



Walker County Campus  
Rock Spring, Georgia

## Associate of Science in Nursing Program

Student Handbook

2023-2024

## Contents

Welcome.....	6
Purpose of Handbook.....	6
Student Responsibility.....	6
Approval .....	7
Accreditation .....	7
Equal Opportunity Statement of Compliance .....	7
Mission Statement .....	8
ASN Program Philosophy and Organizing Framework.....	8
Curriculum Structure.....	10
Program Outcomes .....	10
End of Program Student Learning Outcomes (EPSLOs) .....	10
Program Requirements .....	11
Program Admission .....	12
Essential Requirements for Nursing.....	13
Work Environment Associated Risks.....	15
OSHA Risk Factor – Category A .....	15
Retention/Progression Policies.....	15
Academic Integrity/Misconduct .....	16
Zero-Tolerance Bullying Policy.....	17
Professional Behavior.....	17
Consequences of Unprofessional Behavior.....	18
Confidentiality.....	18
Student Employment Policy .....	19
Remediation Policy: .....	19
Definition of at-risk student:.....	19
Process: .....	20
Re-entry into the nursing program: .....	21
General Policy:.....	21
HESI Remediation Policy for Re-Entry Students.....	21
Procedure:.....	21

Grading Policies.....	23
Examination Policies .....	24
Make-Up Exams .....	26
Final Exam Policy.....	26
Examination Review .....	26
Dosage Calculation Competency Exam .....	27
HESI Adaptive Quizzing Question Requirement: .....	27
Standardized Tests .....	28
Student Portfolio.....	28
Chain of Command (Student to Faculty).....	28
Written Student Concern – Academic .....	29
Graduation Requirements .....	29
Volunteer Policy .....	29
Clinical Facility Requirements.....	30
Background Check .....	30
Immunizations.....	30
Insurance.....	30
Clinical Orientation Programs .....	31
CPR Certification.....	31
Photo Identification.....	31
Drug and Alcohol Policy.....	31
Attendance .....	32
Classroom Attendance.....	32
Attendance Policy.....	33
Campus Lab and Clinical Attendance .....	33
Classroom Policies.....	34
Learning Environment .....	34
Use of Electronic Device in the Classroom Setting.....	34
Standards for Written Work.....	35
Clinical Written Work .....	35
Campus Lab and Clinical Policies .....	36

Clinical Contact .....	36
Campus Laboratory .....	36
Campus Lab Use .....	36
Preparation Requirements Prior to the Lab Experience .....	37
Signing Out Equipment .....	38
Clinical Participation.....	38
Supervision of Invasive Skills.....	41
Skills Progression Record .....	41
Lunch and Break Times .....	42
Uniform Policies .....	42
Uniform for Campus Lab Experiences .....	43
Signature for Documentation .....	44
Unsafe Clinical Practice .....	44
Medication Administration Policies .....	45
Intravenous Infusion Policies.....	45
Intravenous Infusion Policies with Infants.....	46
Medication Infusions in the Obstetrical Setting (RNSG 2124).....	46
Blood Administration Policies.....	46
Chemotherapy Administration Policies .....	46
Clinical Evaluation .....	47
Miscellaneous Policies.....	47
Emergency Procedures and School Closings.....	47
Work Ethics .....	48
Warranty.....	49
Student Involvement.....	49
Sexual Harassment.....	49
CARE Team.....	50
ESPYR - Free Student Assistant Program.....	51
Academic Support & Tutoring: Help with Courses Outside of the Classroom.....	51
Students Needing Accommodations.....	52
Glossary .....	53

Code of Academic and Clinical Conduct.....	55
Accident/ Injury Reporting Procedures.....	56
GNTC Accident Report.....	58
GNTC Exposure Report.....	59
HESI Testing and Remediation Policy.....	60
Specialty HESI Exams: .....	60
HESI Exit Exam: .....	62
The HESI Confidentiality Statement: .....	64
HESI Live Review Course: .....	64
Sharing of Remediation Materials:.....	64
Testing Schedule and HESI Payment: .....	64
GNTC ASN Remediation Plan based on HESI Scores .....	64
GNTC ASN HESI Remediation Plan Contract .....	67
GNTC ASN HESI Remediation Testing and Policy Acknowledgment.....	68
GNTC ASN Remediation Policy for Re-Entry Students .....	69
Required Re-Entry Remediation Plan .....	70
GNTC ASN Re-Entry Remediation Plan Contract.....	71
GNTC ASN HESI Elsevier Adaptive Quizzing (EAQ) Question Requirement .....	74
GNTC ASN Remediation Plan and Agreement.....	75

## Welcome

The nursing faculty would like to welcome you to the Associate of Science in Nursing (ASN) program at Georgia Northwestern Technical College (GNTC). We are committed to a standard of excellence in our program that will both challenge and prepare you for the National Council Licensure Examination-Registered Nursing (NCLEX-RN), as well as the work setting. Because of this, we are also committed to you as our students. We are here to guide, mentor, and instruct you while in our program. You have been accepted into a noble, yet challenging program of study and we want you to be successful. However, you must understand that you alone are responsible for just how successful you will be in the nursing program at GNTC. You must commit to this program as much as we are committed to you!

We wish for an exciting and rewarding educational experience and career. Please do not hesitate to contact any of us with questions or concerns. Once again, we are delighted that you are here.

Faculty, Associate of Science in Nursing program  
Georgia Northwestern Technical College

## Purpose of Handbook

The purpose of this handbook is to acquaint the student with the ASN program of GNTC. It outlines the policies, standards, and regulations by which the student must abide while in the program, and is reviewed and reinforced each semester. The ASN handbook defines rights and responsibilities of the student and supports the policies of GNTC as stated in the college catalog in addition to informing students of policies specific to the ASN program. The student in the ASN program is responsible for observing all rules and regulations as stated in this handbook, as well as those observed by all students in the Technical College System of Georgia and GNTC student handbooks.

Any revisions or addenda to this handbook will be provided in writing to each student and will become effective at the time specified on the written notification

## Student Responsibility

It is the nursing student's responsibility to review this handbook independently as needed throughout enrollment. All policies and guidelines presented in the handbook are subject to change at any time and a written notification of any addenda will be provided to the students. Failure to read the ASN handbook, the GNTC catalog, course syllabi, and/or other official college publications will not excuse the student from any regulation, requirement, deadlines, or actions within these publications.

## Approval

The ASN Program has been granted full approval by:

[Georgia Board of Nursing](#)

237 Coliseum Drive

Macon, GA 31217-2858

478-207-1640

## Accreditation

The Associate of Science in Nursing program at Georgia Northwestern Technical College at the Walker County Campus located in Rock Spring, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

phone: 404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate in Science Nursing program is Continuing Accreditation.

View the public information disclosed by the [ACEN](#) regarding this program.

## Equal Opportunity Statement of Compliance

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination procedure encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services. TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

GNTC is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin; with Title IX of the Education

Amendments of 1972, which prohibits the discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and with the Americans with Disabilities Act (ADA). The TCSG and technical colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

On the Walker county campus, the individual responsible for implementation of GNTC's Title VI and Title IX programs is:

[Brittany Elrod](#)

Director of Accessibility Services and  
Title IX Coordinator  
706-764-3832

## Mission Statement

The ASN program is dedicated to supporting the overall mission of GNTC, a unit of the TCSG, which is to provide quality technical education and workforce development opportunities supporting student success throughout the communities of northwest Georgia. The primary mission of the ASN program is to assist in meeting the increasing healthcare needs of north Georgia, a medically underserved area, by providing the necessary knowledge, skills, and attitudes to practice competently and safely as an entry-level nurse generalist in a variety of settings after passing the NCLEX-RN.

## ASN Program Philosophy and Organizing Framework

The GNTC ASN faculty believe nursing is holistic; blending science with the art of caring. Nursing demonstrates the delivery of patient-centered care based on quality measures and evidence-based practice (EBP). The ASN faculty subscribe to Jean Watson's Philosophy and Science of Caring, Patricia Benner's Novice to Expert Theory, David Kolb's Experiential Learning Theory, and Malcolm Knowles' Adult Learning Theory. The ASN faculty believe in and model the core values of caring, integrity, excellence, empathy, holism, and ethical and patient-centered care in order to prepare graduates for entry into the nursing profession.

1. The art and science of nursing evolves constantly and requires life-long learning. Nursing practice encompasses specific knowledge, skills, and attitude in order to safely provide therapeutic interventions to assist clients and patients in achieving the highest level of functioning. Nursing characteristics include: the ability to provide care and compassion, displaying professionalism, critically thinking using clinical reason, exhibiting flexibility and adaptability, demonstrating technical competence and technological literacy, and effectively communicating and working with others toward goals. [Benner, Knowles]



2. Human beings exist as individuals, separate from other people, however, relationships are also important, as humans exist in relationship to others and their environment (Duffy, 2013). Through life experiences and ordinary growth process, humans develop influenced by socioeconomic status, social interactions, and sociocultural dimensions (Duffy, 2013). Humans are unique and holistic with needs affecting the mind, body, and spirit. [Watson, Kolb]
3. Caring and compassion are integral parts of nursing and nursing education (Cara et al., 2021). The faculty are committed to creating a culture of quality caring that fosters relationships between teachers and learners, patients, families, and nurses, as well as other members of the health care team. Within a culture of quality caring, all persons are viewed as inherently worthy regardless of gender, race, culture, sexual orientation, or socioeconomic status.
  - a. Fundamental relationships are important in having the ability to care for patients and clients as well as creating a caring environment to facilitate learning. Learning how to relate to self, patients/families, the health care team, and the community creates relationship-centered professional practice and relationships (Duffy, 2013). ASN faculty place emphasis on the development of caring relationships with students in order for students to graduate with competence in caring, aligning with quality nursing practice (Duffy, 2013). [Watson, Benner, Knowles]
4. The ASN faculty believe nurse educators are uniquely positioned to advance relationships that improve the human experience and enhance teaching and learning (Duffy, 2013). Caring relationships are essential in order for students to be successful as well as for nurses to provide the quality care expected. ASN faculty support learning experiences that foster relationships with self, patients and families, other members of the health care team, and the communities we serve.
  - a. Faculty incorporate evidence-based teaching strategies including increased contact, cooperation among students, active learning, high expectations, and a respect for diverse learning styles.
  - b. Faculty support curriculum designs where students from all levels of education and experience work together with faculty to create innovative learning. It is important to include various methodologies within the classroom and clinical setting to incorporate the three learning domains; affective, cognitive, and psychomotor (Bloom, 1956).
  - c. Learning builds, moving from simple concepts to higher order thinking. ASN faculty support the characteristics of the adult learner which include the adult as a self-directed, actively engaged, problem-centered learner who desires useful information readily adaptable to a specific situation (reference needed).

[Watson, Benner, Kolb, Knowles]

5. Environment, including internal and external, includes all the internal and external factors that influence the life and well-being of an individual. The internal environment includes the physiological and psychological factors and processes of an individual. The external environment includes social, cultural, and spiritual influences as well as economic, political, and ecological systems. The relationship between all factors is dynamic and interactive. A change in any one factor affects all other factors. [Watson, Kolb]
6. Health is a dynamic process that incorporates the physical, mental, emotional, spiritual, and social well-being of the individual. It is more than the absence of illness. It is influenced by the individual's values and beliefs as the individual strives to achieve the highest level of functioning. [Benner, Watson]

In addition, the ASN faculty appreciate the value of nursing theorists not listed and incorporate their concepts throughout the curriculum, as well as theorists of other disciplines. These include, but are not limited to, Erik Erikson, Jean Piaget, and Abraham Maslow.

## Curriculum Structure

The GNTC ASN program curriculum is developed relying heavily on Quality and Safety Education for Nurses (QSEN) competencies for pre-licensure programs listed in the handbook, the nursing process, the Clinical Judgement Model, and NLN competencies.

## Program Outcomes

Regulatory and accrediting agencies require the monitoring and reporting of annual data in the following areas:

1. Performance on the NCLEX-RN: At least 80% of graduates of the traditional ASN program will pass the NCLEX-RN on their first attempt.
2. Program completion rate: At least 60% of the students who begin the first semester of nursing courses (RNSG 1112 & RNSG 1120) will complete the program on time, within 4 semesters of beginning.
3. Job Placement: It is expected that 100% of graduates who seek employment in nursing will attain it within 12 months of passing their NCLEX-RN.

## End of Program Student Learning Outcomes (EPSLOs)

The EPSLOs are used to organize curriculum, guide the delivery of instruction, direct learning activities, and evaluate student progress. Each course in the ASN Program consists of course requirements (specified in the course syllabus), learning objectives, course content, and a course calendar.

The EPSLOs developed by the ASN faculty are based on established professional nursing standards, guidelines, and competencies as outlined by the Quality and Safety Education for Nurses (QSEN) project.

Upon completion of the ASN program, graduates will:

1. Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patients' preferences, values, and needs. (Patient-centered care)
2. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (Teamwork and collaboration)
3. Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (Evidence-based practice [EBP]).
4. Use data to monitor the outcomes of care processes and improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (Quality improvement [QI]).
5. Minimize risk of harm to patients and providers through both system effectiveness and individual performance. (Safety)
6. Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making. (Informatics)

## Program Requirements

### Academic Advisement

1. All pre-nursing students are required to attend one group advisement session to be placed in the pool of candidates from which each class is chosen.
2. Faculty members are available to advise the student by appointment throughout spring and fall semesters as needed.

## Program Admission

One cohort is admitted each fall semester from the pool of eligible applicants. Acceptance is based on a competitive admissions process, comprised of a point system in which a candidate's performance on the pre-requisite courses and admission test scores are considered.

