The Beazley School of Nursing
Registered Nursing Program

Nursing Student Handbook

Tidewater Community College
Portsmouth, Virginia & Cooperative Program
Eastern Shore Community College
Melfa, Virginia

2015-2016
Welcome

Welcome to the Beazley School of Nursing at Tidewater Community College (TCC). The Beazley School of Nursing is physically located on the Fred W. Beazley Portsmouth Campus in Portsmouth. The Cooperative Program is physically located in Melfa Virginia at Eastern Shore Community College (ESCC). Students on the Eastern Shore campus will follow the TCC academic calendar.

This Nursing Student Handbook provides important information to be used by students at all locations throughout the nursing program. This handbook provides policies, guidelines and procedures of the nursing program and will serve as to supplement the student policies, procedures, and regulations presented in TCC and ESCC communications and publications as applicable. You are responsible for the information contained in this document, as well as other nursing documents and the College Catalog and Student Handbook.

The Beazley School of Nursing adheres to Tidewater Community College policies and procedures. However, to support student success on the licensure exam, and in clinical practice, the School of Nursing has established procedures and expectations that may vary from those of non-nursing courses/programs at the College. Students are informed of these procedures and expectations via the Student Nursing Handbook.

The faculty reviews the Nursing Student Handbook annually for accuracy. Changes in policies and procedures may occur during your time in the nursing program. Changes will be posted on the Beazley School of Nursing Blackboard site, distributed in class, or emailed. Pertinent changes in instructional policies or procedures that affect students will also be communicated to you via addendums to the Student Nursing Handbook.

Graduates of the TCC Beazley School of Nursing program are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon licensure, the graduate nurse is able to perform at the established competency level of a registered nurse, as established by Accreditation Commission for Education in Nursing (ACEN) and the Virginia Board of Nursing, after adequate orientation in healthcare facilities.

Tidewater Community College does not discriminate on the basis of race, color, religion, national origin, political affiliation, veteran status, gender, age, sexual orientation, or disability in its programs or activities.

Tidewater Community College’s Associate of Applied Science Degree in Nursing is accredited by The Accrediting Commission for Education in Nursing, Inc. at 3343 Peachtree Road, Atlanta, Georgia, 30326, (866) 747-9965, and approved by the Virginia Board of Nursing, Perimeter Center, 9960 Maryland Drive, Suite 300, Henrico, Virginia, 23233-1463, (804) 367-4515.

The Beazley School of Nursing Faculty and Dean wish you much success as you pursue your nursing education and look forward to you joining the practice of nursing!
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I. Mission and Graduate Learning Outcomes

Tidewater Community College provides collegiate educational and training to adults of all ages and backgrounds, helping them achieve their individual goals and contribute as citizens and workers to the vitality of an increasingly global community.

Commitments that Inform the Mission

- Open access to high-quality, affordable education to prepare students for transfer to a four-year baccalaureate institution, as well as for entry or advancement in the workforce.
- Cultural diversity as a critically important strength for students to meet the changing needs of a pluralistic, democratic society.
- Lifelong learning to heighten the awareness of students to multiple paths for achievement while helping them pursue the choices most conducive to their individual needs.
- Partnerships and proactive responsiveness to develop cutting-edge programs that meet the changing needs of students and industry, while contributing to the economic, civic and cultural vitality of the regions, the Commonwealth, the nation, and the international community.
- A comprehensive range of programs and services recognized for excellence by leaders of business, industry, and government and by educators in K-12 education and four-year colleges and universities.

The following Mission and Graduate Learning Outcomes were approved by the College. The congruency chart below illustrates clear alignment of the School of Nursing’s Mission with that of the College.

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<th>Tidewater Community College Mission</th>
<th>School of Nursing Mission</th>
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<tr>
<td>Tidewater Community College provides collegiate education and training to adults of all ages and</td>
<td>The School of Nursing at Tidewater Community College prepares qualified adult students of all ages and backgrounds to earn an Associate of Applied Science degree so students will be prepared to apply for the National Council Licensure Examination for Registered Nurses, and seek employment as professional practitioners in a diverse nursing workforce and increasingly globalized community. The School of Nursing strives to help students achieve their professional goals, enhance lifelong learning, promote excellence in nursing in order to advance healthcare in their work setting, and contribute as citizens to the vitality and quality of life in their community.</td>
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<td>backgrounds, helping them achieve their individual goals and contribute as citizens and workers to</td>
<td></td>
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<td>the vitality of an increasingly global community.</td>
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<td>Commitments that inform the mission:</td>
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<tr>
<td>Open access to high-quality, affordable education to prepare students for transfer to a four-year</td>
<td>Tidewater Community College’s affordable two-year program in nursing leads to an Associate of Applied Science Degree. All students meeting the School of Nursing admission requirements are</td>
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<td>baccalaureate institution, as well as for entry or advancement in the workforce.</td>
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<td><strong>Cultural diversity</strong> as a critically important strength for students to meet the changing needs of a pluralistic, democratic society.</td>
<td>Diversity is one of the core values essential to nursing practice. Faculty believe diversity affirms the uniqueness of and differences among persons, ideas, values, and ethnicities and embraces acceptance and respect. Students in the School of Nursing develop awareness, understanding, and appreciation of the cultural and social influences on patients, families, and communities.</td>
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<td><strong>Lifelong learning</strong> to heighten the awareness of students to multiple paths for achievement while helping them pursue the choices most conducive to their individual needs.</td>
<td>The School of Nursing encourages continued learning in order to keep current with practice and grow professionally and personally. Students in the School of Nursing develop an awareness of the need to engage in lifelong learning, gaining the competencies needed to provide care for diverse populations in a changing world.</td>
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<td><strong>Partnerships and proactive responsiveness</strong> to develop cutting-edge programs that meet the changing needs of students and industry, while contributing to the economic, civic, and cultural vitality of the region, the Commonwealth, the nation, and the international community.</td>
<td>The School of Nursing develops partnerships with agencies in the community that promote health and foster student learning. Graduates will have the necessary knowledge and skills to provide quality care with an emphasis on patient safety in the dynamic healthcare arena.</td>
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<td><strong>A comprehensive range of programs and services</strong> recognized for excellence by leaders of business, industry, and government, and by educators in K12 education and four year colleges and universities.</td>
<td>The School of Nursing strives for excellence and is recognized by healthcare institutions, colleges and universities for quality graduates. These graduates will demonstrate competencies related to patient-centered care, teamwork and collaboration, evidenced-based practice, quality improvement, safety, and use of health information technology to enhance patient care.</td>
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Graduate Learning Outcomes
The members of the nursing faculty believe in the importance of incorporating professional standards, guidelines, and competencies as the basis for the nursing curriculum. Nursing program curricula must reflect current nursing practice and be based on current nursing and healthcare initiatives. A curriculum built in this manner provides an evidence-based curriculum to meet today’s healthcare needs. The members of the nursing faculty developed the graduate learning outcomes from a review of current literature on professional nursing practice and nursing education. The Commonwealth of Virginia Regulations Governing the Practice of Nursing, Virginia Board of Nursing, were considered in this review. The results of this literature search guided the development of the graduate learning outcomes. These graduate learning outcomes, along with their related competencies, represent the knowledge, skills, and attitudes expected of the graduates of the Tidewater Community College, Beazley School of Nursing.

Graduate learning outcomes are statements of expectations written in measurable terms that express what a student will know, do, or think at the end of the nursing program, in other words, characteristics of the student at the completion of the program. Learning outcomes are measurable learner-oriented abilities that are consistent with standards of professional practice. The graduate learning outcomes are:

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
2. Engage in clinical reasoning/clinical judgment to make patient-centered care decisions.
3. Participate in quality improvement processes to improve patient care.
4. Participate in collaboration and teamwork with members of the interdisciplinary team, the patient, and the patient’s support persons.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Assimilate management, legal, and ethical guidelines in practice as a professional nurse.
7. Promote a culture of caring to provide holistic, compassionate patient care.

