# VALLEY COLLEGE

## Nursing -Associate Degree Student Handbook

**Valley College Nursing Associate Degree Program**

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**Nursing Associate Degree Program Administrator:**

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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 Program's mission is to develop competent, ethical, and patient-centric nurses who deliver evidence-based, high quality, and compassionate holistic patient care across the human lifespan.

## Nursing Program Philosophy:

The Valley College Nursing Program's philosophy is congruent with the Quality and Safety Education for Nurses (QSEN) and the National League for Nursing (NLN) competencies. Building on this combination, the Valley College Nursing program is based on the premise that our students will be prepared to work in a variety of clinical settings with a diverse range of health care professionals who are committed to providing high quality, evidence-based, patient-centered, and safe care to patients across the human lifespan. Therefore, Valley's Nursing Program's philosophical approach is to ensure that a proper balance of practical skills, nursing knowledge, and emotional intelligence are present to ensure evidence based, patient-centered care.

To meet this approach, Valley recognizes the need for their nursing students to develop a varied set of skills and capabilities that are predicated on Concept Based education. Upon graduation and licensure, Valley Nursing graduates will be prepared to operate in a team-based environment where they will have the essential interpersonal, organizational, and teamwork-based skills to collaborate with a host of healthcare professionals. To complement, Valley believes that their Nursing program must enable students to develop the ability to collaborate, problem-solve, and think critically to continually meet the needs of the team and ultimately, the patient. Valley College's nursing graduates are expected to provide this evidence-based, collaborative, and patient-centered care within their scope of practice. They are also expected to make sound judgements, advocate for their patients, and promote the importance of continued health, wellness, and education. Valley College nursing graduates will be expected to seek out evidence-based care practices through their devotion to continuing nursing education.

As a result of these guiding philosophical principles and approach that Valley College has established for their Nursing program, graduates will become well-rounded nursing professionals capable of consistently meeting the needs of patients.

## 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, 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.

*Beckley Campus: Effective January 24, 2023, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on January 24, 2025.*
**Accreditation Commission for Education in Nursing (ACEN)**
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
http://www.acenursing.com/candidates/candidacy.asp

*Martinsburg Campus: Effective January 26, 2023, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on January 26, 2025.*
**Accreditation Commission for Education in Nursing (ACEN)**
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
http://www.acenursing.com/candidates/candidacy.asp

# Nursing End-of-Program Learning Outcomes:

*Patient Centered Care:* Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. (QSEN, 2020)

*Human Flourishing:* Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN, n.d.)

I. **Outcome 1:** *Provide compassionate, evidence-based, and patient-centered care while upholding the patient's beliefs, values, and preferences in their healthcare.*
II. **Outcome 2:** *Advocate for the patient's rights while supporting their integrity and ongoing growth as human beings.*

*Teamwork and Collaboration*: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN, 2020)

*Professional Identity*: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN, n.d.)

III. **Outcome 3:** *Demonstrate the ability to participate within an interprofessional collaboration of healthcare professionals using open communication, mutual respect, and shared decision making to achieve the best patient outcome.*
IV. **Outcome 4:** *Exemplify the role of a nurse by displaying ethical morals, integrity, responsibility, and compassion within the constraints of the delivery of quality patient care.*

*Evidence-Based Practice*: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN, 2020)

*Quality Improvement*: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN, 2020)

*Spirit of Inquiry*: Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN, n.d.)

V. **Outcome 5:** *Integrate the best and most current evidence-based practice with acquired knowledge and experience when providing care to the patient and their family.*
VI. **Outcome 6:** *Devote time to acquiring new, evidence-based nursing practice knowledge to continually provide improved quality care to the patient, their families, and the community.*

*Safety*: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN, 2020)

*Informatics*: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN, 2020)

*Nursing Judgement*: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN, n.d.)

VII. **Outcome 7:** *Integrate technological advances into patient care practices to support safe and effective nursing care.*

VIII. **Outcome 8:** *Maintain a safe patient care environment through management of organizational processes and individual performance.*

IX. **Outcome 9:** *Provide safe, effective, and high-quality patient centered care that is validated with evidence and supported by nursing science.*

## Conceptual Framework:

The Valley College Nursing program utilizes the QSEN and NLN competencies to shape the conceptual framework and organizing theme of the program. These competencies are applied throughout the framework of the program including in the development of the program outline, the end-of-program student learning outcomes, and the individual course objectives.