The student selected for admission to the ASN program must attend a mandatory orientation session. The date and time of the orientation session will be included in the admission letter. At that time, the student will be given information about additional materials required for clinical placement. Such materials include, but are not limited to:

1. American Heart Association CPR certification for the Healthcare Provider
2. Student liability insurance
3. Record of immunization administration and/or titers
4. TB Skin testing and/or chest x-ray as indicated
5. TB Mask Fit Test completed by college
6. Mandatory drug/alcohol screen
7. Mandatory background check
8. Verification of completion of clinical orientation programs
9. Influenza vaccine (annually)

Students are required to meet all pre-clinical requirements by the deadline provided and submit as directed. Failure to meet this program requirement will result in ineligibility to progress (See Re-entry policy). Students who fail to submit the required materials will be unable to attend class and will be removed from the program.

Seasonal influenza immunization is a requirement to participate in the clinical portion of each course in the ASN program. Annual influenza immunization must be obtained after August 1. Failure to comply with this policy will result in the student not being allowed to attend the clinical portion of the course and receiving an unsatisfactory grade for clinical lab.

Receiving the seasonal influenza immunizations does not always prevent developing all strains of influenza. Should the student become ill, clinical facilities ask that there will be compliance with the hospital guidelines for returning to work. Students with a fever of 101 degrees Fahrenheit or higher and with a cough and/or sore throat must not return until they are fever free without medication for at least 24 hours. Students with a confirmed diagnosis of influenza must not return for 7 days from the onset of illness and must be symptom-and-fever free without medications for 24 hours.

The student will not be permitted in the clinical facility without proof of immunizations and/or titers (as indicated). These results must be uploaded to First Advantage by the deadline for review by the Nursing Program Assistant and/or the instructor. As a result, the student will

be unable to complete clinical objectives of the course and will receive a failing grade for the course.

## Essential Requirements for Nursing

All candidates for the Associate of Science in Nursing degree must meet intellectual, physical, and social core performance standards necessary to provide safe patient care in an independent manner. The areas below include examples of necessary activities and skills but are not all-inclusive.

### 1. Critical Thinking

Critical thinking ability needs to be sufficient for clinical judgment. Examples include identification of cause/effect relationships in clinical situations, development of care plans, transferring of knowledge from one situation to another, evaluating outcomes, problem solving, prioritizing, and use of short- and long-term memory.

### 2. Interpersonal

Interpersonal abilities need to be sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Examples include establishing rapport with patients/clients, families, and colleagues, negotiation of interpersonal conflict, and respect of cultural diversity.

### 3. Communication

Communication abilities need to be sufficient for verbal and written interaction with others. Examples include explanation of treatment procedures, initiation of health teaching, documentation and interpretation of nursing actions and patient/client responses and written and oral reports to other health care professionals.

### 4. Mobility

Physical abilities need to be sufficient for movement from room to room and in small spaces. Examples include moving around in a patient's room, work spaces and treatment areas; administration of cardiopulmonary procedures such as resuscitation; sitting or standing and maintaining balance for long periods; twisting, bending, stooping; moving quickly in response to possible emergencies; pushing, pulling, lifting or supporting a dependent adult patient; squeezing with hands and fingers; and repetitive movements.

### 5. Motor Skills

Gross and fine motor abilities need to be sufficient for providing safe, effective nursing care. Examples include calibration and use of equipment, positioning of dependent adult patients/clients, grasping and manipulation of small objects/instruments, using a computer keyboard, and writing with a pen.

#### 6. Hearing

Auditory ability needs to be sufficient for monitoring and assessing health needs. Examples include hearing monitor and pump alarms, emergency signals, fire alarms, auscultatory sounds, and cries for help.

#### 7. Visual

Visual ability needs to be sufficient for observation and assessment necessary in nursing care. Examples include observation of patient/client responses such as respiratory rate and depth, skin color, and other physical signs; visualization of monitors, watches with second hands, medication labels and vials, and increments on a medication syringe; visualization of objects from twenty inches to twenty feet away; use of depth perception and peripheral vision; distinguishing colors; and reading written documents.

#### 8. Tactile

Tactile ability needs to be sufficient for physical assessment. Examples include performance of palpation, functions of physical examination (such as discrimination of pulses and detection of temperature), and functions related to therapeutic intervention (such as insertion of a catheter).

#### 9. Emotional

Emotional stability needs to be sufficient to tolerate rapidly changing conditions and environmental stress. Examples include establishment of therapeutic interpersonal boundaries, providing patients/clients with emotional support, adapting to changing conditions in the work environment and stress, dealing with unexpected or unpredictable events, maintaining focus on task, performing multiple tasks concurrently, and being able to handle strong emotions.

American Nurses Association (2010) *Nursing: Scope and standards of practice* (2<sup>nd</sup> ed.) & the American Association of Colleges of Nursing (2008, *Guidelines for using results of functional abilities studies and other resource*).

Note: If you feel you have a disability that will prevent you from successfully completing the requirements of the nursing curriculum, please contact the office of accessibility services. Brittany Elrod, Director of Accessibility Services, 706-764-3832

## Work Environment Associated Risks

Students will be exposed to work environment-associated risks, which include:

1. Handling sharp instruments.
2. Exposure to infections (communicable diseases).
3. Strains (heavy lifting).
4. Exposure to latex.

## OSHA Risk Factor – Category A

Students will also be exposed to OSHA risk factors, which include:

1. Exposure to blood and other body fluids.
2. Exposure to noxious smells, either toxic or non-toxic.

Exposure to toxic fumes, gases, vapors, mists, or liquids which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin.

## Retention/Progression Policies

See also Grading Policies

In order to progress through the ASN program, the student must:

1. Achieve 80% in the first semester, 85% in the second semester, 90% in the third semester, and 100% in the fourth semester on dosage calculation competency examinations. Two attempts will be allowed to achieve minimum requirement.

If the student does not pass the dosage calculation competency exam after the second attempt, the student will withdraw themselves from the course and receive a grade of F in the Lifespan Nursing course; and the student must withdraw themselves from the co-requisite course. The student will not be allowed to progress in the nursing sequence.

2. Attain an overall 75% or better unit test average excluding other points. The 75%-unit exam average must be achieved prior to each course's HESI 2nd attempt. If the student does not achieve 75% in this area, the student will not be allowed to progress in the program.
3. Have satisfactory clinical and skills lab performance as defined on the campus lab and clinical evaluation tools in each clinical course. If the student does not achieve

satisfactory clinical and skills performance in a course, he/she will receive a grade of F and not be allowed to continue in the course. The student will not be allowed to progress in the program.

4. Have completed all written assignments as defined by grading criteria and course syllabi.
5. Have completed all required standardized exams (These exams are at the student's expense and paid by semester requirement which are nonrefundable).
6. Maintain current CPR certification and carry professional liability insurance while enrolled in nursing courses. The student will not be allowed in the clinical agencies without CPR certification and liability insurance.

## Academic Integrity/Misconduct

1. The student is required to demonstrate academic integrity while in the nursing program.
2. Examples of violations of academic integrity include but are not limited to cheating, giving or receiving information related to exam items, fabrication, misrepresentation, plagiarism, stealing, falsifying signatures, or violations of confidentiality, including inadvertent violations (see breach of confidentiality, below).
3. The student charged with academic misconduct may receive, at the discretion of the faculty member, a penalty of failing the assignment(s), a grade of zero for the assignment(s), or a penalty of failure of the class and dismissal from the nursing program.
4. Posting and/or receiving coursework, either online or in print, from external sources not approved by the ASN program administration and faculty is prohibited. Violation of this policy may result in disciplinary action to include dismissal from the program and ineligibility for readmission. Posting coursework written/published by anyone other than the student to external sources, whether an approved source or not, without the express consent of the author/publisher will be considered plagiarism and will result in disciplinary action.
5. The student who is dismissed from the nursing program for violation of academic integrity will be ineligible for readmission.
6. The student wishing to refute the charges or contest the penalty, or faculty members who wish to impose greater sanctions, such as dismissal from the institution, must present a case in writing to the Dean of Nursing and Allied Health within ten (10) business days



7. All Health, Science, Human Services and Nursing program students will follow specific rules and regulations set by accreditation agencies, program handbooks, and clinical facilities policies.

## Zero-Tolerance Bullying Policy

**Policy:** It is the policy of the GNTC ASN program to promote a work and educational environment that is pleasant, healthful, and comfortable. We have a zero-tolerance policy for actions which could interfere with learning and/or work performance which includes, but is not limited to, intimidation, hostility, and abuse (verbal, sexual, or physical). We strive to provide a safe environment for faculty and students. Violation of this policy will be considered unprofessional behavior that is subject to the consequences listed under the professional behavior policy below.

**Procedure:** Faculty and students are expected to lead by example and demonstrate respect for others and refrain from bullying behaviors. If a perceived bullying incident occurs, it should be reported to the ASN program director immediately. Faculty and students who report in good faith an experience of any form of bullying will not be subject to discrimination or retaliation in any form for reporting concerns.

## Professional Behavior

The ASN program is committed to creating and maintaining a nurturing, supportive, and safe environment in the classroom and clinical environment. The ASN faculty believe personal integrity in nursing is integral and learning professional behavior is an essential part of nursing education and are committed to creating and maintaining an environment free from unprofessional behavior.

Unprofessional behavior is defined as any behavior that conflicts with the American Nurses Association Code of Ethics for Nurses, the National Students Nurses' Association Code of Ethics, the GNTC Student Handbook and the GNTC ASN Student Handbook. Violations of professional behavior will not be tolerated. Violations will result in disciplinary action, which may include dismissal from the nursing program and ineligibility for readmission.

Examples of unprofessional behavior addressed elsewhere in student handbook:

1. Discrimination or harassment of any kind
2. Bullying behavior and/or language
3. Academic misconduct, including plagiarism
4. Breach of confidentiality

Examples of unprofessional behavior not addressed elsewhere in student handbook include, but are not limited to:

1. Failing to report or failing to report in a timely manner significant events or situations to the appropriate person
2. Dressing inappropriately or against the ASN program dress code when engaged in any activity in which the student is a representative of the program, e.g., campus lab and/or clinical site participation, community service events
3. Inappropriate behavior with peers; school staff or faculty; patients; or clinical facility personnel
4. Violating the established policies of the ASN program or a clinical facility
5. Disrespecting personal values and beliefs, individual differences, or ethnicity of peers; school staff or faculty; patients; or clinical facility personnel
6. Demonstrating judgmental, non-empathetic, or non-caring behavior
7. Angry or threatening behavior or verbal exchanges
8. Inappropriate or non-therapeutic verbal or non-verbal communication
9. Lack of reliability, dependability, or trustworthiness
10. Refusing to do nursing care or help a peer or facility staff in any clinical setting
11. Being unprepared for class, skills lab, or clinical lab
12. Being tardy for class, skills lab, or clinical lab
13. Being late turning in class or clinical assignments
14. Refusing to take responsibility for own actions
15. Misrepresentation of facts, events, or situations
16. Being dishonest in any situation
17. Falsifying documents of any kind but especially patient records
18. Posting images of classmates and/or instructors on social media without their express permission.

## Consequences of Unprofessional Behavior

1. For the first offense of unprofessional behavior not otherwise addressed in the handbook, the student will receive a written warning about the behavior and a plan of action to improve the behavior will be developed.
2. For the second offense of unprofessional behavior or an egregious first offense violating state/federal law, ethical, or safety standards, the student may be required to meet with the entire nursing faculty or administration to discuss the unprofessional behavior. The faculty will then decide the disciplinary action that will be instituted. This may include failure of the course and dismissal from the nursing program and ineligibility for readmission.

## Confidentiality

Confidentiality involves safeguarding an individual's personal, health, or other information from public disclosure. Divulging information with unauthorized individuals is considered a violation

of patient confidentiality and the Health Insurance Portability and Accountability Act (HIPAA) [see also the 'Patient Care Partnership', Appendix D], and is strictly prohibited. This includes **identifying patients/clients** (writing their name or initials or their family members' names on **any** paperwork) when completing clinical/class assignments.

**Photocopying** any information concerning a patient is only allowed under strict faculty supervision and the information is to be provided to faculty members for disposal before leaving the clinical area. Leaving the clinical area with material containing a patient's name, identification number, or other information is considered a violation of confidentiality and is strictly prohibited.

The **first violation** of confidentiality will result in a conference with the faculty and a written report of the incident will be placed in the student's evaluation file, provided the violation does not rise to the level of an egregious violation of professional conduct noted above.

A **second violation** of confidentiality will result in immediate dismissal from the nursing program and ineligibility for readmission. Violation of the confidentiality policy will also be reflected in the student's work ethics grade.

## Student Employment Policy

Employment must not interfere with required nursing school attendance of class or clinical experiences. Outside responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any curriculum requirements, including attendance in class, lab, or clinicals. Faculty will not adjust or provide exceptions to schedules or assignments due to work conflicts.

The student who is performing clinical rotations within a healthcare facility in which they are employed is there in the capacity of a student and not that of an employee and must fulfill the requirements of the student role. This policy pertains to all licensed as well as unlicensed students. Furthermore, the student who is employed by a healthcare facility may not represent themselves in any manner as a nursing student while in the capacity of their employment.

A student may not work the eight hours preceding the hours of a clinical rotation!

## Remediation Policy:

The faculty and staff in the department of Nursing are committed to student success. The purpose of this policy is to assist at-risk students to develop strategies to promote successful progression through the ASN program.

