Georgia Northwestern Technical College

Associate of Science in Nursing Program

Student Handbook

2024-2025

Contents

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 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

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 students' 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
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 with Conditions.

View the public information disclosed by ACEN regarding this program.

Equal Opportunity Statement of Compliance

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate based on 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 must report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

GNTC follows 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 the 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, patient-centered care to prepare graduates for nursing.

1. The art and science of nursing evolves constantly and requires life-long learning. Nursing practice includes specific knowledge, skills, and attitudes 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 processes, 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 which fosters relationships between teachers and learners, patients, families, and nurses, and 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 caring for patients and clients and 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 emphasizes the development of caring relationships with students for them 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 for students to be successful and 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, lofty 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. [Watson, Benner, Kolb, Knowles]

5. The 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 Erik Erikson, Jean Piaget, and Abraham Maslow.

ASN 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.

ASN 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.

ASN 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 (Quality Improvement)])

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:

To be placed in the pool of candidates and considered for acceptance into the program, all pre-nursing students must attend one group advisement session. Faculty members are available to advise the students by appointment as needed.

ASN 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, prior healthcare certifications and/or licenses, and admission test scores are considered.

Students 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.

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, blood test, 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 must 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 results in students being unable to attend the clinical portion of the course and receiving an unsatisfactory grade for clinical.

Receiving seasonal influenza immunizations does not always prevent the development of all strains of influenza. Should students become ill, clinical facilities ask that there 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.

Students are not permitted in the clinical facility without proof of immunizations and/or titers (as indicated). These results must be emailed to the Nursing Program Assistant by the deadline for review. If not, students will be unable to complete the clinical objectives of the course and receive a failing grade for the course.

Essential Requirements for Nursing

ASN candidates must meet intellectual, physical, and social core performance standards necessary to provide safe patient care independently. These standards are not limited to the following examples:

Critical Thinking

Critical thinking ability needs to be sufficient for clinical judgment. Examples include the 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.

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.

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.

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.

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.

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.

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.

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).

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 & the American Association of Colleges of Nursing (2008, Guidelines for using results of functional abilities studies and other resource).

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

Retention/Progression Policies

To progress through the ASN program, students must:

1. Achieve the following scores on dosage calculation competency examinations: 80% in the first semester, 85% in the second semester, 90% in the third semester, and 100% in the fourth semester. Two attempts are allowed to achieve the minimum requirement.
   a. 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 corequisite course. The student will not be allowed to progress in the nursing sequence.
1. 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.
2. 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.
   a. In compliance with the written agreement between GNTC and affiliated physician offices, hospitals, long-term care facilities, and clinics, upon the clinical start date, students must have satisfactorily completed all skills in the skills lab and/or have a unit exam average of at least 70% in order to complete the clinical rotation.
   b. The inability to begin and/or complete the clinical rotation will result in the student being unable to successfully complete the course and be unable to progress in the program.
3. Have completed all written assignments as defined by grading criteria and course syllabi.
4. Have completed all required standardized exams (These exams are at the student's expense and paid by semester requirement which are nonrefundable).

5. Maintain current clinical requirements while enrolled in nursing courses.
    a. The student will not be allowed in the clinical agencies without CPR certification and liability insurance.
    b. Keep immunizations current and provide documentation of immunizations/updates as required.
    c. Maintain current clinical orientation/training.
6. Maintain standards of professional conduct and integrity.

Academic Integrity/Misconduct

Students are required to demonstrate academic integrity while in the nursing program.

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).

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 is considered plagiarism and will result in disciplinary action.

The first violation of academic misconduct will result in a zero on the assignment/exam, a conference with the faculty and a written report of the incident is placed in the student's evaluation file.

A second violation of academic misconduct may result in immediate dismissal from the nursing program and ineligibility for readmission. Academic misconduct violations are reflected in the student's work ethics grade if evaluated.

Students disputing the charges or contesting 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.