## 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
- 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).  The student must sit for and successfully pass the NCLEX-RN to obtain employment as a Registered Nurse.

## Nurse Program Course Sequence:

The Valley College Nursing Program has arranged courses sequentially to introduce core concepts and establish foundational skills in anatomy and physiology, communication, medical terminology, and mathematics. The program will build on these competency areas with successive classes and experiences that provide the students with essential knowledge of the human life cycle and the essential pharmacological and intravenous therapies that can be applied throughout the lifespan. The program then incorporates a focus on ethics, decision-making, clinical judgement, mental health challenges and issues, rural, urban, and community-based nursing, and medical- surgical scenarios that students are anticipated to encounter in the registered nurse's scope of practice. In the final phase, the nursing program concludes with a course focused on preparation for the NCLEX-RN examination and clinical practice.

## General Schedule:

The student will receive a rotation schedule prior to or at their 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 into "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 |
|---|---|---|---|
| BIO201 | Anatomy and Physiology I | BIO101 | Microbiology |
| BIO202 | Anatomy and Physiology II | BIO101 | Microbiology |
| | | BIO201 | Anatomy and Physiology I |
| NUR102 | Introduction to Nursing | BIO101 | Microbiology |
| | | BIO201 | Anatomy and Physiology I |
| | | BIO202 | Anatomy and Physiology II |
| | | NUR101 | Medical Terminology |
| NUR150 | Pathophysiology and Pharmacology I | BIO101 | Microbiology |
| | | BIO201 | Anatomy and Physiology I |
| | | BIO202 | Anatomy and Physiology II |
| | | MAT125-AN | College Math |
| | | NUR101 | Medical Terminology |
| | | NUR102 | Introduction to Nursing |
| NUR151 | Pathophysiology and Pharmacology II | BIO101 | Microbiology |
| | | BIO201 | Anatomy and Physiology I |
| | | BIO202 | Anatomy and Physiology II |
| | | MAT125-AN | College Math |
| | | NUR101 | Medical Terminology |
| | | NUR102 | Introduction to Nursing |
| | | NUR150 | Pathophysiology and Pharmacology I |
| NUR160 | Fundamentals of Nursing I | BIO101 | Microbiology |
| | | BIO201 | Anatomy and Physiology I |
| | | BIO202 | Anatomy and Physiology II |
| | | MAT125-AN | College Math |
| | | NUR101 | Medical Terminology |
| | | NUR102 | Introduction to Nursing |
| | | NUR150 | Pathophysiology and Pharmacology I |
| NUR161 | Fundamentals of Nursing II | BIO101 | Microbiology |
| | | BIO201 | Anatomy and Physiology I |
| | | BIO202 | Anatomy and Physiology II |
| | | MAT125-AN | College Math |
| | | NUR101 | Medical Terminology |
| | | NUR102 | Introduction to Nursing |
| | | NUR150 | Pathophysiology and Pharmacology I |
| | | NUR151 | Pathophysiology and Pharmacology II |
| | | NUR160 | Fundamentals of Nursing I |
| NUR201 | Geriatric Nursing | BIO101 | Microbiology |
| | | BIO201 | Anatomy and Physiology I |
| | | BIO202 | Anatomy and Physiology II |
| | | MAT125-AN | College Math |
| | | NUR101 | Medical Terminology |
| | | NUR102 | Introduction to Nursing |
| | | NUR150 | Pathophysiology and Pharmacology I |
| | | NUR151 | Pathophysiology and Pharmacology II |
| | | NUR160 | Fundamentals of Nursing I |
| NUR210 | Rural, Urban, and Community Nursing | NUR160 | Fundamentals of Nursing I |
| | | NUR161 | Fundamentals of Nursing II |
| NUR220 | Medical Surgical Nursing I | NUR160 | Fundamentals of Nursing I |
| | | NUR161 | Fundamentals of Nursing II |
| NUR230 | Obstetric and Maternity Nursing | NUR160 | Fundamentals of Nursing I |
| | | NUR161 | Fundamentals of Nursing II |
| NUR221 | Medical Surgical Nursing II | NUR160 | Fundamentals of Nursing I |
| | | NUR161 | Fundamentals of Nursing II |
| | | NUR220 | Medical Surgical Nursing I |