## Definition of at-risk student:

An at-risk student is a student enrolled in nursing courses who has a pattern of:

- Risk of academic failure as evidence by failing unit exam grades, HESI grades, or other course assignments.
- Risk of clinical failure as evidenced by not meeting clinical objectives; including, but not limited to, clinical documentation, professionalism (i.e. lapse in professional judgement, absenteeism, tardiness), etc.
- Personal stressors that disrupt the learning process.
  - Anticipate recommendation to utilize ESPYR-Free Student Assistance Program available 24/7/365 at 866.734.5890 or chat-Text 94097 or visit the website at [espyr.com](http://espyr.com) using the code: GNTC1
- Re-entry students accepted after applying for readmission

#### Process:

Any student meeting one or more of the areas identified as at-risk will be required to meet with faculty to develop a remediation plan and agreement. The following procedures may occur:

1. The student will contact the instructor to review the unit exam in which a failing grade was earned.
2. See HESI specific remediation for students who are unsuccessful at achieving the HESI Benchmark (see appendix Remediation/Retention Policy Appendix A).
3. The student will coordinate with the clinical instructor and/or course coordinator to develop a written plan of correction for unsatisfactory clinical performance prior to the next assigned clinical rotation.
4. The student may be referred to GNTC's early alert system, (TEAMS) which provides extra support as referrals to GNTC Support Services and Student Success Coaches.
  - a. a. In the event a student is referred to TEAMS, a member of TEAMS will contact the student directly.
5. Re-entry students are required to submit a plan for success when applying for readmission. Any remediation plans and agreements apply to re-entry students, however, additional HESI requirements are included in the appendix Remediation/Retention Policy Appendix \_\_
6. The remediation plan and agreement should be individualized with clear assignment deadlines, interventions, and timeline for outcomes. The plan and agreement can include specific study recommendations, assignments, learning objectives, how often the student should meet with faculty, etc.

- a. The remediation plan and agreement should be completed on (Form #) and signed by the instructor and student.

Please see HESI Testing and Remediation Policy for further information.

## Re-entry into the nursing program:

### General Policy:

The student who does not progress in the nursing program may be considered for reentry the following academic year. If re-entry is sought, the student must submit a reentry application and follow the procedure outlined below. Only **one re-entry** into the nursing program per track is permitted. Each track (generic and transition) will be considered separately when considering the two attempts.

In addition, if a student who has been unsuccessful twice wishes to reenter, he/she may be reconsidered after a period of five years. The student must meet all current entry requirements and their biology and math sequence must be less than five (5) years old at the time of intended readmission. They must go through the selection process and start completely over in the program.

The student who desires to reenter must continue to be in good standing with the institution and the nursing program (i.e. no institution disciplinary or academic misconduct on record). The student must complete the readmission procedure. Reentry is conditional upon class and clinical space availability.

### HESI Remediation Policy for Re-Entry Students

All students seeking re-entry to the Georgia Northwestern Technical College (GNTC) Associate of Science in Nursing program are required to complete a remediation plan. To prepare for success in the nursing program, these students being re-admitted into the ASN program are required to follow the remediation plan listed below.

**PURPOSE:** The purpose of remediation is to improve student's critical thinking, reasoning skills, and test taking strategies to achieve NCLEX success by identifying strengths and areas of needed improvement.

Regardless of previous completion of HESI remediation or HESI exam scores, if applicable, the readmittance in to the ASN program requires completion of the re-entry remediation plan.

Please see policy labeled "Remediation Policy for Re-Entry Students" for further information.

### Procedure:

1. Students who wish to re-enter the Associate of Science in Nursing Program must complete and submit a Readmission Application by the stated deadlines. This application can be found on the GNTC website under the ASN department website page. This application must be emailed to the ASN Program Director.
  - a. Reentry for Fall semester: March 1
  - b. Reentry for Spring semester: October 1
2. Students will be readmitted if there is space available in the semester (course and clinical) they are reentering.
3. Students disqualified due to a legal, ethical or safety issue(s) will NOT be considered for reentry.
4. The Nursing faculty will meet in a closed session after a scheduled faculty meeting to consider the student's request for reentry on the following criteria
  - a. Submitted application from non-progressing student.
  - b. GPA on Nursing technical courses.
  - c. Overall GPA on all nursing college hours attempted.
  - d. Prior clinical performance.
  - e. Nursing faculty recommendations.
5. The student will be notified in writing (registered mail) of the Nursing Faculty's decision by the ASN Program Director within ten business days of the meeting. The notification will contain requirements that must be completed by specific due dates. Requirements could include but are not limited to:
  - a. Submitting a current drug screen and background check
  - b. Retesting and passing of all previously passed skills via check offs or simulation.
  - c. Work experience hours in a clinical setting
  - d. Repeating a co-requisite course in the semester they wish to reenter.
  - e. Completing and submitting all required elements of the "Remediation Policy for Re-Entry Students" by the deadline given. (See Remediation Policy)
6. Upon receiving the recommendations from the faculty, the student will contact the ASN Program Director within 10 days of receipt of notification letter and will make an appointment to discuss the acceptance/non-acceptance of the reentry requirements. The student and the ASN Program Director or designee will develop a learning agreement reflective of the committee requirements and the student's application contents as a means of follow up on the student's progress in those areas.
7. If the student is unsuccessful in carrying out the requirements of the learning agreement, the student will be notified of student's lack of progress and will be dropped from the program. The student will not be considered for re-entry.

8. Students will be selected for re-entry in the order which all paperwork mentioned above is completed and received by the ASN Program Director.

## Grading Policies

1. The objectives, tests, projects, and/or assignments required in each nursing course are explained in each course syllabus. It is expected that all work be submitted according to the syllabus guidelines.
2. The college grading scale will be used to determine final course grades.  
Grading Scale:
  - A = 90 - 100
  - B = 80 - 89
  - C = 70 - 79
  - D = 60 - 69
  - F = 59 or less
3. An incomplete (I) may be recorded for the student encountering extenuating circumstances. The faculty and the director of the nursing program will determine if extenuating circumstances exist and will require official verifiable documentation of the extenuating circumstance. Please see GNTC Catalog and Student Handbook for policy concerning incomplete grades.
4. Failure to complete work on time, in the absence of an extenuating circumstance, does not qualify for an incomplete.
5. Students will have to successfully pass a dosage calculations proficiency exam each semester. The student who does not successfully pass the dosage calculations proficiency exam will withdraw themselves from both nursing courses of the semester and receive a grade of "F" in the Lifespan course and a "F" in the co-requisite nursing course. The student will not be allowed to progress in the nursing program. See each individual course for percent score required to pass the proficiency exam.
6. The student who does not achieve **75% for the unit test** average excluding other points OR earns less than 70% overall course average will result in **failure** to successfully complete course requirements and inability to progress in the nursing course sequence. If the unit test average is below 75%, the student will receive a grade of F for the course.
7. The student who receives an unsatisfactory in clinical or campus lab performance will receive an F for the course.
8. The student who withdraws during any semester must follow the readmission/re-entry policy and procedure.

9. Any student who withdraws from the program twice is ineligible to return.

## Examination Policies

1. Examinations are based on course objectives.
2. Examinations will be computerized as much as possible.
3. Course content from the biological and behavioral sciences as well as previous nursing knowledge, is included on exams, as appropriate.
4. Students should ensure that cell phones, smart devices and pagers are turned off and placed in the designated area prior to the beginning of an exam.
5. Absolutely no discussion between students is allowed in the testing area once the examination has started. Students are not to wear caps, sunglasses or other obstructive items. The desks should be cleared of anything besides pencils, scratch paper, calculator, and written exam as applicable.
6. Examinations are timed. The student will be allowed 90 seconds per question at Level I and Level II, if proctored on campus.
7. Examination length and format is at the discretion of the instructor for the unit of instruction. The length of a unit exam may range from typically 25-100 questions. This does not apply to mid-term, final, or make up exams, which may be more or less than the number of questions listed above.
8. If pre-exam assignments for the associated exam are not turned in by the designated date and time, the student will not be allowed to take the exam. It is the student's responsibility to contact the instructor to plan for a make-up exam. See Policy for Make-up Exams.
9. The student who is tardy on an exam date (classroom exam) will not be allowed to take the exam. The student will be counted absent for the exam and accrue 1/3 point for attendance. The student may be allowed to return to class after the exam is completed. It is the student's responsibility to plan with the instructor to take a make-up exam. See Policy for Make-up Exams.
10. Should a student need to leave during the exam to use the restroom, any written portion of the exam will need to be turned in to the instructor. The student will receive their exam back upon return to the testing room.



11. Upon completion of the examination, the answer sheet, if used, scrap paper and exam are to be returned to the instructor and the student is to exit the testing room until all students have completed the exam. Students shall not return to the testing room until everyone has completed the exam. Examinations are not to be taken from the testing room.
12. If a scantron or answer sheet is used, it will be the only document that will be considered in determining the grade of a paper exam. The student should take great care in marking the scantron. Answers on test booklets will not be considered. Exams taken in Drug Calculations will be graded on the exam papers and/or accompanying answer sheets and those exams will be retained in the instructor files.
13. A grade of zero for the test will be recorded if there is evidence of any communication between students (verbal or non-verbal) or if information related to the exam's content is found near the student.
14. The student is expected to take exams when they are scheduled. Should a student miss a scheduled exam for any reason, a make-up exam will be administered per the Make-Up Exam policy.
15. If the student has to miss an exam, the student must notify via email the instructor administering the exam at least one hour PRIOR to the time of the exam. The student who does not notify the instructor may receive a "zero" for the exam and be subject to additional disciplinary action.
16. Students can miss one (1) scheduled exam per course with the option to take a make-up exam. Should the student miss a second or more scheduled exams, the student will receive a grade of zero (0) for the exam without the option of a make-up exam. Violations will be reflected in the student's work ethics grade, if applicable.
17. Examination results might not be immediately available to students but will be ready within one week of the exam. Once grades are ready, they will be placed in the Blackboard grade book.
18. Examination results will be posted in Blackboard. Grades will not be given over the phone, by email, or to another student.
19. During computer adapted testing (CAT) on campus; students will not be allowed to keep food or drinks at the computer desks.
20. Any student who makes below 75% on a unit exam is expected to contact the instructor who gave the exam for a counseling appointment. During the appointment, the student and instructor will review the exam content that was missed and will develop strategies for improving the student's performance on exams. A remediation procedure may be initiated by the instructor if necessary. This appointment should be made before the

time of the next exam. It is the responsibility of the student to make the appointment for the counseling session.

## Make-Up Exams

1. Make-up exams are to be taken at a time designated by the instructor. It is the student's responsibility to contact the instructor and plan for the make-up exam.
2. Should the student fail to contact the instructor to plan for a make-up exam within one (1) week of the missed scheduled exam, the student will receive a grade of zero (0) for the exam and this will count as the student's one make-up exam for the course semester.
3. The format and length of time of the make-up exam is at the discretion of the instructor and may include alternate test items (short answer, essay, true or false, etc.).

## Final Exam Policy

1. To take the final exam, the student will have to have earned an average of 75% on the unit exam average to be eligible to take the final exam for credit.
2. Students must be on time for the final exam or they will not be allowed to take the exam.
3. Final exams must be taken on the designated day.
4. The final exam score entered into Blackboard gradebook will be the Conversion score calculated by HESI. The HESI raw score must meet the minimum requirement set forth by the course coordinator. Failure to meet this standard will result in failure of the course. See course syllabus for details.

## Examination Review

1. The instructor may offer to conduct exam review within one week of completion of the exam by all students, but it is at the discretion of the instructor. Attendance for exam review is highly recommended.
2. Students may not copy questions or tape the test review.
3. Discussion regarding correct examination answers is welcome. Purposes of the test review are to clarify any content missed and to provide for further learning.

4. Test review is **not a forum** for arguing grades and disruptive behavior will not be tolerated. Disruptive students will be asked to leave the review.
5. Students wishing to dispute an exam item may do so in writing prior to leaving the review. The item in question will be reviewed by two instructors and feedback will be given to the student.
6. Final decision about test items rests with the faculty. Omission of test items is solely at the discretion of the instructor.
7. Once examination review has been completed, the exams are stored in Blackboard.

## Dosage Calculation Competency Exam

The student must demonstrate competency in calculation of medication dosages each semester. In the first semester students may go to clinical but they may not administer medications at a clinical site unless they can demonstrate competency before they are allowed to administer medications during Fundamentals Clinical. The student may not attend clinical until successfully completing this exam in the second, third and fourth semester. This exam will be administered at the end of the first semester and the beginning of each subsequent semester. The student must achieve 80% in the first semester, 85% in the second semester, 90% in the third semester, and 100% in the fourth semester on dosage calculation competency examinations. Two attempts will be allowed to achieve the minimum requirement.

If the student does not pass the dosage calculation competency exam after the second attempt, the student will withdraw themselves from the course and receive a grade of F in the Lifespan Nursing course; and the student must withdraw themselves from the co-requisite course. The student will not be allowed to progress in the nursing sequence.

If eligible for readmission, the student will be allowed to attempt to reenter the following year at the same semester of the program on a space available basis and readmission application process.

## HESI Adaptive Quizzing Question Requirement:

Simon-Campbell and Phelan (2018) state there is “a strong, positive correlation between the number of questions answered and overall mastery level” (p. 1). This correlation leads to an increase in student’s ability to better be able to answer more difficult questions and mastery of the content, leading to an improvement in scores.

Purpose: To improve students’ familiarization with adaptive quizzing questions, so they are more prepared for the conditions and types of questions that will be seen on HESI or NCLEX-RN examinations.

Please see Policy labeled “HESI Elsevier Adaptive Quizzing Question Requirement” for further information.

