

# VALLEY COLLEGE

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## Nursing -Associate Degree Student Handbook

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## **Valley College Nursing Associate Degree Program**

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About the Nursing Handbook.

The handbook is distributed electronically.

A paper copy is available upon request from the Program Administrator.

This handbook is a supplement to the Valley College Student Catalog.

This edition of the Nursing Associate Degree Student Handbook supersedes and replaces any previous editions of the handbook. The revised edition may supersede, modify, or eliminate previously existing policies. Students will be required to follow the policies that are posted in the most current version of the handbook regardless of when they enrolled in the program.



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## **Valley College Mission Statement:**

Our mission is to meet the educational and professional needs of the community by delivering quality degree and certificate programs, which are flexible and career oriented.

## **Valley College Philosophy:**

Valley College believes that its educational programs must be diverse and challenging enough to maintain the interest of all students, yet flexible enough to account for individual learning differences.

## **Nursing Program Mission Statement:**

The Valley College Nursing Associate Degree Program's mission is to develop capable, ethical, and patient-centric Nurses that deliver quality and caring patient care through each stage of the Human Life Cycle.

## **Nursing Program Philosophy:**

The Valley College Nursing Program is grounded in the belief of Evidence-Based practice using historical and proven quantitative and qualitative data from credible sources. Building on this approach, the Valley College Nursing program is based on the notion that our students will need to be prepared to work in a variety of patient based medical settings with a diverse range of health care teams committed to providing patient-centric, personalized/family-based, and safe medical care to their patients through each stage of the life cycle. Therefore, Valley's Nursing philosophical approach is to ensure that a proper balance of practical skills and emotional intelligence is present to ensure patient-centered care.

To achieve this goal, Valley recognizes the need for their Nursing students to develop several sets of skills and capabilities that are predicated on Concept Based education. Upon graduation and licensure, Valley Nursing graduates must be prepared to operate in a team-based environment where they have the essential interpersonal, organizational, coordination, and teamwork-based skills to work with a host of medical professionals. To complement this approach, Valley believes that their Nursing program must enable their students to develop the ability to collaborate, problem-solve, and think critically to continually meet the needs of the team and ultimately, the patient.

Finally, in coordination with the principles of Evidence-Based and Patient-Centered Care, Valley's Nursing graduates are expected to provide quality care within the scope of their practice, make sound judgment, be promoters and communicators of continued health wellness and education, demonstrate the ability to identify and support patient needs and problems, and ultimately, emerge as an advocate for the ongoing medical and emotional care of their patients. Finally, the Valley College Nursing program recognizes that their nurses must be prepared to be adaptive and flexible enough to function in an increasingly dynamic medical marketplace and as such, should be committed to a continual and unending quest for continued education.

As a result of these guiding philosophical principles that Valley College has established for their Nursing program, graduates will become well-rounded nursing professionals capable of consistently meeting the needs of their patients. The primary learning objectives include a balance of practical competency-based skills built on Evidence-Based practices for patients at various stages or the life cycle, professional and emotional skill development and patient services that revolves around each of the key life stages of a patient.

## **Nursing Program Description:**

The Nursing program has been designed to provide graduates with the core competencies and knowledge necessary to pass the National Council Licensure Examination for Registered Nursing (NCLEX- RN) and successfully enter the field of nursing. Utilizing the foundational principles of Evidence-Based Practice, Nursing students will be provided with a balanced combination of classroom instruction, practical hands-on laboratory based patient simulations, and clinical activities in adult and geriatric health nursing, maternal and child health nursing, mental health, medical-surgical procedures, rural, urban, and community health, nursing leadership, and clinical decision-making in order to master the essential skills and emotional intelligence required to be a nurse.

The Nursing Program is delivered by qualified educators that also possess a wide-range of nursing experience utilizing the principles of Active Learning, Problem-Based Learning, and Transformative Learning. Through a balanced approach of in-class instruction, lab, and clinical activities that are mapped out for a progressive learning experience, instructors will teach students each core element of the program while simultaneously, helping students fully comprehend the importance of communication, teamwork, emotional intelligence and providing patient-centric care.

In each educational setting, students will learn to identify, assess, analyze, and evaluate information utilizing the principles of Evidence-Based Practice to evaluate options, form conclusions, and proceed with patient-centered care that is in the best interest of their patient's physical, mental, and spiritual well-being while accounting for factors that include a patient's background, environment, and culture. Students will learn how to safely administer prescribed medication, including IV therapy, provide accurate reporting and documentation for patient records in written and electronic form.

Finally, throughout the Nursing program, students will be provided with the data and information to effectively prepare them for their NCLEX-RN. Students will have an opportunity to participate in various assessments and remediation activities throughout the program to help them and their instructors monitor the progress and overall educational development to ensure all students receive this one-to-one support to properly prepare for the NCLEX-RN. Upon program completion, graduates of the Nursing program will be eligible to sit for the NCLEX-RN.

## **Career Opportunities for Nursing Graduates:**

Based upon completion of the Nursing program, career ready employment opportunities for graduates include but are not limited to entry-level positions at the following areas.

- Hospitals
- Emergency Rooms
- Surgical Facilities
- Long Term Care Facilities, including skilled nursing homes and assisted living facilities
- Physician Offices
- Home Health Care Services
- Community care facilities for the elderly
- Veterans Offices and Facilities
- Outpatient Facilities
- Secondary Schools
- Correctional Facilities

Upon program completion, graduates of the Nursing program will be eligible to sit for the National Council Licensure Examination for Registered Nursing (NCLEX-RN). Sitting for and passing the NCLEX-RN may provide more career opportunities for the Nursing program graduate.



## **Nursing Program Learning Objectives:**

1. Incorporate and utilize the principles associated with Evidence-Based Practice when providing nursing care to patients/families across the lifespan in the various health care settings.
2. Execute each step of the nursing process using accurate and appropriate written and verbal medical terminology with patients, families of the patient, physicians, and additional team members.
3. Function as a patient-advocate while demonstrating professional, ethical, compassionate, legal, and patient-centric care within the scope of practice for a nurse.
4. Accurately document patient care records in written and electronic form, while maintaining HIPAA requirements.
5. Demonstrate an understanding of human anatomy and biology when performing nursing procedures for individuals for various stages of the life cycle.
6. Exhibit leadership, clinical judgment, problem-solving, and critical thinking when providing patient care in at each stage of the life cycle in various types of medical facilities.
7. Demonstrate and apply appropriate and approved level of medications, including IV therapy, in a safe manner that is consistent with the eight (8) rights of the administration of medication.
8. Exhibit the ability to effectively communicate in written and verbal form as part of the nursing process, operate as an effective member of the nursing team, and demonstrate emotional intelligence with interacting with patients, families, and members of the medical team.
9. Provide Evidence-Based health education on a variety of medical needs based on the patient and/or family's needs.
10. Provide effective nursing care within a nurse's scope of practice that accounts for a patient's social, cultural, emotional, mental, and physical needs.
11. Demonstrate the ability to conduct a wide range of ethical, patient-centric, and safe nursing care for patient needs that include acute, emergency, illness prevention, health maintenance, and health awareness procedures.

## **Conceptual Framework:**

The Valley College Nursing Associate degree program has been built using multiple theories to shape the conceptual framework and organizing theme of the program. The theories that make-up this framework focus on the sequence of our classes, the core content used to deliver the Nursing program to ensure an appropriate medical education program, and the educational theories that drive the instructional strategies of the Nursing faculty.