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

Zero-Tolerance Bullying Policy

It is the GNTC ASN program's policy to promote a pleasant, healthful, and comfortable work and educational environment. We have a zero-tolerance policy for actions which could interfere with learning and/or work performance including intimidation, hostility, and abuse

(verbal, sexual, or physical). We strive to provide a safe environment for faculty and students. Violation of this policy is considered unprofessional behavior subject to the consequences listed under the professional behavior policy below.

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 are not 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 are not 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:

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

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

1. Failing to report noteworthy 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, or community service events.
3. Wearing GNTC school uniform to engage in activities other than school-sponsored events, e.g. when engaged in activities as an employee of a facility or at a social gathering.
4. Inappropriate behavior with peers; school staff or faculty; patients; or clinical facility personnel.
5. Violating the established policies of the ASN program or a clinical facility.

6. Disrespecting personal values and beliefs, individual differences, or ethnicity of peers; school staff or faculty; patients; or clinical facility personnel.
7. Demonstrating judgmental, non-empathetic, or non-caring behavior.
8. Angry or threatening behavior or verbal exchanges.
9. Inappropriate or non-therapeutic verbal or non-verbal communication.
10. Lack of reliability, dependability, or trustworthiness.
11. Refusing to do nursing care or help a peer or facility staff in any clinical setting.
12. Being unprepared for class, skills lab, or clinical lab
13. Being tardy for class, skills lab, or clinical
14. Being late turning in class or clinical assignments.
15. Refusing to take responsibility for own actions.
16. Misrepresenting facts, events, or situations.
17. Being dishonest in any situation.
18. Falsifying documents of any kind but especially patient records.
19. Posting images of classmates and/or instructors on social media without their express permission, posting images from any clinical facility patient-care unit or public area with bystanders in photo.

Consequences of Unprofessional Behavior

For the first offense of unprofessional behavior not otherwise addressed in the handbook, students receive a written warning about the behavior and a plan of action to improve the behavior will be developed.

For the second offense of unprofessional behavior or an egregious first offense violating state/federal law, ethical, or safety standards, students 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) and is prohibited. This includes identifying patients/clients (signing 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 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 students' 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 students' 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 performing clinical rotations within a healthcare facility they are employed in is there in the capacity of a student and not an employee and must fulfill the student role's requirements. 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.

Students may not work the eight hours preceding a clinical rotation.

Remediation Policy

The faculty and staff in the department of Nursing are committed to student success. This policy helps at-risk students 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:

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

Process

Students 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. Students will contact the instructor to review the unit exam in which a failing grade was earned.
2. See HESI-specific remediation for students who fail to achieve the HESI Benchmark (see appendix Remediation/Retention Policy).
3. Students will coordinate with the clinical instructor and/or course coordinator to develop a written plan of correction for unsatisfactory clinical performance before the next assigned clinical rotation.
4. Students may be referred to GNTC's early alert system, TEAMS (TCSG Early Alert Management System), which provides extra support like referrals to GNTC Support Services and Student Success Coaches.
   a. In the event a student is referred to TEAMS, a member of TEAMS will contact the student directly.
5. Re-entry students must submit a success plan 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
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 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:

Students who do not progress and earn an F or W in the nursing program may be considered for re-entry 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, students who are unsuccessful twice and wish to re-enter may be reconsidered after five years. Students must meet all current entry requirements; the biology courses' sequence must be less than five (5) years old at the time of intended readmission and go through the selection process and start completely over in the program.

The student who desires to re-enter 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. Re-entry is conditional upon class and clinical space availability.

HESI Remediation Policy for Re-entry Students:

Students seeking re-entry to the GNTC ASN program must complete a remediation plan. To prepare for success in the nursing program, the students being re-admitted into the ASN program must follow the remediation plan listed below