## Standardized Tests

The Georgia Northwestern Technical College (GNTC) Associate of Science in Nursing program requires the Evolve HESI (Health Education Systems, Inc) at points along the curriculum as a program requirement for all enrolled students. HESI online resources will be used throughout the program of study to prepare for the NCLEX-RN Licensing Examination. HESI specialty exams are in most courses and a Registered Nurse (RN) Exit Exam in a course in the final semester of the program. HESI specialty exams are designed to measure the student's ability to apply concepts related to specific clinical nursing content areas. Research demonstrates that scoring above 900 on the HESI RN Exit Exam is highly predictive of NCLEX success.

Please see appendices for further information about HESI policies and procedures.

Each Semester the course calendar will have a HESI payment due date. If the student has not paid the HESI fee by the specified date the student will be dismissed from class and not allowed to return to class or clinical until payment is made (See attendance policy). The exams are at the student's expense. The fees are nonrefundable.

## Student Portfolio

The student will be required to turn in original submissions of graded work along with the grade sheet at the end of the semester to be placed in a portfolio. The course coordinator will communicate what needs to be submitted in your portfolio for each course. Accrediting and regulating agency reviewers often ask to see samples of student work; therefore, a portfolio will be maintained during the course of the program. The portfolios will be collected by the course coordinator. It is the responsibility of the student to retain returned work so that it may be submitted at the end of the course for the portfolio. These portfolios belong to GNTC. Students may make copies for personal reference, but all original graded work will stay on file with GNTC to meet program requirements. Portfolios will not be “checked out” to students once they are filed.

## Chain of Command (Student to Faculty)

1. Student
2. Unit Instructor/Faculty (If a class issue, consider going through the class representative)
3. Course Coordinator
4. Nursing Program Administrator
5. Assistant Dean of Nursing
6. Dean of Nursing and Allied Health
7. Assistant Vice President of Academic Affairs

8. Vice President of Academic Affairs

## Written Student Concern – Academic

1. Any student at GNTC who has an academic concern should first seek resolution with the instructor of the class in which the situation has occurred. The occurrence, issue, or concern should be presented to the instructor in written format within 10 days and dated in order to better establish a timeline for resolution of the complaint.
2. Failure to provide the written concern(s) within the 10 days may preclude the student from filing concern at a later date. Once the instructor has been notified by the student in written format, the instructor has five (5) business days to reply in writing. This reply should list the student's original concern(s) and the solution offered by the instructor.
3. Should a student feel further resolution is needed, please refer to the GNTC handbook for the appropriate chain of command.

## Graduation Requirements

All courses in the nursing curriculum must be successfully completed in order to graduate. Only students who have completed required course work and have received the ASN degree are eligible to sit for the NCLEX-RN exam for licensure as a registered nurse. Part of the required course work includes an exit exam. The student must pass the HESI exit exam, which will be administered during the Spring Semester as part of the course requirements for RNSG 2140. A total of two (2) attempts to achieve the score of 900 will be allowed. The student must remediate between attempts, providing written copies of HESI remediation work before the second (last) attempt.

Two (2) attempts will be granted before graduation. The student who does not reach the required score by graduation will receive a failing grade of "F" in the course, will not be allowed to participate in pinning or graduation exercise, and will not be able to sit for the NCLEX-RN exam. If the student is eligible for readmission, he/she will have to repeat RNSG 2140 as well as RNSG 2132 as they are co-requisites.

## Volunteer Policy

The volunteer requirement for the ASN program students serves to promote a culture of health in our communities.

## Clinical Facility Requirements

### Background Check

Clinical agencies require criminal background checks on all employees and for students using the agencies for clinical practice. Given these requirements and the questions asked by the Georgia Board of Nursing, the GNTC ASN program will adhere to the guidelines that require the student entering the ASN program to submit to a criminal background check. This includes students entering in the first and second level in the fall semester, and readmission to the program at any level (spring or fall semester).

The student without a criminal background check or with an unfavorable background check will be denied permission to obtain clinical experience at the clinical agencies, and therefore, be unable to complete the clinical requirements for the nursing course. This will result in the inability to continue progression in the program.

### Immunizations

1. The student is required to submit proof of required immunizations and screening tests according to CDC guidelines. These include, but may not be limited to:
  - a. Annual TB skin test (Mantoux type), or chest x-ray, if skin test is or has previously been positive
  - b. Current Tetanus-Diphtheria and Pertussis (Tdap).
  - c. Measles, Mumps, Rubella (MMR) immunizations (proof of two, no self-declaration) or titer
  - d. Varicella immunizations (proof of two, no self-declaration)
  - e. Hepatitis titer or series in progress with signed waiver (titer is to follow within 1-2 months of third dose, if nonimmune, one additional series with titer is to follow, if continues nonimmune no further injections are required).
  - f. Annual flu vaccines
2. In the event of, but not limited to, such circumstances as hospitalization, prolonged illness or injury, or surgery, the student should contact accessibility services.

### Insurance

1. The student enrolled in nursing courses must have liability (malpractice) insurance. It is highly recommended that the student also have medical insurance.
2. Fees for the liability insurance must be paid at the business office by the designated date each year the student is enrolled in nursing courses.

## Clinical Orientation Programs

The student must satisfactorily complete assigned clinical orientation programs upon admission, upon readmission, upon entering the second level of the program, and as required by the clinical agencies. Any fees are the responsibility of the student and must be paid at the GNTC business office by the assigned date. This is a requirement of the clinical agencies.

## CPR Certification

The student must maintain current CPR certification for Healthcare Providers from the American Heart Association throughout the nursing curriculum. A copy of current certification must be uploaded to First Advantage prior to attending clinicals.

## Photo Identification

1. The student is required to have a school photo identification badge to utilize in clinical agencies. The badge should have the student's full name and ASN student designation, and must always be visible while in the clinical setting.
2. A color copy of a state-issued photo identification (drivers' license) with the student's face clearly identifiable must be uploaded (not faxed) to First Advantage.

## Drug and Alcohol Policy

The following policies and procedures will be followed for the student admitted to the ASN program:

1. A random drug screen will be required after acceptance into the nursing program, at the beginning of the second level, and upon readmission into the program. The dates and times of the drug screen will randomly occur. The drug screens will be at the student's expense. Prices vary between levels and will be addressed by course faculty. Students will be provided information on when to schedule the drug screen through First Advantage/Corporate Compliance. Once scheduled, the time frame to obtain the drug screen is 72 hours (including weekends) and failure to meet this deadline will result in student dismissal from the program.
  - a. A random alcohol screen may be administered by the nursing department faculty or from a clinical site request. Random alcohol screens may become requirements of the clinical agencies. A student whose alcohol test measures more than 0.00% BAC will be dismissed from the nursing program unless the student has verifiable documentation of having to use medications with alcohol content.

2. If, during the course of the program, the student appears to be under the influence of alcohol or drugs; or is functioning in an impaired manner; or when the faculty deems appropriate, the faculty shall have the responsibility for dismissing that student from the clinical experience and/or class that day. The student will be required to submit to a drug screen at the student's expense and will be suspended pending results of drug and/or alcohol screen.
3. A student's consent to submit to a drug/alcohol screen is required as a condition for acceptance into the nursing program.
4. Georgia Northwestern Technical College will have sole discretion over the facilities chosen to perform screenings.
5. A student's refusal to submit to such a test will result in immediate dismissal from the program as well as an "F" grade in all nursing courses for the semester.
6. A positive drug test will result in an "F" grade in all nursing courses for the semester and immediate dismissal from the nursing program.
7. Any student who has a positive drug screen will not be eligible for readmission to the program.
8. A "positive" drug or alcohol test is defined as screen results indicating use of illegal drugs or illegal use of prescription drugs (i.e. using someone else's prescription etc.), non-therapeutic levels of prescribed or non-prescribed drugs, or screen results indicating presence of 0.00% BAC or greater blood alcohol level. Clinical sites may request a blood draw alcohol level.

## Attendance

### Classroom Attendance

It is the ASN faculty's belief that absences can disrupt learning and may adversely affect a student's progress and grades. However, the faculty also believe the students are responsible for their own learning. Classroom session attendance will be recorded daily. Attendance for hybrid/online sessions may differ and the student is required to attend per policy of the syllabus of such course.

1. The student is expected to attend all scheduled class meetings, lab and clinical experiences. Should an absence be unavoidable, the student should contact the instructor prior to the start of class/lab/clinical meeting. The student is responsible for any missed material, announcements, etc. Written work that is due on the day of the absence must be submitted as scheduled to avoid the late submission penalty.



2. Three episodes of tardiness, leaving early, or a combination of the two, will equal one absence and will be recorded as such.

### Attendance Policy

3 times Tardy and/or Leaving Early, or a combination of both will result in 1 point.

An absence will result in 1 point. Any student that misses more than **15 minutes** of class time will be counted **absent**.

Accumulation of 2 points will result in a written warning.

Accumulation of 4 points will result in a final written warning.

Accumulation of 5 points will result in dismissal from the program.

3. For clinical absences, see specific course syllabus for clinical attended policy. Should an absence from clinical lab be absolutely unavoidable, the liaison instructor and the preceptor/clinical agency must be notified prior to the absence and the student will be required to make-up time missed. Make-up time will be scheduled at the discretion of the preceptor/clinical agency and the faculty liaison.

### Campus Lab and Clinical Attendance

The student is expected to arrive at campus lab/clinical facility and be prepared to begin at the designated start time. One incidence of tardiness of ten minutes or less and one absence will be tolerated and counted as part of the overall Attendance Policy. All clinical courses, excluding RNSG 1112 (Fundamentals), will follow this policy. RNSG 1112 attendance will be explained in the course syllabus.

A student may be considered tardy if they arrive late to the predetermined meeting space unprepared for clinical work as determined by the instructor. See course syllabus for details. Should an absence from campus lab or facility clinical be absolutely unavoidable, the course instructor must be notified prior to the absence.

The student will be required to make-up time/work missed at the instructor's discretion. This make-up time may occur on a day other than the usual assigned or regularly scheduled days and at a different clinical facility. This will be at the discretion of the instructor. In addition, it is possible that the time may have to be scheduled between semesters, which could result in an incomplete in the course. If the student does not notify the instructor prior to the absence, the student will be required to meet with the course coordinator and a written counseling form will be placed in the student's evaluation record.

The student who misses one (1) clinical day will be required to meet with the course coordinator. Furthermore, a written counseling form stating that no more absences are allowed or the student will risk program dismissal will be placed in the student's academic record. Any further tardiness (a tardy is any arrival 10 minutes or more past the clinical start

time to the designated meeting place set by the instructor) or absences will result in an unsatisfactory lab/clinical performance, which will result in failure of the course.

## Classroom Policies

### Learning Environment

The Associate of Science in Nursing Degree Program adheres to the Student Code of Conduct policy of GNTC as stated in the Student Handbook, section Student Rights and Responsibilities, subsection Student Code of Conduct.

Behaviors which interfere with the learning environment for other students will not be tolerated. In the classroom and/or clinical setting, the student will:

1. Be courteous at all times.
2. Exhibit respectful behavior to other students and instructors.
3. Refrain from whispering, talking, passing notes, texting fellow classmates or distracting fellow students during instruction or lecture time.
4. Do not record (audio/video) lectures without written permission from the instructor.
5. Place cellular phones and pagers on silent before entering the classroom.
6. Address instructors by title and last name, unless otherwise directed.
7. Participate in classroom discussions and activities.
8. Be on time to class and be present the entire class period. If late entrance or early exit from the classroom is unavoidable, please do so during break times and as quietly as possible.

Violation of any of the above will warrant corrective action. Should any person onsite become verbally aggressive or show any physical indication of aggression towards a student or instructor, campus police will be called to intervene immediately.

### Use of Electronic Device in the Classroom Setting

Students are allowed to use electronic devices [laptops, iPads, android pads, or smartphones] in the classroom for the purpose of using electronic applications that **enhance learning**. Texting and emailing during class time are highly discouraged. Carrying on phone conversations when class is in session is prohibited. Students taking advantage of this privilege are required to ensure that the electronic devices are silenced and do not disturb classmates or instructors.

Abuse of this policy causing disturbances in the classroom will lead to the student being dismissed from the class session. Additional disruptions will be dealt with according to the Learning Environment policy.

## Standards for Written Work

These are general standards and students should always refer to specific course syllabi, rubrics, and guidelines.

1. All written assignments are expected to demonstrate scholarly research and presentation. This includes but is not limited to:
  - a. clear, direct expression of the English language
  - b. correct grammar, punctuation, and spelling
  - c. legibly written/typed
  - d. no whiteout used
2. Assignments which do not meet the above criteria may not be accepted for grading or may have points deducted. (See individual Rubric for specific details)
3. The faculty will schedule the due dates for homework. This schedule may vary between courses.
4. Points will be subtracted for work submitted late. In some courses, per instructor discretion, the assignment will receive a grade of zero if not submitted on the date due. Second attempts allowed for assignments are at the discretion of the instructor and outlined in the course syllabus.
5. Should a student be absent on the day when homework is due, the student should plan to turn in the work on the due date and time in order to avoid late penalties. After one week the grade will be a zero as stated in number 4.
6. Electronically submitted work cannot exceed similarity score (30%) as determined by Turnitin and listed in the specific course syllabus or the student will receive a grade of zero for the assignment.

## Clinical Written Work

The student is expected to complete written work for the clinical assignment as outlined in the course syllabus, course calendar, or as directed by the clinical instructor. The work is to be submitted at the time specified by the syllabus or the instructor.

All assigned written work required for the course **must** be submitted according to course policy in order to successfully complete the course. Students cannot pass the course regardless of earned grade if all work is not submitted as stated.

## Campus Lab and Clinical Policies

### Clinical Contact

Students should not contact clinical affiliates to request or schedule any information in the role of student. GNTC nursing employees are responsible for clinical affiliate communication and contact. If a student does initiate and pursue contacting any clinical affiliate, the student may incur actionable unprofessional behavior counseling.