## **Nurse Program Course Sequence:**

First, Valley has organized its courses into a sensible sequence of classes that will enable its faculty to establish key foundational skills that begin with Communication, Medical Terminology, Biology, Mathematical, and Anatomy, concepts. Building on these key foundational medical and professional competency areas, Valley's Nursing program takes a step forward into each core Nursing course that take the student through the patient life cycle and further, provide them with essential pharmacology and intravenous therapy concepts and competencies that they can then apply through each stage of the patient life cycle. Once the student has been exposed to the patient life cycle, the Nursing program continues with a focus on ethics, decision-making, clinical judgment, mental health challenges and issues, rural, urban, and community-based nursing, and medical surgical scenarios that students will encounter



in their scope of practice. Finally, Valley’s Nursing program will culminate with a course in focused on clinical preparation and NCLEX preparation.

### General Schedule:

The student will receive a Rotation Schedule prior to or at Orientation that will guide them through their programs. A more specific Class Schedule will also be provided to the student prior to the start of each course. This schedule may be sent electronically to the student, so it is important to ensure that the student communicates any changes of his/her contact information to the Program Administrator or her designee.

### Rotation Schedules (Class Progression):

The program is divided in “Tiers.” The tiers are built to consider any pre-requisites. If a student must have a modified rotation schedule, the Valley College Registrar Department determines the best schedule after considering all pre-requisites and course availability. A modified schedule may alter the number of weeks/months a student attends school. The Registrar Department may also change a student’s schedule for optimization due to class size. For blended (hybrid) programs, even though the College has identified specific courses, to be taught online, it reserves the right to be modify the list of courses that will be taught either online/blended or at the campus on a temporary or permanent basis.

#### Summary of the Program’s Pre-requisites Courses (Pre-req)

Course Number	Course Name	Pre-req Course #	Pre-req Course Name (Successful completion of the course)
BIO101	Microbiology	BIO100	Biology
NUR107	IV Therapy/Pharmacology 2	NUR106	IV Therapy/Pharmacology 1
NUR122	Anatomy & Physiology 2	NUR121	Anatomy & Physiology 1
NUR123	Pathophysiology	BIO100 BIO101	Biology Microbiology
NUR151	Fundamentals of Nursing - Adult Health & Patient Care 2	NUR150	Fundamentals of Nursing - Adult Health & Patient Care 1
NUR250	Nursing - Maternity and Child Nursing	NUR150	Fundamentals of Nursing - Adult Health & Patient Care 1
NUR251	Nursing - Medical Surgical 1	NUR150 NUR151	Fundamentals of Nursing - Adult Health & Patient Care 1 Fundamentals of Nursing - Adult Health & Patient Care 2
NUR252	Nursing - Geriatric	NUR150 NUR151	Fundamentals of Nursing - Adult Health & Patient Care 1 Fundamentals of Nursing - Adult Health & Patient Care 2
NUR254	Nursing - Medical Surgical 2	NUR251 NUR150 NUR151	Nursing - Medical Surgical 1 Fundamentals of Nursing - Adult Health & Patient Care 1 Fundamentals of Nursing - Adult Health & Patient Care 2
NUR253	Rural, Urban, and Community Nursing	NUR102 NUR121 NUR122	Introduction to Nursing/Medical Terminology Anatomy & Physiology 1 Anatomy & Physiology 1
NUR255	Mental and Behavioral Health for a Nurse	NUR150 NUR151	Fundamentals of Nursing - Adult Health & Patient Care 1 Fundamentals of Nursing - Adult Health & Patient Care 2
NUR260	Nursing - Capstone and Clinical Experience	2.0 cGPA, met Attendance requirements, and successfully received all credits for the Nursing program	



## Nursing Program Outline:

The following table represents the Nursing Program Outline. This document illustrates a list of each of each course in the Nursing program along with a breakdown of all instructional hours and credits. HW is out of class assignments (or homework).

Course No.	Tier	Location	Course Name	Lecture	Lab	Clinical	HW Rev	Credits
ENG115	1	<b>Online</b>	English Composition	60	0	0	120	4.00
NUR102	1	Ground	Introduction to Nursing/Medical Terminology	30	30	0	60	3.00
BIO100-AN	1	Ground	Biology	30	30	0	60	3.00
NUR121	2	Ground	Anatomy & Physiology 1 (Lecture and Lab)	30	30	0	60	3.00
MAT125-AN	2	<b>Online</b>	College Math	30	30	0	60	3.00
BIO101	2	Ground	Microbiology	30	30	0	60	3.00
NUR122	3	Ground	Anatomy & Physiology 2 (Lecture and Lab)	30	30	0	60	3.00
NUR123	3	Ground	Pathophysiology	30	30	0	60	3.00
NUR106	3	Ground	IV Therapy/Pharmacology 1	30	30	0	60	3.00
NUR153	4	Ground	Leadership, Clinical Judgement and Decision-Making	30	30	0	60	3.00
NUR150	5	Ground	Fundamentals of Nursing - Adult Health & Patient Care 1	28	20	36	56	3.00
NUR107	5	Ground	IV Therapy/Pharmacology 2	30	30	0	60	3.00
NUR159	5	Ground	Human Nutrition	10	50	0	20	2.00
NUR151	6	Ground	Fundamentals of Nursing - Adult Health & Patient Care 2	28	20	36	56	3.00
NUR250	6	Ground	Nursing - Maternity and Child Nursing	28	20	36	56	3.00
NUR253	6	<b>Online</b>	Rural, Urban, and Community Nursing	30	30	0	60	3.00
NUR251	7	Ground	Nursing - Medical Surgical 1	28	20	36	56	3.00
NUR252	7	Ground	Nursing - Geriatric	28	20	36	56	3.00
ISD205-AN	7	<b>Online</b>	Ethics	60	0	0	120	4.00
COM110	8	<b>Online</b>	Foundations of Communication	60	0	0	120	4.00
NUR254	9	Ground	Nursing - Medical Surgical 2	28	20	36	56	3.00
NUR255	9	Ground	Mental and Behavioral Health for a Nurse	28	20	36	56	3.00
NUR260	10	Ground	Nursing - Capstone and Clinical Experience	21	0	39	42	2.00
<b>TOTALS</b>			<b>10 Tiers, 23 Courses</b>	<b>737</b>	<b>520</b>	<b>291</b>	<b>1474</b>	<b>70</b>

## Nursing Program Admissions and Clinical Requirements:

Prior to enrolling, applicants need to be aware that Nursing students are subject to certain requirements that are specific for the Associate Degree in Nursing program. These include but are not limited to submitting the completed Valley College Nursing Program Medical Document Packet, appropriate state and national criminal background checks and Observed 10-panel rapid drug screen at a Valley College approved site(s). Applicants should make an informed decision about whether to participate in a program that requires a criminal background check, physical examination, and Observed 10-panel. Associate Degree in Nursing students must be at least 18 years old to participate in the program.

Clinical Preceptorship sites do not always have the same requirements as listed above. The requirements and recommendation of the sites may be subject to change. Valley College strives to provide students with the most up-to-date requirements for clinical sites at Orientation and at different checkpoints during the students' program.



### **Nursing students are required to have**

Many clinical sites may require students to be vaccinated against the COVID-19 virus. To ensure that students meet those requirements, Nursing students must show proof that they have received the Covid-19 vaccination. Complete Covid-19 vaccination mean as follows: Moderna or Pfizer- 2 doses and for Johnson and Johnson- 1 dose completed before the first day of class. Some sites may require a booster dose to meet COVID-19 vaccination requirement.

The Nursing Students must show that they have initiated the 10-panal rapid drug screen and the background check (BCI and FBI, State and National) process at the time of enrollment.