| NUR231 | Pediatric Nursing | NUR160 | Fundamentals of Nursing I |
| | | NUR161 | Fundamentals of Nursing II |
| | | NUR220 | Medical Surgical Nursing I |
| | | NUR230 | Obstetric and Maternity Nursing |
| NUR250 | Leadership, Clinical Judgement, and Decision Making in Nursing | NUR160 | Fundamentals of Nursing I |
| | | NUR161 | Fundamentals of Nursing II |
| | | NUR201 | Geriatric Nursing |
| | | NUR210 | Rural, Urban, and Community Nursing |
| | | NUR220 | Medical Surgical Nursing I |
| | | NUR221 | Medical Surgical Nursing II |
| | | NUR230 | Obstetric and Maternity Nursing |
| | | NUR231 | Pediatric Nursing |
| NUR255 | Mental and Behavioral Health for Nursing | NUR160 | Fundamentals of Nursing I |
| | | NUR161 | Fundamentals of Nursing II |
| | | NUR201 | Geriatric Nursing |
| | | NUR210 | Rural, Urban, and Community Nursing |
| | | NUR220 | Medical Surgical Nursing I |
| | | NUR221 | Medical Surgical Nursing II |
| | | NUR230 | Obstetric and Maternity Nursing |
| | | NUR231 | Pediatric Nursing |
| NUR260 | Nursing – Capstone and Clinical Experience | Successful completion of all courses and received credits throughout the nursing program with a cumulative GPA of 2.0. Must have met all attendance and remediation requirements. | |

## 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.

| Course No. | Location | Course Name | Lecture | Lab | Clinical | Credits |
|---|---|---|---|---|---|---|
| ENG115 | *Online* | English Composition | 60 | 0 | 0 | 4.00 |
| BIO101 | Ground | Microbiology | 30 | 30 | 0 | 3.00 |
| NUR101 | Ground | Medical Terminology | 20 | 40 | 0 | 2.00 |
| BIO201 | Ground | Anatomy & Physiology 1 | 30 | 30 | 0 | 3.00 |
| ISD205-AN | *Online* | Ethics | 60 | 0 | 0 | 4.00 |
| MAT125-AN | *Online* | College Math | 30 | 30 | 0 | 3.00 |
| BIO202 | Ground | Anatomy & Physiology 2 | 30 | 30 | 0 | 3.00 |
| PSY110 | *Online* | Lifespan Psychology | 30 | 30 | 0 | 3.00 |
| NUR102 | Ground | Introduction to Nursing | 30 | 30 | 0 | 3.00 |
| NUR150 | Ground | Pathophysiology and Pharmacology I | 30 | 30 | 0 | 3.00 |
| NUR151 | Ground | Pathophysiology and Pharmacology II | 30 | 30 | 0 | 3.00 |
| COM200 | *Online* | Oral Communication | 60 | 0 | 0 | 4.00 |
| NUR160 | Ground | Fundamentals of Nursing I | 30 | 12 | 36 | 3.00 |
| NUR161 | Ground | Fundamentals of Nursing II | 30 | 12 | 36 | 3.00 |
| NUR201 | Ground | Geriatric Nursing | 30 | 12 | 36 | 3.00 |
| NUR210 | Ground | Rural, Urban, and Community Nursing | 30 | 30 | 0 | 3.00 |
| NUR220 | Ground | Medical Surgical Nursing I | 30 | 12 | 36 | 3.00 |
| NUR230 | Ground | Obstetric and Maternity Nursing | 30 | 12 | 36 | 3.00 |
| NUR221 | Ground | Medical Surgical Nursing II | 30 | 12 | 36 | 3.00 |
| NUR231 | Ground | Pediatric Nursing | 30 | 12 | 36 | 3.00 |
| NUR250 | Ground | Leadership, Clinical Judgement, and Decision-Making in Nursing | 30 | 30 | 0 | 3.00 |
| NUR255 | Ground | Mental and Behavioral Health for a Nurse | 30 | 12 | 36 | 3.00 |
| NUR260 | Ground | Nursing - Capstone and Clinical Experience | 20 | 16 | 48 | 2.00 |
| **TOTALS** | | | **760** | **452** | **336** | **70** |

## 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 a passing score of 78 on the HESI entrance exam with a minimum score of 75 in English and Math, submitting the completed Valley College Nursing Program Medical Document Packet (including a physical), 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 drug screen. 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 recommendations 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. Valley College recognizes that the CDC may approve additional Covid-19 vaccination and will provide more information to applicants as appropriate. Some sites may require a booster dose to meet COVID-19 vaccination requirement.