### Campus Laboratory

The campus laboratory is provided for simulated practice and testing of skills, reading, viewing of films, and other educational endeavors.

1. Each student enrolled in a clinical nursing course must validate skills as specified in the course syllabus. Time to practice these skills with supervision and feedback is provided in the campus laboratory, and criteria that must be met to demonstrate satisfactory performance are found in each corresponding course. Validation will be supervised by a GNTC faculty member.
2. The student is required to participate in all scheduled campus laboratory learning experiences.
3. Skills laboratory make-up time is at the discretion of the instructor and may include additional written work or simulation activities.

### Campus Lab Use

The objective of the campus lab is to provide the student with a hands-on learning experience.

As a result, it is essential that the student come prepared to all lab experiences.

The student:

1. Is expected to comply with the dress code for campus lab. (See Uniform Policy).
2. Must be professionally accountable for own behavior and be ready to perform the competency skills to be covered in the labs. The student who is unprepared will be asked to leave and must be responsible to cover the material and provide demonstration of knowledge and competence of the material covered in the lab at assigned makeup time.
3. Is responsible to use lab equipment for its intended purpose only.

4. Will respect lab property and equipment and ensure proper care of the equipment. Horseplay is strictly forbidden.
5. Treats all manikins, procedural models and equipment with respect and gentle handling. These are the student's first patients and as such should be treated with respect and maintenance of the patient's dignity.
6. Respect the lab coordinator, instructors and fellow classmates at all times while in the lab.
7. Will use the lab only for its intended purpose. Failure to do so will require the student to vacate the lab.
8. Should clean the area, which was used prior to leaving the lab. Items should be returned to their proper place, linens straightened, trash placed in the receptacles, etc.
9. Must immediately report equipment malfunction, breakage or damage that occurs during practice to the lab coordinator or nursing faculty. Willful damage to equipment will lead to loss of privileges.
10. Should notify the lab coordinator or nursing faculty of any accidents or incidents that occur in the lab.
11. Should not remove any item from the laboratories without prior permission. Equipment for use outside the lab should be signed out with the lab coordinator or faculty as outlined below.
12. Must place all needles, syringes, cutting instruments, and sharps in the red "sharps" container. Never put needles in the trash receptacles.
13. Must keep noise levels down. The student is responsible for helping maintain a quiet environment:
  - a. Keep (human) voice volume low
  - b. No cell phone use without prior permission from present faculty
  - c. No electronic devices (smart watches, laptops, etc.) in use without prior permission from present faculty
  - d. No unauthorized people (children, spouse, friends)
14. Should know the location and proper use of fire extinguishers, AED, and first aid kit. A fire extinguisher is located on the wall just outside the lab. An AED and portable oxygen are also located outside the door to Rm. 6103. A first aid kit is located in the lab across from the nurse's station.

The student is expected to be responsible and accountable for learning. This includes preparation prior to scheduled lab hours. The student:

1. May be required to take quizzes, preview videos and/or read the required readings as assigned by the instructor prior to entering the lab to promote learning. The student who has not completed the assigned material will be asked to leave the lab since it is essential that the skills be reviewed and since it can be unsafe to perform skills when one is unprepared. If the student is asked to leave, attendance policy will be enforced.
2. Is also expected to practice the skills between labs.

### Signing Out Equipment

The student will be permitted to sign-out selected laboratory equipment. It is understood that the student who signs out equipment is responsible for the equipment and will take care of the equipment while it is in his/her possession.

When signing out equipment the student agrees to:

1. Be the sole user of the equipment
2. Use the equipment only as instructed by the GNTC nursing faculty
3. Properly maintain borrowed equipment while it is in their possession
4. Be responsible for any damage or loss of equipment
5. Return equipment on the established return date in the same condition as received (return equipment clean, operable and ready for the next user). If equipment is not returned on the established return date; a final grade will not be entered. Students will receive an incomplete for that course until equipment is returned.

Note: At certain times, the student may not be permitted to sign-out equipment that is required in the labs. The student will be notified by the lab coordinator should this be the case and may be able to use the equipment in the practice lab.

### Clinical Participation

1. It is the responsibility of the student to utilize the clinical site's facilities to the fullest extent for his/her learning experience. Only skills completed on the skills check off list and clinical evaluation tool are allowed to be performed

2. A student may be sent home from the clinical site, at the discretion of the clinical instructor, for any of the following reasons but not limited to: out of uniform, unprofessional behavior, or unprepared regarding patient's history, condition, or medications.
3. In compliance with the written agreement between GNTC and affiliated physician offices, hospitals, long-term care facilities, and clinics, be advised that the affiliate reserves the right to request removal of any student from their facility. The student may be removed from the clinical site for reasons of unsatisfactory performance, violation of policies, or other misconduct. Any recommendations shall be presented to the Program Director and other arrangements will be attempted. A student who is dismissed from the clinical affiliation for reasons cited above will not be allowed to return to that clinical site and is subject to grade, disciplinary or other action as appropriate. The clinical site where the student is reassigned will be notified that it is a reassignment and will be given the option of accepting or rejecting the transfer. If no clinical site is found for the student to complete the externship process, then the student will be required to academically withdraw.
4. The student will comply with the dress code for the clinical experience. (See Uniform Policies).
5. The student is expected to demonstrate clinical behaviors as taught in the campus skills lab.
6. Agency policy supersedes GNTC policy when procedures or policies related to clinical care of patients differ.
7. The student must for the second, third and fourth semesters successfully pass the dosage calculations proficiency exam prior to attending clinical. The student will not be allowed in the clinical area before proficiency in dosage calculation is demonstrated each semester.
8. The student is required to participate in all scheduled clinical experiences.
9. Clinical days and times may vary according to the schedule. Days may vary within a semester to ensure all requirements are met. Students may be required to attend clinical for 8 hour or 12-hour shifts. All schedules are subject to change each semester at the discretion of the instructor. Other hours, such as 12-hour shifts, 3-11 p.m. or 11 p.m.- 7 a.m., as well as weekends, may be required in any semester/course to complete the clinical rotation.
10. Abuse of clinical time by a student will not be tolerated. This includes extended lunch and break times, leaving the unit without permission, visiting other students and staff on areas to which they are not assigned, and staying in the break rooms on assigned

areas when there is work to be done. If a student is using clinical time to study when there are duties available to perform, the student will be sent home and counted absent for the day. Attendance policy will be enforced.

11. The student may not leave the assigned clinical area, unit, or floor without permission from the instructor.
12. The student may not exchange money or accept gifts from patients or personnel.
13. The student may not use cellular phones or any electronic devices while participating in the clinical experience unless prior approval was given by the clinical instructor. Personal phone calls to the units are not allowed. In the event of an emergency, instructors may be contacted by cellular phone. The instructor will notify the student.
14. The student must comply with all agency policies including but not limited to, use of alcohol or drugs, confidentiality, and professional dress.
15. Smoking, vaping or other tobacco products are not allowed during clinical. All of the clinical facilities utilized have tobacco free campuses. Anyone who presents to the clinical site with the smell of smoke about their person or clothing will be dismissed from clinical. This will count as a clinical absence and attendance policy will be enforced.
16. The student must wear the approved school uniform for all clinical rotations unless otherwise specified. A GNTC patch is required on the left sleeve and must be visible during the entire clinical rotation. If street clothes are worn for any clinical activity, the lab coat and name badge must be worn.
17. Good personal hygiene is mandatory. Uniforms must be free from wrinkles, stains, and odors. Students may not wear perfumes or perfumed lotions to clinical.
18. No chewing gum allowed in the clinical area or skills lab.
19. At all times the student should exhibit behavior as set forth by the American Nurses Association Code for Nurses and the State of Georgia Standards of Nursing Practice.
20. Transportation to clinical affiliates is the responsibility of the student. The travel time from point of residence to class or clinical assignment is not school activity time; therefore, it is the student's own time. The student may be assigned a rotation through a clinical affiliate outside of the campus county or student's county of residence. It is the student's responsibility to arrange transportation.
21. The student is to report to clinical with needed equipment and supplies (daily assignment sheets, stethoscope, watch with second hand, pen light, bandage scissors, small notebook or clip board, black ballpoint pens). Borrowing items from the



instructor or other students is not allowed. Photocopying of daily assignment sheets or other papers at the clinical facility is not allowed.

22. The student is expected to report any unusual clinical occurrence to the instructor. This includes but is not limited to illness, injury, needle stick, medication error, or any incident that is unusual or unexpected involving the student. This occurrence should be appropriately documented by the instructor and the documentation kept on file in the nursing department.
23. Disciplinary action requested/administered by facility personnel may be considered an egregious offense and could result in disciplinary action by GNTC up to and including dismissal from the program and ineligibility for readmission. The student will receive an absence for the clinical day if asked to leave a clinical site by facility personnel or instructor.

### Supervision of Invasive Skills

The clinical instructor will provide direct supervision of any invasive procedures and administration of medications performed during the clinical experience.

The student is allowed to perform procedures under the direct supervision of the clinical instructor. Examples include but are not limited to:

- Insertion and maintenance of Foley catheters
- Insertion and maintenance of nasogastric tubes & feeding tubes
- Administration of PO, intradermal, subcutaneous, IM, and IV medications and IV fluids
- Wound care and dressing changes
- Patient education
- Physical assessment
- Admission and discharge of patients
- IV starts and INTs
- Blood draws

### Skills Progression Record

Each student will receive a copy of the current skills list in the Nursing Fundamentals course and is required to keep up with it during and until successful completion of the ASN program curriculum. It is the student's responsibility to ensure skills will be checked off and signed off by the appropriate nursing faculty as they are performed. During your preceptorship in the last semester this skills list will be utilized by your preceptor. A three-ring binder with protective sheets is recommended.

## Lunch and Break Times

The student is allowed one 15-minute break and a 30-minute lunch break during a six to eight-hour clinical experience and two 15-minute breaks and a 30-minute lunch /dinner break during a 12-hour clinical experience.

## Uniform Policies

1. The GNTC official clinical school uniform consists of:
  - a. School-designated green scrubs (tops, and pants/skirts) with the school emblem sewn one inch below the left shoulder are required for all clinical experiences and for the nursing lab experiences. School uniforms must fit properly with dress hem length at the knee level or longer and pants hem at one inch above the shoe heel and not touching the ground.
  - b. A school photo ID name badge must be worn on the front of the uniform. The name badge should include the student's full name and ASN student. The GNTC ID badge must be worn on the uniform or lab coat at all times during direct or indirect care at the clinical facilities. A student who reports to a clinical activity without a name badge will be sent home and clinical hours will be considered missed.
    - i. The psychiatric setting may differ-refer to course coordinator for that specific course.
  - c. A white lab coat with the school emblem sewn one inch below left shoulder seam is required. The lab coat is to be worn over street clothes when touring the clinical facilities or obtaining information for patient assignment. The GNTC ID badge must be worn on the front of the lab coat.
  - d. All white shoes that should be clean and polished. Shoestrings are not to be polished, but should be white and clean. No clogs or clog-like shoes are allowed. Shoes must not have open toes or heels, mesh, or cut-outs.
2. The only exception to the approved school uniform is for pregnancy and pinning. The student must have the maternity uniform approved by the faculty prior to wearing it during clinical experiences. For pinning, the student is required to wear faculty-approved white uniforms or scrubs.
3. The student will not be permitted in the clinical area unless in complete uniform. Clothing must be in good repair, clean, and pressed.

4. School uniforms are worn only when functioning in the role of a student nurse. School uniforms may NOT be worn for any employment situation.
5. Undergarments of any kind are not to be visible through or around the uniform and should be non-patterned, flesh-colored, or white.
6. White, non-patterned hose, without runs, are to be worn with dress uniforms. White, non-patterned hose or white socks are to be worn with pants uniforms.
7. Hair is to be simple, neatly trimmed, no unnatural or party colors (including but not limited to bright red, violet, blue, green), and held off the uniform collar and away from the face, and must remain as such while on duty at the clinical facilities. Ribbons and hair ornaments are not to be worn. Barrettes and ponytail holders must be neutral colors and inconspicuous.
8. Beards and mustaches should be clean, neatly trimmed and should not touch the uniform. All other facial hair should be smoothly shaven. The student must be able to pass a mask fit test in order to participate in the clinical care of a patient on droplet precautions. Further investigation may be needed for an individual clinical site.
9. Fingernails must be clean and well-trimmed, not extending past the fingertips. Artificial nails/overlays and nail polish are not allowed at the clinical facilities.
10. A watch with a second hand is required. Only one set of stud pierced earrings (one in each earlobe) may be worn at clinical facilities. No other body piercing jewelry (gauges, tongue rings, nose rings etc.) is allowed. Clear spacers may not be worn in the piercing site. Plain wedding bands only (no stone settings) may be worn. A medical alert bracelet or necklace may be worn with appropriate medical documentation. No other jewelry is allowed. Some units (i.e. NICU) may have more stringent policies that need to be followed.
11. Tattoos are not to be visible and must be covered during lab or clinical time.
12. When permitted to wear street clothes, students are expected to utilize good taste. Such clothing as tee shirts with logos, jeans, low riding pants, tight or revealing clothing, flip flops or high heels are all considered inappropriate and unacceptable in the professional role. Tops must cover the midriff area. Pants must not touch the floor. When in doubt, contact the clinical instructor prior to attendance.
13. The student may wear a long-sleeve white pull-over under the green scrub top for warmth except for clinical specialty areas where this is not allowed (NICU etc.)

### Uniform for Campus Lab Experiences

When attending campus lab, the uniform policy is enforced.