### **Required Background Checks, Drug Screens, and Physical and Immunizations Records Requirements<sup>1</sup>**

1. **Criminal Background Check:** Students in the Nursing Associate Degree program are required to submit to an West Virginia Bureau of Criminal Investigation (BCI) and FBI national criminal background check, since some sites may require both the BCI and FBI background checks. On a best-effort basis, Valley College will have a designated time the student can complete the required initial paperwork and be fingerprinted for the BCI/FBI background check that must be submitted with a designated third-party designated by Valley College. If the school does not provide a designated time or the student be on campus at that time, the student is responsible for completing the initial BCI/FBI background checks through an approved third-party company by the student's first day of class. Failure to do so could result in the student not being able to continue in the program. The results of the BCI/FBI checks must be sent directly to the school. If the background comes back with a record that will disqualify the enrollee from participating in the clinical portion of the program, the enrollee will not be able to continue in the program. The student must be aware that even if the initial paperwork has been submitted to an approved third-party background company, the student cannot be placed in a clinical course until the school has received an acceptable background report for the student. This most likely will result the student's graduation date being extended. The estimated cost of the criminal background checks is noted on the Enrollment Agreement and is the responsibility of the student.

The student may be subject to dismissal from the program depending on the criminal offense in question. The West Virginia Board of Examiners (WVBOE) requires all nursing applicants for licensure to disclose and provide documentation related to any legal incident that occurred to the student as part of the application process.

2. **Observed drug screen:** All enrollees in the ADN program are required to submit to an Observed rapid 10-panel drug screen. On a best-effort basis, Valley College will have a designated time the student can complete the drug screen. If the school does not provide a designated time or the student be on campus at that time, the student is responsible for completing the initial drug screen through an approved third-party company by the student's first day of class. Failure to do so could result in the student not being able to continue in the program. The results are returned to the school. Valley College must receive an acceptable report prior to the enrollee starting the clinical portion of the program. If the report results disqualify the enrollee from participating in the clinicals, the enrollee will not be able continue in the program. Valley College may refer to the Observed 10-panel rapid drug screen as drug screen or urinalysis in the Student Catalog and other documents. The estimated cost of the drug screen is noted on the Enrollment Agreement and is the responsibility of the student.
3. **Physical and Common Communicable Disease Immunization Record:** All students in the ADN program are required to provide documentation that they have had a recent physical and met the requirements for common communicable disease immunizations. The physical may be performed by the students' healthcare provider. Detailed information about the physical will be given to the student during the enrollment process or at orientation. Students must be able to demonstrate they have initiated the process for obtaining the

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<sup>1</sup> In the rare incidence that a student may enroll in the program too close to the start date to complete the BCI/FBI background process or the Observed Drug Screen process or provide the College with the required documentation related to physical and common communicable diseases immunization records, the student may be allowed to conditionally enroll in the program, but he/she must complete the forementioned process prior to the 12<sup>th</sup> calendar day after the start date. Failure to do so will result in the student not being able to continue in the program. The same processes/procedures are followed as described in this section of the catalog.



physical and immunizations, titers, and/or boosters before the end of the first class. If the student fails to provide the necessary documentation, the student might not be able to continue in the program. The student must provide written documentation from their healthcare provider that all requirements are met prior to start of the first clinical course that the student is scheduled to take. The student is responsible for all necessary fees associated with the physical and any immunization and other health related requirements.

Nursing students must provide a copy of written documentation from a physician (or health care provider) concerning state vaccinations requirements. The list of the vaccinations follows:

- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination **or** (b) a serum titer confirming immunity. Hepatitis B series is given in a three-part series. If the student does not have the complete HepB series, he/she must have proof of the first injection by the start of class and provide proof that the second injection is taken four weeks after the first. The third injection is completed 5 months after the second. If the student's HepB series is older than 10 years, the student will need to have a titer to confirm immunity. **AND**
- Proof of (a) one (1) Measles, Mumps and Rubella Vaccination (MMR) **or** (b) a serum titer confirming immunity to each disease **or** (c) proof that the student was born prior to January 1, 1957. **AND**  
Proof of (a) a second Measles Vaccination (may be a part of a second MMR) **or** (b) a serum titer confirming immunity **or** (c) proof that the student was born prior to January 1, 1957. **AND**
- Proof of 2-Step TB (PPD skin test or chest x-ray) with a negative reading.
- Proof of Tetanus vaccination within the last 10 years.
- Proof of Influenza immunization (This may be a seasonal requirement).

In addition:

- Due to the physical requirements ( to lift and/or carry over 50 pounds frequently), attendance and academic standards, applicants who have physical limitations (including but not limited to physical disabilities, pregnancy in cases where physical limitations may be advised or prescribed or other physical constraints), learning disabilities or any other restrictions that would prevent the student from participating fully and successfully completing the program, may be required to provide documentation from his/her healthcare provider that states that the individual can complete all of the required class procedures without restrictions.
- Any vaccinations and/or immunizations or additional clinical specific requirements are not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by each student. Furthermore, students who do not provide proof that they have the recommended vaccinations/titers and may at minimum be required to follow different procedures while performing certain medical proficiency checkpoints and or not be allowed to attend, a clinical site. For example, **if students can't get the flu vaccine due to allergic reactions**, they may be required to wear a mask and or other PPE deemed necessary by the clinical site throughout your rotation.
- If a clinical facility recommends additional specific requirements to participate at the clinical site, including all requirements associated with the COVID-19 virus, failure to adhere to requirements may enable the student from participating at the clinical and thus student may be withdrawn from the program.
- The student must show proof of current American Heart Association Healthcare Provider BLS training prior to going to clinicals. More information will be provided to the student when the training will be provided by the school. AHA BLS online training does not meet this requirement.
- Valley College may share the results of the background check, drug screening and immunizations and/or vaccination records with the designated contact person at the clinical site. Based on the guidelines of the site, a student may or may not be accepted at their site. If, the student is not accepted by the site or if while the student is participating in clinicals, the assigned site denies the student's participation for any reason, the student will be removed from the site at least temporarily until the situation has been investigated by the



College and the issue has been resolved. If the student cannot return to a clinical site and be allowed to make up missed time, the College has no other choice but to terminate the student. The student would have the opportunity to appeal the decision in writing to the campus' Nursing Program Administrator.

## **Attendance and Make-up Class Assignments and Consequences of Missing Class:**

Regular and timely attendance in class/clinical/lab is essential to complete the required course objectives and requirements to achieve success in the Nursing Program. Therefore, students are encouraged to meet with their instructor or (her designee) immediately regarding any concerns that may hinder their attendance and thus their potential for academic success. Taking responsibility for attendance is one of the first steps and student can take to develop professional accountability.

### *Excused Absence (Planned or Emergency)*

On occasion, a student may miss a class/clinical/lab because of unavoidable or extenuating circumstances such as personal injury or illness, death in the immediate family, court appointed dates, and military service. These types of genuine circumstances are considered an excused absence.

- **Bereavement:** If a student must miss class to attend a funeral, the student must bring in a document of verification of funeral. Time absent for bereavement may not exceed three days.
- **Court and or Legal Appearance:** When a student is subpoenaed to appear in court, the time missed from class/clinical/lab will be counted as being absent. The documentation may be any paper form of documentation there is/was a court order requirement for that may include, but not limit to, Jury Duty, Order to Appear, Subpoena,
- **Medical Emergencies:** A doctor note demonstrating that the student had to personally see a healthcare provider, or, if a parent, spouse, child, or other dependent required medical care that also required the student's attendance and/or transportation to the medical facility.
- **Work Related Mandatory Training:** If a student is required to attend a work-related mandatory training or event, they will be required to provide documentation from their direct supervisor explaining the reason and date for the mandatory attendance.
- **Military Related Training:** If a student is either in an active or inactive military status and are required to a mandatory military training activity and can provide written documentation attesting to the start and end dates of the training.
- **NUR260 Attendance Requirement:** Students are required to have 100% attendance based on scheduled hours in all previous coursework to enter NUR260. If students do not meet these hour requirements will be required to come to campus to make up all missing hours. Hours must be made up in a designated timeframe to ensure that the student is able to complete their program within the required 150% timeframe of SAP. (See Satisfactory Academic Progress.)
- **Other:** If the student misses' hours for any other reason, a written explanation may be submitted to the instructor. (Reminder, faculty may exercise their right to deduct points for assignments, quizzes, or tests.)