The Nursing Students must show that they have initiated the 10-panel 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[1]

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, Valley College will have a designated time the student can complete the required initial paperwork for the BCI/FBI background check that must be submitted with a third-party designated by Valley College. The results of the BCI/FBI check will be sent directly to the school. If the background checks come back with a record that will disqualify the enrollee from participating in the clinical portion of the program, the enrollee will not be accepted in the program. 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 student may be subject to dismissal from the program depending on the criminal offense in question. The West Virginia Board of Examiners for Registered Professional Nurses (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 Nursing program are required to submit to an Observed rapid 10-panel drug screen prior to the start of the program. The results are returned to the school. Valley College must receive an acceptable report prior to the enrollee being accepted in the program. The estimated cost of the drug screen is noted in the Enrollment Agreement.

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[1] 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 12th 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.

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. If the enrollee fails to provide the necessary documentation, the enrollee might not be accepted in the program. 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.
- Proof of (a) a second Measles Vaccination (may be a part of a second MMR or (b) a serum titer confirming immunity.
- Proof of PPD skin test or chest x-ray with a negative reading OR proof of Quantiferon blood test showing a negative result
- Proof of Varicella vaccination and/or a titer confirming immunity
- Proof of TdaP 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 is 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. The College will make all efforts to find a clinical site for all students. If Valley College is unable to place a student at any clinical site, the student may be terminated from their program.

## Attendance, 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  that students 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 attend a mandatory military training activity, they must 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 for all the 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.

- **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 from assignments, or exams.)

**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 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.)

- 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 course instructor (or designee) to discuss the absence, hours, and present supporting documentation to the instructor. The instructor and the student will come together on an agreed plan for the student to make-up the hours and missed class work while the course is actively running.

- 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 the designated Satisfactory Academic Progress (SAP) timeframe.

- The student will submit the designated make-up assignments, or exams as required by the instructor. Valley College may use simulations as part of the student's academic plan to make up the missed work.

**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 fifteen (15) minutes after the start time. For example, if class starts at 8:00 am, at 8:16 the student is considered late.

- Instructors will not allow late students into class during an exam even if it is within fifteen 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.

- Points can and will be deducted for tardiness and absences. There may be more strict requirements for missed exams than assignments.

- 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 withdrawal from the program.

## Attendance, Clinical:

- **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 day, students are expected to come prepared: name badge, proper and 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 it will count as an unexcused absence. Students will have to make up for the missed hours and assignments.

- Students must arrive at the clinical on time and stay the duration of the entire clinical. 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 they know they will be tardy or absent 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.

- *Please refer to the excused absences portion for a list of the types of absences that will be excused for missed clinical days.*

## 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 extra credit work to the student who fails to obtain 60% score on an exam or a major graded assignment. Students must demonstrate a better understanding of the course material with the additional coursework. 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 exams, assignments, and homework. Each student will be provided with a syllabus that illustrates the different types of activities for each course. These activities can include exams, 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.

**To successfully pass a class with a NUR prefix, the students will need to achieve a 78% or better.**

**Two failed NUR courses:**
*In the ADN program, any student who fails two NUR courses (receives a grade of below 78% or an "F") will be involuntarily (administratively) removed from the ADN program. No appeal processes.*

**NUR courses grading scale:**

| Grade | Pts. | Description | 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 |