Program Outcomes
The Beazley School of Nursing Program Outcomes are measurements of program quality and include NCLEX-RN first time pass rates, program completion rate, graduate satisfaction and employer satisfaction. These outcomes are regularly evaluated and help to inform decision making within the School of Nursing. Information regarding achievement of program outcomes is shared with students via the Student Faculty Liaison Committee. Graduates of the TCC Beazley School of Nursing program are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon licensure, the graduate nurse is able to perform at the established competency level of a registered nurse, as established by Accreditation Commission for Education in Nursing (ACEN) and the Virginia Board of Nursing, after adequate orientation in healthcare facilities.
II. Statutes, Regulations and Technical Standards for Nursing

Board of Nursing Statutes and Regulations
"Professional nurse," "registered nurse" or "registered professional nurse" means a person who is licensed or holds a multistate licensure privilege under the provisions of this chapter to practice professional nursing as defined in this section. Such a licensee shall be empowered to provide professional services without compensation, to promote health and to teach health to individuals and groups. The abbreviation "R.N." shall stand for such terms.
For details on the following regulation and a comprehensive list of Laws Governing Nursing chapter 30 refer to the Virginia Board of Nursing’s web site:
http://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm

• § 54.1-3016. Use of title "registered nurse" or "R.N."
  "Professional nursing," "registered nursing" or "registered professional nursing"
• § 54.1-3007. Refusal, revocation or suspension, censure or probation.
• § 54.1-3008. Particular violations; prosecution.
• § 54.1-3011. Renewal of licenses; lapsed licenses; reinstatement; penalties.
• § 54.1-3017. Qualifications of applicant for registered nurse's license; examination; graduates of foreign nursing education programs.
  ▪ Board of Nursing—Application for Licensure
  ▪ Excerpt: Code of Virginia

Beazley School of Nursing Technical Standards for Nursing
Students admitted to the nursing program can be expected to meet essential requirements which necessitate the physical and mental abilities listed below. Students seeking appropriate academic adjustments related to these technical standards may receive assistance from the Office of Educational Accessibility
http://www.tcc.edu/students/specialized/disabilityservices/

1. Assimilate knowledge acquired through lecture, discussion and readings.
2. Comprehend and apply basic mathematical skills, e.g., ratio and proportion concepts, use of conversion tables, calculation of drug dosages.
3. Comprehend and apply abstract concepts from biological, sociological and psychological sciences.
4. Communicate effectively and organize thoughts to prepare written documents that are correct in spelling, style, and grammar.
5. Read charts, records, scales, small print, monitoring devices, handwritten notations and distinguish colors for basic computer skills.
6. Distinguish tonal differences and use the telephone.
7. Distinguish odors of drugs and solutions; distinguish odors to monitor and assess health needs.
8. Demonstrate sufficient tactile ability to differentiate changes in sensations, e.g., pulses, temperatures.
9. Correctly manipulate equipment necessary for providing nursing care to clients e.g., syringes, infusion pumps, life support devices.
10. Move unassisted from room to room and maneuver in small spaces when providing
client care.
11. Establish interpersonal rapport sufficient to communicate and relate to individuals, families and community groups with social, emotional, intellectual and cultural differences.
12. Be able to carry/lift items weighing 50 pounds or more.
13. Be able to provide nursing care safely to clients for a period of six to twelve hours.
14. Provide emergency assistance for clients.

Criminal History and Sex Offender Crimes Against Minor Background Checks
All nursing students are required to complete a Criminal History and Sex Offender Crimes Against Minors Background Checks prior to beginning the nursing program. The fee for the background check will be paid by the student. Nursing students are personally responsible for completing the required background checks and assuring that any positive results are provided to the designated personnel at the assigned clinical facility. It will be the decision of the clinical facility whether the student will be allowed to participate in clinical activities at the facility should there be positive criminal or sex offender results. Students may not request assignment at a specific clinical facility. Students who are unable to participate in clinical activities will not be able to complete the program.

Students should be aware that the Virginia State Board of Nursing may deny, suspend or revoke a license or may deny the individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted or pleads guilty or nolo contendere to a felony or other serious crime. Successful completion of the nursing program at Tidewater Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant health care occupation.

III. Resources/Support Services

Personnel
Key Personnel include:
- Dean of the School of Nursing
- Beazley School of Nursing Program Head
- Program Manager, Eastern Shore Campus
- Coordinator of Instruction & Technology
- Nursing Program Advisor
- Administrative Assistant
- Nursing Faculty

Listing and contact information can be found on the Beazley School of Nursing Personnel listing (Attachment A) and the TCC website at:

Communication
Students may contact nursing faculty through their TCC office phone numbers or email. Student absences should be communicated directly with the nursing faculty. Faculty may communicate via the TCC/VCCS e-mail which is the official individual communication method.

Students are responsible for all information contained within the blackboard site. Students are expected to review blackboard “Announcements” and TCC/VCCS e-mail at least every other day to stay current with communications from the faculty.
Communications between and among students and faculty should always remain professional in nature. Unprofessional communication either in a face to face discussion or via TCC email is a violation of student conduct guidelines. Students who violate student conduct guidelines will be referred to the Office of Student Affairs for further disciplinary action. Students may access final grades online in the Student Information System. Grades will not be issued by the Nursing Office. Electronic, telephone and student to faculty communication etiquette:

- Begin all communication with a salutation and end with your name and your course name/number.
- Faculty will respond within 48-72 hours to any message unless they have notified you in advance of a period when they are unavailable.

Student-Faculty Advising
Each student will be assigned to a nursing faculty advisor for academic assistance. Students are required to meet with their assigned faculty advisor at least one time per semester and are encouraged to meet more often if needed. The advising relationship is a continuous developmental process involving open communication in an atmosphere of mutual respect and honesty. The focus of the advising program is on enhancing student success, and reviewed course progression (See Attachment B for the course planner). The instructor will have office hours posted for regular conferences. Students having special needs or problems should initiate a conference with the assigned faculty advisor. Any student with a special need must bring the documented accommodation during the first day of class or as soon as the document is obtained from the Educational Accessibility counselor.

Financial Aid Scholarships
Special scholarships are available for nursing students who qualify. Contact the Financial Aid Office for information and applications. Scholarship information can be located on the TCC financial aid website at: http://www.tcc.edu/students/finaid/contacts.htm.

Financial Aid and Eight-Week Nursing Courses
Students will take courses in eight-week. It is recommended that students on Financial Aid register for both eight-week classes and submit book vouchers from grants to the bookstore for book purchases. If a student who is a financial aid recipient fails a course in the first eight-week session of any given semester, the result may be a financial aid over-award. This over-award must be repaid immediately by the student.

Bookstore
The College’s main bookstore is located in MacArthur Center, in Norfolk on the third level, 300 Monticello Avenue #265, Norfolk, VA 23510. Business hours are 0800-1930 Monday through Saturday, Sunday 1130-1830, hours are subject to change. The telephone number is (757) 625-3459. A bookstore distribution center is located on the Portsmouth Campus. The telephone number is (757) 822-2620, call for hours of operation. The bookstore website address is: http://tcc-macarthurcenter.bncollege.com

Career-Transfer Resources
The School of Nursing supports the College mission related to lifelong learning to achieve career goals. Nurses are encouraged to pursue lifelong learning to meet the needs of diverse populations and to compete in a changing health care environment. To this end, the College
maintains several articulation/transfer agreements with universities granting BSN degrees. Information can be found on the nursing website at http://www.tcc.edu/academics/divisions/healthprofessions/nursing/materials.htm. Students who intend to transfer to another college or university may visit the Resource Center located in Building A, Room A140. The website address is: http://www.tcc.edu/students/counseling/portsmouth.htm.

Student Development
Personal and career planning are available through the Counseling Office, Building A, Room 436. Any of the counselors are available to assist nursing students. Hours of operation Monday & Tuesday 0830-1830, Wednesday - Friday 0830-1700, hours are subject to change. The main number for counseling is (757) 822-2200. Other numbers for Student Development include (757) 822-2170; (757) 822-2172. Mr. Mark Flanders is the pre-nursing counselor for students at the Eastern Shore campus, and he can be contacted at (757)789-1777. The counseling website address is: http://www.tcc.edu/students/counseling/portsmouth.htm.

Library
The Library is located in Building A, Room 240. The Library offers media, textbooks, periodicals and an open computer lab. Students may review CDs, access blackboard, SIS and student email. Computers are not to be used for personal use. The general hours of operation are Monday - Thursday 0730-2100; Friday 0730-1900; Saturday 0900-1300. Hours are subject to change. The phone number for the library is (757) 822-2130. The TCC library website address is: http://www.tcc.edu/lrc/campusp.htm.
The library at the Eastern Shore campus is located in Room C-104. Hours of operation are Monday - Thursday 0800-2000; and Friday 0800-1630. The TCC library website address is: http://www.tcc.edu/lrc/campusp.htm.

Open Door Project
This grant-funded project is designed to provide additional support services to students who meet grant criteria goal of the ODP is to help program participants improve their academic performance, stay in college, graduate and/or transfer from Tidewater Community College to a four-year college or university. Students interested in the project will need to complete an application. The office is located in Building A, Room 141. Hours of operation Monday 0900-1700, hours are subject to change. The office telephone number is (757) 822-2211. The Open Door Project website address is: http://www.tcc.edu/students/specialized/odp/

Learning Assistance Center
Students may receive assistance with reading, writing and mathematics from the Learning Assistance Center. The Learning Assistance Lab is located in Building A, Room 110. The hours of operation are Monday -Thursday 0900-2000; Friday 0900-1500; and Saturday 1000-1400. Hours are subject to change. The Learning Assistance Center website address is: http://www.tcc.edu/academics/divisions/lms/lac.htm.

