

BAINBRIDGE COLLEGE

Associate Degree of Nursing

Student Handbook

Bainbridge College Associate Degree of Nursing

Welcome to the Bainbridge College Associate Degree Nursing Program. We are pleased that you are ready to begin or continue your preparation for your Associate Degree Nursing (ADN) career at Bainbridge College.

This is a challenging time for the nursing profession. Providing quality health care is becoming increasingly more complex, and the system of health care delivery is changing daily. The nursing shortage has resulted in exciting new opportunities for the nursing profession. There are a variety of new options and career choices emerging.

The Associate Degree Nursing Program requires students to maintain a high level of motivation, energy, good health, good study habits and organizational skills in order to be successful. Please read this booklet carefully and feel free to ask questions. It is the student's responsibility to know what is contained in this handbook.

This handbook is intended to be utilized in addition to, not in lieu of, the Bainbridge College Catalog and the Bainbridge College Student Handbook.

This student handbook presents information about the Associate Degree of Nursing program. The handbook is kept as accurate as possible, but the information may not remain current for all of the academic year. Changes in courses, course content, credit, fees, regulations, semester calendar, curriculum, and other college matters may be changed in accordance with established college procedures and without prior notice. Such changes authorized by Bainbridge College apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

Please feel free to ask any of the faculty for assistance.

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DEPARTMENT OF NURSING FACULTY

The Nursing faculty is committed to providing the best possible preparation for entry into the nursing profession. Faculty members are educated in their specialty areas as well as in methods of teaching and learning. Teaching methods utilized in this program may be very different from those to which you are accustomed. The teaching methods utilized have been selected to maximize the students' learning experiences and prepare them for nursing in the "real world." Please pay close attention to your learning style and capitalize on it.

Part-time faculty assist full-time faculty in clinical teaching so that faculty-student ratios can be kept at the optimal level as mandated by the Georgia Board of Nursing. Both full-time and part-time faculty serves as clinical instructors. Each faculty member holds a current license in the State of Georgia as a Registered Professional Nurse. The faculty will assist you with skills acquisition in the Nursing Laboratory.

Bainbridge College ADN Program Mission

Bainbridge College's Associate Degree in Nursing Program is dedicated to providing excellence in nursing education which results in positive student outcome. The nursing program will prepare a competent entry level nurse to provide care for diverse populations within the community.

Philosophy Development

The philosophy of BC's ADN program was formulated by faculty as a guide to develop the curriculum and has been revised since the program was created in 2004-2005. The philosophy incorporates beliefs about man (client), the environment, health, nursing as a profession in the roles of provider of care, manager of care, and member within the discipline of nursing, student body diversity, faculty-student relationships, and Associate Degree nursing education.

The conceptual framework represents faculty values, essential competencies from the National League for Nursing's (NLN) "*Education Outcomes of Associate Degree Nursing Programs: Roles and Competencies*" (2000), and the American Nurse's Association (ANA) "*Scope & Standards of Practice*" (2004). The core competencies for health care professionals found in *Health Professions Education* (Institute of Medicine, 2003) and expounded on for nurses in the ANA's "*Teaching IOM: Implications of the Institute of Medicine Reports for Nursing Education*" (2007) was also used as a guide for the revised curriculum.

Philosophy

The philosophy of the ADN program is congruent with BC's commitment to excellence and responsiveness to the local area; commitment to a teaching/learning environment that sustains educational excellence; commitment to providing educational opportunities and access for a diverse student body in the University System; and the commitment to provide associate degree programs that prepare students wishing to pursue higher levels of learning. The faculty believes that nursing is both an art and a science; a profession guided by scientific principles, nursing research, knowledge acquired from natural and social sciences, caring concepts, and the nursing code of ethics.

The faculty believes essential competencies for the practice of associate degree nursing are: 1) professional behaviors, 2) communication, 3) assessment, 4) clinical decision making, 5) caring interventions, 6) teaching/ learning, 7) collaboration, & 8) provider and manager of care.

We believe that man (client) is a distinct individual, with inherent value and dignity. The client gradually changes and develops in regular, predictable patterns as he interacts within the environment to meet physiological and psychosocial needs.

The faculty believes that health is dynamic. Health is affected by internal and external phenomena. Homeostasis of these phenomena indicates wellness. Nursing strives to assist clients in maintaining homeostasis.

The faculty believes that associate degree nursing education facilitates evolution of student's intellectual, physical, and moral/ spiritual capabilities and ideologies as they actively participate, cooperate, collaborate, and interact with professors, peers, and other disciplines as they become providers and managers of care, and members within the discipline of nursing. Previous life experiences and knowledge affects acquisition of new learning. Associate degree nursing education and practice enhances growth as a professional nurse by providing a caring faculty/ student environment, encouraging an interactive exchange of ideas while using a variety of teaching strategies, providing diverse clinical experiences, and fostering self learning, self reflection and continuing education.

The faculty believes that diversity enriches the student body. Diversity encompasses but is not limited to age, gender, race, ethnicity, culture, religion, socioeconomic status, family composition, and lifestyle choices. The life experiences each student brings to the classroom enhances cultural knowledge and development among the student body.

We believe that the ADN faculty is accountable for the educational process and is committed to prepare the novice professional nurse to competently and confidently function within a dynamic healthcare environment. We also believe that learning is a lifelong process and desire to foster a commitment to institutional and self improvement.

Definitions:

Client

The faculty believes that individuals are a sum of intricate parts that consist of physical, emotional, cognitive, ethnic, cultural, spiritual, and creative elements that continually interact with the environment to meet physiological and psychosocial needs. Individuals are holistic in nature, having an inseparable body, mind and spirit possessing intrinsic worth and human dignity. Individuals are autonomous and therefore, capable of and responsible for making decisions. A client may be an individual, family, or group.

Environment

An individual's environment consists of internal and external phenomenon which affects their response to various degrees of health and wellness. The internal environment; consisting of physical, emotional, cognitive, ethnic, cultural, and spiritual elements; influences the individual's perception of health and the context of the experience. The external environment, including other individuals, families, groups, communities, circumstances, and physical conditions surrounding the client can have a positive or negative effect regarding health and wellness, as a whole.

Health

Health is a dynamic state of functioning involving the integration of internal and external phenomena where wellness involves homeostasis of these phenomena and illness indicates an alteration.

Associate Degree Nursing Education

ADN education prepares the graduate to function in the roles as outlined by the NLN (2000): provider of care, manager of care, and member within the discipline. ADN education at BC prepares the graduate to provide evidence-based, holistic, client-centered nursing care to a diverse population in a variety of settings. Students develop competency and confidence in client assessment, clinical decision making skills, and use of advanced technology. Caring behaviors are developed and role-modeled. Knowledge of teaching and learning principles are acquired and integrated into all aspects of care.

Nursing education at BC prepares graduates with the ability and accountability to organize care; delegate appropriate aspects of care; and to communicate, collaborate, and coordinate client care with other healthcare providers.

Nursing education at BC facilitates the graduate's personal sense of accountability and conscience by preparing the nurse to function in a legal and ethical framework within the profession. Recognizing political, economical and societal forces which influence the practice of nursing, graduates are equipped to assume responsibility for continuous quality improvement in the workplace, and, their own personal and professional growth, including a commitment to lifelong learning.

Nursing Practice

Nursing practice today encompasses the following critical elements in client centered care: (1) evidence based interventions, (2), client safety (3) competent and quality care, (4) holistic practice, and (5) cultural sensitivity. These elements are essential components of nursing practice in the ever changing health care environment.

Critical thinking skills, the ability to communicate and collaborate effectively in an interdisciplinary manner, and knowledge of informatics and fiscal accountability are essential characteristics of the registered nurse today. In addition, the qualities of confidence and conscience are desirable and valued nursing traits.

Professional Behavior

Professional nursing behavior and practice of the individual nurse are crucial to the provision of client centered care and the advancement of nursing as a profession.

A professional nurse must be competent in critical thinking and decision making abilities, possessing leadership and management skills, effectively delegating and supervising other health care providers. Through an interdisciplinary approach, the professional nurse partners with other healthcare workers to communicate and collaborate as a client advocate. The professional nursing graduate employs legal and ethical nursing behaviors in the provision of client care protecting client's autonomy, dignity, privacy and confidentiality. Caring and culturally sensitive behaviors are essential. The professional nurse

demonstrates accountability for safe, quality, nursing care by following standards of practice of the profession and by participating in life long learning and professional development.

Competence

Competence is the capability of providing safe and effective care utilizing learned knowledge, skills, and abilities progressing from simple to complex.

Caring

Caring is an essential component of nursing that involves competent, nurturing and compassionate behaviors. Caring promotes an environment of trust and acceptance, where the client's beliefs, cultural values, and life choices are respected. A caring nurse/client relationship fosters personal, social, moral, and spiritual engagement for both the nurse and client alike.

Conscience

Conscience is concerned with a person's inner sense of right and wrong, moral goodness, justice and fairness. The ANA's Code of Ethics for Nurses (2001) asserts those characteristics expected of professional nurses: respect for human dignity; a primary commitment to the client; promotion and advocacy for the client's rights concerning privacy, confidentiality, safety; accountability and responsibility for nursing judgment and action; preservation of personal and professional growth involving moral self-respect, maintenance of competence, character, and integrity; and the ability to determine and implement acceptable standards of clinical nursing practice including developing evidence-based knowledge.

Commitment

The faculty believes commitment is fourfold: to the client, to the organization, to nursing, and to self. Commitment involves pledging client advocacy, respect, and caring as well as the provision of evidence based, safe, quality, holistic, competent, and accountable care. Communicating effectively and efficiently with others through oral, written, or electronic methods, and maintaining policies and procedures according to the organization indicates commitment to the facilities utilized. Nursing, as a whole, is enhanced when nurses participate in local, state, and nationwide nursing organizations; and

when evidence based practice is utilized to improve the standards of care we apply on a daily basis.

Furthermore, commitment involves caring for oneself physically, emotionally and mentally; and striving for a lifetime of learning.

Communication

Communication is a process where the nursing student/graduate professionally and effectively engages in verbal, nonverbal, written, and electronic exchange of information with clients, peers, faculty, and members of the interdisciplinary health care team.

Collaboration

Collaboration involves assuming an advocate role in coordination of client care with members of a multidisciplinary healthcare team in a variety of health care settings. The emphasis is on promoting positive client outcomes through a joint interdisciplinary partnership.

Assessment

Assessment is utilized as the initial step in the nursing process. The nursing process consists of five interlinking parts as follows: 1) assessment, 2) diagnosis, 3) planning, 4) implementation, and 5) evaluation. Proficient assessment skills involve accurate appraisal of the client condition that encompasses all the domains of individual need to provide safe, competent, holistic care.

Clinical Decision Making

Clinical decision making requires utilization of the nursing process and synthesis of knowledge, allowing true analysis to take place. This crucial process also incorporates a solid base of critical thinking skills, prioritization proficiency, and utilization of evidence based practice guidelines which result in safe, effective, clinical decision making.

Teaching/ Learning

Teaching/ learning involves assessing a client's perception of health and readiness to learn and then utilizing a variety of instructional strategies to promote learning. The nursing student/graduate performs assessment and selects appropriate teaching strategies for a client, group of clients, or assistive personnel, as learning needs are identified.

Provider and Manager of Care

The nursing student/graduate provides safe, quality, holistic, culturally sensitive and competent care while utilizing the nursing process to assess, prioritize, evaluate, and delegate care in a wide variety of settings. As manager of care, the graduate will have the beginning knowledge and ability to manage resources efficiently, be flexible and adaptable to technological changes, collaborate with other healthcare providers, apply quality improvement measures, demonstrate advocacy and respect for clients and members of the healthcare team, and possess conscience and wisdom to seek assistance when and if needed.