**Gen. Ed. Grading scale (any course without a NUR prefix):**

| Grade | Pts. | Description | 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 |
|---------------------|-------------|
| 4 Proficient | The student demonstrates proficiency in the performance of their skills within the standards of nursing practice. They consistently demonstrate the appropriate knowledge of the nursing profession, scope of practice, and performance standards including behaviors, legal and ethical issues, values, and accountability. The student has the capability of functioning independently when applying the nursing process and performing their assigned duties during clinicals. The student consistently applies critical thinking during development of the nursing care plan and when providing care to patients. The student consistently integrates evidence-based practice in the care they provide. The student is consistently able to communicate effectively within the interprofessional healthcare team. The student regularly demonstrates improvement in performance, skills, and self-guided learning. |
| 3 Satisfactory | The student demonstrates satisfactory execution in the performance of their skills within the standards of nursing practice. They frequently demonstrate the appropriate knowledge of the nursing profession, scope of practice, and performance standards including behaviors, legal and ethical issues, values, and accountability. The student has the capability of functioning satisfactorily and with minimal supervision when applying the nursing process and performing their assigned duties during clinicals. The student frequently applies critical thinking during development of the nursing care plan and when providing care to patients. The student often integrates evidence-based practice in the care they provide. The student can satisfactorily communicate effectively within the interprofessional healthcare team. The student satisfactorily demonstrates improvement in performance, skills, and self-guided learning with minimal supervision or guidance. |
| 2 *Needs Improvement | The student performance is below satisfactory levels of capable, sanitary, empathetic, and patient-centric care based on previously learned skills. The student demonstrates below satisfactory levels of fundamental, base, and specialized nursing skills. The student demonstrates below satisfactory levels of effective and capable levels of teamwork, professionalism, patient and nursing team communication, patient education, and empathy. The student demonstrates minimal to below satisfactory levels of growth or an increasing ability to execute the process, procedures, and activities that are within the scope of practice of a nurse. The student requires direction and guidance when identifying and utilizing learning opportunities. |
| 1 *Unsatisfactory | The student does not perform any level of capable, safe, empathetic, or patient-centric care based on previously learned skills. The student does not demonstrate any level of fundamental, base, or specialized nursing skills. The student does not demonstrate effective or capable levels of teamwork, professionalism, patient and nursing team communication, patient education, or empathy. The student does not demonstrate growth or an ability to execute the processes, procedures, and activities that are within the scope of practice of a nurse. The student does not seek or utilize learning opportunities that are presented during clinicals. |

*Requires comments to be made by the instructor and remediation plans for student to achieve a Satisfactory or Proficient Level

## Laboratory Evaluations:

All lab skills checkoffs are graded on a pass/fail basis. Students will be given 3 attempts to pass. If a student does not pass by the 3rd 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 prior to performing the skill at clinical.

## Associate Degree in Nursing Testing Policy:

- Students are required to follow the syllabus and class schedule for each course.
- Quizzes may not be scheduled for specific dates on a syllabus and may or may not be announced in advance during the course.
- It is the student's responsibility to study and prepare for all course assessments.
- 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 demonstrating the reason for their absence. Failure to do so may result in a zero for the exam.
- It is highly recommended that students maintain a record of scores specific to their exams, quizzes, and homework to calculate their academic standing.
- There will be no extra credit points on exams, quizzes or final exams awarded in NUR classes.
- Students are recommended to continue to study material in a manner that is conducive to retaining content, which may be retested later in the program and in preparation for the NCLEX-RN.
- Students may be requested by the instructor to move or be reassigned to a particular/different seat for testing.
- Once an exam has begun, students not in attendance will not be permitted in the classroom and will be asked to wait until the exam is complete, or the next break, before entering the classroom.
- While an exam is being conducted, students will not be allowed to leave the room unless specified by the instructor and/or Program Administrator.
- For MATH exams/quiz 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 dishonesty and student will receive a zero for that exam/quiz if a cell phone use is used during the quiz or exam.
- Sharing information about test content is strictly prohibited. This is considered academic dishonesty and may result in a failing grade on the exam.
- Using illegally purchased test content and/or sharing this type of content could result in dismissal from the program.
- Students are required to score a 900 on the HESI NCLEX-RN Prep Exam to successfully pass the NUR260 course.

Standardized testing is used in the Valley College ADN Nursing program as part of the program evaluation plan. Students will use these standardized exams to measure their progress and remediate in areas in which they may be deficient. Standardized testing will occur at designated points during the program, as determined by the faculty and in consultation with the Program Administrator. Please review associated course syllabi for standardized testing information and associated grading.

* Note that HESI exam content is copyright protected.

