meet departmental requirements.)

- 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.

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

- Truescreen Criminal Background Check
- Truescreen 15-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

*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.*
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.

**Clinical and Skills/Simulation Laboratory Dress Code**

**PSCC NURSING UNIFORM**

- Navy Scrubs
- White Lab Coat
- White Shoes

Student will wear full clinical uniform for scheduled skills/simulation laboratory experiences. See Skills and Simulation Laboratory guidelines (Appendix E)

**Requirements in clinical practice areas:**

- PSCC Nursing Uniforms are navy blue and thigh or knee lab coats are white
- 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 PSCC on the left sleeve of the uniform and lab coat.
- Students may purchase uniforms from any vendor. Uniform material must be of professional quality that does not wrinkle easily. Uniform/Uniform Outlet stores carry approved professional uniforms that are durable, stain resistant and allow for ease of movement.
- 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 or at a community clinical site if instructed by faculty.
- Students are to wear clean white nursing shoes with enclosed toe and heel (unless otherwise instructed by faculty). Nursing shoes are not required but they offer a solid design that is able to deflect the number of hazards in a clinical shift including bodily fluids and falling sharp objects in addition to standing on your feet for 12 hours a day.
- 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 orders such as perfumes, smoke, lotions, etc. must be avoided. Students that 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.

**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 Policy for Computer System Use which can be found at [www.pstcc.edu/ppm/pdf/08-13-05.pdf](http://www.pstcc.edu/ppm/pdf/08-13-05.pdf)

**Infection Control**

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 Nursing Department Safety and Health References Book located in each campus skills laboratory and at http://www.pstcc.edu/security/. Please click on the links at the bottom of this page for the following pdf documents: Chemical Hygiene Plan http://www.pstcc.edu/security/_files/pdf/chemhy.pdf and Health and Safety Plan http://www.pstcc.edu/security/_files/pdf/has.pdf

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 in the clinical setting. If the incident occurs at a college campus, please refer to

Pellissippi Nursing Department Safety and Health References Book and links as above. If a 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.

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 including dismissal from the nursing program may occur.
SECTION VI: ADDITIONAL INFORMATION

NURSING DEPARTMENT: Faculty-Staff

Faculty contact information will be printed on each syllabus.

**Dean of Nursing**
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### Appendix A: Course Progression

#### PELLISSIPPI STATE COMMUNITY COLLEGE

**Department of Nursing**

**PSCC NURSING COURSE DESCRIPTIONS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Semester(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 1150</td>
<td>Fundamentals of Nursing</td>
<td>9</td>
<td>Fall Semester (1st YR)</td>
</tr>
<tr>
<td>NURS 1160</td>
<td>Lifespan Nursing Care I</td>
<td>9</td>
<td>Spring Semester (1st YR)</td>
</tr>
<tr>
<td>NURS 1170</td>
<td>Bridge to RN Pathway</td>
<td>9</td>
<td>Summer Semester (Bridge only)</td>
</tr>
<tr>
<td>NURS 2150</td>
<td>Lifespan Nursing Care</td>
<td>9</td>
<td>Fall Semester (2nd YR)</td>
</tr>
<tr>
<td>NURS 2160</td>
<td>Lifespan Nursing Care III</td>
<td>9</td>
<td>Spring Semester (2nd YR)</td>
</tr>
<tr>
<td>NURS 2170</td>
<td>Transition to Nursing Practice</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</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, and 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. The students will complete 90 hours of lecture and 135 hours of clinical/lab over the semester.

**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 and respiratory systems, skin and burns, fluids and electrolytes, mental health, and pharmacotherapeutics across the lifespan. Based on the nursing process, this course focuses on nursing care in a variety of medical, surgical, and community settings. The student will complete 90 hours lecture and 135 hours of clinical/lab over the semester.

**NURS 1170 Bridge to Registered Nurse (RN) Practice  9 credits**

This accelerated course provides 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 in concepts of transitioning into the role of Registered Nurse are included in this course. This course focuses on the therapeutic nursing care and modalities in the care of adults and children with emphasis on cardiac, respiratory systems, skin and burns, fluid, electrolytes, mental health, and pharmacotherapeutics across the lifespan. Based on the nursing process, this course focuses on nursing care needs in a variety of medical, surgical, and community settings. The student will complete 90 hours of lecture and 135 hours of clinical/lab over the semester.

**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 mental health, renal/urinary system, men’s health; endocrine system, and maternal/newborn nursing and pharmacotherapeutics across the lifespan. Based on the nursing process, this course focuses on care in a variety of medical, surgical and community settings. The student will complete 90 hours of lecture and 135 hours of clinical/lab over the semester.

**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/hepatic/biliary, hematological/oncologic/immunological, sensorineural, neurological, and musculoskeletal systems and pharmacotherapeutics across the lifespan. Based on the nursing process, this course focuses on care in a variety of medical, surgical and community settings. The student will complete 90 hours of lecture and 135 hours of clinical/lab over the semester.

**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. The student will complete 45 hours of lecture over the semester.
Appendix B: Student Action Form

PELLISSIPPI STATE COMMUNITY COLLEGE

Department of Nursing

Student Name: _____________ Semester(s) (circle) Fall Spring Summer Mo/Year _______
P# ____________________
NURS Course (circle): 2150 2160 2170
NRSG Course (circle): 1710 1620 1120 2630 2130 2640 2140 2240 1320 1330 1340

☐ Lack of preparation _____Classroom ____ Clinical ____Skills Lab ____Simulation Lab
☐ Tardiness ____Classroom ____ Clinical ____Skills Lab ____Simulation Lab
☐ Absence ____Classroom ____ Clinical ____Skills Lab ____Simulation Lab
☐ 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 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  ☐ 3rd Occurrence  ☐ Probation
☐ Dismissal

Faculty Comments: (Expected Student Behavior)  

Corrective Action Plan:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Conditions of Probation:

________________________________________________________________________
________________________________________________________________________

Student Signature          Date          Faculty Signature          Date

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.

Updated 11/17/2017
Appendix C: Student Advising Form

Department of Nursing
Student Advising Form

Student_________________ Semester(s) (circle) Fall Spring Summer Mo/Year______________
P#_____________________________ NURS Course (circle):  2150  2160  2170
NRSG Course (circle): 1710 1620 1120 2630 2130 2640 2140 2240 1320 1330 1340
Meeting initiated by: Student___________ or Instructor_________
Reason for meeting:  □ General Advising □ Graduation Requirements □ Other
Unit Exam Score Below 78 _____X1 _____X2 _____X3 _____
Anecdotal of session:

Outcome of session:

Action Plan (If Needed):

Instructor Signature: __________________________ Date: ___________________

Student Signature: __________________________ Date: ___________________

Follow-up session needed:  □ Yes  □ No  If yes, Date to be held _____________________
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 E: 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 F: 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 videos 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 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.

College supplied Ipads/PCs assigned to Skills/Simulation Laboratories specific guidelines:
- Ipads/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.
- Ipads/PCs will not be removed from their assigned campus Skills/Simulation laboratory.
- Ipads/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 G: 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 2018 Spring term. 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