Organizing Framework

The organizing framework, terminal learning outcomes, definition of terms, and chart presenting the flow of the organizing framework from the philosophy into the course outcomes and terminal expectations are found on the following pages.

Bainbridge College
Table VII: Conceptual Framework
Guide for Organization and Development of the Curriculum

CONCEPTS

Man (Client)	Environment	Health	Associate Degree Nursing Education and Practice ➤ Provider of Care ➤ Manager of Care ➤ Member within the Discipline of Nursing
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Providing and Managing Care	Caring Interventions	Clinical Decision Making	Professional Behaviors	Collaborate	Teaching/ Learning	Assessment	Communication
Competent Holism Apply quality improvement Organized Leadership skills Client advocate Nursing process: -Assess -Analyze -Prioritize goals -Prioritize nursing interventions -Facilitate -Delegate -Evaluate	Quality and patient-centered care: ➤ Emotional status ➤ Physical status ➤ Ethnic considerations ➤ Cultural sensitivity ➤ Spiritual considerations Client safety Client advocate Confidentiality Caring for self	Critical Thinking Cultural Efficacy Employ evidence based practice Follows policies and procedures of BC ADN program and facilities utilized	Conscience/ Ethical and legal judgments Commitment Confidence Role model Accountability for actions Life long learning Awareness of political, economical, and societal forces affecting nursing Fiscal accountability Active participant in professional organizations	Jointly identify client care options and work in interdisciplinary teams and partnerships Coordinate care	Assessment of learner's readiness Client's perception of health Coaching Evidence based knowledge Effective instructional strategies	Nursing Process: Data Collection ➤ Analysis ➤ Prioritize ➤ Evaluate Critical thinking	Multimodal Therapeutic Communication Utilize technology informatics Active listening

Table VIII: Flow of organizing framework from philosophy into course outcomes and terminal expectations

Philosophy /Definition of Terms	Organizing framework	Terminal Outcomes	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
The nursing student/ graduate provides safe, quality, holistic, culturally sensitive & competent care while using the nursing process to assess, prioritize, evaluate, & delegate care in a wide variety of settings...	Providing and Managing Care	Provide & manage the care of clients utilizing the nursing process and supported by evidence based practice resulting in safe and competent care.	NURS 1010 Display Satisfactory knowledge and skill ability in providing safe and effective quality nursing care in a long term care facility.	NURS 1020 Provide safe and effective care to an adult client with an uncomplicated illness in an acute care facility.	NURS 1025 Identify and implement measures to promote quality nursing care to clients with alterations in mental health.	NURS 2030 Provide safe and effective care to adult clients with increasingly complex health alterations. NURS 2040 Provide nursing care to the family unit in a safe and effective manner.	NURS 2050 Plan, provide, and evaluate prioritized and delegated nursing care of the complex adult client with altered health patterns. NURS 2055 Evaluate efficacy of nursing care in complex scenario situations.

Caring... involves behaviors that are nurturing and compassionate... promotes trust and acceptance	Caring Interventions	Incorporate caring interventions into all aspects of client care.	NURS 1010 Identify and begin to implement caring behaviors.	NURS 1020 Employ caring behaviors in the management of the uncomplicated adult client.	NURS 1025 Establish a safe and caring environment for mental health clients.	NURS 2030 Incorporate caring behaviors into all aspects of nursing measures for the increasingly complex adult medical surgical clients. NURS 2040 Provide a caring, supportive environment for the family unit.	NURS 2050 Maintain caring behaviors for clients while incorporating the multidimensional aspects of professional nursing. NURS 2055 Evaluate caring behaviors of interdisciplinary teams.
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Table VIII: Flow of organizing framework from philosophy into course outcomes and terminal expectations (continued)

Philosophy	Organizing Framework	Terminal Outcomes	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
Clinical decision making requires utilization of the nursing process and synthesis of knowledge.... incorporates ...critical thinking skills, prioritization proficiency, and utilization of evidence based practice guidelines..	Clinical Decision Making	Demonstrate critical thinking and problem solving skills in the management and delegation of client care.	NURS 1010 Begin to utilize critical thinking and its impact on the nursing process in making decisions about client care related to basic human needs.	NURS 1020 Relate critical thinking and the nursing process to clinical decision making while providing care to an adult client with an uncomplicated illness.	NURS 1025 Display critical thinking skills in nurse-client interactions in the mental health setting.	NURS 2030 Formulate a plan of care for increasingly complex adult clients in the community and acute care setting. NURS 2040 Utilize critical thinking skills in providing care to the family unit.	NURS 2050 Analyze and integrate elements of the nursing process and critical thinking in care of the complex adult client with altered health patterns. NURS 2055 Prioritize clinical decision making & evaluate nursing management.
The professional nursing	Professional Behaviors	Integrate ethical and legal concepts in providing client	NURS 1010 Identify various ethical and legal	NURS 1020 Provide nursing care	NURS 1025 Examine legal and	NURS 2030 Interpret ethical and	NURS 2050 Integrate and appraise ethical

graduate employs legal and ethical nursing behaviors ...protecting client's autonomy, dignity, privacy, & confidentiality		care.	standards that guide professional nursing practice.	incorporating established ethical and legal guidelines.	ethical concerns in mental health nursing.	legal decisions made in a variety of health care settings. NURS 2040 Examine legal and ethical issues related to perinatal and pediatric nursing.	and legal concepts in providing complex care to the adult client with altered health patterns. NURS 2055 Synthesize ethical and legal concepts in providing and managing care of multiple clients in simulation scenarios.
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Table VIII: Flow of organizing framework from philosophy into course outcomes and terminal expectations (continued)

Philosophy	Organizing Framework	Terminal Outcomes	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
Collaboration involves...advocate role in coordination of client care with...multidisciplinary healthcare team...emphasis is promoting positive client outcomes...	Collaborate	Collaborate with peers and other members of a multidisciplinary healthcare team to coordinate quality client care.	NURS 1010 Describe collaboration in the care of clients in long term care.	NURS 1020 Collaborate with at least one other discipline in the care of an uncomplicated client in an acute care setting.	NURS 1025 Assess collaborative efforts in the care of clients with alterations in mental health.	NURS 2030 Collaborate with more than one member of another discipline to coordinate care for clients with increasingly complex alterations in health. NURS 2040 Examine collaborative efforts in regard to community resources for clients in the parent-child area.	NURS 2050 Effectively collaborate on a professional level with an interdisciplinary team in the care of critical clients or a group of clients. NURS 2055 Lead a collaborative effort for a client/s in a simulated setting.
Teaching/learning involves utilizing instructional strategies	Teaching/Learning	Apply principles of teaching/learning to identify learning needs and promote	NURS 1010 Identify teaching/learning needs of clients in the long term	NURS 1020 Identify and initiate appropriate teaching/learning	NURS 1025 Recognize teaching/learning needs of the client with alterations	NURS 2030 Incorporate appropriate teaching learning-techniques in the care of increasingly complex clients.	NURS 2050 Formulate and evaluate a comprehensive teaching plan for a complex adult health client.

progressing from simple to complex.... The nursing student/ graduate selects appropriate teaching strategies...		appropriate teaching strategies among diverse populations.	setting.	strategies in the care of the uncomplicated adult client.	in mental health.	NURS 2040 Utilize age appropriate teaching/ learning techniques in the provision of nursing care for the parent-child client.	NURS 2055 Analyze effective teaching strategies in care of diverse populations during simulation activities.
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Table VIII: Flow of organizing framework from philosophy into course outcomes and terminal expectations (continued)

Philosophy	Organizing Framework	Terminal Outcomes	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
Assessment ...initial step in the nursing process... Proficient assessment skills involve accurate appraisal of the client condition... .to provide safe, competent, holistic care	Assessment	Utilize proficient assessment skills to accurately appraise client condition to provide safe, competent, holistic care.	NURS 1010 Demonstrate beginning assessment skills.	NURS 1020 Incorporate accurate assessment skills in the care of the uncomplicated client.	NURS 1025 Perform basic behavioral assessment in clients with alterations in mental health.	NURS 2030 Exhibit continued progression of assessment skills in care of increasingly complex clients. NURS 2040 Demonstrate age appropriate assessment skills in nursing care of the family unit.	NURS 2050 Consistently performs accurate assessment techniques in a high acuity setting. NURS 2055 Effectively analyzes assessment data to influence clinical decision making to promote positive client outcomes.
Communication ... a process where the	Communication	Employ therapeutic communication skills with clients	NURS 1010 Demonstrate basic therapeutic communication	NURS 1020 Select and implement therapeutic communication	NURS 1025 Exhibit appropriate communication techniques in the	NURS 2030 Integrate multimodal communication techniques in the	NURS 2050 Facilitate effective therapeutic

nursing student/graduate ...engages in verbal, nonverbal, written, and electronic exchange of information		and ...healthcare team members...utilize varied forms of advanced technology in the healthcare setting.	techniques.	techniques in the care of the uncomplicated client	care of clients with alterations in mental health	care of increasingly complex clients. NURS 2040 Select and implement age appropriate communication techniques in the provision of nursing care for the parent-child client.	communication among healthcare team members. NURS 2055 Evaluate the effectiveness of the communication process in a simulated environment.
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TERMINAL LEARNING OUTCOMES OF THE CURRICULUM

The graduates of the Associate Degree Nursing program should be able to:

1. Provide and manage the care of clients utilizing the nursing process and supported by evidence based practice resulting in safe and competent client care.
2. Incorporate caring interventions into all aspects of client care.
3. Demonstrate critical thinking and problem solving skills in the management and delegation of client care.
4. Integrate ethical and legal concepts in providing client care.
5. Display initiative for personal growth and commitment as a professional within the discipline of nursing.
6. Employ therapeutic communication skills with clients and other healthcare team members while effectively utilizing various forms of advanced technology in the healthcare setting.
7. Provide culturally sensitive care to a diverse population.
8. Collaborate with peers and other members of a multidisciplinary health care team to coordinate quality client care.
9. Apply principles of teaching/ learning to identify learning needs and promote appropriate teaching strategies among diverse populations.
10. Utilize proficient assessment skills to accurately appraise client condition to provide safe, competent, holistic care.

NURSING PROGRAM POLICIES

ACADEMIC REQUIREMENTS

Admission and progression requirements for the Associate Degree Nursing (ADN) student at Bainbridge College are specified in the college catalog. A copy of the catalog may be obtained in the Admissions Office, the Technical Studies Division, or from your advisor. Also the catalog may be viewed at the Bainbridge College website: <http://www.bainbridge.edu>. It is the student's responsibility to be aware of and to meet all of the requirements for progression and graduation from the Associate Degree Nursing program at Bainbridge College. **In addition, the student must meet with a nursing advisor at least once each semester and as necessary to ensure that he/she is progressing appropriately.** All questions regarding admission/progression and graduation requirements should be directed to an ADN nursing department advisor. The student applying for admission into the ADN Program will be required to meet the current admission and curriculum requirements in effect at the time of admission. Applicants who are accepted for admission to the nursing program, but do not enter the next admitting semester, must reapply for admission into the next class and meet all requirements for admission.

Important Note to Applicants: Admission to the ADN program is a competitive process. Completion of the requirements below only places in you in the pool of eligible candidates and does not guarantee admission. Applicants with the strongest academic credentials will have priority.

Admission Standards for Associate Degree in Nursing

Minimum admission standards for the program include:

1. Complete the application process for admission to Bainbridge College
2. Any student who provides false information on the Nursing Program application will be excluded from admission or if accepted into the ADN program will be terminated.
3. Must not have failed two nursing courses within the last 5 yrs at any nursing school
4. Have completed successfully all developmental classes for degree level programs.
 - Have earned a minimum grade point average of 2.5 on required core courses for the ADN program. If any core class is taken more than once, the two grades will be averaged.