Note: Anytime that the student is in uniform, he/she is a **representative** of the Associate of Science in Nursing Degree Program of Georgia Northwestern Technical College and of the profession of nursing. The uniform should be worn with dignity. The student must remain professional in speech and conduct at all times and uphold the ethical and legal responsibilities (see appendices B-E) assumed as a member of the health care profession. Violation of this standard in any way may warrant dismissal from the nursing program.

### Signature for Documentation

The student will sign all documentation with full legal name, GNTC, SN (example: Jane Doe, GNTC, SN)

### Unsafe Clinical Practice

Unsafe clinical practice will be documented on the clinical evaluation tool and counseling form by the clinical instructor. Violations will also be reflected in the student's work ethics grade. Unsafe clinical practice includes but is not limited to:

1. Failure to provide for the safety and comfort of the patient. Each student is required to practice without violating:
  - a. physiological safety.
  - b. psychological safety.
  - c. infection control guidelines.
2. Failure to observe all the rights for safe medication administration according to agency policy and accepted standards of care.
3. Failure to acquire clinical instructor's supervision when preparing and/or administering medication.
4. Failure to confirm patient allergy status and/or code status.
5. Violation of ethical standards such as:
  - a. willful dishonesty regarding information given to faculty, students, or hospital staff.
  - b. stealing medications, equipment, supplies, books, etc.
  - c. failure to ensure patient confidentiality.
  - d. abuse or neglect of patients.
  - e. use of alcohol and/or non-prescribed chemicals.
6. Failure to prepare, comprehend, and/or discuss with the clinical instructor the assigned patient's pathophysiology and/or medications.

7. Failure to notify clinical instructor prior to leaving clinical floor at any time.
8. Absence from clinical assignment without proper notification.

Repeated evidence of unsafe clinical practice by a student may be grounds for dismissal from the nursing program. A student who demonstrates a pattern of unsafe clinical practice will be brought before the nursing faculty for review. The student will be required to explain his or her actions and respond to questions from the faculty. A decision will then be made regarding the student's dismissal from the program.

## Medication Administration Policies

1. An instructor or preceptor must always observe the preparation of each medicine.
2. The student must demonstrate knowledge of the medication's desired effects, side effects and nursing implications when administering each medication.
3. Patients must be identified prior to administering medication. If no armband is available, a licensed employee of the agency must identify the patient with the student.
4. Instructors or preceptors may use direct or indirect supervision of the actual administration of non-parenteral medications to adult patients.
5. All medication administered to pediatric patients is to be supervised directly by the instructor.
6. All parenteral medication administered is to be supervised directly by the instructor or preceptor.
7. Prior to administering medications in the clinical setting, the student must have satisfactorily completed the medication skills check-off in the campus laboratory.
8. The student is required to demonstrate accuracy in dosage calculations in all nursing courses prior to participating in clinical practice
9. The student will be referred to the campus laboratory to revalidate medication skills if unable to safely demonstrate medication skills in the clinical laboratory.
10. Failure to abide by the Medication Administration Policies will result in disciplinary action by the nursing faculty.

## Intravenous Infusion Policies

1. Prior to administering intravenous infusions in the clinical setting, the student must demonstrate skill in intravenous infusions safety and precautions according to established criteria.
2. The student may initiate and maintain infusions, and flush infusion devices only under direct supervision of a faculty member.

### Intravenous Infusion Policies with Infants

The student will:

1. Never initiate intravenous infusions by placing an infusion device such as a cannula or catheter in infants.
2. Be allowed to administer intravenous medications per clinical facility protocol, physician's orders, and aseptic technique via an existing intravenous infusion device at the discretion of the instructor.

### Medication Infusions in the Obstetrical Setting (RNSG 2124)

1. The student may never initiate, maintain, or change the rate of Pitocin or magnesium sulfate infusions in the prenatal patient.

### Blood Administration Policies

The student:

1. May never administer intravenous blood products, including packed red blood cells (RBCs), plasma, or platelets. An exception is RHOGAM in the obstetric setting.
2. May obtain client vital signs per clinical facility protocol in conjunction with blood product administration.
3. May administer pre-blood administration medication per clinical facility protocol or physician's orders at the discretion of the instructor.

### Chemotherapy Administration Policies

The student:

1. May not administer chemotherapeutic drugs by the intravenous route.

2. May administer chemotherapy medications by routes other than intravenously provided that there is no special certification or training required for administration of the medications and as allowed per clinical facility protocol and guidelines. This will be at the instructor's discretion.

## Clinical Evaluation

1. The student is expected to meet clinical objectives in each clinical nursing course. Progress in meeting these objectives is assessed using the clinical evaluation tool.
2. The student must have overall satisfactory completion of the clinical requirements in order to progress.
3. The faculty assumes the responsibility to schedule a conference with the student at any time deemed appropriate during the semester. The student may also request student-faculty conferences during the semester.
4. All unsatisfactory incidents will be discussed with the student as they occur. Faculty may wish to consult other faculty members or the director prior to discussing the incident with the student. All incidents will be documented in writing and on the clinical evaluation form along with a plan of action. A time frame for improvement of performance will be planned as indicated.
5. A student who receives an unsatisfactory for the clinical day may be required to do a makeup day, even if the unsatisfactory is received the last clinical day of the semester. This makeup day will be with an instructor other than the one assigning the unsatisfactory grade.
6. A student who receives an unsatisfactory clinical grade for the semester will receive an F for the course.
7. A student who receives an unsatisfactory may request a faculty hearing.
8. See the policy on Unsafe Clinical Practice.

## Miscellaneous Policies

### Emergency Procedures and School Closings

1. The following media outlets will be contacted in the event of severe/inclement weather:
  1. Website Outlets

- a. GNTC Website
  - b. GNTC Social Media Sites: Twitter and Facebook
  - c. View our [Severe Weather Policy](#) for more information
2. Students are encouraged to sign up for GNTC Alert, which delivers messages via SMS (text message to cell phones), e-mail, and voice phone calls.
  3. Personal safety is always a priority during severe weather. If the student is unable to attend class or clinical due to severe weather conditions in their area, the student must notify the instructor or nursing office by telephone at the earliest possible time.
2. The tornado-warning siren is a loud variable pitched noise followed by verbal instructions over the campus speaker system. Should a tornado warning be issued for the area while classes are in session, you should find shelter in a main hallway away from windows and skylights until the “all clear” signal is sounded. The all-clear signal is a loud intermittent tone followed by verbal instruction over the campus speaker system.
  4. Georgia Northwestern Technical College is equipped with fire alarms in addition to flashing strobe lights in each building. Fire escape routes are posted in classrooms, offices and hallways. Remain outside until GNTC staff/faculty or fire department personnel states that it is safe to re-enter.

Details can also be found in the GNTC Student Handbook.

## Work Ethics

In addition to being evaluated academically, students are evaluated in terms of work ethics twice a semester: at midterm and at the end of the semester. The final work ethics grade is reflected as a separate grade on the student’s transcript. Attributes measured as part of work ethics are attendance\*, character, teamwork, appearance\*, attitude\*, productivity, organizational skills, communication, cooperation, and respect. The work ethics grading scale is as follows:

- 0 – Unacceptable
- 1 – Needs Improvement
- 2 – Meets Expectations
- 3 – Exceeds Expectations

Note: For online classes, GNTC uses the GVTC definition of these characteristics: attendance (punctuality); appearance (netiquette); and attitude (critical thinking).



## Warranty

The Technical College System of Georgia has developed curriculum standards with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. The standards allow Georgia Northwestern Technical College to offer this guarantee:

“Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained at Georgia Northwestern Technical College at no charge for instructional costs to either the student or the employer. A claim against the warranty may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination. This warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program when entered the program subsequent to the mandated standards implementation date.”

To inquire or to file a claim under this warranty, please contact the Vice President of Academic Affairs.

## Student Involvement

The faculty encourages the student to make suggestions and share any concerns that may enhance the learning process and voice any concerns that may interfere with the attainment of quality education.

Student representatives from each level will be invited to attend faculty meetings, advisory board meetings, and assist with class communication.

## Children on Campus Policy

If a student must bring his/her children to campus for such reasons as registration, buying books, etc., the children must remain under the supervision of the adult at all times. If the children are considered disruptive by a faculty or staff member of Georgia Northwestern Technical College, the student may be asked to leave the campus. However, to maintain a safe environment and one conducive to learning for all students, the children of a student are prohibited from being on the campus while the student is attending class or working in a lab.

## Sexual Harassment

1. Any form of sexual harassment will not be tolerated.

2. Sexual harassment detracts from and interferes with the maintenance and enhancement of a favorable learning environment. As a result, sexual harassment unreasonably interferes with the victim's educational process by producing an intimidating, hostile or offensive educational environment.
3. Students are encouraged to discuss any concerns about sexual harassment with the faculty.
4. All claims of possible sexual harassment will be investigated as required by law.
5. Appropriate corrective action will be taken in accordance with GNTC and/or agency policy.

## CARE Team

The mission of the College's Campus Assessment Response and Evaluation (CARE) Team is to serve as a behavioral intervention team in order to provide a proactive and supportive multi-disciplinary team approach to prevention, assessment, intervention, and management of situations that may impact the safety and well-being of individuals or the College community.

### Campus Members Responsibilities

It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the College. These reports may be directed to CARE Team or the Director of Safety and Security, depending on the nature of the concern. When there is an active or immediate risk of violence or harm to others, you should call 911.

### How Do I Submit a Referral on a Person of Concern?

In non-emergency situations, you may fill out an online Concerning Behavior Form, call, or email a member of the CARE Team, or submit an anonymous report.

Behaviors of concern might be observed in a number of settings: in the classroom, at a service location or office, at an on-campus job, or during participation at an extracurricular activity. By reporting behaviors that are concerning, the Behavioral Intervention Team will be able to reach out to students to intervene, provide support, and connect them with resources that can assist them. Additional information can be located on the GNTC website.

### CARE Team (participants may change during an academic calendar year)

- Stuart Phillips (Chair)
- Elizabeth Anderson
- Elizabeth Barksdale
- Larry Blanchard
- Chad Cardin

- Brittany Elrod
- Lydia Gordon
- Selena Magnusson
- Derrick McDaniel
- Daizha Staples

## ESPYP - Free Student Assistant Program

It is no secret, life can get complicated. But don't worry - your Student Assistance Program (SAP) has you covered! SAP offers a comprehensive set of services designed to improve your quality of life and assist with life's unexpected challenges.

Free Confidential Services Available 24/7/365:

- Legal Support
- Financial Consultations
- Childcare Resources
- Academic Challenges
- Emotional Issues
- Pet Care Options
- Relocation Services
- Substance Abuse
- Stress Management

Call 866-734-5890 • To Chat - Text 94097 • Visit [ESPYP's website](#), enter code - GNTC1

## Academic Support & Tutoring: Help with Courses Outside of the Classroom

Georgia Northwestern Technical College (GNTC) provides free academic support for all enrolled students through Academic Support Centers. Academic Support Centers (ASC) are located on all campuses with the exception of the Polk County Campus. Each ASC provides tutoring services for English, math, business, and computer technology. At some locations, additional tutoring is available in other subject areas such as accounting, allied health, economics, and physics.

For students taking online classes or who cannot make it to an Academic Support Center, GNTC also provides online tutoring. Online tutoring is available through links provided within the student's Blackboard class portal. Online students may choose to utilize GNTC tutors by self-enrolling in the Blackboard organization named, Academic Support Center, access tutoring assistance at NetTutor, an outside online tutoring service, or visit one of the ASC on-campus locations. To see the latest Tutoring Schedule for each campus, as well as review additional information, please refer to the Academic Support Center page on the GNTC website.

## Students Needing Accommodations

Students needing accessibility accommodations are entitled to appropriate and reasonable auxiliary aids and accommodations through The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. It is the student's responsibility to notify GNTC's Accessibility Services as soon as possible to ensure that such accommodations are implemented in a timely fashion.

For more information or to request academic accommodation, please contact [Brittany Elrod](#), Section 504 and ADA Coordinator and Director of Accessibility Services.

## Glossary

**Academic Integrity** – relates to honesty when completing writing college assignments.

**Accountability** – being responsible for one's own actions

**Blood and Body Fluid Precautions** – The process used for all patients to include hand washing before and after giving care. Proper disposal of any material with body blood and fluid is essential. Utilization of gloves and protective eye wear in giving any cares that will come in contact with blood and body fluids.

**Collaboration** – joint effort

**Contemporary** – up-to-date

**Creed** – statement of beliefs, principles, or opinions usually associated with a religious community.

**Deleterious** – harmful, injurious, damaging, or detrimental.

**Discipline of nursing** – field of nursing

**Diverse** – different

**Dynamic** – a living ever-changing being

**Ecological** – refers to a functional system including a variety of organisms

**Evidence-based practice** – research suggests that these nursing activities are efficient and cost effective.

**Exposure** – includes blood or body fluids of a patient while giving care (airborne which means contaminant is inhaled; skin).

**Hierarchical** – refers to a graded order from least to most important to life.

**Holistic Nursing care** – considers total patient care, considering the physical, emotional, spiritual, social and economic health.

**Informatics** – relates to computer science, in nursing it relates to nurses who work with computer systems and applications.

**Integrity** – honorable, righteousness.

**Nonparenteral medication** – medication that is administered via the gastrointestinal tract (orally or through a gastric tube) or topically via the skin, eyes, ears, nose lungs, rectum, or vagina.

**Nurse Generalist** – a nurse not specialized in any one area.

**Nursing Curriculum** – nursing course of study.

**Nursing Process** – nursing activities divided into 5 steps: assessing, analyzing, planning, implementing, evaluating.

**Optimal Well-being** – best health possible for the person.

**Parenteral Medication** – medication that is administered by a route that bypasses the gastrointestinal tract such as into a muscle (intramuscular), into fatty tissue (subcutaneous), under the superficial layer of the skin (intradermal), or into a vein (intravenous).