Veterans Affairs
The Veterans Affairs Office is located in Building A, Room 151. General hours of operation are Monday, Wednesday, Thursday and Friday from 0830-1700; and Tuesday 0830-1800; the telephone number is (757) 822-2197. Hours are subject to change. The
Veterans Affairs website address is [http://www.tcc.edu/cmve/vabenefits.htm](http://www.tcc.edu/cmve/vabenefits.htm)

**Women's Center**
The Women's Center provides a variety of support services designed to help students achieve their academic and personal goals. Qualified students may receive stipends through specialized grants. The Center is located in Building C, Room 221. The phone number for the Women’s Center is (757) 822-2160. General hours of operation are Monday - Thursday 0900-1500 and Friday 0900-1400. Hours are subject to change. The Women’s Center website address is: [http://www.tcc.edu/students/specialized/womenscenter/contact2.htm](http://www.tcc.edu/students/specialized/womenscenter/contact2.htm)

**IV. Student Rights, Responsibilities and Engagement in Governance**

**Office of Educational Accessibility (formerly known as Disability Services)**
A counselor is available on each campus to assist students with physical, sensory, and/or learning disabilities, or chronic health problems that require assistance, academic accommodations, or program modifications. Students seeking services should contact the Educational Accessibility counselor 45 days before classes begin. Students enrolled in the nursing program must inform faculty of any such accommodations the first day of the beginning of the nursing course, or as soon as the document is obtained from the Educational Accessibility counselor. Faculty will review accommodations for relevance with the nursing curriculum and will discuss accommodations with the student. Phone (757) 822-2200, call for hours of operation. [http://www.tcc.edu/students/specialized/disabilityservices/](http://www.tcc.edu/students/specialized/disabilityservices/)

**Student Protections**
Inquiries related to the college's non-discrimination policies may be directed to the Director of Human Resources, P. O. Box 9000, Norfolk, VA 23509-9000, or call (757) 822-1708. Faculty and staff insure that all transactions with students are handled in accordance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student educational records. Under this law, students have the following rights with regards to their educational records:

- The right to inspect and review their education records.
- The right to request an amendment to their education records when they believe the records are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with FERPA.

**Student Identification Badges**
ID badges are made at the ID office located in the Student Center. General hours of operation are Monday & Tuesday, 0830-1830; Wednesday, Thursday & Friday 0830-1700. Extended hours will be available during class enrollment. Hours are subject to change.
telephone number for ID office is (757)822-2175 or visit the website at: http://www.tcc.edu/students/enrollment/id.htm.

**Student Activities & Leadership**
The Student Activities Office is located in the Student Center on the Portsmouth Campus. Students may contact the activities director at (757) 822-2258 for available hours of operation. Campus activities are planned through Student Activities Office to include sports activities, sororities, fraternities, spring and fall Festivals, International Day and many others. Students are encouraged to obtain college-wide calendars or view the video bulletin board located throughout campus for these events. The Student Activities website address is: http://www.tcc.edu/welcome/locations/portsmouth/students/activities/.

**TCC Student Government Association (SGA)**
Students are encouraged to participate in governance through the Student Government Association (SGA). All students are automatically enrolled as a member of SGA when they enroll in the college. The SGA is located in the Student Center on the Portsmouth Campus. Students are encouraged to participate in college governance. The website address for the SGA is: http://www.tcc.edu/students/activities/gsa/index.htm.

**Student Nurses' Association (SNA)**
The Student Nursing Association (SNA) is a part of the Portsmouth Campus Inter-Club Council, which reports to the SGA. The SNA president and vice-president attend the Inter-Club Council meetings where they are able to participate in governance activities. Each nursing student is encouraged to join the Beazley School of Nursing Student Nurses' Association. Interested students should contact any course faculty for information or visit the Beazley School of Nursing Student Blackboard site. Students attain insight into profession of nursing through engagement in special projects, collaboration, sharing, learning about organizational policy, rules and regulations, etc. Students may also attend state and national SNA conventions. The SNA website address is: http://www.tcc.edu/academics/divisions/healthprofessions/nursing/sna.htm.

**Beazley School of Nursing Governance**
Students are encouraged to participate in governance of the school through participation in school governance committees. Calls for student representatives will be placed on the Beazley School of Nursing Blackboard site and announced in classes. Interested students may contact a committee chair/Dean of the School of Nursing to express their interest in serving, or they may be nomination by faculty or peers. The following is a list of student Governance committees:

**Class Representatives**
Students may elect class representatives to represent them on the Student- Faculty Liaison Committee, plan the Nursing Pinning Ceremony and work with designated faculty sponsor and college activities coordinator. These members work closely with the nursing faculty.

**Curriculum Committee**
The Dean of Nursing invites selected first and second level students to represent students in this committee. Generally, meetings are held the second Friday of the month. The
nursing faculty invites student comments and suggestions relevant to the nursing curriculum.

**Dean’s Council**
Selected students are invited to participate in reviewing the systematic plan for program evaluation by the Dean of Nursing.

**Learning Resource Committee/Book Review Committee**
The Dean of Nursing will invite students from the first and second year to comment on media preview, textbooks, and items needed for the nursing lab.

**Student-Faculty Liaison Committee**
Representatives from each class will comprise student representation. Students may consult faculty as the need arises. The objectives of the Committee are to:
- Provide a forum of open communication between faculty and students.
- Provide an opportunity for faculty to share with students proposed changes in the nursing program.
- Provide an opportunity for students to discuss concerns.
- Provide a mechanism for disseminating information to students.

**Outcomes Committee**
The Dean of Nursing will invite students from the first and second year to review the School of Nursing Program Outcomes.

V. Nursing Program Information

**Instructional Material**
Students are expected to purchase textbooks and other instructional material required for each nursing course in which they are enrolled. Students may be required to purchase supplemental instructional and/or exam material to support achievement of learning outcomes while in the program.

**MacArthur Center Mall Bookstore**
300 Monticello Ave, 3rd floor
Norfolk, VA 23510 - (757) 625-3459  [http://tcc-macarthurcenter.bncollege.com](http://tcc-macarthurcenter.bncollege.com)

**Standardized Testing**
The program uses standardized tests to measure student achievement and program outcomes. All students are required to take a standardized test prior to admission, midpoint in the program and prior to graduation. In addition, prior to graduations student are required to attend an NCLEX-RN live review course in conjunction with NUR 273.

The estimated cost of standardized tests and the review course are subject to change. More information will be given prior to the administration of the tests. Payment must be made by the student prior to the scheduled test date. Failure to provide proof of payment will result in the student not being admitted for the test or the live review.

Students will receive test results from nursing faculty and through their account website. Each student must take all tests and attend the live review as required or an incomplete
"I"") grade will be assigned for the course. Students will not be permitted to graduate until
the "I" has been removed.

All students will receive a “Plan for Success” based on their performance on the Standardized
Test (HESI) mid-curricular and exit examinations.
For the HESI mid-curricular exam: Completion of the mid-curricular Plan for Success is a
required assignment in NUR 270. Failure to complete the mid-curricular Plan for Success by the
end of NUR 270 will result in course failure. For the HESI exit exam: Completion of the Plan
for Success following the HESI exit exam is a required assignment in NUR 299. Failure to
complete the plan of success by the end of NUR 299 will result in course failure.

**Nursing Skill Kits**

Students will be required to purchase nursing skill kits at the start of the first year and
second year in the nursing program. The fees for the nursing skill kits are non-refundable
and price is subject to change.

**Nursing Uniforms**

Students will purchase uniforms from the Barnes & Noble bookstore located at
McArthur Center Mall or may order uniforms online.
http://tcc-macarthurcenter.bncollege.com

**Working Student**

The working student must assume full responsibility for academic and clinical
performance. The nursing program schedule will not be changed or adapted to the
schedules of working students.

**Student Liability Insurance**

The student is legally and financially responsible if another person is injured or suffers a loss as
a result of their negligence or error. The student is required to carry personal liability in addition
to College coverage. The cooperating clinical agencies require the Beazley School of Nursing
to furnish proof that each nursing student is covered by nursing student liability insurance in the
amount of $1 - $6 million dollars. A student who has liability insurance coverage with an
insurance company as a licensed practical nurse or other health care provider status is required to
obtain additional insurance coverage as a student nurse.

Students are responsible for providing a copy of the Certificate of Insurance coverage as
a student nurse to the Course Coordinator. The Certificate of Insurance will be kept
on their individual files in the nursing office or their individual file of the Certified
Background Check Manager (for students starting in fall 2014). Students will not be
allowed in the clinical agency unless verification of liability insurance coverage is
provided. Purchase of liability insurance is the student’s responsibility.

**Health Insurance/Injury**

Health insurance coverage is recommended for the student in case of an emergency while in
the classroom or clinical agency. A Critical Incident Report (Attachment C) will be completed
by the clinical instructor and student if a student sustains an injury or illness during their rotation in a clinical agency. The student must seek medical assistance within two hours of the occurrence at their own expense. A copy of the incident report will be forwarded by the instructor to the Dean of Nursing.

**Mandatory Health and Regulatory Training Requirements**

The following health and regulatory training information is required for all students who are admitted or enrolled in the nursing program. Admission or continuation in the Beazley School of Nursing is conditional until all health requirements are met. Health Requirement and Physical Exam Form and attached laboratory reports can be dated no earlier than six months prior to enrollment and must be up to date upon re-enrollment. Documentation of Immunizations prior to admission to the nursing program is required. All students admitted to the nursing program are required to upload all health information listed below into the Medical Document Manager of Certified Background Check system prior to the start of the program. It is the student’s responsibility to maintain these records current in the Medical Document Manager system.