# Valley College Test Rules for Proctored or Monitored Exams

The proctor monitors the tester takers and room. The proctor will walk around in the room to ensure that all test takers are adhering to the Valley College Academic Integrity policy and the rules written below. The proctor will assist the students during the exam and in cases of mitigating circumstances, may speak to students. Valley College may monitor via camera by the proctor.

## Electronic Devices

Using electronic devices, including but not limited to phones, iPad, smart watches, etc. during the examination is prohibited. The College strongly urges test takers do not to bring electronic devices in the testing room. The College reserves the right to collect the devices prior to or during the exam. Valley College is not responsible for any device that is collected.

## Privacy

Testing will occur in a classroom setting. The proctor will try to limit all distractions. If there are any mitigating circumstances, the proctor will do their best to assist the student without causing distraction for the other students.

There is no talking during the exam – Students may not talk to anyone but the test proctor during the test. Only the test proctor can talk to a student.

## Tabletop and Seating

The desk or table used for testing must be clear of all items, test takers are only allowed to have only 4 sheets of scratch paper, a standard pen/pencil, and their acceptable identification. Test takers may be asked to show both sides of their scratch paper to the proctor at the beginning and end of the test session.

The test taker's computer and keyboard must be on a desk or other tabletop surface.

The tabletop and surrounding area must be clear of all items not approved for use during the test.

The test taker must be seated in a chair for the entire duration of the test and may not leave their seat without permission from the proctor.

The test taker must be seated in an upright position.

## Clothing and Appearance

The test taker must be dressed appropriately. Valley College students must wear their Valley College uniform including their student ID.

Unless for religious reasons, hats and hoods may not be worn on the head during testing. The test taker's ears must remain visible throughout the test, not covered by hair, a hat, or other items.

Avoid wearing such items as jewelry, tie clips, cuff links, ornate clips, combs, barrettes, headbands, and other hair accessories.

Watches (whether digital or analog) are not permitted during testing.

Headphones (including air pods) are not allowed during testing.

**Personal Items such as the student's purse or backpack needs to be tucked securely under the test taker's chair. Jackets/Coats may not be worn in the testing room. Electronic devices may be collected when the students enter the test room.**

**Prohibited Items Policy**

Any other unauthorized testing aids are prohibited to be in the testing room. These items may include but are not limited to: books including dictionaries, Mp3 player, cellular devices and smartphones, nonmedical electronic devices, digital or video cameras, pagers, digital or analog watches, pamphlets & reference materials, flash/thumb drive or any other portable electronic storage device, PDAs, food and beverages, or tablets.

**Test Violation Policy**

If Valley College's faculty or staff member has information that a violation of academic integrity may have occurred during the test, they will inform the student of the information they have, the specific incident and the aspect of academic integrity that is alleged to have been violated. The student will be provided with the opportunity to explain the circumstances and the action. Based on circumstances in any given situation, the Valley College faculty/staff member together with the Campus Director or their designee will then determine if an explanation by the student is accepted as being adequate or whether to proceed to impose disciplinary and/or academic sanctions for the violation of the Academic Integrity Policy as may be appropriate.

## Academic Integrity Policy

At Valley College, we are committed to honest practices, communications and relationships that honor each other and our students. We expect academic honesty from our students. Academic honesty means to neither give nor receive unauthorized aid on exams and graded assignments. It is the responsibility of the students to avoid all forms of cheating and plagiarism. Plagiarism is defined as "the unauthorized use of the language and thoughts of another author and the presentation of them as one's own". Academic dishonesty of any kind is not allowed. Any offense will be taken seriously, and disciplinary action will be taken. This can include immediate dismissal from the program.

Academic integrity applies equally to electronic media and print, and involves text, images, and ideas. Violations include but are not limited to the following examples:

**I. Cheating**

1. Copying from others during an examination.

2. Communicating examination answers to other students during an examination or communicating examination questions to students who will take the same examination later.

3. Offering another person's work as one's own.

4. Taking an examination for another student.

5. Asking or allowing a student to take an examination for oneself or another student.

6. Sharing or collaborating on answers for a take-home examination or assignment unless specifically authorized by the instructor.