6. Human Anatomy and Physiology and Microbiology courses must have taken within five (5) years of ADN Program entry date.
7. **Students must have completed the following core classes with a C or higher prior to applying to the ADN Program:**
 - BIOL 2111 – Human Anatomy & Physiology
 - ENG– 1101 English Composition I
 - CSCI 1000 – Computer Fundamentals
 - PSYCH 1100 – Introduction to Psychology **or**
 - PSYCH 2103 – Psychology of Human Development

Students may take the following classes in conjunction with the ADN Nursing Program:

- BIOL 2112 – Human Anatomy & Physiology
- BIOL 2115 – Microbiology
- ENGLISH– 1102
- COMM 1100 – Human Communication
- HIST 2111 or HIST 2112 – United States History
- POLS 1101 – American Government

****** [All core classes must be completed prior to entering the final semester, NURS 2050, Advanced Nursing Concepts]

**** The ADN nursing program is both a challenging and rewarding educational experience. and requires time and dedication. Therefore, it is recommended that the student complete all core classes or a majority prior to beginning the ADN program.

8. **Take the TEAS nursing entrance examination with satisfactory scores. The following scores must be achieved to meet criteria for possible admission:**
 - Reading – 65
 - English – 65
 - Math – 60
 - Science – 60

9. Have successfully completed The Regents' Reading Skills (RGTR 0198) and Regents' Writing Skills (RGTE 0199) prior to ADN Program Admission

IF ACCEPTED INTO THE ADN PROGRAM, THE FOLLOWING REQUIRMENTS ARE DUE THE FIRST SEMESTER (Dates to be announced by faculty).

*** Please be advised that admission to the nursing program gives permission to send copies of health records to clinical facilities if required

- _____ Medical History/Physical Exam must be completed by a Nurse Practitioner, Physicians Assistant or Physician
- _____ Immunization Record/TB Skin Test or Chest X-Ray
- _____ Hepatitis B declination form if applicable
- _____ Drug Screen (Results to be sent to ADN Program Assistant)
- _____ Purchase of Liability Insurance. Must provide proof of purchase to ADN Program Assistant. This insurance must be renewed annually.
- _____ Purchase Health Insurance. Must provide proof of insurance to ADN Program Assistant. This insurance must be renewed annually.
- _____ Take the Basic Life Support Certification course by and maintain the certification throughout the ADN program enrollment.
- _____ Criminal Background via Precheck

*** Please be advised that admission to the nursing program gives permission to send copies of health records to clinical facilities if required

ACADEMIC HONESTY POLICY

The primary goal of education is to increase each student's own knowledge. Healthcare is an area in which comprehensive and accurate knowledge is vital for appropriate performance. Academic dishonesty, therefore, will not be tolerated in the Associate Degree Nursing Program at Bainbridge College. Possible consequences of academic dishonesty, depending on the seriousness of the offense, may range from a revision of assignment, an oral reprimand, a written reprimand, a zero for grade work, removal from the course with a grade of "F", and/or suspension or exclusion from Bainbridge College. Academic Dishonesty includes:

- Cheating on an examination
- Stealing course or examination materials
- **Plagiarizing or submission of another's ideas or papers (whether purchased, borrowed or otherwise obtained) as the student's own work**
- Falsifying records

- Knowingly and intentionally assisting another student in commission of any of the above

ATTENDANCE

The policy of Bainbridge College Associate Degree in Nursing is that students are expected to attend all of their scheduled classes, laboratories, and clinical sessions. Although justified and unavoidable absences may occur, it is the responsibility of students to be aware of their own record of absences and to consult the instructor regarding work missed. The decision to permit students to make up work is at the discretion of the instructor. Any allowed make-up work must be completed in the period directed by instructor. A student is expected to account for absences. At any time during the semester, the student may be dropped from the course and assigned a grade of “W”, “WF”, or “F” for excessive absences. Allowable absences include a jury summons, military duty, representation of the college in an official capacity, personal illness, immediate family severe illness, and death in the immediate family. In case of absence, **the student must call in at least 15 minutes prior to class/clinical start time.** The student must call in each day of the absence period. If the student is absent when clinical pre-conference begins, without approved excuse, the student will receive a grade of unsatisfactory. If the student comes to clinical assignment ill, he/she will be sent from the clinical area and will be given a clinical absence. **A maximum of two absences from clinical, with all hours to be made up prior to the end of the semester, is allowed.** **Please note that laboratory experiences are considered clinical time.** If a student is absent more than three times from clinical for any reason, the student will be unable to complete the clinical requirements of the course and will receive a failing grade.

ATTENDANCE AT EXAMINATIONS

If a student misses an exam, it is the responsibility of the student to notify the instructor in advance on the day of the exam. The student must request in person, via phone, or via e-mail within two days (not including exam day) to take a make-up exam. The type of make-up exam administered is at the instructor’s discretion. If the student fails to contact the instructor within the allotted time period, a zero will be awarded for the missed exam.

CHILDREN ON CAMPUS POLICY

It is the goal of Bainbridge College to provide a safe and effective learning environment for all students. Any action that interferes with this goal will not be permitted. Therefore, bringing children to classroom or the clinical setting is not permissible.

CONFIDENTIALITY

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached

for non adherence. Compliance and adherence by Bainbridge College ADN Nursing students is mandatory.

1. Any and all personal client information will be on a “need to know” basis.
2. Any and all personal client information with which student is entrusted with will be maintained in a confidential manner at all times.
3. Any student discussion regarding clients, including procedures, diagnosis, symptoms, etc, will be limited to the learning environment (clinical conference, lab, or classroom).
4. Client names must never be utilized either in discussion or in written assignments.
5. Taping of class activities is not allowed in theory, clinical lab, or any clinical facility.
6. ADN students will respect the rights of others at all times. This includes colleagues, other students, college faculty and staff, facility staff, etc. This includes but is not limited to, information, discussions, computer or paper data.
7. Photocopying client records is prohibited. All computer generated records must be destroyed according to facility policy prior to the student leaving the clinical site. Any failure to comply with this policy will result in the student being dismissed from the ADN Nursing Program.

COMMUNICATION

All students are required to maintain current and accessible phone numbers, mailing address, and e-mail address and to notify the ADN Department of any changes.

COMPETENCY FOR DRUG CALCULATION

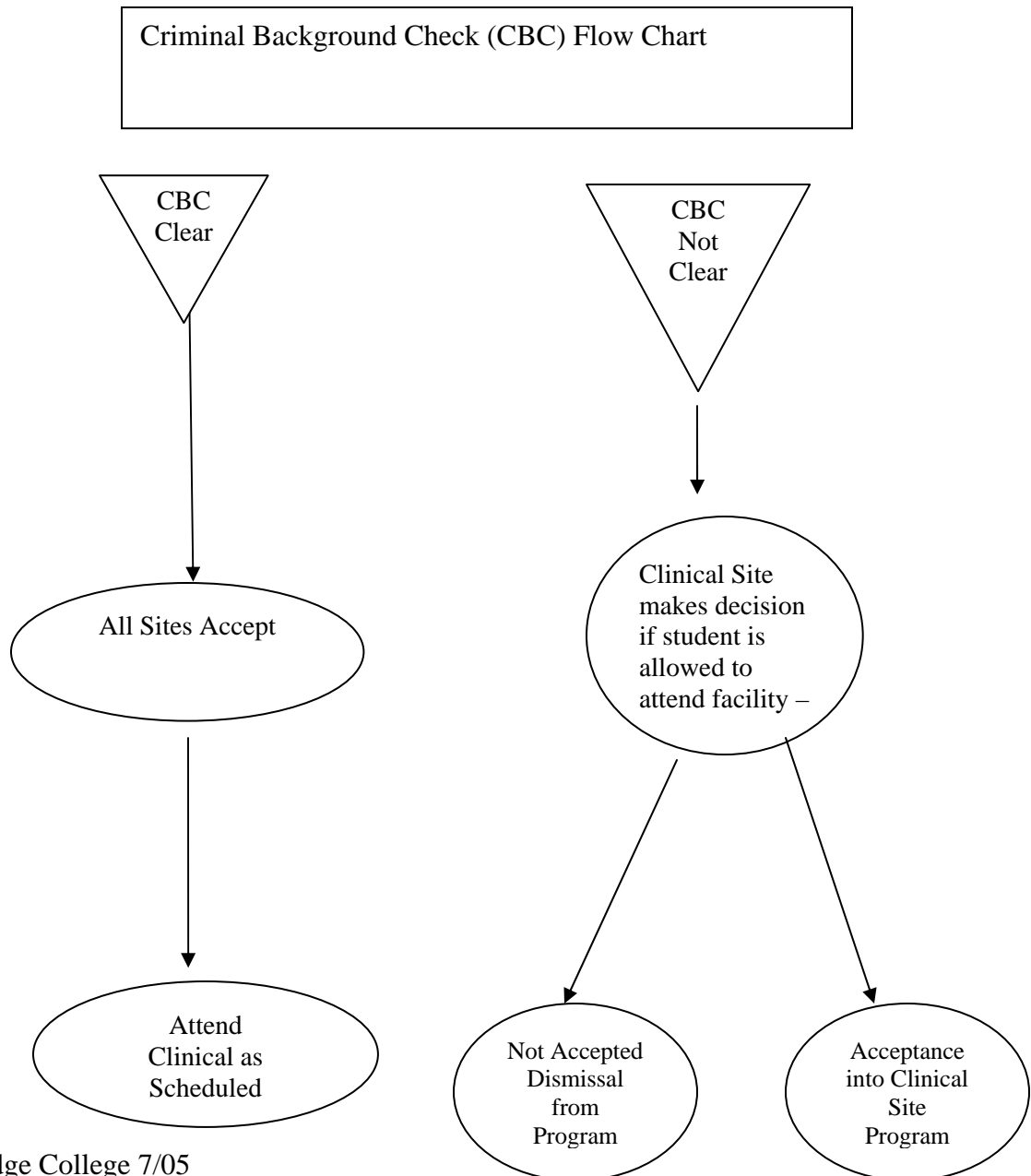
The pharmacology content of the nursing curriculum will be introduced in the first nursing class, Foundations of Nursing (NURS 1010). The student will learn basics of pharmacology, including drug calculation and medication administration. As various specialty areas, body systems and disorders are taught, the student will gain more extensive information about drug classifications, indications and contraindications, administration, and side effects. Competency in drug calculation is critical in the nursing field. Therefore, the student is required to pass a drug calculation test with 100% accuracy in the following courses: NURS 1020, NURS 1045, NURS 2030, NURS 2040, and NURS 2050 each semester. The faculty will provide the student with three attempts prior to midterm to pass and provide tutorial prior to a second or third attempt. If the student is unable to pass the drug calculation quiz on three attempts, this will be deemed as a failure of the quiz, and the student will be withdrawn from the course prior to the drop/add deadline.

CRIMINAL BACKGROUND FOR CLINICAL EDUCATION

Bainbridge College ADN Program

The hospitals associated with our clinical education program require background checks on incoming students to insure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the health care facility prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through Student The faculty will provide further instructions when and how the process is to be completed.



EMPLOYMENT

Unlicensed students shall be employed only as unlicensed nursing personnel. They shall not represent themselves, or practice, as nursing students except as part of a learning activity in a practice setting.

FINANCIAL AID

The Office of Financial Aid (OFA) at Bainbridge College assists students in obtaining the financial resources needed to attend college.. Visit the Office of Financial Aid for more detailed information, applications, and individual assistance.