**Personal Protective Equipment (PPE)** – includes gloves, protective eye equipment (goggles, glasses), gown, apron, masks, shoe covers, surgical caps, or hoods. Barrier protection refers to PPE that put a barrier between the contaminant and the care giver.

**Physiological** – refers to bodily functions

**Physiological Safety** – protection from physical harm or injury to a patient’s body or body functions.

**Professionalism** – an expectation of a person to act according to the nursing professions standards; expected behaviors include but are not limited to respect, responsibility, ethics, honesty, reliability.

**Psychological** – refers to mental functions

**Psychological Safety** – protection from harm to a patient’s mental status, emotions, and self-esteem.

**Realms** – area of responsibility

**Refute** – challenge, discredit

**Self-determination** – independence, self-rule

**Sharps Containers** – specially made containers (puncture resistant) of hard plastic material, non-penetrable by syringes with special open/closure that locks with it is full.

**Standards of Care** – written statements or guidelines developed by professional societies or agents that describe the rules, actions, or conditions that direct patient care. These standards are used to evaluate the performance of nursing care.

**Status Quo** – circumstances, current situation

**Substantiate(d)** – justify

**Systematic process** – orderly methods

**Technical Competence** – ability to use psychomotor skills while providing patient care

**Technological Literacy** – the ability to use computers and other computerized machinery in the delivery of patient care.

**Theoretical Foundation** – bases knowledge on theory

**Therapeutic Interventions** – actions found to aid in healing.

**Unsafe Clinical Practice** – occurrence or pattern of unacceptable behavior that places the patient, the patient’s family or others in physical or psychological harm, or is potentially detrimental to the health care agency.

**Work Ethics** – work-related attributes including social skills, work habits, behaviors, and attitudes that are essential for employment in the nursing profession. Attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect are work ethics measured by the Technical College System of Georgia (TCSG). Other attributes needed are punctuality, responsibility, dedication, honesty, conscientiousness, cooperativeness, helpfulness, showing initiative, adaptability, reliability, and dependability

## Code of Academic and Clinical Conduct

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment, but can assist in the holistic development of the person.

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.

12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is a full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

National Student Nurses' Association (NSNA). (2009). Code of ethics for nursing students: Code of academic and clinical conduct with interpretive statements. Retrieved June 6, 2021 from the [NSNA website](#).

## Accident/ Injury Reporting Procedures

Always notify the Vice President of Administrative Services and the Director of Safety and Security promptly. Always complete an Accident/Incident Report, including witness statements.

**Faculty/Staff-** All GNTC employees are covered for work related injuries and illnesses by the state Workers Compensation plan. The Department of Administrative Services has contracted the management of workers compensation claims to AmeriSys, a Managed Care Organization (MCO). Employees are responsible for reporting all injuries or occupational illnesses to GNTC Administrative Services within 24 hours. Injuries requiring emergency care should be reported to DOAS/AmeriSys Case Management Triage at 1-877-656-7475. All workplace accidents involving a visible injury or a complaint of injury must be reported promptly to the GNTC Contact Person for the Walker County Campus: Lisa Rubner, 706.764.3862.

**Students-** All students pay a fee each quarter for accident insurance. The policy covers expenses up to \$1500 in the occurrence of a sudden, serious and unexpected sickness. In the event of an injury on school time, the policy will pay up to \$200,000 for covered customary charges. The policy is in effect for all college activities, field trips and travel directly to and from



a college activity. The plan is administered by Pearce & Pearce Inc. GNTC Administrative Services assists the student in filing a claim. Please contact Kelly Barnes, Vice President of Administrative Services at 706-295-6842.

**Visitor/Guest-** If a non-state employee is injured (or alleged) as a result of the State's operations, whether negligent or not, report the claim to GNTC Department of Administrative Services- Brad Jones 706-295-6542. Time is of the essence. Do not delay reporting the claim because you do not have all the information regarding the accident. Any additional information can be provided at a later date. Please provide incident date, location, name of injured, brief description of the incident and names of witnesses.

## GNTC Accident Report

GNTC accident Reports must be submitted by a GNTC Employee through the GNET2 system. The following fields are needed to complete the report.

- Status: employee, student, visitor/guest
- Name, address, and phone of person involved in accident
- If employee, list department
- Date, time, and location of accident
- Location of accident
- Nature of accident, describe as much detail as possible
- If student, list Banner ID number
- Was person treated, if so, where
- Was this on school time or travel time
- Suggestions how the accident might be prevented
- Submitted by name, home address, phone, department
- Witness name, address, phone, department
- Any supporting documentation

## GNTC Exposure Report

GNTC exposure reports include airborne, bloodborne, and hazmat exposures and sharp Injuries. These reports must be submitted by a GNTC Employee through the GNET2 system. The following fields are needed to complete the report.

- Status: Employee, Student, Visitor/Guest
- Type of exposure/injury: airborne, bloodborne, sharp, hazardous
- Date, time, and location of exposure/injury
- Name, address, email, and phone of person exposed/injured
- Student's program or course, Banner ID number
- Instructor at time of exposure/injury, instructor email
- Submitted by name, home address, phone, department
- If this happened at a clinical site, list clinical name, contact person, email, phone, address
- Nature of exposure/injury, describe as much detail as possible
- If sharps injury list:
  - Procedure in which the injury occurred
  - Body parts affected
  - Sharp/device involved
  - Did device used have any engineered sharp injury protection, explain
  - Was medical treatment involved, referred for follow-up
  - Name, address, phone, and email of professional who examined person

## HESI Testing and Remediation Policy

The Georgia Northwestern Technical College (GNTC) Associate of Science in Nursing program requires the Evolve HESI (Health Education Systems, Inc) at points along the curriculum as a program requirement for all enrolled students. HESI online resources will be used throughout the program of study to prepare for the NCLEX-RN Licensing Examination. HESI specialty exams are in most courses and a Registered Nurse (RN) Exit Exam in a course in the final semester of the program. HESI specialty exams are designed to measure the student's ability to apply concepts related to specific clinical nursing content areas. Individualized student diagnostic reports will be utilized to assist students in gaining content mastery through remediation. Research demonstrates students scoring above 900 on the HESI RN Exit Exam are highly predictive of NCLEX success. To prepare for the comprehensive RN Exit Exam, students are required to remediate after each specialty exam according to the prescribed plan of study that accompanies the HESI feedback.

**Purpose:** The purpose of remediation is to improve student's critical thinking, reasoning skills, and test taking strategies to achieve NCLEX success by identifying strengths and areas of needed improvement.

**Procedure:** Students, faculty, and appropriate staff will use the following guidelines for all HESI testing remediation. Exams are administered in various nursing courses. Prior to taking a proctored specialty or exit exam, students will complete EAQs in the specialty area and review provided rationale to assist in preparing for the proctored exam. The students can also take the HESI Practice tests to assist in preparing them for the specialty exam and students can also create individualized, self-assigned quizzes (EAQs) based on personal progress. Following proctored test administration, students receive their HESI Exam reports and correlating online remediation packet within 48 hours of the exam being closed to the email address supplied by the student. From their HESI Exam student report, students can review the required and recommended areas for remediation; students receive a score and an online remediation packet for most section missed, while other sections may be combined. Remediation for questions may have multiple content items and may include practice questions. Students must spend the amount of time listed below in online remediation. However, evidence of remediation and time (hours spent) must be in the online content areas to be tracked by instructors and students.

### Specialty HESI Exams:

1. Students will be required to take nationally normed tests throughout the curriculum. The HESI assessment tests (specialty tests) pertain to each of the major course content areas. Each exam is given as a part of a clinical course in the pre-licensure ASN curriculum.

2. Each specialty test will be administered near the end of the course and students are required to take each exam at the designated time.
3. Specialty HESI testing will occur on campus and will be proctored, unless unforeseen GNTC circumstances occur.
4. Students should strive for a **score of 850** each time which is considered “**satisfactory performance**” by HESI. Students who score 850 or above are considered to have mastered the content for the area tested but still must remediate based on their HESI score. The remediation is determined based on the GNTC HESI Remediation Policy below. The remediation packet must be submitted by the first day of the following semester by 2200 without exception. The student will not be allowed to attend class until the remediation is completed in its entirety. The attendance policy will be enforced. **Exception:** Upper level, fourth semester students must have remediation packets completed by the last day of the fourth semester by 2200.
5. Those students who score below 850 on the first attempt of the specialty exam will be deemed unsuccessful and must complete required remediation as set forth by the GNTC HESI Remediation Policy below. Students with lower HESI scores will require more intense remediation. Students may also seek assistance from the HESI Champion or course instructors for remediation or success resources.
6. Students have two opportunities to take the specialty exam. The second attempt of a specialty exam will be two weeks from the first attempt, **except** for the RN Exit Exam, which is 6-8 weeks after the first attempt.
7. Remediation will be specific to the areas of weakness identified in the student’s Evolve HESI report from the first attempt and the GNTC HESI Remediation Policy. Faculty or the HESI Champion may also assign additional remediation materials including but not limited to, case studies, care planning, concept mapping, focused readings, and practice exams.
8. Each specialty exam will have its own remediation packet and remediation plan. It must be completed for that particular specialty exam.
9. Students must spend the amount of time listed below in online remediation. Students must also add the content area reviews to their individual study plans for remediation. However, evidence of remediation and hours spent must be tracked in the online content areas. Faculty or the HESI Champion may also assign students to document time in “Remediation Logs” that correlate to their HESI score.
10. Students must submit documentation of completion of HESI remediation in its entirety to the course instructor 2 days before the second attempt. It is the responsibility of the student to complete the required individualized remediation. Determination of

adequate remediation will be made based on the student's HESI score, the HESI individual remediation packet and the GNTC HESI Remediation Policy.

11. If documentation of remediation is not received by the appropriate deadline, the student will receive a "F" and will not progress. The student will need to sign a non-progression form as well as withdraw, if the deadline for withdrawal has not expired.
12. Students will also complete a HESI Remediation Plan contract that will outline their individual plan which is developed by the student, based on the student's Specialty HESI score and GNTC HESI Remediation Policy. This document will be signed and submitted by the student within 72 hours of receiving the student's specialty HESI score and HESI individual remediation packet provided by HESI.
13. The conversion score will not be included in the 75% average required on course exams to pass the course.
14. The conversion score on any Specialty Exam may be used as a grade in a corresponding academic course, as defined by that course syllabus. If a test has been attempted more than once, the higher conversion score should be used as the grade. Please see your course syllabus for more information.
15. Students who are unsuccessful on the second attempt of any Specialty Exam will not be able to progress in the program and will receive a "F" for the current semester's courses.

#### HESI Exit Exam:

The Exit Exam is a comprehensive computerized exam that uses the same test blueprint that is used by the National Council of State Boards of Nursing for the NCLEX-RN and is predictive of success on the NCLEX-RN examination. In order to assist with program and NCLEX-RN success, students will be required to participate in remediation strategies.

1. The first attempt HESI Exit exam will be administered 6-8 weeks prior to the end of the course and students are required to take the exam at the designated time.
2. HESI Exit testing will occur on campus and will be proctored, unless unforeseen GNTC circumstances occur.
3. Students should strive for a **score of 900** which is considered "**average probability**" by HESI of passing NCLEX on the first attempt. Students who score 900 or above are considered to be proficient on the exam and do not have to retest when the second attempt is available. However, students scoring a 900 or above still must remediate based on their HESI score. The remediation is determined based on the GNTC HESI

Remediation Policy below. The remediation packet must be submitted by the **last day** of the semester before final exams begin by 2200 **without exception**.

4. Those students who score below 900 on the first attempt of the exit exam will be deemed unsuccessful and must complete required remediation as set forth by the GNTC HESI Remediation Policy below. Students with lower HESI scores will require more intense remediation. Students may also seek assistance from the HESI Champion or course instructors for remediation or success resources.
5. Students have two opportunities to take the Exit exam. The second attempt of the Exit exam will be 6-8 weeks after the first attempt.
6. Remediation will be specific to the areas of weakness identified in the student's Evolve HESI report from the first attempt and the GNTC HESI Remediation Policy. Faculty or the HESI Champion may also assign additional remediation materials including but not limited to, case studies, care planning, concept mapping, focused readings, and practice exams.
7. Students must spend the amount of time listed below in online remediation. Students may also add the content area reviews to their individual study plans for future remediation. However, evidence of remediation and hours spent must be tracked in the online content areas. Faculty or the HESI Champion may also assign students to document time in "Remediation Logs" that correlate to their HESI score.
8. Students must submit documentation of completion of HESI remediation to the course instructor 2 days before the second attempt of the Exit HESI, by 2200. It is the responsibility of the student to complete the required individualized remediation. Determination of adequate remediation will be made based on the student's HESI score, the HESI individual remediation packet and the GNTC HESI Remediation Policy.
  - a. If documentation of completed remediation is not received by the appropriate deadline, the student will receive a "F" and will not progress to graduate due to incompleteness of required coursework, without exception.
9. Students will also complete a HESI Remediation Plan contract which will outline their individual plan and is developed by the student, based on the student's HESI Exit score and GNTC HESI Remediation Policy. This document will be signed and submitted by the student within 72 hours of receiving the student's first attempt HESI Exit score and the HESI individual remediation packet provided by HESI.
10. The conversion score will not be included in the 75% average required on course exams to pass the course.

11. The conversion score on the Exit Exam may be used as a grade in a corresponding academic course, as defined by that course syllabus. If a test has been attempted more than once, the higher conversion score should be used as the grade. Please see your course syllabus for more information.
12. Make up exams will only be given to students with documented extenuating circumstances.
13. Students who are unsuccessful on the second attempt of the Exit Exam will not be able to progress in the program and will receive a “F” for the current semester’s courses.