7. Tampering with an examination after it has been graded, and then returning it to earn more credit.

8. Continuing to work on an examination or project after the time specified for the student has elapsed.

9. Using unauthorized materials, prepared answers, written notes, or other information unauthorized materials during an examination.

10. Selling or giving away all or part of an unadministered test including answers to an unadministered test.

11. Using electronic devices, including but not limited to phones, iPad, smart watches, etc. during the examination.

**II. Dishonest Conduct**

     1. Stealing or attempting to steal an examination or answer key from the instructor.

     2. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.

     4. Falsifying or forging academic documents or records.

**III. Plagiarism**

Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related:

     1. To steal or pass off as one's own ideas, words, images, or other creative works of another

     2. To use a creative production without crediting the source, even if only minimal information is available to identify it for citation.

**IV. Collusion**

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating, dishonesty or plagiarism is subject to discipline under the Academic Integrity Policy. Examples of collusion include but not limited to allowing another student to copy one's own work during a test or take-home assignment or writing a paper or other project for another student.

If Valley College's faculty or staff member has information that a violation of academic integrity may have occurred during an academic term, they will inform the student of the information they have, the specific incident and the aspect of academic integrity that is alleged to have been violated. The student will be provided with the opportunity to explain the circumstances and the action. Based on circumstances in any given situation, the Valley College faculty/ staff member together with the Campus Director or their designee will then determine if the explanation by the student is accepted as being adequate or whether to proceed to impose disciplinary and/or academic sanctions for the violation of the Academic Integrity Policy as may be appropriate.

When a student is found to have violated Academic Integrity Policy and/or school's procedures on examinations, various disciplinary and/or academic sanctions may be imposed by Valley College on such student. These disciplinary actions may include but are not limited to receiving a zero on the exam, retake, warning, disciplinary probation, as well as an immediate dismissal from the program. Readmission after dismissal may be granted only under exceptional circumstances. Any sanction imposed will take into consideration the context and seriousness of the violation.

## 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 professional behavior. Regulations governing student conduct and activities are based on the premise that each student has the right to attend class in an environment conducive to learning. 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.

The Student Code of Conduct is a set of 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. 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 that 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.

Students are expected to follow the subsequent list of classroom rules and expectations that are commonly observed in all Valley College campus' programs:

- 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 or vape 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 always maintain a professional demeanor 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 also 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, unless otherwise directed by the clinical instructor/s. 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 and vaping are prohibited while on the grounds of a clinical site. Coming to clinicals smelling like smoke will result in being dismissed from the site for the day.

- 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 the workforce. Students are encouraged to reflect the proper image of their future careers by dressing appropriately. Students are expected to wear the appropriate Valley College Uniforms during normal class, lab, and clinical 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:**

- 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, classroom, lab, and clinical setting.

- Faculty members may provide more specific standards for shoes. Shoes should be either black, gray, brown, blue, or white leather covered shoes (nursing shoes) or solid "croc" style shoes with no holes. Shoes must be waterproof and must be closed heal 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 (black, brown, gray, blonde) with no extreme color or dye effects. Hair must be up, off the shoulders, and secured.

- 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, offensive tattoos 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. Faculty reserve the right to determine the appropriateness of any tattoo. If an externship or clinical site requires that tattoos be covered, the student must comply.

- 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. 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:

In addition to the above classroom dress code, students must additionally adhere to the following:

- Only an engagement/wedding band is permitted in clinical and lab.

- Any facial piercings and jewelry of the dangling style such as bracelets, necklaces, chain style jewelry, and earrings must be removed and/or plugged while in classroom, lab, clinical settings, and any other function organized through Valley College. Small, stud style earrings and piercings are acceptable.

- 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 will be considered a failure.

## Clinical:

In addition to the above classroom and lab dress codes, students must additionally adhere to the following:

- 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.

- No false eyelashes or extensions are to be worn at the clinical site.

- No perfume or cologne or oils are to be worn at the clinical site.