GRADING POLICY

Grading for each course is described in each course syllabus. It is the responsibility of each student to be knowledgeable of the course requirements and grading methods.

Letter grades for the ADN Program are computed as follows:

A	=	90 – 100
B	=	80 – 89
C	=	75 – 79
F	=	74 & below

Grades are not rounded in the ADN program. For example a grade of 74.9 = 74

GRADE APPEAL

The Bainbridge College ADN Program of Nursing shall maintain a written policy for students wishing to appeal grades. The purpose of this policy is to insure that clear directions regarding the grade appeal process are outlined.

PROCEDURE:

1. The student first discusses the exam grade with the Course Coordinator/ Faculty member who administered the grade of the nursing course. Student communication must take place within two business days after his or her grade is given
2. If a resolution is not reached, the student will present his or her concerns in writing to the ADN Program Director within three business days the assigned grade.

3. The ADN Program Director will conduct a review of the matter and will provide a written recommendation to the student and faculty member/course coordinator within 5 business days following receipt of the student's written appeal.

4. If the student is not satisfied with the response she/he can request review by the Division Chair of Technical Studies and initiate specific college grade appeal process

GRADUATION REQUIREMENTS

Can be accessed from the BC online catalog on page 31-32 at <http://www.bainbridge.edu/aboutbc/catalog/Catalog2008-2010.pdf>

GRIEVANCE/COMPLAINT PROCEDURE

For any situation of concern, the first step is discussion with the faculty member(s) involved. If the concern is not addressed to complete satisfaction, the Course Coordinator must be notified. If no resolution is obtained the next step is to make an appointment with the ADN Director. Prior to meeting with the Director, the student must have completed and submitted the Grievance/Complaint form (located in the student handbook) to the program director. If resolution is still not achieved, the next step is to make an appointment with the Chair of Technical Studies Division. From here, the student will need to follow the grievance policy as stated in the college catalog.

HUMAN RIGHTS AND NONDISCRIMINATION

Bainbridge College and the ADN program is committed to equal opportunity education. The college is guided in philosophy and practice by the principle that individuals shall not be treated differently because of race, creed, color, gender, age, disability, sexual orientation or national origin and that legitimate and reasonable access to facilities shall be available to all. This principle is particularly applicable in the admission of students to all programs of the college. It is also applicable in extracurricular activities, all student services, the employment of students by the college, and in the employment of faculty and non-instructional faculty.

Applicants or students who have any physical, emotional, or learning conditions that will require additional assistance to the student must submit a special needs form to the Office of Admissions. Upon receipt of this form, the Disabilities Service Provider will contact the student and discuss with them what specific documentation of their disability is required in order to receive services.

LICENSURE

Applications for taking the National Council Licensure Examination (NCLEX) will be given out ADN students during their final semester. All college and program requirements must be met in order to graduate and sit for the national licensure exam. The Georgia Board of Nursing application for licensure can be downloaded from their website (<http://www.sos.state.ga.us/plb/rn/>). Directions for this will be given when NCLEX applications are handed out. Most other state applications can be downloaded also. There are fees required for the NCLEX exam as well as for state licensure and for required passport pictures. Fees may be in excess of \$200, so plan ahead.

PROGRAM DISMISSAL

A student may be dismissed from the Bainbridge College Nursing Program for:

- 1) Violation of the College Disciplinary Rules and Regulations (see Student Handbook)
- 2) Commission and/or conviction of a felony while enrolled in the program
- 3) Any infraction of the Georgia Nursing Practice Act or the Rules and Regulations Relating to Nursing in the State of Georgia, specifically:
 - a) Fraud or deceit - False representation of facts
 - b) Being found guilty of a felony, or of any offense that shall constitute a felony under the laws of the state
 - c) Negligence
 - i) Omission - failure to do something that the student has been taught to do
 - ii) Doing something, which a reasonable and prudent student would not do under the same or similar facts and circumstances in the practice of nursing
 - iii) An exercise of so slight a degree of care as to justify the belief that there was a conscious disregard or indifference for the health, safety, or welfare of the public shall be considered a substantial departure from the accepted standard of care.
 - iv) Habitually intemperate or addicted to habit-forming drug
 - (1) Shall include but not be limited to the use of any drug, chemical, or substance, which could result in behavior that interferes with the responsibilities of the student.
 - (2) Exhibiting actual or potential inability to practice as a nursing student with sufficient knowledge or reasonable skills and safety adherence to minimal (standards of acceptable nursing practice generally prevailing in the State of Georgia) due to impairment caused by illness, use of alcohol, drugs or any other substance, or as a result of any mental or physical condition
- 4) Being adjudicated as mentally incompetent, mentally ill, chemically dependent or dangerous to the public or being committed by a court of competent jurisdiction, within or without this state
- 5) Unprofessional conduct - nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession generally prevailing in the State of Georgia and which could jeopardize the health and welfare of the people which shall include but not be limited to the following:

- a) inaccurate recording, falsifying or altering patient records
- b) verbally or physically abusing patients
- c) falsely manipulating drug supplies, narcotics, or patient records
- d) appropriating without authority medications, supplies, or personal items of the patient or agency
- e) falsifying documents submitted to the Board of Nursing
- f) leaving a nursing assignment without properly advising appropriate personnel
- g) violating the confidentiality of information or knowledge concerning the patient
- h) conduct detrimental to the public interest
- i) discriminating in the rendering of nursing services
- j) impersonating any applicant or acting as proxy for the applicant in any examination required for the issuance of a license
- k) impersonating another licensed practitioner
- l) aiding, abetting, or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a nurse
- m) forging a prescription for medication/drugs
- n) knowingly presenting a forged prescription
- o) selling or attempting to sell a controlled dangerous substance
- p) otherwise making such drugs available without authority to self, friends, or family members
- q) while caring for a patient, engaging in conduct with a patient that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient
- r) obtaining money, property, or services from a patient, other than reasonable fees for service provided to the patient, through the use of undue influence, harassment, duress, deception or fraud
- s) engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.
- t) Any deliberate act that jeopardizes a patient's life, health, or safety
 - i) delegating or accepting the delegation of a nursing function or a prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective patient care
 - ii) unauthorized alterations of medications
 - iii) failure to utilize appropriate judgment in administering safe nursing practice based upon the level of nursing for which the individual has been trained
 - iv) failure to exercise technical competence in carrying out nursing care
 - v) performing new nursing techniques or procedures without proper education and preparation
 - vi) failure to report through the proper channels the unsafe or illegal practice of any person who is providing nursing care
- 6) Individuals who are convicted of a felony and who do not comply with the terms of their parole and or probation while enrolled in the Nursing Program may be dismissed and will not be eligible for readmission

PROGRESSION IN THE ADN PROGRAM

Continuation in the nursing program requires a minimum of a C in all nursing courses **and an earned satisfactory in clinical**. **If students are taking core classes while in the nursing program they must be completed before the student enters NURS: 2050 Advanced Nursing Concepts**

READMISSION TO THE ADN PROGRAM

Students who have applied for readmission into the nursing program **must meet all admission requirements as stated in the student handbook**. Additionally returning students must complete the following as part of the application process:

- Submit a written letter to the ADN director outlining the student's plan for successful course completion if readmitted into the program. The plan must include more than one intervention.
- Students must pass the appropriate competency test within two attempts (presently using ATI, Inc.), pay for the exam and any practice exams, and demonstrate proficiency in previously learned skills prior to re-entering the nursing program, as follows:
 - Re-entry to NURS 1020 Adult Health I
 - Must pass Fundamentals exam with at least a proficiency level of 1 and
 - Must demonstrate skills learned in Foundation of Nursing
 - Re-entry to NURS 2030 Adult Health II
 - Must pass Medical-Surgical I exam with at least a proficiency level of 1 and
 - the Mental Health exam with at least a proficiency level of 1 and
 - Must demonstrate skills learned in Foundation of Nursing and Adult Health I.
 - Re-entry to NURS 2050 Advanced Nursing Concepts
 - Must pass Medical-Surgical II exam with at least a proficiency level of 1, and
 - Must pass the Parent Child exam with at least a proficiency of level of 1, and
 - Must pass the Mental Healthy exam with at least a proficiency of 1, and
 - Must competently demonstrate all skills learned.
 - Achieve competency in drug computation. See Drug Computation Policy. The student may repeat test once.

If the student is unsuccessful in meeting the above requirements, she/he will have to repeat the respective course(s).

Readmission to the program is not guaranteed.

REGENTS TESTING POLICY

The Regents' Reading Skills (RGTR 0198) and Regents' Writing Skills (RGTE 0199) must be successfully completed prior to admission into the nursing program.

STANDARDIZED EXIT EXAM POLICY

The Standardized Exit Exam is a comprehensive testing tool that evaluates how well the ADN student is prepared for the NCLEX-RN. The Standardized Exit Exam is a valid and reliable tool that will identify weaknesses and strengths of the students and the potential need for remediation prior to taking the licensure exam. Students who score the minimum requirement on the Standardized Exit Exam have a higher probability of failing NCLEX-RN.

All ADN students must successfully complete the Standardized Exit Exam while enrolled in Adult Health III. The Standardized exam may only be taken twice. Students who do not meet this scoring expectation must meet with a designated faculty member within two days from receiving a failing score and develop a remediation plan. A remediation plan must be implemented and completed at a date determined by the designated faculty member before retaking the Standardized Exit Exam.

Those students who obtain the required score will have met the expectation of the Standardized Exit Exam policy and will be allowed to graduate, assuming all other course and program expectations are met.

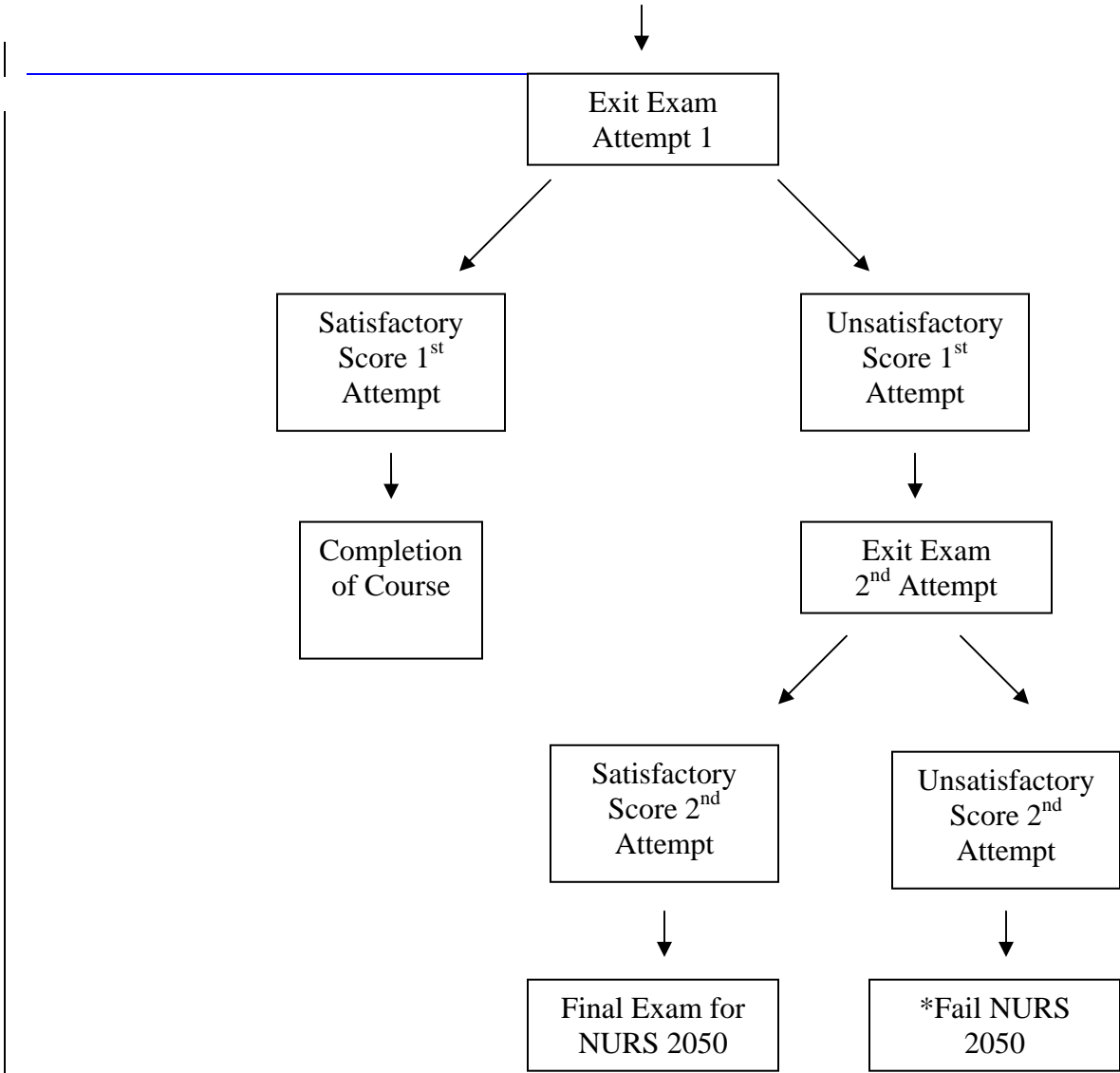
Procedure:

1. Associate Degree Nursing students will be informed of the Standardized exam and consequences of not passing. Additionally, students will be educated on the correlation between Standardized Exam results and NCLEX-RN scores.
2. Those students who obtain the required score will have met the expectation of the Standardized Exit Exam policy and will be allowed to graduate, assuming all other course and program expectations are met
3. Students enrolled in NURS 2050 will be required to take the Standardized Exit Exam. Students who DO NOT meet the minimum scoring requirement must meet with a designated faculty member within two days of taking the Standardized Exit Exam.
4. Remediation shall include an instructor/student plan that maps out how the student will prepare for retaking the Standardized Exit Exam as well as a timeline for completion. The remediation plan must be in writing and signed by both student and designated instructor within an elected time period.

5. If a student is unable to meet the minimum expectation on the Standardized Exit Exam after two attempts, the student will not receive a passing grade in NURS 2050 and will not progress in the ADN Nursing program.
6. To appeal a Standardized Exit Exam score the student must contact the ADN Program Director and the Division Chair of Technical Studies. If no resolution occurs, the student may appeal to the Vice President of Academic Affairs.

EXIT EXAM CHART ON NEXT PAGE

NURS 2050 Adult Health III Nursing



. Student may repeat NURS 2050 one time only if no prior unsuccessful attempts of any NURS course exists. If this failure represents the second failure of any NURS course, then the student will lose eligibility to complete the ADN program and cannot return within a three year period

STUDENT ORGANIZATIONS

ADN students are highly encouraged to join and actively participate in the Bainbridge Association of Nursing Students. The BANS organization provides opportunities for students to develop leadership skills, team building abilities, and community service involvement. Furthermore, this organization encourages participation at the state and national level which provides access to conferences, facilitates networking, and other educational activities.

TAPING

Taping of lectures is not permitted.

TARDINESS

Classroom Tardiness: The faculty and students require timely arrival for class in order to avoid disruption. A student who is tardy by greater than 15 minutes may be requested to wait for the break to enter class, however, the student will be considered absent for the day. See individual course syllabi for tardiness policy. Professional conduct is expected of students at all times.

TRANSFER OF NURSING COURSES FROM OTHER COLLEGES

No nursing courses will be accepted for transfer into the Bainbridge College ADN Program .Bainbridge College Admissions will determine what core courses are transferrable.



Bainbridge College ADN Program Clinical Policies

CLINICAL ENVIRONMENT

For the required clinical component, students will work in varied patient care units. The majority of the time will be spent in private and semi-private patient care rooms. As a student nurse, one may possibly receive cuts from sharp instruments, infections from sharp instruments, infections from contaminated equipment and personnel. There also exists a potential exposure to communicable diseases. Following standard precautions in the clinical setting is mandatory; however, the chance of exposure to blood or other body fluids is high and a condition of enrollment.

CERTIFICATION OR LICENSURES:

Students who hold or who have held a license or certification in the health care field must document this on the application process. Students who hold or have ever held an encumbered, limited, or disciplined license may not be eligible to enter or continue in the program.

Unlicensed students shall be employed only as unlicensed nursing personnel. They shall not represent themselves, or practice, as nursing students except as part of a learning activity in a practice setting.

CLINICAL PLACEMENT

Clinical facilities have the authority to prohibit any student from participating in clinical activities on their campus. If such a situation arises, the student will be advised of the facility's decision so that the student may potentially appeal the facility's decision. In the event that clinical sites cannot be secured, the student will be unable to complete the course requirements and will be withdrawn from the nursing program.

CLINICAL FACILITY STANDARDS

A variety of clinical agencies provide clinical experience for the Associated Degree Nursing Program. Students are notified each semester about the schedule and location of the clinical practicum. Students cannot request certain clinical locations and must attend the clinical sites as assigned.

1. It is the responsibility of the student to provide his/her own transportation to designated facilities.
2. A physical exam must be completed with current immunizations prior to starting the freshman clinical experience
3. Hepatitis B series vaccinations will be initiated at the time of the physical and must be completed. If student does not agree to accept the Hepatitis vaccinations series, he or she must sign the declination form.

4. A skin test for tuberculosis or a chest x-ray will be completed as indicated. Failure to provide this evidence will result in exclusion from clinical sites. and failure of the course
5. Personal health insurance coverage is required for each student. Proof of coverage must be verified each semester by faculty. The nursing profession carries an inherent risk of contact with persons with communicable diseases. There is also a risk of injury from sharp and/or contaminated objects. Bainbridge College does not have an infirmary or insurance that covers illness or injury of students in the clinical area. Refer to the Bainbridge College website (www.bainbridge.edu) for information regarding student health insurance. Neither Bainbridge College nor clinical facilities assume responsibility for injury or illness of students. The student must assume responsibility for the cost of any care required.
6. All students are required to provide proof of current American Heart Association CPR certification (health care provider level infant, child and adult), and student liability insurance. Failure to provide this evidence will result in exclusion from clinical sites and the inability to progress in the ADN program. CPR training will be offered for an additional fee to the student by an outside provider and will be offered at a time scheduled outside of class time. CPR certification must remain active throughout entire program. Make-up may not be possible.
7. Smoking is **not** permitted during any clinical experience, including breaks. Violation will result in a clinical warning. A second offense can result in exclusion from the clinical area.
8. Students are not allowed to chew gum at any clinical facility/activity. This includes, but is not limited to, health fairs, clinical site rotations, pinning ceremony and graduation.
9. Students are not to make or receive personal telephone calls while in the clinical area except in extenuating circumstances and with instructor's approval. **No cell phones, pagers, or beepers are permitted in the clinical setting.**
10. *Mind-altering substances, including alcohol, are not to be consumed within 24 What do you think about this whole statement) hours prior to beginning of the clinical experience. If, in the clinical judgment of the instructor, possible evidence exists related to the intake of mind-altering substances, the instructor may remove the student from the clinical area.*

CLINICAL ATTENDANCE

Student clinical experiences will be in a variety of settings and locations. Students are required to attend all clinical experiences. If an absence is unavoidable, the student must call the assigned clinical unit **prior** to the beginning of the shift and leave a message for the instructor. The student must make note of the name of the person taking the message for later verification in the event the message is not delivered. All clinical absences must be made up before the last clinical day of the semester. All clinical hours must be made up. In certain cases, clinical make-up experiences may not be possible. **Students with clinical absences run the risk of not meeting clinical objectives, resulting in failure of the course.**

Students are required to be in the clinical facilities ready for pre-conference 15 minutes prior to assigned shift (i.e. 6:45 am for 7 am to 3 pm shift) and ready to begin work at the assigned time. Tardiness of greater than 1 hour to laboratory/clinical will constitute an absence in clinical and or the nursing lab. If a student is repetitively tardy, defined as 5 – 59 minutes after assigned arrival time, disciplinary action will be taken.

Clinical conferences are essential parts of the clinical experience, and professional behavior is expected during conferences. Students must be present and on time. Prior to leaving the clinical area, the student will complete all required documentation and give a report to the charge nurse and/or the nurse responsible for his/her patient.

CLINICAL CLEARANCE FOR STUDENT PREGNANCY

In the event a student is pregnant while enrolled in the ADN program, documentation must be submitted from the student's health care provider that states the student's health status will not be in jeopardy by enrollment in the program. Although the faculty will attempt to make clinical assignments to avoid potentially hazardous situations, it remains the student's responsibility to maintain her own well being and demonstrate responsible behavior with respect to her fetus. Bainbridge College assumes no responsibility for problems that may occur during pregnancy or delivery. Faculty will not limit how long the pregnant student may be enrolled provided it is understood that she is expected to meet the same standards of clinical and classroom performance as are all students enrolled in the ADN program.

CLINICAL ALERT/WARNING/TERMINATION POLICY

Specific criteria for clinical performance are provided in individual course syllabi and evaluation tools. Student evaluation is a joint activity between the student and his/her clinical instructor to inform the student of his/her competencies or deficiencies.

The safety of the patient and the professional behavior of the student are essential.

A student may be given a clinical alert, clinical warning, or possibly terminated from the Nursing course and/or Program if the student's practice does not meet the criteria for the clinical experience.

The following are descriptions of clinical alert, clinical warning, and clinical termination:

Clinical Evaluation Alert –

This applies to any student who does not meet the *essential* criteria objectives (as defined on the clinical evaluation tool) at any time during the clinical experience. A clinical alert is written on the student's evaluation tool along with any recommendations for improvement. "Clinical Evaluation Alert" is at the instructor's discretion. A student must follow up with the course coordinator within 24hrs if an alert has been received in clinical.

Clinical Warning

This applies to any student who receives an alert and fails to follow up on recommendations for improvement, resulting in unsafe or unprofessional practice. Students *may* also be placed on clinical warning *without* a prior “Clinical Evaluation Alert” if the situation is deemed a serious safety or professional issue by the course faculty. The student who is placed on “Clinical Warning” will receive a letter describing the incident/behavior along with required remediation. If a student does not satisfactorily complete the remediation process within the designated time frame, the student may be terminated from the course or the nursing program depending on the seriousness of the situation. A “Clinical Warning” may be initiated by a clinical instructor. A student must follow up with the course coordinator immediately following clinical a warning has been received in clinical.

Clinical Termination

Any student who is placed on “Clinical Warning” and fails to satisfactorily complete remediation may receive a “Clinical Termination” which equals a clinical failure and a grade of “F” in the course. A student *may* also receive “Clinical Termination” from the program *without* a prior “Clinical Warning” or “Clinical Evaluation Alert” if the faculty believes that serious consequences to the student, clients, peers, or others may occur as a result of the student’s behavior. A student that is eliminated from the Nursing Program due to clinical termination is not eligible for readmission. “Clinical Termination” will be determined by an agreement of the entire full-time Nursing Faculty, and involved part time faculty, the Departmental Chair, the Vice President of Academic Affairs and/or the College President.

COLLEGE LABORATORY SKILLS

The nursing laboratory augments classroom theory by teaching skills, which are necessary in the application of theory. The following instructional methods are utilized in the lab: demonstration, supervised practice, individual practice, independent viewing of slides, tapes, and film presentations, computerized instruction, and skills check-offs.