1. Tuberculosis - A Tuberculosis screening via a two-step PPD or Tb Screening form for PPD converters.
2. MMR - Documented Immune (IGG) titers for Measles, Mumps, and Rubella. If the titers are non-immune must show documentation of a MMR vaccine after the non-immune titer and one additional (this may come from a childhood immunization record or hospital immunization record).
3. Varicella - Documented Immune (IGG) titers. If the titers are non-immune, then must show documentation of a Varicella vaccine after the titer and one additional (this may come from a childhood immunization record or hospital immunization record). If never received an initial vaccine, then must get a follow-up Varicella immunization at least four weeks from the initial one.
4. *Hepatitis B Immunization series (three vaccinations). If the vaccine series is in progress, must submit dates/progress in the series and continue the series as scheduled until complete. If a vaccination series has been completed, a positive antibody titer will be accepted (lab report required).
5. Tdap - Tetanus, diphtheria and pertussis booster is required at least once every 10 years.
6. Flu vaccine - A flu vaccine is required yearly during flu season at all clinical agencies. If a student chooses not to obtain the vaccine they must adhere to the clinical agency regulations. Some facilities will not allow non-vaccinated students to participate in clinical rotations at that facility.
7. Yearly OSHA/HIPAA training
8. Basic Life Support (BLS) for the Healthcare Provider
9. Student Liability Insurance

* Required for students admitted from August 2015 forward. All other students are strongly encouraged to begin or complete the series.

Students must complete all clinical health and yearly regulatory training requirements established by the clinical agency or the school in support of the clinical agency requirements, including yearly OSHA/HIPAA, prior to attending clinical. Failure to adhere to this policy will result in the student not being allowed to attend clinical.
**Pregnancy** - Any student who is/or becomes pregnant is responsible for the following:

1. Notify the course coordinator, clinical instructor, and the Program Head in writing.
2. Obtaining a clearance from her obstetrician/physician stating that she is physically able to safely complete course and clinical requirements. The student must be able to perform the duties expected of a registered nursing student.
3. Notify the course coordinator, clinical instructor, and the Program Head in writing if there are any problems during the pregnancy.
4. If the student is unable to complete the semester because of the pregnancy, she must follow the withdrawal policy as stated in the Student Handbook.
5. Chest x-ray should not be obtained during pregnancy.

**Illness/Hospitalization** - A student who is ill, hospitalized, or receiving outpatient treatment for a condition that may impact safety in class/clinical, must submit a Medical Release form provided by a health care provider that indicates the student is allowed to return to class and is able to participate in clinical without any medical restrictions. Students are not permitted to clinical with assistive devices, such as crutches, splints, casts, etc.

**Name Change**

Students who have their name changed due to any circumstance are advised to notify the nursing office, the course coordinator and complete the required forms in Enrollment Services.

**VI. Instructional Policies and Procedures**

Instructional policies and procedures include pertinent aspects of the School of Nursing’s academic regulations. Changes in policies and procedures are communicated to students via attachments to the Nursing Student Handbook in the classroom.

**Attendance**

The School of Nursing faculty believes that the habits and work pattern established as a student will be reflected in the work setting as the student transitions to the Registered Nurse role. Therefore we have established specific expectations for attendance and promptness. Students who have class/on-campus-lab absences of 10% or more in an eight (8) week class risk failing the course and may be administratively withdrawn.

1. Students are expected to be present and on time at all scheduled class/on-campus laboratory and clinical.
2. Students who arrive late to class may not be admitted.
3. Tardiness may be considered an absence if greater than 15 minutes or if it is a pattern of behavior.
4. Students with unsatisfactory class or clinical attendance:
   - will be placed on remediation and counseled
   - may be administratively withdrawn
   - Risk failing the course

**Classroom** - Attendance records must be maintained by each instructor for all students. These records must be retained for a period of three years after completion of the semester. In order to grant financial aid to students, TCC must comply with federal regulations related to student
attendance. The Course Coordinator (or designee) will address attendance issues with the
student in class and clinical.

**Clinical** - All clinical absences must be reported to the Course Coordinator and noted on the
clinical evaluation tool. Student who miss clinical and/or do not meet all the designated
clinical hours for the course will be placed on remediation and counseled, may be
administratively withdrawn, or risk failing the course.

**Testing, Grading and Course Progression** - The School of Nursing has established the
following procedures for all courses:

1. A grade of “C” is considered passing for nursing courses. **Students must attain**
a minimum test average of 80% on all objective tests in order to earn a
grade of “C” or better in the course. **Students who do not achieve the**
minimum 80% test average will receive a “D” or “F” in the course. Students
must pass both the theory portion and receive a satisfactory in clinical to pass the
nursing course. Students must maintain a minimum grade point average of 2.0
while enrolled in the nursing curriculum. Students must pass the previous
nursing course for progression to the next course in the nursing program.

2. The School of Nursing Grading Scale is: A=94-100 B=87-93 C=80-86 D=74-79
    F=73 & below. Grades for individual tests and assignments will not be rounded up.
However, **there will be a round-up of the final course grade.**

3. Repeat testing is not permitted except for the dosage calculation test which may be
taken twice. Permission for make-up of a missed test or other assignments will be
granted only at the discretion of the instructor involved. The instructor reserves the
right to give an alternate test in any form deemed appropriate.

4. Cell phones, drinks, books, book bags are not permitted in the classroom during
testing.

5. During tests and examinations, students are only permitted to bring two #2
    pencils, a highlighter and a Scantron form.

6. Students may be asked to wear ear plugs to reduce distractions if a separate room
    is not available for testing.

7. A student may withdraw failing a nursing course (grade average less than 80% or failing
    clinical), or be withdrawn failing a nursing course, **one time only. Any future**
withdrawal from a course while failing will be considered a course failure
(versus a withdrawal failing).

8. **Students may withdraw failing a course and fail a nursing course one time only.**
Any subsequent withdrawal while failing or course failure will result in the
student being ineligible to be readmitted to the nursing program.

**Nursing Dosage Calculation Tests**

1. Students must pass a dosage calculation test at a minimum of 80%. Students who are
not successful on the first attempt may retest one time. The retest must be taken
within **seven (7) days** of the first failure. Failure to obtain an 80 % upon the **second**
attempt will result in course failure. Students who have not passed the dosage
calculation test after **two attempts may not** “Withdraw Failing” from the course.

2. Students should see faculty for assistance prior to the second test attempt.

3. Students are permitted to use non-programmable calculators for dosage
calculations tests.

**Academic Conduct**

Students are expected to conduct themselves in a manner that reflects the professional standard of the nursing profession and the TCC Student Handbook. Instructors should not jeopardize the progress of class by permitting the continued presence of any student whose behavior in any way adversely affects the class. The administration of classroom discipline rests with the instructor. Students may be subject to disciplinary action for:

1. Threat to Health or Safety—When your continued presence in the classroom is deemed to constitute a threat or intimidation to the health, safety or welfare of faculty, staff, or peers.
2. Obscenity, Profanity—When you utter obscene or profane words.
3. False Information—When you provide false information to, or withhold vital truths from a representative of the Nursing Program.
4. Failure to Comply—When you fail to comply with a proper order/directive of a duly designated college official or with any college policy or procedure.
5. Disorderly Conduct—Disturbance of the public peace and decency.

Academic misconduct also includes, but is not limited to, the following actions:

1. Cheating on an examination or quiz—either giving or receiving information.
2. Copying information from another person on graded assignments.
3. Using unauthorized materials during tests.
5. Buying, selling, sharing content or stealing examinations.
6. Arranging a substitute for one-self during examinations.
7. Substituting for another person, or arranging such a substitution.
8. Plagiarism—intentional or accidental.
9. Submission of work other than your own for written assignments.
10. Collusion with another person or persons in submitting work for credit in class or lab, unless such collaboration is approved in advance by the instructor.

**Honor Code**

The College has an established honor code for student conduct. All students will adhere to this code: “I have neither given nor received unauthorized aid on this (paper, exam, test, quiz, or assignment), nor do I have reason to believe that anyone else has.”

**Social Media**

The use of social media is prohibited during class and clinical. The student is prohibited from using any client or clinical agency data in any social media (including, but not limited to: Twitter, Facebook or YouTube). Students who use client or clinical agency information on social media may be dismissed from the program and subject to legal liability. Refer to the following website for guidelines: [http://www.tcc.edu/policies/3000/3301SocialMedia.pdf](http://www.tcc.edu/policies/3000/3301SocialMedia.pdf).

**General Information**

- Students may tape classroom lectures/discussions only with the consent of the faculty member involved.
• No smoking, eating, or drinking other than water is permitted in the classroom
• Cell phones cannot be used in the classroom
• Regular street attire is appropriate for class (no provocative, damaged or soiled clothing).
• Uniforms are not required in the classroom unless otherwise indicated by the faculty.
• College Student ID badges should be worn at all time while on campus and in the clinical agency.