*Importance of submission of written (paper format) documentation: This applies to classroom, lab, and clinical portions of the program.*



Supporting documentation is due the day that the student returns to school. If the student does not have the paper formatted documentation that day, they may submit an electronic copy of the documentation through the next school day.

Submitting documentation does not automatically guarantee that instructor (or designee) will determine that the absence will be classified as an excused absence. However, failing to provide the documentation will most likely result that the attendance will be classified as an unexcused absence.

### *Process to Report Lateness or an Absence:*

- When a student realizes that they will be tardy or absent from class, the student must notify the Instructor or Front Desk as soon as it safe/feasible to do so. (School opens at 8am. Do not use the cell phone to call if you are driving to contact the school.).
- Attendance is recorded at the beginning of each class/clinical/lab as directed by the instructor. The instructors have the right to update the attendance if a student leaves class early (or does not return from a break/lunch).
- When a student is tardy or absent from class, it is the student's responsibility to obtain any missed notes or handouts from a missed class.
- The student is to meet with the classroom (lecture/lab), course instructor (or designee) to discuss the absence, hours, and present supporting documentation with the instructor. The instructor and the student will come together on an agreed upon plan to for the student to make-up the hours and missed class work while the course is activity running.
- The student will attend the scheduled make-up hours. It is required that all hours are made up before the student can enter their final course (NUR260).
- Any missed hours during NUR260 must be made up before the student can qualify for completion for the program. All hours must be made up within designated Satisfactory Academic Progress (SAP) timeframe.
- The student will submit the designated make-up assignments, tests, and/or quizzes.as required by the instructor. Valley College may use simulations as part of the student's (make up work) academic plan.

### *Consequences for Absences:*

- Instructors are not required to admit students into the classroom after class has started. Students will be considered late if they arrive more than seven (7) minutes after the start time. For example, if class starts at 8:00 am, at 8:08 the student is considered late.
- Instructors will not admit late students into class during an exam/quiz even if it is within the seven minutes. Students will be required to wait to enter the class until the next break. Time missed will be counted as absent and will be required to be made up. Depending on documentation submitted, the time missed may be counted as unexcused.
- Participation points will be deducted which will likely affect the student's overall grade.
- There may be stricter requirements for missed tests than assignments or quizzes.



- If a student's cumulative attendance drops below 95% at any time in the program, regardless of the reason for the absence, the student is subject to withdraw from the program.

## Attendance, Clinical:

(In this section, the general term absences or missed time is used. The instructor or designee will verbally or electronically notify the student if the time off was classified as an unexcused absence.)

- **Attending clinical orientation is mandatory.** Missing clinical orientation could result in failure of the course. Patient safety is a high priority and a student who misses orientation to the facility misses valuable information needed to provide safe and effective care to their patients and therefore, will not be able to attend clinical.
- When reporting for a clinical, students are expected to come prepared: name badge, proper clean uniform/scrubs, stethoscope, pen, watch with second hand (and/or other items the clinical instructor deems necessary for that clinical site) and any homework that might be due. Students who show up unprepared or late will be sent home and this will count as an unexcused absence. Students will have to make up the missed hours and assignments.
- Student must arrive to clinical on time and stay the duration of the entire clinical. Students will sign in and out of the clinical just like they do in the classroom. Being late or leaving a clinical early will be considered a missed clinical day and the student may fail the course. Clinicals are set up well in advance and Valley cannot guarantee clinical make-up time. The student must follow the same protocols for contacting the instructor and/or school if he/or she knows they will be tardy or absence from the clinical experience.
- Excused absence from a clinical must have proper documentation or it will be considered unexcused. Even with excused documentation students must make-up clinical time for successful completion of the class/program.
- **Clinical assignments** are important for administering safe nursing care to the assigned patients and are necessary to measure student's attainment of the course and clinical objectives. Failure to hand in these clinical assignments when due may result in an unsatisfactory clinical grade and potential failure of the course.
- If the student fails the clinical aspect of a course, for any reason, the student must repeat the theory and clinical component to successfully pass the course. After two failures of any of the nursing courses, the student will have failed the Nursing Program. There are NO REFUNDS for completed course work.
- **Bereavement:** If a student must miss class to attend a funeral, the student must bring in a document of verification of funeral. Time absent for bereavement may not exceed three days.
- **Court and or Legal Appearance:** When a student is subpoenaed to appear in court, the time missed from class/clinical/lab will be counted as being absent. The documentation may be any paper form of documentation there is/was a court order requirement for that may include, but not limit to, Jury Duty, Order to Appear, Subpoena,
- **Medical Emergencies:** A doctor note demonstrating that the student had to personally see a healthcare provider, or, if a parent, spouse, child, or other dependent required medical care that also required the student's attendance and/or transportation to the medical facility.

- **Work Related Mandatory Training:** If a student is required to attend a work-related mandatory training or event, they will be required to provide documentation from their direct supervisor explaining the reason and date for the mandatory attendance.
- **Military Related Training:** If a student is either in an active or inactive military status and are required to a mandatory military training activity and can provide written documentation attesting to the start and end dates of the training.
- **NUR260 Attendance Requirement:** Students are required to have 100% attendance based on scheduled hours in all previous coursework to enter NUR260. If students do not meet these hour requirements, they will be placed on a Temporary Out status until hour requirements are met. Hours must be made up in a designated timeframe to ensure that the student is able to complete their program within the required 150% timeframe of SAP. (See Satisfactory Academic Progress.)
- **Other:** If the student misses' hours for any other reason, a written explanation may be submitted to the instructor. (Reminder, faculty may exercise their right to deduct points for assignments, quizzes, or tests.)

## Grading:

Generally, all tests and assignments are graded against a 100% score. Sixty percent (60%) is the minimum passing grade. The instructor does have the option of offering the student who fails to obtain 60% score on a test or a major graded assignment the opportunity to complete extra credit work to show that he or she has a better understanding of the course material. All extra credit work must be submitted within two days after it is assigned. Students who fail to achieve a passing grade for the course will be required to repeat the entire course and will incur a Course Retake fee. (See Tuition) The Nursing program has a stricter grading scale for certain courses.

For a student to successfully complete a nursing course and progress to the next course, the student will need to achieve an average of 78% on all assessments (tests, quizzes) and homework. Each student will be provided with a syllabus that illustrates the different types of assessments for each course and they will include a series of activities that could include tests/quizzes, in-class assignments, out-of-class assignments, class participation, lab competencies, and clinical competencies.

In addition, students must pass all skills test-outs with a satisfactory rating within 3 attempts and must pass all Clinicals. The details regarding the grade scale for the clinical/preceptorship is discussed in the Nursing Program Description section found earlier in this document. **To successfully pass a class with a NUR prefix, the students will need to achieve a 78% or better.**

<u>Grade</u>	<u>Pts.</u>	<u>Description</u>	Counts in Calculation for GPA
A	4.0	93 to 100%	Yes
B	3.0	85 to 92%	Yes
C	2.0	78 to 84%	Yes
F*	0.0	Less than 78%	Yes

All other courses follow the traditional grading scale (These courses do not have the NUR prefix)

<u>Grade</u>	<u>Pts.</u>	<u>Description</u>	Counts in Calculation for GPA
A	4.0	90 to 100%	Yes
B	3.0	80 to 89%	Yes
C	2.0	70 to 79%	Yes
D	1.0	60 to 69%	Yes
F*	0.0	59% or less	Yes



### Clinical Evaluations:

Students will be evaluated at each clinical. Clinical evaluations are graded as follows:

Evaluation Category	Explanation
<b>P + Pass Plus</b>	The student performance exceeds expectations for passing the lab and/or clinical based nursing procedure, which could include patient care, fundamental, base, and specialized nursing skills. Student teamwork, professionalism, patient and nursing team communication, patient education, and empathy exceeds expectations. Finally, student growth and the ability to execute nursing processes, procedures, and activities associated within the scope of practice of a nurse.
<b>P Passing Performance</b>	The student performance demonstrates capable, safe, sanitary, empathetic, and patient-centric care based on previously learned skills. Student also demonstrates capable and effective levels of fundamental, base, and specialized nursing skills. Student demonstrates effective and capable levels of teamwork, professionalism, patient and nursing team communication, patient education, and empathy. Finally, student demonstrates growth and an increasing ability to execute the process, procedures, and activities that are within the scope of practice of a nurse.
<b>I Improvement Required</b>	The student performance is below satisfactory levels of capable, safe, sanitary, empathetic, and patient-centric care based on previously learned skills. Student demonstrates below satisfactory levels of fundamental, base, and specialized nursing skills. Student demonstrates below satisfactory levels of effective and capable levels of teamwork, professionalism, patient and nursing team communication, patient education, and empathy. Finally, student demonstrates minimal to below satisfactory levels of growth and an increasing ability to execute the process, procedures, and activities that are within the scope of practice of a nurse.
<b>F Failing</b>	The student does not perform any level of capable, safe, sanitary, empathetic, and patient-centric care based on previously learned skills. Student does not demonstrate any level of fundamental, base, and specialized nursing skills. Student does not demonstrate effective and capable levels of teamwork, professionalism, patient and nursing team communication, patient education, and empathy. Finally, student does not demonstrate growth or an ability to execute the process, procedures, and activities that are within the scope of practice of a nurse.

### Laboratory Evaluations:

All Lab Skills Test Outs are graded on a pass/fail basis. Students will be given 3 attempts to pass. If student does not pass by the 3<sup>rd</sup> attempt, student will fail the course. Practice is essential before testing out and peer to peer practice is highly recommended. Students must pass the lab skill test out prior to performing the skill at clinical.

### Policy for Testing (Exams):

- Students need to follow the syllabus and class schedule for each course.
- Once an exam has begun students will not be allowed in the room and must wait until the exam is over or the next break, at which point student must follow the make-up procedure.



- Quizzes may not be a part of the syllabus and may or may not be announced in advanced.
- It is the student's responsibility to come prepared to take exams and quizzes.
- If an exam is missed due to an absence the student must be prepared to take the exam on the first day of return to school unless alternative arrangements have been made with the instructor.
- Students may be required to provide documentation regarding absence: failure to do so may result in a zero for the exam.
- Students are expected to keep record of their exams, quizzes, and homework grades to calculate their academic standing.
- There will be no extra credit points on exams, quizzes or final exams awarded in NUR classes.
- Students must study material in a way conducive to retaining learned knowledge as content may be retested on at any time during the program.
- Students may be requested by the instructor to move or be reassigned to a particular/different seat for testing.
- During the exam/quiz's students will not be allowed to leave the room.
- For MATH exams/quiz's students must show their work or no credit will be given.
- Instructors will not review exams/quizzes until all students have taken the exam/quiz.
- Cell phone use during any exam/quiz or review of exam/quiz will be considered academic dishonestly and student will receive a zero for that exam/quiz.
- Students are required to score an 850 on the HESI NCLEX-RN Prep Exam to successfully pass the NUR260 course.



## **Student Code of Conduct:**

Valley College's Code of Conduct can be viewed in its entirety in the Catalog (Valley College website at <https://www.valley.edu>).

The College expects mature behavior. Regulations governing student conduct and activities are based on the premise that attending class in an environment conducive to learning is the right of each student. A student is subject to suspension or termination for conduct that disrupts the teaching or administrative activities of the College or interferes with the rights of the campus community. Examples of conduct considered unsatisfactory under these standards include but not limited to dishonesty, failure to comply with college policies, procedures and regulations, or with the directions of college officials acting in performance of their duties, harassment, physical or verbal abuse of any person on campus or at college functions, and theft of or damage to college property or to property on campus belonging to any member of the campus community.

Valley College aims to provide students with comprehensive training and education necessary for entry into professional employment. In accordance with the Valley College Values of Integrity, Effectiveness, Leadership, Teamwork, and Growth, students are expected to adhere to the following code of conduct to ensure a professional atmosphere and positive learning experience.

Rules and regulations governing student conduct are based on the premise that attending class in an environment conducive to learning is the right of each student. The Student Code of Conduct is the set expectations regarding professionalism, attitude, appearance, academic integrity, attendance, classroom conduct, and course expectations. Students have the right to a professional, non-discriminatory, non-violent, harassment free, and drug, alcohol, and tobacco free environment. Adherence to the Student Code of Conduct is expected of all students, and any violation will be subject to disciplinary action.

Students are expected to interact with colleagues and peers in a polite and respectful manner. Students are expected to display characteristics such as respect, organization, prioritization, efficiency, and positivity. Students are also required to follow classroom rules established by their instructor. These rules could address but may not be limited to communication, format and structure of assignments, formal assessments, remote learning guidelines, and conduct. Abiding by the following rules and meeting the required expectations will result in the professional appearance and conduct required at Valley College.

## **Classroom Rules:**

In addition to the statements above, each instructor will distribute or post specific class rules and expectations for their class. For courses with require more specific lab-based activities and assignments (skill-based procedures), the instructor will distribute or post more specific standard operation procedures or safety procedures that must be followed. Programs that have clinicals or Externships have more specific student handbooks that discuss the Code of Conduct expectations that must be followed when the student is off campus and at those sites.

Classroom Rules and Expectations that are commonly observed in all Valley College campus' programs include but are not limited to:

### ***Students are expected to:***

- Be present for the entire class.
- Keep cell phones off or on vibrate.
- Beverages and food are not permitted in any lab classes.
- Beverages may be allowed in lecture rooms if they are in a container with a lid.
- Tobacco usage is restricted in the classrooms and at all school events except for in designated smoking areas at each campus.
- Take all personal, valuable items when leaving the room.



- Refrain from profane or obscene language and any unprofessional verbiage in the classroom, lab, or clinical setting.
- Follow verbal and written instructions in the classroom, lab, and clinical settings.
- Communicate and exhibit a positive attitude, good judgment, and respect for faculty, staff, and peers.
- Contact instructor by phone or text message prior to absence from class or clinical.
- Complete and turn in assignments on time.
- Accept responsibility for actions and outcomes.
- Demonstrate a positive attitude toward feedback.
- Display professional behavior and maintain a professional demeanor at all times including when offsite on school sponsored functions such as field trips, community service activities or other school functions.
- If in a remote learning setting and participating in a live session, the student must be in an environment conducive to learning. The student cannot be at work, driving a car, or otherwise not fully participating in class.

## **Clinical Rules:**

*In addition to the statements above, students participating in off-site clinicals are expected to:*

- Follow requirements of each clinical site regarding parking, storing of belongings, utilizing designated rooms for pre- and post-conference, usage of staff break rooms, cafeterias, microwaves, and refrigerators.
- Students are not permitted to leave the premises until the clinical has been concluded. Lunch is to be eaten on premises in approved locations only. Food is not permitted to be delivered to the site or dropped off by an outside visitor.
- Students are not permitted to leave the floor without getting prior approval from the instructor.
- Smoking is prohibited while on the grounds of a clinical site.
- Cell phone use is prohibited on the floor and can only be used with instructor approval in designated locations.
- Students are responsible for seeking the assistance of the instructor in the clinical area before proceeding with new, unfamiliar, or uncertain aspects of patient care.
- Refusal to perform any type of patient care as directed by the instructor will result in dismissal from the clinical site and count as an unexcused absence. This refusal will reflect in the student's clinical grade and may result in further disciplinary action at the discretion of the Nursing Administrator.