#### The HESI Confidentiality Statement:

All HESI exams are secure exams. In order to take the exam, all examinees will accept a confidentiality statement when logging onto the exam and will agree to not discuss the exam questions, rationales, or answers with any other possible examinee. Additionally, legal action will be taken by HESI against any known violator.

#### HESI Live Review Course:

All students will be required to attend the HESI NCLEX-RN three-day live review course prior to taking the HESI Exit exam. Failure to attend the HESI Live Review will result in a course grade of “Incomplete” and failure to progress to graduate.

#### Sharing of Remediation Materials:

All student remediation work is to be completed by the individual student. Sharing of information or working with peers during this process is considered academic dishonesty.

#### Testing Schedule and HESI Payment:

HESI testing may be required in addition to scheduled class and clinical days. Students will be assessed testing fees payable during the HESI payment schedule window, which will be announced each semester. Students who fail to meet this course and program requirement will need to withdraw from all nursing courses they are enrolled in.

#### GNTC ASN Remediation Plan based on HESI Scores

##### HESI Score **900 or above**

1. Review remediation materials to identify learning needs.
2. Complete online remediation provided in HESI Student Access specific to the specialty/exit exam.



- a. Complete all “Essential Packets”
  - b. Complete at least two “Recommended Packets”, if applicable.
3. A minimum of four hours of study is required. \*
4. Develop two 20 question custom quizzes in Adaptive Quizzing. Each quiz should reflect one priority content area or sub-specialty area of weakness. Continue to take the quizzes in each content area until 80% correct is achieved. \*\*

#### HESI Score **850 - 899**

1. Review remediation materials to identify learning needs.
2. Complete online remediation provided in HESI Student Access specific to the specialty/exit exam.
  - a. Complete all “Essential Packets”
  - b. Complete at least three “Recommended Packets”
3. A minimum of five hours of study is required. \*
4. Develop three 20 question custom quizzes in Adaptive Quizzing. Each quiz should reflect one priority content area or sub-specialty area of weakness. Continue to take the quizzes in each content area until 80% correct is achieved. \*\*

#### HESI Score **800 - 849**

1. Review remediation materials to identify learning needs.
2. Complete online remediation provided in HESI Student Access specific to the specialty/exit exam.
  - a. Complete all “Essential Packets”
  - b. Complete at least four “Recommended Packets”
3. A minimum of six hours of study is required. \*
4. Develop four 20 question custom quizzes in Adaptive Quizzing. Each quiz should reflect one priority content area or sub-specialty area of weakness. Continue to take the quizzes in each content area until 80% correct is achieved. \*\*

#### HESI Score **799 or below**

1. Review remediation materials to identify learning needs.
2. Complete online remediation provided in HESI Student Access specific to the specialty/exit exam.
  - a. Complete all “Essential Packets”
  - b. Complete at least five “Recommended Packets”
3. A minimum of eight hours of study is required. \*
4. Develop five 20 question custom quizzes in Adaptive Quizzing. Each quiz should reflect one priority content area or sub-specialty area of weakness. Continue to take the quizzes in each content area until 80% correct is achieved. \*\*

\*Student must be logged into their HESI Student Access account and the online test specific remediation content for the number of hours specified. Don't print and log out of HESI remediation to study. Time spent in remediation content is monitored and student can break up the required remediation hours into multiple sessions.

**\*\*When using Adaptive Quizzing as remediation after HESI exams, use Custom Exams and not Mastery Exams to complete requirements. Additionally, only one content area should be selected for each weakness area (as opposed to combining multiple topic areas into a quiz with more questions). A > 80% score is captured with a screenshot and uploaded to the remediation drop box on Blackboard for the course requiring remediation.**

An area of weakness is any area that is below 850 when reviewing the student's course specific HESI Exam report. Suggested content/ subspecialty areas to focus quizzes on are nursing process, client needs, and nursing concepts relative to the course specific HESI specialty exam.

## GNTC ASN HESI Remediation Plan Contract

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of remediation completion by student: \_\_\_\_\_

Exam Type (Specialty or Exit): \_\_\_\_\_

- HESI Score \_\_\_\_\_
- Hours of HESI Online post exam remediation to be completed: \_\_\_\_\_

- Students **must** remain logged into their HESI Student account, and work on the specific remediation content for the number of hours specified. Clicks through content may be monitored.

- Adaptive Quiz topics (20 question custom quiz- must achieve 80%)

- List topics completed for custom quizzes:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Other (describe): \_\_\_\_\_

Plan for remediation: \_\_\_\_\_

Timeline: \_\_\_\_\_

The remediation plan is to be turned in to the Blackboard drop box within 3 days of the second attempt HESI exam or the first day of class by 2200, if a second attempt is not necessary.

\*\*\*\*\*

Once remediation is complete:

1. Please complete the below acknowledgement.
2. Turn in this completed form to the Blackboard drop box.

I, \_\_\_\_\_ (printed name), verify I have completed the above remediation plan by the required deadline as outlined in the GNTC ASN Remediation Policy.

Remediation completion date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## GNTC ASN HESI Remediation Testing and Policy Acknowledgment

1. I understand for all HESI Specialty exams I must achieve a score of 850 for a successful exam attempt and I do have the opportunity for a second attempt, if unsuccessful.
2. I understand for the HESI Exit Exam I must achieve a score of 900 for a successful attempt and I do have the opportunity for a second attempt, if unsuccessful.
3. I understand I must complete all components of my HESI remediation plan by the deadline noted within this policy.
4. I understand I must attend HESI Live Review during my last semester of the nursing program.

I have read the Georgia Northwestern Technical College Associate of Science in Nursing HESI Remediation Testing and Policy in its entirety. I have had the opportunity to ask any questions about the policy before signing this acknowledgement.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Printed Name:

\_\_\_\_\_

Faculty Signature:

\_\_\_\_\_

## GNTC ASN Remediation Policy for Re-Entry Students

All students seeking re-entry to the Georgia Northwestern Technical College (GNTC) Associate of Science in Nursing program are required to complete a remediation plan. To prepare for success in the nursing program, these students being admitted into the ASN program are required to follow the remediation plan listed below.

**Purpose:** The purpose of remediation is to improve student's critical thinking, reasoning skills, and test taking strategies to achieve NCLEX success by identifying strengths and areas of needed improvement.

Regardless of previous completion of HESI remediation or HESI exam scores, if applicable, the readmittance in to the ASN program requires completion of the re-entry remediation plan.

**Procedure:** Students, faculty, and appropriate staff will use the following guidelines for all HESI testing remediation. Students must spend the amount of time listed below in online remediation through the HESI website, including case studies, patient reviews, care planning, concept mapping, focused readings, or practice exams. However, evidence of remediation and time (hours spent) must be in the online content areas to be tracked by both the student and faculty.

1. The student must submit a Re-Entry Remediation Plan contract that will outline their individual plan within 1 week after signing the course non-progression form. Failure to sign the non-progression form and/or submit a re-entry remediation plan contract within the given timeframe will result in being ineligible for re-entry to the GNTC ASN program. The required re-entry remediation plan must be submitted to the ASN Program Director by the required deadline.
2. The student will have until December 31<sup>st</sup> to be eligible for Spring semester re-entry or July 31<sup>st</sup> for Fall re-entry, depending on semester needed for re-entry to complete the remediation plan contract. Failure to complete the contract by the deadline, will result in being ineligible for re-entry.
3. Faculty will be available to support the student during the timeframe, but it is the student's responsibility to contact faculty to request additional assistance if/when it is needed.
4. It is may be required for the student to document time in the "Re-Entry Remediation Plan Contract: Completion Log" to correlate with work completed.
5. The student is expected to set a logical timeframe for completing the re-entry remediation plan.

6. Questions completed for the 5 custom quizzes does not count toward the 2000 HESI Self Assigned EAQ question requirement for the plan.
7. For students who are unsuccessful in RNSG 1112, please see the RNSG 1112 course coordinator for a specific re-entry plan for this course.

### Required Re-Entry Remediation Plan

#### Required Re-Entry Remediation Plan

1. Review HESI materials to identify learning needs.
2. Complete online remediation provided in HESI Student Access, if available.
3. A minimum of ten hours of study is required. \*
4. Develop five 20 question custom quizzes in Adaptive Quizzing. Each quiz should reflect one priority content area or sub-specialty area of weakness. Continue to take the quizzes in each content area until 80% correct is achieved. \*\*
5. 10 HESI Case Studies with score > 80%
6. 5 HESI Patient Reviews with score >80%
7. 2000 correct HESI Self Assigned EAQ Questions

\*Student must be logged into their HESI Student Access account and the online specific remediation content for the number of hours specified. Don't print and log out of HESI remediation to study. Time spent in remediation content is monitored and student can break up the required remediation hours into multiple sessions.

\*\*When using Adaptive Quizzing as remediation after HESI exams, use Custom Exams and not Mastery Exams to complete requirements. Additionally, only one content area should be selected for each weakness area (as opposed to combining multiple topic areas into a quiz with more questions). A > 80% score is captured with a screenshot and uploaded to the remediation drop box on Blackboard for the course requiring remediation.

## GNTC ASN Re-Entry Remediation Plan Contract

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of remediation completion by student: \_\_\_\_\_

- Hours of HESI Online remediation to be completed: \_\_\_\_\_
- Students must remain logged into their HESI Student account, and work on the specific remediation content for the number of hours specified. Clicks through content may be monitored.
- Adaptive Quiz topics (5- 20 question custom quiz- must achieve 80%)
- List topics completed for custom quizzes:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_

Other (describe): \_10 HESI Case Studies with score >80%, 5 Patient Reviews with score > 80%, and 2000 correct HESI Self-Assigned EAQ Questions \_\_\_\_\_

Timeline: \_\_\_\_\_

I, \_\_\_\_\_ (printed name), agree to complete the above remediation plan by the required deadline as outlined in the GNTC ASN Re-Entry Remediation Policy.

Remediation completion date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date received by faculty: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Re-Entry Remediation Plan Contract: Completion Log Subjects: Choose your lowest 3 scores in the below areas.	Action Performed: Number of dedicated hours	Action Performed: Number of Adaptive Quizzing Questions	Date completed
Client Needs			
1.			
2.			
3.			
Nursing Processes			
1.			
2.			
3.			
Nursing Concepts:			
1.			
2.			



3.			

Once remediation is complete:

1. Please complete the below acknowledgement.
2. Please email this to the ASN Nursing Director by the deadline specified.

I, \_\_\_\_\_ (printed name), verify I have completed the above remediation plan by the required deadline as outlined in the GNTC ASN Re-Entry Remediation Policy.

Remediation completion date:

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date \_\_\_\_\_

Evaluation of Remediation:

\_\_\_\_ Successful

Faculty Initials: \_\_\_\_\_

\_\_\_\_ Unsuccessful

If unsuccessful, why?

\_\_\_\_\_  
\_\_\_\_\_

## GNTC ASN HESI Elsevier Adaptive Quizzing (EAQ) Question Requirement

Simon-Campbell and Phelan (2018) state there is “a strong, positive correlation between the number of questions answered and overall mastery level” (p. 1). This correlation leads to an increase in student’s ability to better be able to answer more difficult questions and mastery of the content, leading to an improvement in scores.

**Purpose:** To improve students’ familiarization with adaptive quizzing questions, so they are more prepared for the conditions and types of questions that will be seen on HESI or NCLEX-RN examinations.

There is a mandatory semester EAQ requirement of a minimum 1000 correct questions completed each semester, this includes during the summer semester. Please see your course syllabus for specific requirements, per course.

**Exception:** Students in RNSG 1121 (Fundamentals) must successfully complete 350 questions.

1. The summer question requirement is due the first day of the Fall semester. If questions are not completed by the first day of Fall courses, the student will not be allowed to attend any nursing classes for the semester until the requirement is met. All attendance policies will be enforced.
2. Questions due each semester will need to be completed within 2 days of the courses’ HESI specialty exam’s first attempt, without exception. If not completed by the assigned deadline, the student will not be able to progress due to semester requirements not being met. The student will receive an “F” for the semester’s course work or subsequent courses.
3. The student is responsible for tracking the number of questions completed but the number of questions completed may be tracked by faculty, periodically, and verified at the end of the semester for accuracy.
4. Questions completed during any remediation plan does not count toward this requirement.

## GNTC ASN Remediation Plan and Agreement

\*Refer to the GNTC ASN's Remediation/Retention Policy for specific policy

Student Name: \_\_\_\_\_ Current Course: \_\_\_\_\_

Semester: \_\_\_\_\_ Faculty: \_\_\_\_\_

1. At-risk Area:

- \_\_\_\_\_ Unsuccessful unit exam or other course assignment grades
- \_\_\_\_\_ Failing to meet minimum HESI Benchmark requirements
- \_\_\_\_\_ Inability to meet clinical objectives; check-offs, documentation, professionalism, etc.
- \_\_\_\_\_ Personal Stressors
- \_\_\_\_\_ Re-entry student meeting any of the above criteria

Describe area(s) of concern as related to student:

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2. Describe the individualized remediation plan developed by student and instructor:

a. The student will:

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b. Completion or evaluation due date: \_\_\_\_\_

c. By signing below, the student and instructor acknowledge they have worked together to develop an individualized plan for remediation:

3. Date of Evaluation: \_\_\_\_\_

Describe evaluation of plan:  Successful  Unsuccessful

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4. Modifications to plan if applicable:

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Note: Documentation may be attached to this form if necessary. For at-risk students who are failing to achieve the HESI benchmark, much of the plan may include reference to the specific HESI remediation plan included as an appendix within the GNTC ASN program's Remediation/Retention Policy.