At the beginning of each semester, the nursing student will receive a list of skills to be completed during the semester and the time frame for completion of each skill.

COLLEGE LAB ATTENDANCE

The nursing lab experience is a part of the clinical hours for which course credit is given. Students are required to attend all college nursing laboratory experiences and must follow professional clinical behaviors. The student is required to call the course lab instructor or coordinator to report an anticipated absence from an assigned lab experience. Students will be responsible for material and hours covered at the missed college laboratory, i.e., demonstration, supervised practice. **If a student is absent from a lab experience, THIS IS ALSO CONSIDERED AS A CLINICAL ABSENCE. The student must call the lab instructor/coordinator on the day of the absence within one hour of the start of the lab. Students with lab/clinical absences run the risk of not meeting clinical objectives, resulting in failure of the course.**

COLLEGE NURSING LAB POLICY

I. Introduction

It is the intent of the faculty and administration in Allied Health and Nursing programs to provide a safe learning experience for all students and provide guidelines for the development, performance, and continuation of a complete safety program.

The following guidelines provide instructions in maintaining safety for students, staff, and faculty while using the clinical skills laboratory within Bainbridge College and will be adhered to by all concerned.

The Nursing Program Directors and Course Coordinators will update the contents of this manual every two years or more often, if necessary. All students, staff, and faculty will be advised of these revisions.

Instructors are responsible for enforcing the regulations set forth in this manual.

II. General Guidelines

A. All faculty, staff, and students must know and practice the safety guidelines at all times while using the clinical skills lab. Failure to abide by general guidelines can result in disciplinary action. This manual will be available in the clinical lab and students will be instructed to review the

contents upon admission to the clinical component of the program.

B. All labs are locked unless occupied by faculty and/or students during class or practice. Any break in security must be reported immediately to College Security Officer

C. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.

D. Students should report pregnancies, physical limitations, recent injuries, illnesses, or surgeries, or communicable diseases to their instructors as soon as possible so that necessary precautions may be taken. A medical clearance from a physician is required before a student with physical injuries, illness, surgery, pregnancy, or who has a reported communicable disease will be allowed to practice or perform clinical check offs in the clinical skills lab.

E. It is the right of the instructor and/or clinical agency to determine whether a student in any of the situations above is capable of safely performing the required skills needed to provide competent nursing care.

III. Skills lab guidelines

A. There shall be no eating, drinking or smoking in the labs during student use, demonstration or return demonstration.

B. At no time will exits be obstructed with furniture or other items.

C. All doors and cabinets shall remain closed and locked when not in actual use.

D. The skills lab will not be used as a health center for ill students, staff, or faculty.

E. Children or unauthorized personnel are not allowed access to the clinical skills lab at any time. Injury to unauthorized personnel in the lab will not be considered the responsibility of Bainbridge College

F. All students shall practice proper hand washing technique while utilizing skills lab.

G. Gloves are worn by students and faculty during any contact with body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized for personnel using harsh disinfectants to clean the lab. Bainbridge College will provide sterile and non-sterile gloves for faculty and students.

H. The clinical skills lab is not to be used as a social area.

I. Students should report any misconduct occurring in the skills or computer laboratories and may be held responsible if not reported.

J. Students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab period.

IV. Skills Lab Safety

A. Medication /Fluid Administration

1. Students will be instructed to practice and return demonstrate only those skills for which they have had prior instruction and gained knowledge with content and proper method. Students are expected to come to the laboratory prepared according to the prior instruction on the procedure.
2. Students should at all times practice safe techniques while learning in the skills. Standard precautions should be followed at all times.
3. When breaking ampules for practice, students should protect their fingers by using a gauze covering or an alcohol wipe and should break the ampule in the opposite direction of their face.
4. Needles are provided for practice of injections and are used only when instructors are present for assistance.
5. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in disciplinary action and possible clinical failure.
6. Students are to practice injections ONLY on the manikins provided in the skills lab.
7. Students are never to recap needles and must discard used needles in the sharps disposal container provided in the skills lab.

8. I.V. fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are NOT for internal use, but for practice with manikins only.
9. Any IV fluids and tubing which have been used will be discarded at the end of each semester.

B. Electrical Safety

1. Wet materials may not be used around electrical outlets or equipment.
2. Faculty and students are responsible for reporting any problems encountered with electrical equipment immediately to Plant Operations.
3. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if utilized.
4. Electric hospital beds in the skills lab will be inspected as needed for repairs.
5. Electric beds shall be maintained in the lowest position.
6. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills labs.

C. Physical Safety

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
2. Student should use caution when practicing lifting skills. If the student is unsure of the proper technique or is concerned regarding object weight, an instructor must be present and assistance obtained.
3. Students practicing lifting techniques will not perform these procedures in an unsafe manner. Bainbridge College will not be responsible for any injury incurred. Irresponsible student behavior can result in program dismissal.
4. Equipment needed for body mechanics practice will be kept in good working order. Any broken part will be reported immediately to the Instructor and Plant Operations
5. Equipment with wheels is to be locked during practice and return demonstration.

V. Clinical Lab Safety

A. The policies and procedures of specific clinical agencies will be adhered to by both faculty and students during the clinical experience.

B. Each student will submit evidence of a health examination, required laboratory studies and vaccinations as required by Nursing and Allied Health Programs.

VI. Reporting of an injury

A. Any incident occurring in the skills, computer, or clinical labs during school hours must be reported to the instructor immediately.

B. An incident report must be filled out for the injury. The report must be signed by the faculty member and the student involved as soon as possible after the incident.

C. The individual will be referred to the appropriate health care agency if treatment is required.

D. Protocol for a physical injury/occupational exposure:

1. Report the incident to instructor and notify Program Director. Complete Student Accident/Incident Form
2. A faculty member will assess the student/staff and administer first aid as needed. The faculty/staff/student will be referred to the appropriate health care agency if treatment is required.
3. The appropriate Program Director will notify the college risk manager and follow up with the student/faculty member within 2 working days. A copy of the incident report and a written follow up report will be kept in the office of the Program Director.

If injury involves occupational exposure, refer to Exposure Control Plan. An Exposure Report Form must be completed.

VII. Cleaning of Laboratory and equipment

A. Instructors will be responsible assisting college personnel in the disinfection and maintenance of equipment, and monitoring of the lab at all times.

B. Students and faculty are responsible for the cleanliness of the lab during and after use.

C. Floors, counters and furniture will be cleaned by appropriate college personnel as deemed necessary and at the end of each semester. Equipment located in the clinical skills lab will be cleaned as required and at the end of each semester with the appropriate cleaning agent.

E. Linen on the beds will be changed when soiled, after extensive use, and at the end of each semester.

F. Bedspreads may be used more than once during return demonstration of bathing.

G. All soiled linen will be sent to the authorized vendor for cleaning.

VIII. Hazardous Waste Disposal

Potential infectious wastes are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines.

A. Any breakage of thermometers resulting in spillage of mercury will be handled by placing the mercury in a closed bottle while wearing gloves and then notifying the Hazardous Waste Office for proper disposal.

B. Batteries used in skills lab equipment will be disposed of through the Hazardous Waste Office.

C. Biohazard contaminated supplies used during clinical or community promotion activities are collected in biohazard-labeled containers and transported to closest Bainbridge Memorial Hospital.

IX. Fire and Emergency

Students and faculty should become familiar with the location of the nearest fire extinguishers and pull boxes for fire alarm.

A. Fire

1. Alert people in area to evacuate to a safe area or exit building
2. Designate someone to call 911
3. Activate nearest fire alarm.

4. Close doors to confine fire.
5. Provide emergency personnel with any pertinent information.

Building diagrams that indicate fire escape routes and locations of fire escapes are located in the clinical laboratory.

B. Emergency

Contact Security at 493-0554 (24/7). Say "This is an Emergency", then and what and where the emergency is

DRUG/ALCOHOL TESTING POLICY

The college is dedicated to maintaining a drug and alcohol-free workplace and academic environment; therefore, the use of illegal drugs and the unauthorized use of alcohol by members of the Bainbridge College community will not be tolerated. Accordingly, the College has adopted the Bainbridge College Policy on the Use of Illegal Drugs that requires students attending or participating in college activities to do so free from the presence of illegal drugs and/or the unlawful possession or use of alcohol.

All Bainbridge College students must become familiar with and comply with this college wide policy, which applies to behavior that occurs not only on the college campus, but also on property owned or controlled by the college and college supervised activities, such as nursing clinical. In addition, all students are subject to all applicable federal, state and local laws addressing illegal drug and alcohol use.

The Substance Abuse Policy and Drug/Alcohol Testing Policy, as described below, are intended to complement the College' Drug-Free Campus and Work Place Policy.

I Purpose of Substance Abuse and Drug/Alcohol Testing Policy

To provide competent care, individuals must be in full control of their dexterity skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with critical thinking or motor coordination of nursing students, poses an unacceptable risk. Preventing and/or detecting substance abuse is critical in the nursing program. The Nursing program recognizes its responsibility to provide a safe, efficient learning environment for students and to fully cooperate with clinical agencies in providing safe and competent care to their clients. Therefore, this policy is designated to:

- 1) Prohibit abusing substances and/or activities or behaviors that are disallowed by the College's Drug-Free Campus and Work Place Policy

- 2) Identify students who may have a drug or alcohol-related impairment or conviction that may impact their ability to learn or provide safe nursing care practices or that may create intolerable risks for the college and clinical facilities.
- 3) Cooperate with clinical agencies in accordance with their policies, by requiring nursing students to consent voluntarily to a drug test
- 4) Disclose any drug testing results to appropriate Bainbridge officials.
- 5) Require all students enrolled in any allied health or nursing course to submit to mandatory drug testing based upon reasonable suspicion of substance abuse.

II. Policy Requirements

A. Drug and Alcohol Exclusions and Duty to Notify of Drug/Alcohol Convictions

1. Substance abuse as defined in this policy or a violation of any term of Bainbridge College policy while engaged in any clinical experience is strictly prohibited. All students enrolled in nursing courses or allied health programs are required to abide by these rules when reporting to nursing or allied health related courses, clinical experiences, and while at clinical facilities. Nursing or allied health students who violate these regulations will be unable to meet the essential qualifications/functions of the nursing or allied health curriculum and therefore may be ineligible to remain in the program of study.
2. At no time will students participate in courses or clinical activities while they are impaired.
3. Students who have violated the terms of this policy will be determined by appropriate Bainbridge College program officials and may be subject to a variety of academic-related sanctions, up to and including dismissal from the nursing or allied health programs of study.
4. A violation by any student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. A proven violation will result in student dismissal. A student who fails to notify the Program Director within two days of an administrative action or legal conviction for any such violation will be subject to dismissal from the Nursing or allied health program.

B. Required Disclosure of Drug Use/Non-Use for Students

1. Whenever a student's academic or clinical performance is impaired, the college reserves the right to require the student to submit to drug testing.