## **Student Dress Code:**

Valley College students are preparing for various careers in a workforce. Students are encouraged to reflect the proper image of their future careers by dressing appropriately and should also be aware that excessive visible body piercing, and extreme hairstyles may inhibit their career opportunities. Students are expected to wear the appropriate Valley College Uniforms during normal class times.

The Valley College uniform (scrub top and bottom) is royal blue in color with a white lab coat. The uniform is purchased through the College during the first weeks of classes. Failure to adhere to the Dress Code upon warning may be grounds for termination. Questions pertaining to the Dress Code should be addressed to the Campus Director and or the Nursing Program Administrator.



- **Classroom:** Students will promote a professional atmosphere in the nursing program and will be required to follow the rules:
  - Uniform scrub attire must fit properly so the midriff and buttocks are not shown while engaging in normal activities and exercises. Bottoms should not excessively touch the floor and tops should not expose cleavage.
  - Students are to always wear school identification badges when in the school, lab/classroom and at the clinical setting.
  - Faculty members may provide more specific standards for shoes. Shoes should wear either black or white leather covered shoes (nursing shoes) or solid “Croc” style shoes (no holes). Shoes must be closed heel and closed toed.
  - Lab coats/jackets or cardigan/fleece jacket may be worn according to weather conditions. NO HOODIES. Long sleeves at clinical such as lab coats etc. Must follow policy of site.
  - Hair color must be of naturally occurring color tones with no extreme color or dye effects.
  - The only permitted head-coverings are surgical caps and hair-wraps that in no way resemble a bonnet, do-rag, or outside hat. The color must be limited to white, blue, or black. Head coverings worn consistently for religious reasons are acceptable. Faculty have the final decision of the appropriateness of head-coverings.
  - In accordance with professional workplace expectations, tattoos not covered by appropriate clothing will need to be covered with either a sleeve, band aid or bandage material so they are not visible in the classroom, lab, clinical setting, or any other function organized by Valley College.
  - Any facial piercings must be removed and/or plugged while in the classroom, lab, clinical setting, and any other function organized through Valley College. The plugs must be removed from gauged ears while in the classroom, lab, clinical setting, and any other function organized through Valley College.
  - The CDC (Center for Disease Control) recommends NO artificial nails or extensions. Valley College Nursing Program will also adhere to this recommendation. Furthermore, nails must be kept short and not extend beyond the tips of the fingers. Only clear or pale nail polish is allowed with no visible chips.
  - Please be respectful of perfume, oils and or cologne in the classroom regarding other students with allergies.
- **Lab:**
  - Follow the above dress code.
  - Only an engagement/wedding band is permitted in clinical and lab. Earrings: only 1 per ear and studs only for lab.
  - Please be respectful of perfume, oils and or cologne in the lab regarding other students with allergies.



- Students must show up to test outs prepared for the test out: proper uniform scrub, watch with a second hand, stethoscope (when appropriate) or they may not be tested out and this will be considered a failure for that test out.
- **Clinical:**
  - Follow the above dress code.
  - Students not wearing a Valley College school identification badge at clinical sites, unless specifically directed otherwise by the clinical site, will be sent home and this will be counted as a missed day.
  - Only an engagement/wedding band is permitted in clinical and lab. Earrings: only 1 per ear and studs only for clinical.
  - No false eyelashes are to be worn at clinical.
  - No perfume or cologne or oils are to be worn at clinical.
  - When reporting for a clinical, students are expected to come prepared: name badge, proper clean uniform/scrubs, stethoscope, pen, watch with second hand (and/or other items the clinical instructor deems necessary for that clinical site) and any homework that might be due.
  - Students who show up unprepared or late will be sent home and this will count as an unexcused absence. Students will have to make up the missed hours.

## **Casual Days:**

The Campus Director may allow students to have casual or theme dress days. Safety and professionalism are always a consideration. The wearing of torn or badly frayed jeans, shorts, t-shirts (or other shirts/sweatshirts) with messages, tank tops, and open-toed or open-heeled shoes are never permitted.

## **Disciplinary Measures for Conduct Violations:**

The Nursing Program Administrator makes all final decisions regarding what constitutes a Code of Conduct violation. Consequences may occur as follows depending on a type, severity and/or frequency of the conduct violation:

1. Verbal counselling/coaching to avoid a repeat of the violation
2. Verbal warning with additional coaching for repeated violation of the Code of Conduct
3. Written warning with action plan to address repeated violations
4. Subject to suspension or dismissal from the program

The Nursing Administrator can administer any of these consequences depending on the seriousness of the conduct violation. Any student behavior that has directly resulted in the loss of a clinical site for the Valley College will face immediate dismissal from the program.

## **Non-Discrimination, ADA, and Equal Opportunity:**

Students at Valley College can expect a campus free of discrimination based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or



disability. Valley College does not tolerate discrimination towards faculty, staff, students, or any other individuals associated with the company. Students are required to adhere to the campus nondiscrimination policy.

Valley College is committed to upholding the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 (together, the “Disability Laws”), and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Valley College provides equal opportunity for qualified persons with disabilities. Valley College will make reasonable accommodations for a qualifying student with a disability, as appropriate. Accommodations must be formally requested by the student in writing. Students requesting accommodations must submit documentation of their disabilities from an appropriate, licensed professional qualified in the appropriate specialty area. Some examples of such persons are physicians, psychiatrists, and psychologists. Such requests, along with supporting documentation, should be directed to the Campus Director. Online students may contact the Director, Online Division.

Valley College does not discriminate against any student or applicant based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or disability. The College abides by these policies in the administration of its student admissions, financial aid and scholarships, career placement programs, as well as in all other student-related services and educational programs and opportunities. The Campus Director serves as the campus’ Equal Opportunity Officer. Contact information is posted on the campus’ Student Bulletin Board.

### **Student Resource Center and Virtual Library:**

The campus’ Resource Room provides access the internet, Gale (Virtual) Library and the Virtual Librarian, and printed materials which may be used as supplemental reading for course work and for general background information. Students are requested to comply with the Resource Center rules. The College subscribes to the Gale Internet Library and the Virtual Librarian services. Log on information is provided to the student at Orientation. All students, faculty and staff have free access to these library services. Online training is available for users. Students who have suggestions for additions to the Resource Center or comments or its operation should address their comments to the Campus Director.

- Valley College also offers the services of a 24-hour a day 7-day a week Virtual Librarian. The following list of items represent the services provided to Valley College students:
- Act as the qualified Librarian for Valley College students.
- Assist and be available by phone, video or web conferencing for all accreditation activities, meetings, and other communications.
- Provide asynchronous 7-day library online reference service by email, live-chat, or web meetings, to all students, instructors, and staff.
- Give oversight, manage, develop, and curate the library, both its e-resources and services, ensuring it will meet all accrediting standards as chosen by the institution.
- Work with the college to ensure the purchase of appropriate e-resources to support the course content.
- Ensure there are library administrative processes, library policies, library budget and faculty and student training and instructional publications provided, and that assessments and improvements occur.

### **Tutorial Services:**

Tutoring services are available to all students. It is the student’s responsibility to seek out opportunities for tutoring services from the classroom instructor.



## **Emergencies and Illness:**

Students are expected to become familiar with all fire and other emergency evacuation routes and procedures. Evacuation routes are diagramed and posted in each classroom. The locations of fire extinguishers are also shown. A discussion of emergency procedures is conducted during class orientation.

During Orientation, the students will be instructed that if they feel like they are becoming ill at any time while on campus or at a clinical site, they should inform their instructor or other supervisor (preceptors when no Valley College staff member is present). All cases of illness or injury during school hours should be reported promptly to the instructor. Valley College reserves the right to call for emergency medical assistance or refer the student for medical assistance if an emergency, accident, or illness occurs during class hours. Any expense incurred shall be the sole responsibility of the student and/or parent or guardian. Valley staff members may also call and an emergency contact number that the student provides to the school at the student request. Faculty and staff members are not licensed to transport students in their personal vehicles. While at a clinical setting, the student is to be seen in the emergency room or follow the employee illness policy of the clinical facility. The cost of health care is the student's responsibility.