Disciplinary Action
A student may be placed on remediation or probation for failure to conduct him/herself in a professional manner in class or clinical. The instructor will determine whether to initiate remediation or probation based on the nature and severity of the infraction. The faculty reserves the right to withdraw at any time from the nursing program a student who threatens the faculty, staff, or other students. Argumentative or other disruptive classroom behavior will not be tolerated. Any student exhibiting such behavior will be asked to leave the class. A student may also be withdrawn from the nursing program for egregious behavior. No remediation process will be followed. The instructor will present the behavior to the Dean of the Beazley School of Nursing and document the incident. The student will have an opportunity to respond verbally and in writing through the policies of the College related to grade appeal/complaint.

Campus Laboratory and Simulation Laboratory
Each nursing classroom (B103, B104, and B114) has a skills lab. Students practice basic nursing skills before caring for patients/clients in health agencies.
• Scheduled course laboratory experiences are mandatory.
• It is recommended that students practice laboratory skills on their own time. The laboratory times may be announced in course calendars, class announcement, and Blackboard announcements. The student may request an appointment with appropriate faculty for additional laboratory instruction.
• Models and other occupational equipment are kept in secured areas.
• The students must wear uniforms for all lab experiences.

The nursing program has four simulation laboratories: Rooms B107, B109, B111 and B117. Students are not to eat/drink in these rooms and are not to be in the lab without the faculty member present. If a student desires to be in the lab, the laboratory personnel or faculty must be present to assist the student. Students must adhere to the clinical dress code and responsibility of the equipment. Filming/photographs may be taken by faculty during clinical simulation experiences for educational purposes.

Nursing Practicum
• Students are required to pass nursing skills testing scheduled in selected nursing courses.
• Students must demonstrate proficiency with skills performance to pass a course.
• Students must demonstrate proficiency before the end of the course.
• Failure to successfully pass a practicum in the course will result in failure of the course.
Clinical Policies & Procedures

Dress Code/Demeanor

- **Uniform.** Students are required to purchase appropriate uniforms to be worn in clinical agencies (hospitals, home care, public schools, some community agencies etc.). Students who are entering the program after fall 2014 will have a uniform that consists of a white scrub top that is embroidered with the TCC logo, which is worn with blue pants and an optional white lab jacket. The uniform for students who entered the program prior to the fall 2014 start consists of a blue polo shirt worn with white pants; optional are the white unisex vest and white lab jacket with the TCC emblem. Students who have started the nursing prior to the fall of 2014 may also wear the new uniform. The uniform must be purchased from the Barnes & Noble Bookstore.

- **ID Badges.** Students must obtain college ID badges and the badge must be worn at all times. Students will be charged a fee for replacement of identification badges. If a temporary badge is issued by the clinical agency it is to be returned at the conclusion of each clinical experience.

- **Cosmetics.** Eye shadow, mascara, etc., if worn should be applied lightly. Perfumes/fragrances may not be worn.

- **Nails.** Artificial nails of any type are not permitted and nails should be short without colored polish.

- **Jewelry & Tattoos.** Only one pair of small, simply-designed, non-dangling post earrings is permitted. Wedding rings are permitted, but no other rings should be worn because of the danger of infection and injury to patient or self. Fraternity pins or similar items are not to be worn on the uniform. A watch that indicates seconds is required. Nose rings, chin rings, tongue rings or other visible body piercings are not permitted. Tattoos must be covered and not be visible.

- **Hair.** Hair styles must be off the collar while the student is in uniform. Hair ribbons and fancy barrettes are not acceptable.

- **Hygiene.** Students must be neat, clean and well groomed. Students exhibiting poor personal hygiene may not be permitted to clinical. Men should be clean shaven with beards and/or mustaches **neatly** trimmed.

Hospital Parking

Students should park in areas designated by the individual hospital. Parking permits must be obtained in some parking areas. Please check with your instructor. Students may have to pay for parking at some agencies.

Clinical General Information

Students must complete all clinical requirements established by a clinical agency, or by the program in support of the clinical agency, prior to attending clinical. Failure to do so will result in the student not being allowed to attend clinical. All clinical assignments must be completed by the due dates established by the faculty. Students may receive an “I” for the course if requirements are not completed by the end of the clinical rotation. In each course the faculty member will go over all assignments required and due dates.
1. Students must exhibit satisfactory physical, mental and emotional demeanor sufficient to safely care for patients and to be permitted to clinical experience.
2. Criminal history background checks are required before clinical experience. Some institutions may require fingerprinting and random drug testing of students.
3. Students must have completed all Mandatory Health and Regulatory Training Requirements as previously stated in this Handbook.
4. The instructors select experiences and make assignments for the students before the experience.
5. Students may be asked to get the assignment prior to the experience.
6. An assignment sheet and clinical objectives are posted at the cooperating agency for the nursing service staff.
7. Students must have their Skills Booklet signed by the instructor during each rotation.
8. Students, who have been out of class for illness, particularly if hospitalized or pregnant, must present a medical clearance to be permitted in clinical.
9. Students are not permitted to clinical with assistive devices, such as crutches, splints, casts, etc.
10. Students may not participate in clinical experiences if impaired by alcohol, drugs, or physical condition. Students may be subject to random drug screening at clinical agencies.
11. No smoking is allowed in the buildings/on the campus of any clinical agency.
12. Equipment needed in clinical unit includes stethoscope, scissors, watch, penlight and black ball point pen.
13. Non-Programmable calculators may be used at clinical and can be used for dosage calculations.
14. Some clinical agencies require fingerprinting and may conduct their own background check.
15. Use of cell-phone or other electronic devices are prohibited in clinical, unless authorized and overseen by the instructor for clinical use.

Clinical Schedule and Location

- Students will be assigned day or evening clinical hours each semester. Work schedules, transportation and family responsibilities must be arranged by the student to accommodate the clinical assignment.
- Students may be required to travel outside their community to participate in clinical experiences. Eastern Shore students are required to travel to the Hampton Roads area to participate in clinical experiences as necessary to achieve the learning outcomes of the program.
- Clinical experiences may take place any day of the week including weekends.
- Clinical hours and requirements for clinical experiences will depend on the assigned agency policy. Some clinical experience hours may be for 12 hours a day.
- Community experiences will be scheduled at varying times.
- Near the end of the second year, a planned Preceptorship experience is required. The student will follow the schedule of the preceptor for this experience.
Clinical Preparation
Students are to be prepared for each clinical assignment. Students who are not prepared for clinical will be dismissed from clinical by the faculty. This includes all pre-clinical assignments/forms to be completed and being prepared for medication administration. Students are responsible for obtaining the assignment from the instructor and planning care for the patient prior to the experience.

Clinical Conferences
• Pre-conferences are conducted at the clinical instructor’s discretion each day prior to clinical experience. Clinical objectives and patient assignments which have been distributed previously are discussed and clarified. Clinical written work may be reviewed.
• Clinical conferences will be held at the direction of the Instructor during or at the end of each clinical experience.
• Students will abide by the clinical agency regulations regarding eating or drinking on the clinical unit.

Clinical Attendance
As stated previously in this Nursing Student Handbook, students are expected to attend all clinical experiences. Students are required to complete the designated clinical hours as indicated in each course syllabus by the end of the course. Students who are to be absent must contact the clinical instructor prior to the clinical experience. Students who come to clinical unprepared may be sent home. Dismissal for lack of clinical preparation is an unexcused absence. Students who are tardy for clinical or who display inappropriate behavior may be sent off duty at the discretion of the clinical instructor and this would be considered a clinical absence. A student is considered tardy 15 minutes after the instructor’s expected time of arrival for students or once the change of shift report has started. A student will be sent home if more than 15 minutes tardy; this will be counted as a clinical absence.

Clinical Evaluation
Clinical experience is a required component of nursing courses. The experience is provided so that students can apply knowledge and practice skills learned in the college setting to prepare them for the role of the registered nurse. Each clinical evaluation tool consists of sections that delineate expected and critical clinical behaviors.

Clinical Evaluation goals are to:
• Determine whether the student has sufficient knowledge for the established level of practice
• Determine whether the student is performing treatments and procedures effectively and safely
• Provide feedback to encourage behavior associated with professional nursing practice

Each nursing course has a clinical evaluation tool with expected identified critical behaviors. Critical behaviors are those aspects of nursing care which are crucial to the client's physical and emotional well-being and are identified with an asterisk. The clinical instructor
uses the following scale to evaluate weekly performance of the clinical behaviors:

(3) Rarely needs cues from faculty
(2) Occasionally needs cues from faculty
(1) Constantly needs supervision to assure safety
N/O Not observed by instructor
N/A Not applicable

Students will receive a satisfactory or unsatisfactory grade for every outcome or objective to be achieved. Critical behaviors are identified by an asterisk (*). To progress in the program, the student is required to achieve all objectives for previous courses as well as the new objectives for the current course. The student is held responsible for all previously met objective and skills. A grade of satisfactory is required for successful completion of any nursing course.

The weekly evaluation is shared with the student who is asked to initial the form. A summary evaluation is written at the completion of the clinical experience. The summary evaluation is satisfactory or unsatisfactory. In order to receive a satisfactory summary evaluation, the student must be at level two in each of the critical behaviors by the end of the semester.