2. Failure to reveal past legal convictions or providing false information in relation to activities associated with illegal or legally controlled substances or evidence that credibly establishes a past pattern of chemical substance abuse will be grounds for dismissal from the program.
3. For all clinical facilities which require students to be subject to the facilities drug/alcohol testing policies (including but not limited to pre-clinical placement testing or when there is reasonable suspicion to believe that a student may be impaired or is or has been engaged in substance abuse), the student may be tested in agreement with the affiliating agency policies.
4. Prior to being assigned to an affiliating clinical facility and as a precondition for placement at any clinical agency, the nursing student shall sign a consent: a) to abide by the drug/alcohol policies and drug testing policies of each clinical agency in which a student is assigned; b) to submit to any drug/alcohol testing required by the clinical agency; and c) to release a copy of any and all drug/alcohol test results to the Chair of Technical Studies Division or other designated nursing official. Refusal to sign such consent shall result in inability to place the student in the clinical agency and may result in dismissal from the nursing program.
5. The cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student. Bainbridge College or any of its officers, faculty or staff shall not assume drug/alcohol testing costs arising out of any student placement at clinical facility.
6. A positive substance abuse screening test result shall be grounds for dismissal from the educational program as the student cannot meet clinical component course objectives. The Chair of the Technical Studies Division, and or Program Director will notify a student who has a positive drug test. If a student tests positive for a prescribed drug, the student must obtain a written letter from a qualified physician/practitioner stating that the drug level is within prescribed limits and that there is no indication of substance abuse. The physician must indicate that the drug will not hinder safe practice in the clinical area.
7. A student's failure to submit to a required drug screen, or attempting to tamper with, contaminate, or switch a sample will result in the student being dismissed from the nursing program due to inability to complete clinical course objectives.

III Reasonable Suspicion Drug Testing

1. Any student who demonstrates behavioral changes reasonably suspected to be related to substance abuse as defined herein will be subjected to testing on or off the college campus. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or the clinical agency. The faculty member's request to drug test will be documented and may be based on a variety of factors, including but not limited to:

- observable behaviors as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug;

- erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance;
- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;
- substance abuse-related conviction by a court, or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.

The Drug Testing Procedure below will be followed if this mandatory reasonable suspicion drug testing is requested by college officials and faculty members:

- a) Drug tests will be arranged by Bainbridge College unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be borne by the student.
- b) Tests will be conducted by a qualified laboratory in accordance with established methods and procedures. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure that the samples identified to a nursing student actually contain materials from that student, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.
- c) The test shall screen for the presence of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the clinical facility or drug testing facility.
- d) Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the sum of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student college records
- e) The Chair of the Technical Studies Division and or Program Director program will be notified of all test results, whether initiated or requested by the clinical agency or by the nursing/allied health program.
- f) If the initial screening test is negative, that fact will be noted in the student record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease.
- g) Dismissal from a program can result from the following: a) the student refuses to submit to drug testing based upon reasonable suspicion; or b) a student's drug testing results are positive for illegal substances, non-prescribed substances, or alcohol.
- h) Licensed nursing students who refuse to submit to drug/alcohol testing based upon reasonable suspicion or who have positive drug test results will also be reported to the

appropriate state board of nursing. Full reinstatement of licensure will be required for an unrestricted return to the educational program.

IV. Confidentiality

All drug testing results will be treated by Bainbridge College as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. The College shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal administrative agency.

V. Procedures for Readmission after Positive Drug Test

A. Readmission Prerequisites

A student who is dismissed from a program due to a positive drug test will be considered for readmission if the following conditions are met:

1. Submission of a verifiable letter from a recognized drug treatment agency stating that the student has successfully completed a substance abuse program.
2. Submission to a drug test prior to readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for readmission.
3. Submission to drug tests as requested by the nursing program or clinical agencies after readmission.

B. Incidence of Reoccurrence after Readmission

A student who is re-admitted to the clinical program, and thereafter tests positive for any drug/alcohol test or is otherwise determined to have engaged in substance abuse as defined herein, will be dismissed and will be ineligible to return.

C. Appeal Process

A student may appeal the college's decision to dismiss or not re-admit a student through the established Grievance Procedure.

UNIFORMS FOR CLINICAL

The student uniforms must be purchased and worn as directed by faculty.

Male students will wear a white shirt or jacket and white trousers. Females will wear a uniform dress or appropriate uniform top with white pants or skirt. No “banded” pants or knit pants permitted. No shorts, Capri length pants, culottes or split skirts permitted. The dress must be knee length, and tops must be at least fingertip length. A school patch must be placed on the left sleeve of the uniform top of both male and female students. A lab coat with the school patch on the left sleeve may be worn with the uniform. Also included in the uniform are bandage scissors, a watch with a second hand, a penlight, a pen with black ink, and a nametag as dictated by the clinical site/college. White standard low top nursing shoes with closed heel and toe, white hose or socks (with pants only) for females and white socks for males are required. Athletic shoes are acceptable only if they are void of any color or large logo.

Uniforms and shoes must be clean and neat. Uniforms are not to be worn to class or to other activities prior to or after being worn in the clinical area. (Exceptions may be made in certain circumstances as approved by Nursing Faculty). Colored nail polish, acrylic nails, excessive make-up, perfume, scented aftershave, or other offensive odors (including smoking odor) are not acceptable. Nails for both male and females must be kept short and clean at all times. A simple wedding band and one pair of small stud earrings may be worn while in uniform. Large earrings, loops or dangling earrings are not permitted. No necklaces that are visible outside the uniform are permitted. No other facial/oral jewelry is allowed. Bracelets (except medical alert) are not permitted. Body art or tattoos must be under clothing or concealed. Hair must be neat, clean and kept in a manner that does not violate medical asepsis with white or neutral hair clips and/or pins (no large or colored bows). **If you need clarification, consult your instructor.**

Students must practice good body and oral hygiene. Deodorant must be utilized. Offensive odors will be discussed with the student.

Uniforms are to be worn for all off-campus clinical experiences unless otherwise instructed. Certain functions may necessitate wearing appropriate professional street clothing (khakis and polo shirt) with a white lab coat with school patch attached and nametag. Appropriate professional street clothes do not include jeans, shorts, capris, floods, sneakers, sandals or other extremely casual wear.

Failure to wear the appropriate uniform will result in a clinical warning and the student may be sent home.. A second offense may result in exclusion from the program. The student is required to maintain professional appearance at all clinical sites.

PROCEDURES – CLINICAL

The student should never perform a clinical skill/procedure if unsure of the procedure. When in doubt, the student should notify the clinical instructor/preceptor. It is not the responsibility of the doctors, nurses, or client to be familiar with the nursing student rules, regulations and policies. It is the student’s responsibility to be knowledgeable of

the rules, regulations and policies of the nursing program and abide by these. It is permissible at any point to call/page an instructor to request guidance, assistance, or permission to perform a skill/procedure. Students should never perform an invasive procedure for the first time without instructor permission. It is imperative for the nursing student to know limitations and accept responsibility for actions and to abide by the nursing program policies, rules and regulations. Failure to do so can result in suspension from the nursing program.

Level I Procedures

These procedures may be performed without an instructor's **direct** supervision. However, if assistance is needed or questions arise, call an instructor for clarification.

1. Vital signs – should we add basic physical assessment
2. Partial baths
3. Bed baths
4. Oral Hygiene for conscious client
5. Transfer ambulatory client in and out of bed
6. Hair care
7. Assisting patient to dress
8. Care of patient unit/room
9. Making unoccupied bed
10. Making occupied bed
11. Assist in feeding patient with no swallowing difficulties
12. Serving diet trays (except isolation patient)
13. Ice and water to client
14. Hand washing
15. Obtain ambulatory patient's weight and height
16. Turning and repositioning patient (except spinal injury, hip fracture, comatose patient unless assisted by licensed personnel)
17. Use of side rails
18. Cleaning/replacing supplies and equipment

Level II Procedures

Permission and supervision by an instructor is required the **first time** the procedure/skill is performed by the student. If uncomfortable with a procedure/skill on subsequent performances, student may contact an instructor for assistance.

1. Collection of specimens—stool, urine, sputum, strep screen, etc.
2. Assisting a physician
3. Oral hygiene for comatose patient
4. Postmortem care -
5. Perineal care
6. Intake and Output

7. Range of Motion exercises
8. Making occupied bed for seriously ill patient
9. Turning, moving, lifting, transfer of semi or non-ambulatory patient
10. Teaching crutch walking and or walker techniques
11. Comfort devices – what does this mean?
12. K-pad use
13. Management of indwelling urinary catheter (not including insertions)
14. Management of any indwelling tubes
15. Finger stick glucose monitoring
16. Application of heat or cold
17. Pre-operative care
18. Post-operative care
19. Turn, cough, and deep breathing exercises
20. Incentive spirometry instructions
21. Pre-operative and Post-operative teaching
22. Care of patient with communicable disease
23. Care of patient valuables
24. Oral suctioning
25. Care of casts, traction or amputations
26. Physical Assessment
27. Removal of indwelling urinary catheter
28. Removal of IV catheter
29. Use of safety device or restraint
30. Ace bandage application
31. Binder application

Level III Procedures

The student must always have instructor permission to perform a Level III procedure/skill unless otherwise instructed by the instructor. The student must call/page the instructor for **permission** to perform the procedure/skill **PRIOR** to performance. Additional requirements may need to be satisfied prior to performance of a Level III procedure.

1. Admission of patient to the unit
2. Transfer of patient
3. charting
4. Discharge of patient
5. Enema (any type)
6. Catheterization
7. Dressing change (any type)
8. Discontinuation of any type of tube
9. Care of chest tube
10. Tracheotomy care
11. Irrigation of any type tube
12. Medication administration (oral, parenteral, rectal, vaginal, otic, optic, topical, sublingual, etc)
13. Colostomy care
14. Pharyngeal suctioning

15. Care of the burn patient
16. Tube feeding of any type -
17. NG tube insertion
18. Discontinuation/change of IV fluids
19. Removal of sutures or staples
20. Administration of IV medication
21. Changing IV fluid bag
22. Discontinuation of any special electrical apparatus
23. Oxygen administration
24. Venipuncture
25. CPR
26. Guaiac stool for blood -II
27. Tracheal suctioning

Failure to secure permission or satisfy pre-performance criteria for any Level III procedures will result in disciplinary action and/or suspension from the nursing program depending on the severity of the action/potential consequence and adverse complications.

ESSENTIAL FUNCTIONS REQUIRED IN CLINICAL AND CLASSROOM

The role of student nurse holds certain physical demands. Much of the day may be spent standing and/or walking. The essential functions delineated below are necessary for nursing program admission, progression, and graduation. These functions are essential in order for safe and effective nursing care to be provided. Essential functions include, but are not limited to:

- 1) Communication/Interpersonal Relationships**
 - a. Establish and maintain effective and sensitive interpersonal relationships with clients, peers, families, groups, community representatives, members of the health care team and nursing faculty.
 - b. Communicate therapeutically with all individuals
 - c. Communicate ideas and concepts clearly and accurately
 - d. Accurately and completely report and document information regarding client
 - e. Promote and participate in client education based upon identified health needs
 - f. Access and utilize information from multiple sources
 - g. Work effectively both independently and in a group
- 2) Cognitive/Critical Thinking**
 - a. Utilize critical thinking skills in classroom and clinical learning activities
 - b. Demonstrate ability to competently read, write, and understand the English language
 - c. Demonstrate satisfactory performances on written examinations including drug calculation testing

- d. Formulate and implement safe and ethical decision making practices
- e. Satisfactorily achieves program outcomes

3) Sensory Perception

- a. Visual
 - i. Read fine print
 - 1. Computer
 - 2. Written Medical Record
 - 3. Medical Equipment
 - ii. Read print and cursive writing
 - iii. Visually observe changes in client's physical condition
 - iv. Observe changes in color, of assessment findings, of the client
- b. Auditory
 - i. Distinguish Medical alarms
 - ii. Differentiate sounds using a stethoscope
 - iii. Distinguishing sounds with or without a stethoscope
 - iv. To communicate effectively with others
- c. Tactile
 - i. Distinguish physical assessment findings (i.e. pulses, temperature, size, and other characteristics)
- d. Olfactory
 - i. Detect odors (i.e. body odor, wound drainage, and other odors in the environment)

4) Motor Function

- a. Possess both gross and fine motor skills to operate delicate equipment and/or handle small objects and provide safe nursing care to client
- b. Possess good eye/hand coordination
- c. Ability to move, position, transfer, turn, assist with lifting or lift and carry client without injury to patient, self, or others
- d. Ability to push/pull heavy objects (50 pounds minimally) without injury to client, self, or others
- e. Ability to stand on both legs and walk without an assistive device (i.e. walker, cane, crutches, etc.)
- f. Ability to freely move all joints
- g. Ability to stand, bend, walk, and/or sit for a minimum of 12 hours in the clinical setting while performing physical activities and not jeopardizing the safety of client, self, or others.
- h. Ability to move about in confining areas
- i. Ability to transport self and patient without utilizing electrical devices
- j. Ability to function with hands occupied with nursing care or carrying items
- k. Ability to perform CPR effectively
- l. Ability to utilize a computer as well as calibrate and operate equipment utilized in the provision of effective nursing care.