## **Pregnancy:**

Should a student be pregnant at the time of enrollment or become pregnant, any time while attending Valley College Nursing Associate Program it is to be reported immediately to the Program Administrator and confirmed by the student's health care provider. A medical release, which includes there are NO restrictions, from the student's provider will be needed if she is to remain in the program. There are physical responsibilities and hazards the student might, and very likely will, encounter while attending the Nursing program. These duties should be shared with the student's health care provider, who must endorse the student's state of health.

## **Clinical Health and Safety Policy/Sudden Illness or Exposure to Communicable Disease:**

All cases of illness or injury should be reported promptly to the instructor. The college reserves the right to call for emergency medical assistance or refer the student for medical assistance if an emergency, accident, or illness occurs during class hours. Any expense incurred shall be the sole responsibility of the student and/or parent or guardian.

## **Incident Reporting Procedure:**

The college reserves the right to call for emergency medical assistance or refer the student for medical assistance if an emergency, accident, or illness occurs during class hours or school events. Students are encouraged to immediately report any non-emergency incidents such as accidental needle sticks, animal bites, or other injuries sustained while at Valley College to a faculty/staff member. The faculty/staff member who will complete an incident report. *Proper first aid procedures will be followed.* Valley College recommends that students see/talk to their healthcare provider about the non-emergency incident. The student is responsible for payment for any treatment rendered and all costs that may result from injury and/or illness.

## **Substance Use and/or Abuse:**

If the instructor determines the student's ability to function safely in the clinical area is impaired (for any reason), the student is expected to immediately leave the clinical site. If alcohol or drugs are suspected, the student may be escorted for an immediate drug screen at their expense according to our policy. The instructor will document the incident and report it to the nursing program director. A copy of the incident, reporting the violation, will be placed in the student's file.



## **Social Media Policy:**

Students are held to a high standard of professional conduct, including via social media. Students are prohibited from posting information pertaining to classroom, laboratory, simulation, and clinical experiences on social networking websites or any other type of internet, computer, or technology-based social networking site, or equivalent media outlet. At no time may students use any personal electronic devices to take photographs, video or voice recordings of any patient or any part of a medical record or other protected health information. Violation of this policy is grounds for immediate dismissal.)

## **COVID-19 Guidelines:**

COVID-19 has had a tremendous impact on the healthcare industry and schools' ability to place students in the required clinical courses. Valley's Nursing program is obligated to abide by the requirements imposed by our clinical partners. At this time, we do not know for what or if any exemptions will be granted. Please keep in mind any exemptions/waivers may be facility dependent, and thus exceptions could vary between clinical partners. We cannot guarantee alternate clinical site placement for students who do not meet these requirements.

## **Student Grievance Procedure:**

Valley College strives to ensure that its students are fully satisfied with their education program. However, in order to afford full consideration to students' complaints or concerns, this grievance procedure is set forth to create the framework for problem resolution. Should students have a concern, a discussion with the faculty member or campus staff member can resolve most issues.

All students' complaints will be handled in the following manner:

1. The student should first attempt to resolve the issue directly with the faculty member or the campus staff member involved.
2. If the student does not feel that the issue has been resolved, the student should present a written grievance to the Director of Academic Affairs (or designated staff member). The Director of Academic Affairs (or designated staff member) should promptly acknowledge the receipt of the complaint and may schedule a meeting in person with the student to discuss the issue. The Director of Academic Affairs (or designated staff member) will respond to the complaint in writing addressing the issue and describing any corrective action, if applicable.
3. If the issue remains unresolved, the student may discuss the matter with the Campus Director or Director, Online Division. If the student submits a written complaint, the student will receive an acknowledgement of receipt and the opportunity to meet with the appropriate Valley College management staff. After the school has the opportunity to respond to the complaint in writing that addresses the issue and describes any corrective action, as applicable, the student will receive a written response.
4. If the student feels that the complaint is still unresolved, the student should submit the complaint in writing to the College's Chief Academic Officer (CAO) at the following address: 287 Aikens Center, Martinsburg WV, 25404. The CAO will respond to the student in writing with the proposed resolution.
5. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.



Please direct all inquiries to: **Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 (703) 247-4212**. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at [www.accsc.org](http://www.accsc.org).

- a. West Virginia Students may contact West Virginia Community and Technical College Systems (WVCTCS), 1018 Kanawha Blvd, East, Suite 700, Charleston, WV 25301, (304) 558-0265.
- b. West Virginia Student may also contact the West Virginia Board of Nursing, 5001 MacCorkle Avenue, SW, South Charleston, WV 25309, (304) 744-0900.

## **Title IX Notice of Non-Discrimination and Policy:**

Title IX Notice of Non-Discrimination and Policy Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, Valley College:

- Does not discriminate on the basis of sex, including but not limited to admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation.
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law.
- Is committed to promoting fairness and equity in all aspects its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all parties involved.

Valley College prohibits retaliation against any individual who in good faith makes a complaint or assists a complainant in the filing of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other College policy, it is also a violation of a federal law.

Valley College has adopted Valley College Title IX Non-Discrimination & Grievance Process Policy that can be found on Valley College's website at the following link: <http://www.valley.edu/consumer-information/>

Valley College's Title IX Coordinator is identified below and may be contacted with questions about Valley College Title IX Non-Discrimination & Grievance Process Policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the educational programs or activities in compliance with Title IX.

Title IX Coordinator: Ms. Margaret Stafford  
Valley College Administrative Office  
287 Aikens Center Martinsburg, WV 25404  
T 304-263-0979  
Email: [mstafford@valley.edu](mailto:mstafford@valley.edu)



## Confidentiality Requirements:

Student in the Nursing program may have access to confidential patient and management information. Students are required:

- To abide by all laws, regulations, and agency policies and procedures relating to the confidentiality of the patient's/client's business and management information.
- To use patient/client business and management information only as it relates to their nursing duties.
- To continue to maintain the confidentiality of all patient's/client's business and management information after the termination of student clinical placements and refrain from accessing the same records or computer system after the termination of their education.
- To sign a Confidentiality Statement for Student Clinical form which can be found in this Handbook.

## Completion and Graduation Requirements:

A Candidate for Graduation has achieved the following:

- 1) Passed all required courses in the student's program.
- 2) Earned an overall cumulative 2.0 GPA ("C" average) or better on a 4.0 scale
- 3) Completed the program within the time frame as defined by Satisfactory Academic Progress (SAP)

If a student meets the requirements for graduation, but is delinquent in payments to the college, the student will be considered a graduate but may not be eligible to walk at his or her scheduled graduation ceremony or will not receive their diploma or will not receive an official or unofficial transcript until their account is in good financial standing according to Valley College policies.

A candidate for the Nursing Pinning Ceremony has met the above completion and graduation requirement. The successful student will receive a Valley College Certificate of Completion and pin.

## NCLEX-RN Preparation:

At the conclusion of core nursing courses, students will prepare for and complete a Specialty Exam. The Specialty Exam will measure a students' understanding and ability to apply concepts related to specific clinical nursing content areas. The exam is an essential learning tool in the course and will provide students with a benchmark for their progress and additional areas for continued practice and study. The content of the exam will be linked to essential NCLEX-RN material that is covered in the course. At the conclusion of the Specialty Exam, a member of the Nursing Department will prepare a personalized study plan for the student that will contain additional ongoing activities that will be submitted as out of Class Assignments.