- 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 for 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 the 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 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 people with disabilities. Valley College will make reasonable accommodation for a qualifying student with a disability, as appropriate. Accommodation must be formally requested by the student in writing. Students requesting accommodation must submit documentation of their disabilities from an appropriate, licensed professional qualified in the appropriate specialty area. Some examples of such people 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 to the internet, ProQuest (Virtual) Library, 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 ProQuest Internet Library and the Virtual Librarian services. Log in 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 offers the services of the Virtual Librarian 24 hours a day 7 days a week. The following list of items represent the services provided to Valley College students:
- The students can utilize the Virtual Librarian services at any time.
- Provide asynchronous 7-day library online reference service  by email, live-chat, or web meetings, to all students, instructors, and staff.
- Work with the college to ensure the purchase of appropriate e-resources to support the course content.

## 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 from the student's provider will be needed and must show that there are NO restrictions 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 Valley College 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, the campus staff member involved, or the ADN Program Administrator (or designee)

2. If the issue remains unresolved, the student may discuss the matter with the Campus Director or Director, Online Division, (referred to as Director) If the student submits a written appeal to the director, the student will receive an acknowledgement of receipt. After the Director has had the opportunity to review/investigate the appeal, he or she will r e s p o n d  t o  the complaint in writing that addresses the issue and describes any corrective action, as applicable, the student will receive a written response.

3. If the student feels that the complaint is still unresolved, the student should submit the complaint in writing to the College's Vice President of Academic Operations at the following address: 287 Aikens Center, Martinsburg, WV, 25404. Valley College will respond to the students in writing with the proposed resolution.

4. 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 or compliants@accsc.org.** A copy of the ACCSC Complaint Form is available at the school or online at www.accsc.org. The form can be submitted to this email address: at complaints@accsc.org.

   Please contact the following designated person at the school to obtain the ACCSC Complaint Form:

   | Beckley Campus | Martinsburg Campus Ground and Online Programs |
   |---|---|
   | Jamie Holliday | Marianela Alberto |
   | Campus Director | Campus Director |

   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 because 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 because of sex in its educational programs and activities, as required by law.

- Is committed to promoting fairness and equity in all aspects of its operations; and

- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect for 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

## Confidentiality Requirements :

Students 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)
4) Documented 100% attendance for class, lab and clinical throughout program.
5) Pass the HESI Exit Exam with a score of 900 or better.

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, 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 requirements. 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 HESI Specialty Exam. The HESI 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 HESI Specialty Exam, the student will receive a personalized remediation packet developed by Elsevier/Evolve that will contain the items that they need to further study and remediate before attempting the HESI Specialty Exam for the second attempt.

- *NCLEX Study Plan Activities:* In coordination with the HESI 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 NCLEX prep 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 the opportunity for a 3-day NCLEX-RN review. After the students' first attempt at the HESI Exit Exam, they will receive a personalized remediation packet and a live 3-day review given by a member of Elsevier/Evolve. This classroom activity will be driven by Didactic activities. At the conclusion of the 3-day workshop, students will be provided with their second attempt at the HESI Exit Exam. Students must successfully achieve a minimum score of 900 to pass both the HESI Exit Exam and 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.

## State Board of Nursing and Eligibility to sit for NCLEX-RN

*The State Board of Nursing may deny eligibility to sit for the Registered Nurse Licensing Examination to individuals who have been convicted of a misdemeanor or felony and persons with drug/chemical dependency. Admission to and graduation from the Valley College Nursing Associate degree program does not guarantee the applicant will be permitted to sit for the licensing examination. See the letter from the WV Board of Nursing for more information about criminal convictions and eligibility for licensure in West Virginia.*
https://wvrnboard.wv.gov/education/Documents/General%20Prospective%20Nursing%20Applicants%20letter_05 2022.pdf

# 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

# 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)** _____

# 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.*

# **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, please acknowledge understanding and agree to the following:

- No equipment (desktops, laptops, printers, monitors, TVs, beds, pumps, etc.) shall be altered or tampered with in any way.

- No equipment may be moved without the direct permission of the instructor charged with the responsibility of the equipment.
- No file, app, program, graphic, game, etc., may be installed on, copied to, or deleted from any Valley College device (unless granted permission to do so by the instructor charged with the responsibility of that device).
- Other personal enhancements to a device such as screensavers, wallpapers, graphics, etc., are not permitted on Valley College equipment.
- The introduction of internet viruses, spyware, malware, etc. (either purposeful or accidental) to the Valley College network and equipment 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.

**Signature** _____ **Date** _____

**Name (Please Print)** _____

# 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/coveredentities/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 _____