5) Professional Behavior

- a. Demonstrate a caring attitude which encompasses respect, empathy, cultural sensitivity and therapeutic communication at all times

- b. Perform competent, safe, effective nursing care for clients in all settings at the appropriate skill level and within guidelines of the ANA Code of Ethics
- c. Recognize and accept policies and procedures of Bainbridge College, the ADN Program, and clinical facilities as well as the consequences for failure to comply
- d. Recognize and accept the student honor code and code of conduct provisions and understand consequences for failure to comply with them
- e. Comply with requirements of the ADN Program for successful progression
- f. Comply with the requirements for the Georgia Board of Nursing for licensure
- g. Demonstrate responsible, accountable, ethical behavior at all times, seeking guidance from faculty when necessary

CLINICAL FORMS NEXT PAGE



BAINBRIDGE COLLEGE

Clinical Skills Record

Semester/Year							
Skill	NURS 1010	NURS 1020	NURS 1030	NURS 2040	NURS 2045	NURS 2050	Initial
1. Handwashing							
2. Universal Body Fluid Precaution							
3. Vital Signs							
4. Fingerstick Glucose							
5. Oral Hygiene							
6. Bed Bath/Partial Bath							
7. Unoccupied Bed							
8. Occupied Bed							
9. Bedpan							
10. Urinal							
11. Positioning							
12. Range of Motion							
13. Transfer from bed							
14. Transfer from chair							
15. Ambulation							
16. Physical Assessment							
a. Neurological							
b. Pulmonary							
c. Cardiac							
d. Abdomen							
17. Medication Administration							
a. Oral							
b. Ophthalmic							
c. Otic							
d. Topical							
e. Inhalers							
f. Nasal							
g. SQ Insulin							
h. SQ Heparin							
i. IM							
j. Z-track							
k. Intradermal							
l. Vaginal							
m. Rectal							
n. Via NG tube							

Semester/Year							
Skill	NURS 1010	NURS 1020	NURS 1030	NURS 2040	NURS 2045	NURS 2050	Initial
o. Via G-tube							
p. IV Push							
q. IVPB							
18. Heat and Cold Therapy							
a. Sitz Bath							
b. Portable Sitz							
c. K-pad module							
d. Cooling Blanket							
e. Heating Pad							
f. Ice Pack							
g. Bear Hugger							
19. Urinary Catheters							
a. Insertion							
b. Maintenance							
c. Specimen							
d. Perineal Care							
e. Removal							
20. Intake and Output							
21. Enema							
a. Fleet's							
b. SS							
22. Ostomies							
a. Appliance							
b. Irrigation							
c. Skin Care							
23. Occult Blood							
24. GI Tubes							
a. NG Tubes							
1) Placement							
Check							
2) Insertion							
3) Irrigation							
4) Feeding							
5) Removal							
6) Lavage							
25. G-tube/J-tube							
1) Irrigation							
2) Feeding							
3) Site Care							
26. Dressing Change							

a. Clean							
b. Sterile							
Semester/Year							
Skill	NURS 1010	NURS 1020	NURS 1030	NURS 2040	NURS 2045	NURS 2050	Initial
27. Suture Removal							
28. Staple Removal							
29. Drainage Tubes							
a. Hemovac							
1) Maintenance							
2) Removal							
b. Jackson-Pratt							
1) Maintenance							
2) Removal							
c. T-Tube							
1) Maintenance							
2) Removal							
d. Chest Tube							
1) Maintenance							
30. Pre-op Checklist							
31. IV Therapy (Continuous/Intermittent)							
a. Insertion							
b. Regulation							
c. Management							
d. Removal							
32. Oxygen Therapy							
33. Tracheostomy							
a. Care							
b. Suction							
34. Traction							
a. Skeletal							
b. Skin							
c. Pin Site Care							
35. Supportive/Assistive Devices							
a. Bed Trapeze							
b. Abduction Splint							
c. Trochanter Rolls							
d. Foot Board							
e. Posey Vest							
f. Sling							
g. Knee Immobilizer							
h. Boot							
i. Splint							

j. Brace							
k. Crutches							
Semester/Year							
Skill	NURS 1010	NURS 1020	NURS 1030	NURS 2040	NURS 2045	NURS 2050	Initial
l. Cane							
m. Walker							
36. Discharge Planning							
37. Charting							
a. Simulation							
b. Patient Record							
38. Care of Equipment							
39. Weight/Height							
40. Isolation							
41. Collection of Specimens							
a. Urine (CCMS, void, pediatric)							
b. Stool							
c. Sputum							
d. Strep Screen							
42. Transfer of Patient							
43. Use of Patient Lift							
44. Incentive Spirometry							
45. Patient Valuables							
46. Restraints							
a. Checking Dr. Order							
b. Application							
c. Assessment/ Documentation							
d. Removal							
47. Turn, Cough, Deep Breathing Exercises							
48. Burn Care							
49. Postmortem Care							
50. Oxygen Administration							

Instructor's Initials

Signature

Bainbridge College ADN Program

STUDENT ACCIDENT/INCIDENT REPORT

Date of Report _____ Date/Time of Accident/Injury _____

Student Name: _____

Address: _____

Home Phone # _____ Cell Phone # _____

Exact Location Where Accident/Incident occurred (physical location of accident)

What was student doing when accident/incident occurred? (Be specific – if using tools or equipment or handling materials – name them and tell what student was doing with them).

How did accident/incident occur? Tell what happened and how it happened. Name any objects or substance involved and tell how they were involved. Give full information on all factors which contributed to this accident/incident.

Witnesses (Name, Home phone, Home address, etc)

**Did Accident/Incident occur because of Mechanical Defect or an unsafe act?
If yes, explain**

Name and location of injury (Describe fully, include parts of body affected)

Was student seen by physician, treated at hospital, etc yes no

Attending Physician and Address (If hospital involved, please indicate)

How could this incident have been prevented?

Date: _____ **Student Signature:** _____

Date: _____ **Faculty Signature:** _____

Date: _____ **Director Signature:** _____

Bainbridge College ADN Student Complaint Form

Name _____ Course: _____

Address _____ Email Address: _____

Phone
Number

Please briefly discuss your complaint

Please use a separate page if needed

What Action (if any) have you taken to deal with your complaint

Please use a separate page if needed

Please give names of any faculty or staff members you have spoken to in regards to this matter

Please use a separate page if needed

I _____
Student Signature: _____ Date: _____

Date form received and person who accepted submission:

Date: _____
Submission: _____

CLINICAL WARNING FORM

STUDENT: _____

Date: _____

Problem/Unsafe or Unprofessional Practice (Specify):

Discussion:

Action Taken/Recommendations for Improvement:

Warning
_____ 1st Warning

_____ 2nd Warning

_____ 3rd Warning

Instructor's Signature _____ Date _____

Instructor's Signature _____ Date _____

_____ has read the above documented problem and has been counseled
(Student Signature)

by his/her instructor. Date: _____

CLINICAL TERMINATION FORM

STUDENT: _____

Date: _____

Clinical Warning Issued (Specifics):

Discussion Regarding Failure to Complete Remediation:

Suggested Action To Be Taken:

Instructor's Signature _____ Date _____

Instructor's Signature _____ Date _____

Submission to:
Department Chair: _____

Vice President of Academic Affairs: _____
College President: _____

<p>1. Identify and implement measures to promote competent and quality nursing care to clients with alterations in mental health by:</p> <ul style="list-style-type: none"> ➤ Consistently collects data regarding human needs: <ul style="list-style-type: none"> ▪ Summary of health status concerning current admission ▪ Lab and diagnostic studies ▪ Health history- previous admissions, surgeries, and medications ▪ Environmental Data- employment status, marital status, living conditions, and access to care ▪ Cultural Data ▪ Educational Needs ▪ Purpose of medications 								
<p>2. Display critical thinking skills in nurse-client interactions in the mental health setting to accurately</p> <ul style="list-style-type: none"> ▪ Assess ▪ Develop nursing diagnoses ▪ Set goals ▪ Implement nursing intervention ▪ Evaluate goals 								
<p>3. Examine communication techniques in the care of clients with alterations in mental health.</p> <ul style="list-style-type: none"> ➤ Record an IPR log <ul style="list-style-type: none"> ▪ Identify effective communication techniques ▪ Identify ineffective communication techniques ▪ Identify appropriate communication responses for the times you made inappropriate or ineffective communication remarks. ➤ Appropriately communicate with faculty & staff. 								
<p>4. Articulate legal and ethical concerns in mental health nursing.</p> <ul style="list-style-type: none"> ▪ Maintains client confidentiality. 								

<p>5. Establish a safe and caring environment for mental health clients.</p> <ul style="list-style-type: none"> ▪ Maintains therapeutic milieu. 								
<p>6. Employ holistic nursing measures while caring for mental health clients.</p> <ul style="list-style-type: none"> ▪ Displays courtesy and respect for client's beliefs. 								
<p>7. Examine one's own nursing practice behaviors in relation to commitment.</p> <ul style="list-style-type: none"> ➤ Demonstrates professional responsibility and commitment during all scheduled clinical and lab activities <ul style="list-style-type: none"> ▪ Attendance and Punctuality ▪ Nursing care tools: <ul style="list-style-type: none"> - Neat and legible - Correct use of language - Submitted on time ▪ Preparedness ▪ Adherence to uniform policy ▪ Demonstrates professional behavior at all times ▪ Adherence to Nursing student Handbook ▪ Maintain current clinical requirements <ul style="list-style-type: none"> - CPR - TB test - Liability Insurance - Physical Exam ➤ Consistently accepts responsibility and accountability for own actions 								
<p>8. Employ self confident behaviors in the care of clients with alterations in mental health.</p> <ul style="list-style-type: none"> ▪ Appropriately initiates conversation with client. ▪ Maintains therapeutic silence when indicated. ▪ Interacts with clients in a self assured manner. 								

9. Apply cultural sensitivity in the care of the mental health client.								
10. Uses faculty feedback and suggestions as a means of developing professional nursing practice								

Reflection page and Instructor comment

Student Reflection	Instructor Comments
Clinical 1	Clinical 1
Clinical 2	Clinical 2
Clinical 3	Clinical 3

Summary and Final Evaluation:

Faculty Comments:

Student Comments:

I have read this Final evaluation and have been given the opportunity to respond.

Student Signature _____ Date: _____

Faculty Signature _____ Date: _____

TO ALL STUDENTS

Please read your handbook and bring this sheet, signed, to your next scheduled class. Any questions may be directed to the Program Director or to any member of the nursing faculty.

Signing this sheet indicates that you have read, understand, and agree to comply with the Bainbridge College Associate Degree Nursing Student Handbook Policies throughout the entire nursing program.

I have read, understand, and agree to comply with Bainbridge College Associate Degree Nursing Student Handbook Policies during my entire enrollment in the ADN program.

Name (Print): _____

Signature: _____

Date: _____