**Evaluation Outcomes - Clinical**

Clinical performance evaluation is an integral component of the educational process designed to assist students in meeting the role of the nurse. Satisfactory clinical performance is an overriding concern in nursing practice. The clinical objectives and the student behaviors for evaluating these objectives are defined for each nursing course. Students who are having difficulty achieving satisfactory clinical behaviors may receive clinical remediation. The purpose of remediation is to provide the student with concentrated instruction and practice time in order to improve clinical behavior to a satisfactory level. Remediation documentation will be maintained in the student's school folder.

**Clinical Remediation and Probation**

The purpose of clinical remediation and probation is to officially inform the student of unsatisfactory clinical performance that places him/her in danger of failing clinically and to present guidelines for a plan for student success. The clinical remediation/probation form will be completed identifying the clinical objectives not met, a plan for student success, and a completion date. The student and faculty will sign the clinical probation plan. A copy of the plan will be placed in the student's personal folder. During the remediation/probation period, the student and clinical instructor will meet weekly for evaluation, advisement and discussion of progress. Documentation of performance will be made by the clinical instructor.

**Remediation** When a student receives a number "1” out of 3 in the evaluation rating of an expected clinical behavior the first time, the clinical instructor may institute a remediation plan. The remediation plan will be initiated within one week after the incident identifying the objective not met, a plan, and a completion date. The remediation plan will be signed by the student and faculty. Remediation should be completed within 2-4 (clinical) weeks. It is the student's responsibility to work collaboratively with the instructor concerning each part of the remediation plan. The student plan for success must be written and agreed upon within one week of notification of the need for remediation. If the student is unsuccessful in meeting the remediation plan, a second clinical remediation plan will be developed. If the behaviors occur at the end of a course, it can result in the
student being placed directly on probation or in course failure.

Probation If the student demonstrates a third unsatisfactory performance of expected Clinical behaviors or a breach in the TCC standards for student conduct, the student will be placed on clinical probation.

*A student may be placed directly on clinical probation for:*

- An incident involving a critical behavior. (Critical behaviors are those aspects of nursing care which are crucial to the client's physical and emotional well-being and are identified with an asterisk on the Clinical Evaluation tool).
- Unsuccessful completion of a second clinical remediation plan.
- A pattern of unachieved expected behaviors is established.

Probation will be in effect until the behaviors are achieved satisfactorily within the probationary period. Probation should be completed within 6-8 (clinical) weeks. If the behaviors are not improved upon by the end of the subsequent course, the student will fail the course. In cases of limited time remaining in the course in order to demonstrate the expected behaviors, or due to the seriousness of the behavior, the Program Head may approve a student’s probationary period/plan to extend into the next course. The student must demonstrate satisfactory clinical performance prior to entry into preceptorship for NUR 273.

**Student Behavior Which Threatens Patient Safety**

The faculty reserves the right to withdraw at any time from the nursing program any student who threatens the physiological and/or psychological safety of a patient. A student may also be withdrawn from the nursing program for egregious behavior. No remediation process will be followed. The clinical instructor will present the behavior to the Program Head and document the incident. The student will have an opportunity to respond verbally and in writing to the Program Head, as well as follow the College process related to grade appeal/complaint (available from the Office of Student Affairs).

**Rapport in the Clinical Area**

Ethical standards of conduct must be observed in the clinical agency. At no time should students be impolite in expressing feelings or opinions in the clinical agencies. It is emphasized that critical thinking and self-direction are necessary and desired of all students. The cooperating health agencies contribute in large measure to the educational process, since the most important resource for practice is the patient. Students, as well as instructors, are emissaries responsible for public relations between the Tidewater Community College School of Nursing and the agency, and the program and the community.

Each student is responsible to the assigned clinical instructor and should confer with the instructor before consulting agency employees at any time.

- Students may not go to the clinical agency at unassigned times or remain on the clinical unit without his/ her instructor's presence.
- Students who display inappropriate conduct or who are asked not to be on a clinical unit may deprive themselves of completing the program.
- Students are not permitted to contact patients outside of the scheduled clinical experience nor have patients contact them.
Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)
During clinical experience, students have access to confidential information of the facility, including patient health information. Students will hold confidential all patients and facility information obtained as a participant in these activities and will not disclose any personal or medical related information or any confidential information to third parties, family members or other students and teachers.

- Students should not remove confidential information from the clinical agency. Computerized information sheets must be discarded at the clinical agency in the designated hospital receptacle. This includes, but is limited to prescription paper or pads, SBAR sheets, and hand-off reports.
- Students who breach client confidentiality may be dismissed from the program and subject to legal liability.

HIPAA - The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information. Penalties: Violators of the HIPAA Privacy Rule can face civil and criminal penalties that can mean up to $250,000.00 in fines and up to ten (10) years in prison. Respecting and maintaining patient privacy and confidentiality of all personal and medical information is each and every provider's responsibility. It is important that you familiarize yourself with each agency/institution’s policy on HIPAA and privacy compliance. This is discussed at the following website:

Standard Precautions
Standard precautions are steps that should be taken to reduce the chance of passing on infection from one person to another. It is very important that these steps be carried out within the school to protect children, staff members, vendors, visitors, and others who have contact with the facility. All body fluids shall be considered potentially infectious materials.

1. It is required that personal protective equipment (PPE) be worn if there is a potential for exposure to blood and or body fluids. A body fluid includes the following: Blood; Emesis; Vaginal Secretions; Sputum; Semen; Urine; Feces; Saliva and Mucous.
2. Wash hands before and after all procedures and patient contact
3. NEVER, recap, bend, or break needles.
4. Body wastes should be discarded directly in the toilet or biohazard disposal system (Refer to facility specific guidelines).
5. Spills of blood or body fluids that are visibly stained with blood should be treated following facility guidelines.

Exposure/Injury Protocol
Any student who experiences a significant exposure to blood borne pathogens or injury in the
clinical area or classroom setting will complete a Critical Incident Report (available from any
nursing instructor or the nursing office). The incident will immediately communicate the
exposure or injury to the clinical instructor who will follow the process outlined on the
Critical Incident and/or Exposure Report Guide (Addendum C)

Significant Exposures:
1. A contaminated needle stick.
2. Puncture wound from a contaminated, sharp instrument.
3. Contamination of any obviously open wound, non-intact skin or the mucous
   membranes by saliva, blood, or a mixture of both saliva and blood. (Exposure to
   the patient's body fluids on unbroken skin is not considered a significant
   exposure).

The administrative/reporting process will include:
1. The incident will be communicated to the Course Coordinator and the Program
   Head immediately after completing necessary emergency medical care.
2. Exposed students will be advised to obtain medical evaluation and follow-up from
   their choice of healthcare provider. Treatment is recommended to be within two (2)
   hours of exposure.
3. Medical testing may be required after any accidental exposure incident. Follow
   specific facility policies and healthcare provider recommendations following
   exposure.

Contractual Clinical Agencies:
Students may be assigned to any of the following cooperative health agencies for
clinical experiences on any day of the week and on day or evening shift. The
following are the main clinical sites the School uses, but there may be other sites not
listed below that are utilized. Transportation to and from health agencies is the
financial responsibility of the student.

1. **Bon Secours Hampton Roads Health System** (http://bshr.com/)
   a. DePaul Medical Center, 150 Kingsley Lane, Norfolk, VA 23505 (757-889-5000)
   b. Mary Immaculate Hospital, 2 Bernardine Drive Newport News, VA 23602
      (757-886-6000) http://bshr.com/find-a-facility-bon-secours-mary-immaculate-
      hospital.html
   c. Maryview Medical Center, 3636 High Street, Portsmouth, VA 23707 (757-
      398-2200)
   d. Maryview Psychiatric Hospital & Community Mental Health Center, 3636
      High Street, Portsmouth, VA 23707 (757 -398-2367)

2. **Chesapeake Regional Medical Center**, 136 Battlefield Blvd., Chesapeake,
   VA 23320 (757-312-8121), http://www.chesapeakeregional.com/

3. **Children’s Hospital of the King’s Daughters**, 800 W. Onley Rd., Norfolk, VA
   23507 (757-668-3000) http://www.chkd.org/

4. **Hampton VA Medical Center**, 100 Emancipation Dr., Hampton, VA 23667
   (757-722-9961) http://www.hampton.va.gov/contact/

5. **Our Lady of Perpetual Help**, 4560 Princess Anne Road, Virginia Beach,
   VA 23462 (757-495-4211) http://www.ourladyperpetualhelp.com/

6. **Riverside Shore Memorial Hospital (Shore Health Services)**, 9507 Hospital Ave
   Nassawadox, VA (757-442-8000) www.riversideonline.com/shore/ (Eastern Shore
Community College Cooperative Program Students Only)

7. **Rural Health Services**, 9434 Hospital Avenue, Nassawadox, VA 23413 (757-414-0400 P) (757-414-0569 F)