- **NCLEX Study Plan Activities:** In coordination with the NCLEX Specialty Exam given at the conclusion of each core nursing course, students will be expected to complete a weekly assignment and/or activity that is associated with the personalized Study Plan provided by their instructor. Directions will be provided by the designated member of the Nursing Department and will include due dates, assignment requirements methods to submit, and additional student advising. These activities are considered Out-of-Class Assignments.
- **NUR260 will contain a 3-day NCLEX-RN review.** This classroom activity will be driven by Didactic activities. At the conclusion of the 3-day workshop, students will be provided with their first attempt at the NCLEX-RN Exit Exam. Students must successfully achieve a minimum score of 850 to pass the NCLEX-RN Exit Exam and pass the NUR260 course.



## **Requirements for Application for RN Licensure:**

**The following information represents RN licensure requirements in accordance with WV Code 30-7-1 et. seq. and code of legislative rule 19-03:**

1. Completed RN application and paid fee located in the nurse portal.
2. Completed a 4-year high school or equivalent.
3. Completed a basic curriculum in a program in nursing education approved by the Board or in a school accredited or approved by a comparable Board or other recognized authority in another jurisdiction.
4. Paid for and completed a fingerprint-based West Virginia and national electronic criminal history records check using the Board agency. If the applicant currently resides in another state must submit that's states criminal history.

## List of Appendix Items

**The Appendix** contains forms that the student must complete and submit to Valley College.

- Nursing Student Handbook Agreement
- Informed Consent
- Confidentiality Statement for Student Clinical Experience
- Technology Agreement
- HIPAA Statement



Appendix Item

## Valley College Nursing Program

### Nursing Student Handbook Agreement

I have received a copy of the latest Nursing program Student Handbook in addition to the Catalog provided to me prior to my enrollment and understand all the rules and expectations. By signing this statement, I agree to abide by all the regulations, policies and procedures contained in the Handbook, including any amendments that may occur from time to time.

I understand that Valley College will periodically review its policies and procedures to serve the needs of the students and faculty, as well as to respond to the regulatory mandates of the legislature, the West Virginia Board of Nursing, the federal government, and other regulatory and accrediting agencies. Valley College reserves the right to change, rescind, or include additional regulations, policies, and procedures in its Nursing Student Handbook. I understand that such changes may occur without notice and that I agree to periodically check the Student Handbook for the latest version.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

*By signing, I recognize that this is a binding contract of responsibility and accountability, which is then integrated into my permanent file. I have been provided time to ask questions and receive responses to these questions.*



Appendix Item

## Valley College Nursing Program

### Informed Consent

I, \_\_\_\_\_, understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases including, but not limited to Covid-19, Tuberculosis, Hepatitis B, and HIV (AIDS) while in a clinical facility. Neither Valley College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility/practicum during training unless the injury is a direct result of negligence by the college or clinical facility. I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education. I understand that I should purchase private health insurance. I understand and assume responsibility for the practices, objectives, course requirements and inherent risk involved in the education of Nursing program students at Valley College.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (Please Print)** \_\_\_\_\_



Appendix Item

## Valley College Nursing Program

### Confidentiality Statement for Student Clinical Experience

I, \_\_\_\_\_, understand that in the performance of my duties during all my clinical experiences and preceptorship wherein I have clinical experiences and opportunities, while attending Valley College Nursing Program, I have access to and or am involved in the processing of patient information and data, I understand that:

- I have a legal obligation to hold confidential all information including computerized data information from charts and records to which I may have access and will only discuss this information with those individuals who require this information to carry out their job responsibilities and facilitate the educational process.
- I will not intentionally attempt to gain access to areas that are not needed for the performance of my clinical experience.
- Passwords, if assigned, are unique to me and is not transferable.
- I am solely and fully accountable for any information entered in the system under my password. I will notify my clinical instructor/preceptor/supervisor and or the system manager immediately if I suspect that someone has gained unauthorized access to my password or documentation.
- I understand that I am required to maintain the confidentiality of all patient/hospital data, always during, after, and following my clinical/preceptor experience and there remains a legal compliance expectation without ending.
- I understand that I do not have any right and will refrain from taking photos, videos, or recording of anything or anyone, including but not limited to, patients/clients/staff/peers/children at the clinical environments.
- I understand that a violation of these confidentiality considerations will result in termination of the clinical experience, possible legal action, and dismissal from the Nursing Program

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

*This confidentiality Statement is applicable to ALL clinical/preceptor sites connected to Valley College Nursing Program and will become a part of the student's personal file.*



Appendix Item

## Valley College Nursing Program

### Technology Agreement

Valley College has a significant investment designed to enhance the education and training of students in its various programs. Due to this, it is deemed necessary to clarify expectations for those using equipment and supplies here at Valley College.

Therefore, I understand and agree to the following:

- No equipment (such as computers, printers, drives, CD-ROM players etc.) shall be altered in any way. (This includes Lab equipment such as beds, pumps etc.)
- No equipment may be moved without the direct permission of the instructor charged with the responsibility of the equipment.
- No file, program, graphic, game, etc. may be installed on, or copied to, or deleted from any system server without permission of the network manager.
- No file, program, graphic, game, tec. May be installed on, or copied to or deleted from any computer or hard drive without permission of the instructor charge with the responsibility of that computer.
- Unauthorized personal enhancements to a computer such as screensavers, Windows © wallpaper, graphics, etc. are not permitted on Valley Colleges' equipment.
- The addition of (purposeful or otherwise) of a virus, worm, time bomb etc. to any system at Valley College is prohibited.
- Misuse or abuse of email is strictly prohibited.

Violations of any part of this agreement will result in consequences including, but not limited to restriction from use of equipment, removal from the class or program, expulsion from Valley college and or potential legal action.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Name (Please Print)** \_\_\_\_\_



Appendix Item

## Valley College Nursing Program

### HIPAA Statement

Confidential information includes protected health information (PHI) as defined by the federal Health Insurance Portability and Accountability Act (HIPAA). Protected Health Information (“PHI”) under HIPAA is defined as information that is received from or created or received on behalf of Valley College or its affiliated health care organizations and is information about an individual which relates to past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual.

PHI includes medical records, student records, and financial or billing information relating to a patient’s or student’s past, present or future mental or physical condition; or past, present, or future provision of healthcare; or past present or future payment for provision of healthcare and contains any of the following identifiers that may be used to identify the patient or student in relation to PHI.

- Names
- Geographic subdivisions smaller than a state
- Telephone/fax numbers
- E-mail addresses
- Social Security Numbers
- Medical Record Numbers
- Health plan beneficiary numbers
- Account numbers
- All elements of dates related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89
- Certificate/license numbers
- Vehicle identifiers and serial numbers including license numbers
- Device identifiers/ serial numbers
- Biometric identifier (voice, fingerprints)
- Full face photo image
- Any other unique identifying number, characteristic, or code

Below is the web link to a notification of privacy practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA). It is your responsibility as a student in the Nursing Program to read, understand, comply with and be able to define the HIPAA regulations. You should be able to describe how the regulation affects you in your position as a future Nurse (and current nursing student). Please read the HIPAA notification thoroughly and keep it with your other Nursing Program references that you carry with you at your job or preceptorship site.

#### Notice of Privacy Practices for Protected Health Information:

- <https://www.hhs.gov/sites/default/files/ocr/privacy/hipaa/understanding/coveridentities/notice.pdf>

Student Signature Block appears on the next page.



I understand that Valley College and its affiliated health care organizations have a legal and ethical responsibility to maintain and protect the privacy and confidentiality of protected health information (PHI) and to safeguard the privacy of patient and student and Valley College and its affiliated health care organizations' information. I understand that any PHI or confidential information that I access or view at Valley College and its affiliated health care organizations does not belong to me.

#### HIPAA Statement

I \_\_\_\_\_ have read and understand the HIPAA regulations.  
(Please print your name)

Signature \_\_\_\_\_ Date \_\_\_\_\_