8. **Sentara Healthcare System**: [http://www.sentara.com/Pages/default.aspx](http://www.sentara.com/Pages/default.aspx)
   a. **Sentara Leigh Memorial**, 830 Kempsville Road, Norfolk, VA 23502 (757-446-6000) [http://www.sentara.com/HospitalsFacilities/Hospitals/Leigh/Pages/leigh.aspx](http://www.sentara.com/HospitalsFacilities/Hospitals/Leigh/Pages/leigh.aspx)
   b. **Sentara Norfolk General**, 600 Gresham Drive, Norfolk, VA 23507 (757-668-3000) [http://www.sentara.com/HospitalsFacilities/Hospitals/NorfolkGeneral/Pages/norfolkgeneral.aspx](http://www.sentara.com/HospitalsFacilities/Hospitals/NorfolkGeneral/Pages/norfolkgeneral.aspx)
   c. **Sentara Obici Memorial**, 2800 Godwin Boulevard, Suffolk, VA 23434 (757 934-4000) [http://www.sentara.com/HospitalsFacilities/Hospitals/Obici/Pages/obici.aspx](http://www.sentara.com/HospitalsFacilities/Hospitals/Obici/Pages/obici.aspx)
   e. **Sentara Virginia Beach General**, 1060 First Colonial Road, Virginia Beach, VA 23454 (757-395-8000) [http://www.sentara.com/HospitalsFacilities/Hospitals/BeachGeneral/Pages/virginiabeach.aspx](http://www.sentara.com/HospitalsFacilities/Hospitals/BeachGeneral/Pages/virginiabeach.aspx)

10. **Portsmouth Public Schools Medical Department**, 3701 Willet Drive, Portsmouth, VA 23707 (757-393-8661).

VII. Administrative Policies and Procedures

**Withdrawal and Readmission**

1. In order to be eligible for readmission a student who fails a course, or withdraws form a course for any reason (personal, academic, leave) must complete a Withdrawal/Failure form with the Course Coordinator or designee.

2. A student may withdraw failing a nursing course (grade average less than 80% or failing clinical), or be withdrawn failing a nursing course, **one time only. Any future withdrawal from a course while failing will be considered a course failure (versus a withdrawal failing).**

3. **Students may withdraw failing a course and fail a nursing course one time only. Any subsequent withdrawal while failing or course failure will result in the student being ineligible to be readmitted to the nursing program.**

4. A student may be readmitted on a space-available basis and if the student has completed any recommendations given them at the time of withdrawal or failure from a course.

5. The student may not be readmitted if the student is on academic warning or if the cumulative grade point average is less than 2.0.

6. Factors such as ranking points at admission and GPA may impact the order in which students are readmitted

7. If the student is eligible for readmission, **and if space is available**, the student may re-enter the program **only upon approval of the Admissions Committee.**

8. The student must have updated health requirements, liability insurance and CPR or may
Have to complete a repeat physical examination if out of the program more than one year. The Criminal background check will need to be repeated. The student will need to attend an orientation and be up to date on OSHA/HIPAA training.

9. Students who have been out of the program one semester, but not more than two years, will need to demonstrate previous course competencies by demonstrating didactic and cognitive knowledge before being readmitted. The competency assessment may include, but is not limited to, nursing skill performance, medication administration and dosage calculations, and other written examinations. Students who have been out of the program one year or more MUST HAVE A REPEAT PHYSICAL AND CRIMINAL BACKGROUND CHECK. Students must return within two years of withdrawal.

10. Any student who has been out of the program two years or more will need to reapply to begin the entire program over provided they have not had two nursing failures.

Program Location and Schedule
Nursing curricular courses are offered in two locations (at the TCC Portsmouth campus, and at the Eastern Shore campus in Melfa Virginia). Classes are offered in both a day and in an evening/weekend option on the Portsmouth campus.

Upon admission students are selected for a seat in a specific cohort location and schedule. Students may not enroll in a different location or schedule without the expressed approval of the School of Nursing. Student must submitted a Request to Change Cohort Location or Schedule form to the nursing office (Attachment D) if they wish to change either their location or schedule to one other than the one to which they were admitted. Requests to change location or schedule must be approved by the Program Head. Students who enroll in a course for a location or schedule for which they have not been approved may be administratively withdrawn from the course.

Course Substitutions
- Students should see a counselor for course substitution
- A waiver form should be completed and sent to the Dean for approval
- Waiver forms can be obtained from Enrollment Services. Further information is available at the following website addresses: [http://www.tcc.edu/students/enrollment/](http://www.tcc.edu/students/enrollment/) [http://www.tcc.edu/students/forms/forms.htm](http://www.tcc.edu/students/forms/forms.htm) [http://www.tcc.edu/students/forms/pdfs/SS040PetitionCourseSubWaiver.pdf](http://www.tcc.edu/students/forms/pdfs/SS040PetitionCourseSubWaiver.pdf)

Grade Appeal
The purpose of the student grade appeal procedure is to provide equitable and orderly processes to solve any contested grade assigned to a student at Tidewater Community College. Students must follow the procedure as outlined in the College’s TCC Student Handbook. This information is discussed at the following website address: [http://www.tcc.edu/forms/handbook/](http://www.tcc.edu/forms/handbook/)

Student Complaint
The TCC Student Complaint Policy (previously called grievance policy) provides equitable and orderly processes to resolve complaints other than grade appeals by students.
Student Complaint Process: TCC shall provide a reasonable, prompt, orderly, and fairly administered resolution of complaints by an active student, credit or non-credit, for alleged improper, unfair, arbitrary, or discriminatory treatment by TCC employees, or employees under contract to TCC. For detailed information, please refer to Policy 2210 – Student Complaints.

Emergency Management Plan
In the event of a bomb threat, tornado, or fire, students and staff may be asked to evacuate the building or move to a secure location within the building. Evacuation routes for movement to an external location or to a shelter within the building are posted at the front of the Room. Students should review the maps and make sure that the exit route and assembly location for the building are clearly understood. If you have a disability that may require assistance during an evacuation, please let your faculty know at the end of the first class. If you are told to “stand fast,” you should remain in the classroom until the faculty member is notified by the appropriate campus person to leave the classroom. This information is found at: http://www.tcc.edu/forms/handbook/.

Inclement Weather Conditions
When weather conditions make it necessary to delay opening, cancel classes, or close the college, one of the following notices will be provided via the TCC website homepage, TCC alerts (which students are encouraged to subscribe to), TCC Information Center and local radio and television stations. Please do not call any other telephone numbers. http://www.tcc.edu/. You can also determine the college's status by calling 822-1122, checking one of the radio or television stations listed or the College's website at: http://www.tcc.edu/announcement/weather.htm

Graduation and Pinning
Pinning Ceremony Dress Code: All students will follow the Dress Code for Pinning Ceremony established by the School of Nursing (Attachment E).

Nursing Graduation Process—Associate Degree Requirements Students must apply for graduation electronically at www.tcc.edu/students/graduates/gradformintro.htm. Students must apply for graduation by September 1 for fall graduation and by January 15 for May graduation. To be awarded an associate degree from the College, the following conditions must be met:
1. Fulfill all of the course and credit hour requirements of the degree curriculum, with a minimum of 25% of the credit hours earned at TCC.
2. Earn a grade point average of at least 2.0 in all studies completed which are applicable toward graduation in the curriculum.
3. The nursing program awards an Associate of Applied Science Degree. (International course is not required).
4. Submit an Application for Graduation online at www.tcc.edu, search keyword: “graduation” by the College’s published deadline. Deadlines are published in the TCC Schedule of Classes.
5. Satisfy computer competency requirements. For correct information on how to satisfy this requirement, see www.tcc.edu, search keywords: “computer competencies.”
6. Resolve all financial obligations to the College and return all learning resources and other college materials.
7. Be certified by appropriate college officials for graduation. This information is discussed further at the following website address: http://www.tcc.edu/forms/handbook/.
### Beazley School of Nursing Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bouchard, Rita</td>
<td>Faculty</td>
<td>822-2329, B106E</td>
<td><a href="mailto:rbouchard@tcc.edu">rbouchard@tcc.edu</a></td>
</tr>
<tr>
<td>Coutee, Evelyn</td>
<td>Faculty</td>
<td>822-2309, B106L</td>
<td><a href="mailto:ecoutee@tcc.edu">ecoutee@tcc.edu</a></td>
</tr>
<tr>
<td>Curry-Lourenco, Kimberly</td>
<td>Coordinator of Instruction &amp; Technology</td>
<td>822-2325, B106B</td>
<td><a href="mailto:Kcurry-lourenco@tcc.edu">Kcurry-lourenco@tcc.edu</a></td>
</tr>
<tr>
<td>Granger, Teresa</td>
<td>Faculty</td>
<td>822-2319, B106H</td>
<td><a href="mailto:tgranger@tcc.edu">tgranger@tcc.edu</a></td>
</tr>
<tr>
<td>Kopanski, Ruth</td>
<td>Faculty</td>
<td>822-2331, B106D</td>
<td><a href="mailto:rkopanski@tcc.edu">rkopanski@tcc.edu</a></td>
</tr>
<tr>
<td>Long, Terri</td>
<td>Program Manager, Eastern Shore Campus</td>
<td>789-1785, Eastern Shore</td>
<td><a href="mailto:taglong@gmail.com">taglong@gmail.com</a></td>
</tr>
<tr>
<td>Lott, Kimberly</td>
<td>Faculty</td>
<td>822-2406, B106</td>
<td><a href="mailto:klott@tcc.edu">klott@tcc.edu</a></td>
</tr>
<tr>
<td>Merritt, Catherine</td>
<td>Faculty</td>
<td>822-2738, B106I</td>
<td><a href="mailto:cmerritt@tcc.edu">cmerritt@tcc.edu</a></td>
</tr>
<tr>
<td>Murray, Deb</td>
<td>Program Head</td>
<td>822-2725, B106A</td>
<td><a href="mailto:dmurray@tcc.edu">dmurray@tcc.edu</a></td>
</tr>
<tr>
<td>Nichols, Angela</td>
<td>Faculty</td>
<td>822-2070, B113</td>
<td><a href="mailto:anichols@tcc.edu">anichols@tcc.edu</a></td>
</tr>
<tr>
<td>Reynolds, Rina</td>
<td>Faculty</td>
<td>822-2737, B106C</td>
<td><a href="mailto:rreynolds@tcc.edu">rreynolds@tcc.edu</a></td>
</tr>
<tr>
<td>Smith, Viola</td>
<td>Faculty</td>
<td>822-2330, B106J</td>
<td><a href="mailto:yasmith@tcc.edu">yasmith@tcc.edu</a></td>
</tr>
<tr>
<td>Tucker, Cindy</td>
<td>Faculty</td>
<td>822-2333, B106N</td>
<td><a href="mailto:ctucker@tcc.edu">ctucker@tcc.edu</a></td>
</tr>
<tr>
<td>Tumilty, Cindy</td>
<td>Faculty</td>
<td>822-2739, B106F</td>
<td><a href="mailto:ctumilty@tcc.edu">ctumilty@tcc.edu</a></td>
</tr>
<tr>
<td>Washington, Shannon</td>
<td>Faculty</td>
<td>822-2334, B106M</td>
<td><a href="mailto:swashington@tcc.edu">swashington@tcc.edu</a></td>
</tr>
<tr>
<td>Eaton, Phyllis</td>
<td>Dean</td>
<td>822-2308, B101C</td>
<td><a href="mailto:peaton@tcc.edu">peaton@tcc.edu</a></td>
</tr>
<tr>
<td>Wilson, Alicia</td>
<td>Administrative Assistant to the Dean</td>
<td>822-2922, B101</td>
<td><a href="mailto:awilson@tcc.edu">awilson@tcc.edu</a></td>
</tr>
<tr>
<td>Wilson, Alisha</td>
<td>Administrative Assistant</td>
<td>822-2303, B101</td>
<td><a href="mailto:amwilson@tcc.edu">amwilson@tcc.edu</a></td>
</tr>
<tr>
<td>Yuhas, Kathy</td>
<td>Skills Lab Instructor</td>
<td>822-2323, B116</td>
<td><a href="mailto:Kyuhas@tcc.edu">Kyuhas@tcc.edu</a></td>
</tr>
</tbody>
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## Attachment B
### Curriculum Progression – AASD

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<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
<td>Placement</td>
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<td>NUR 108</td>
<td>Nursing Principles and Concepts I</td>
<td>6</td>
<td>Admission to Program</td>
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<td>NUR 130</td>
<td>Nursing Assessment and Basic Pharmacology</td>
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<td>SDV 101</td>
<td>Orientation to Health Care</td>
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**SEMESTER 2**

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<td>BIO 142</td>
<td>Human Anatomy and Physiology II</td>
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<td>BIO 141</td>
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<td>NUR 170</td>
<td>Essentials of Medical/Surgical Nursing</td>
<td>4</td>
<td>NUR 130</td>
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<td>NUR 180</td>
<td>Essentials of Maternal/Newborn Nursing</td>
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<td>NUR 170</td>
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<td>PSY 201</td>
<td>Introduction to Psychology I (or PSY 200)</td>
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**SEMESTER 3**

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<tr>
<td>ENG 112</td>
<td>College Composition II</td>
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<td>ENG 111</td>
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<td>NUR 201</td>
<td>Psychiatric Nursing</td>
<td>4</td>
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<tr>
<td>PSY 235</td>
<td>Child Psychology (or PSY 220 or PSY 231)</td>
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**SEMESTER 4**

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<tr>
<td>BIO 150</td>
<td>Introductory Microbiology</td>
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<td>NUR 270</td>
<td>Essential Nursing Concepts II</td>
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<td>NUR 271</td>
<td>Essential Nursing Concepts III</td>
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**SEMESTER 5**

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<td>NUR 272</td>
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<td>Essential Nursing Concepts V</td>
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<td>NUR271</td>
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<tr>
<td>NUR 255</td>
<td>Nursing Organization and Management</td>
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<td>NUR 270</td>
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<td>PHI 226</td>
<td>Social Ethics (or PHI 220)</td>
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</table>

(ITE 115 Computer Application & Concept). Computer competence requirement to graduate from TCC. Acceptable substitutes for general education courses for the Nursing Program are as follows:

**PSY 200** *Principles of Psychology* may substitute for **PSY 201** *Introduction to Psychology I*

**PSY 230** *Developmental Psychology* or **PSY 231** *Life Span of Human Development I* may substitute for **PSY 235**

*Child Psychology- PHI 226 Social Ethics* may substitute for **PHI 220 Ethics. This is ONLY a sample plan.** Sequencing of General Edcations courses may vary depending upon if they completed prior to the beginning of the program.
Attachment C

Critical Incident and/or Exposure Report Guide
For Students and Faculty

1. Document critical incidents/near-misses* and exposures that may impact instructor/student/patient safety in clinical.
2. Ensure appropriate follow up when instructor/student/patient safety in clinical has been compromised.
3. Identify opportunities to instructor/student/patient safety in clinical.

Procedure for Students:
1. The student will provide a verbal report of the incident or exposure directly to the:
   a. Instructor
   b. Primary Nurse/Charge Nurse/Manager/ Other as directed by the Instructor
   c. Occupational Health for student exposure/injury per facility policy
      a. Patient if indicated by facility policy
2. Documentation/report of the event will be completed by the student and clinical instructor as specified by the facility.
3. The students will completed a Beazley School of Nursing Incident and/or Exposure Report and submit it to the instructor for signature and follow-up.
4. The form will be distributed to the appropriate individuals by the clinical instructor. A copy will be kept by the Of Nursing until the student graduates.

Procedure for Clinical Instructor:
1. The clinical instructor will provide a verbal report of the incident or exposure directly to clinical agency parties as follows:
   a. Primary Nurse/Charge Nurse/Manager/Other as directed by facility policy
   b. Occupational Health for instructor exposure/injury per facility policy
   c. Patient if indicated by facility policy
2. Documentation/report of the event will be completed by the clinical instructor as specified by the facility.
3. The clinical instructor will complete a Beazley School of Nursing Incident and/or Exposure Report and submit it to the Course Coordinator and Dean of Nursing for signature and follow-up. The form will be sent to the appropriate individuals by the clinical instructor.

*A near-miss (close call or good catch) is an event that has the potential to cause injury but is averted due to timely intervention on the part of faculty or staff.
Attachment D

Tidewater Community College Beazley School of Nursing

Request to Change Cohort Location or Schedule

Student Name: ________________________________ SIS: _____________ Date:_________

I request to change campus location or course schedule (as indicated below) for NUR _______ for
the class session beginning ___________ for the following reason:

_______________________________________________________________________________

____________________________________________________________________

Requested Change:

Cohort Location  _____From Portsmouth to Eastern Shore campus

_____From Eastern Shore campus to Portsmouth campus.

Cohort Schedule  _____From Day to Evening Weekend Schedule

_____From Evening Weekend to Day Schedule

Student Signature_______________________________________ Date: ________________

Administrative use only below this line

Request:  _____ Approved

_____Not Approved

Comment: ____________________________________________________________

____________________________________________________________________

Program Head Signature______________________________________ Date: ______

Decision communicated to student by (name) __________________________ via

________________________________ on date _______________________.

2/2015
Attachment E

Dress Code for Pinning Ceremony

Clothing for women

Solid colors are preferable
If wearing a dress or skirt, knee length must be no more than 2 inches above the knee
Cleavage is not be shown
Heels should be no more than 3 inches
Athletic or flip flops are not allowed
Wear a White, pressed, clean lab coat – pockets emptied and without TCC logo

Clothing for men

Wear pants (no jeans or shorts) with shirt (no t-shirts). Solid colors are preferable
Athletic or flip flops are not allowed
Wear a White, pressed, clean lab coat – pockets emptied and without TCC logo

* * 2 hour window of opportunity to change clothing if it doesn’t meet requirements * *
Handbook Acknowledgement

This Nursing Student Handbook is provided to you as a general guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the Beazley School of Nursing. The college does not guarantee that the information contained within it, including, but not limited to, the contents of any webpage that resides under the registrations of tcc.edu is up-to-date, complete and accurate. Individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student’s academic advisor. In addition, a student’s reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student’s enrollment or otherwise.

Your signature on this page is your acknowledgement that you have received and read this nursing student handbook.

Printed Name __________________________ Signature __________________________

Date __________________________