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

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

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

Application Procedure for Re-entry

1. Students must sign a non-progression form at the time of withdrawal from or failure of a nursing course. This form will be kept in their evaluation folder.
2. Students must complete and submit a Readmission Application by the stated deadline. This application can be found on the GNTC website under the ASN department website page.
   a. Re-entry for Fall semester: Deadline is May 1
   b. Re-entry for Spring semester: Deadline is October 1
   c. Re-entry for Summer semester: Deadline is March 1
3. Students will be readmitted if there is space available in the semester (course and clinical) they are re-entering.
4. Students disqualified due to a legal, ethical or safety issue(s) will NOT be considered for re-entry.
5. The Nursing faculty will meet in a closed session after a scheduled faculty meeting to consider students' requests for reentry on the following criteria:
   a. Submitted application from non-progressing student.
   b. Presence of non-progression form signed by student
   c. GPA on Nursing technical courses.
   d. Overall GPA on all nursing college hours attempted.
   e. Prior clinical performance.
   f. Nursing faculty recommendations.
6. Students are notified in writing via GNTC student email of the Nursing Faculty's decision by the ASN Program Administrator within ten business days of the meeting. The

notification contains requirements that must be completed by specific due dates. Requirements could include but are not limited to:

    g. Submitting a current drug screen and background check.
    h. Retesting and passing of all previously passed skills via check offs or simulation.
    i. Work experience hours in a clinical setting.
    j. Repeating a co-requisite course in the semester they wish to reenter.
    k. Completing and submitting all required elements of the "Remediation Policy for Re-Entry Students" by the deadline given. (See Remediation Policy)

7. Upon receiving the recommendations from the faculty, students will return an Intent to Enroll form to the ASN Program Administrator within 14 business days to confirm that they intend to return to nursing classes in the designated semester.

    l. Failure to return the Intent to Enroll form will result in the student forfeiting their place in the class. This will be considered an unsuccessful second attempt.

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

Grading Policies

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.

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

1. An incomplete (I) may be recorded for students encountering extenuating circumstances. The faculty and the ASN Program Administrator 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.
2. Failure to complete work on time does not qualify for an incomplete.
3. Students must successfully pass a dosage calculations proficiency exam each semester, as previously noted.
4. Students not achieving 75% for the unit test average excluding other points OR earning less than 70% overall course average are unable 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.

5. Students who receive an unsatisfactory clinical or campus lab performance receive an F for the course.

Examination Policies

1. Exams are based on course objectives.
2. Exams are computerized as much as possible.
3. Course content from the biological and behavioral sciences and previous nursing knowledge may be included.
4. Students should ensure that cell phones, smart devices and pagers are turned off and placed in the designated area before exams begin.
5. Absolutely no discussion between students is allowed in the testing area once the exam has started. Students do not wear caps, sunglasses, or other obstructive items and desks are cleared of anything besides pencils, scratch paper, calculator, and written exam as applicable.
6. Exams are timed. Students are allowed 90 seconds per question.
7. Exam length and format are at the instructor's discretion for the instruction unit. 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 completed/turned in by the designated date and time, students will receive a grade of "incomplete" until the assignments are completed. A deduction of 5 points per day will be applied to the associated exam once the pre-exam assignments are completed.
9. Students tardy on an exam date (classroom exam) are not allowed to take the exam. Students are counted absent for the exam and accrue 1/3 point for attendance. Students may return to class after the exam is completed. It is the students' responsibility to plan with the instructor to take a make-up exam. See Policy for Make-up Exams.
10. If students need to leave during the exam to use the restroom, any written portion of the exam is turned in to the instructor and given back on return to the testing room.
11. Upon completion of the exam, the answer sheet, if used, scrap paper, and exam are returned to the instructor and students exit the testing room. Exams do not leave the testing room.
    a. Students must demonstrate courtesy to classmates still testing by exiting the room with little noise/disturbance.
    b. Once outside of the testing room, students are to go to their classroom, or another area far removed from where students are still testing before having conversations that could be overheard in the testing room.

12. If a scantron or answer sheet is used, it is the only document considered when determining the grade of a paper exam.
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. Students are expected to take exams when scheduled.
    a. Should students miss a scheduled exam for any reason, a make-up exam will be administered per the Make-Up Exam policy.
    b. If students must miss an exam, they should notify, via email, the instructor administering the exam at least one hour PRIOR to the time of the exam. Students who do not notify the instructor may receive a "zero" for the exam and be subject to additional disciplinary action.
    c. Students can miss one (1) scheduled exam per course with the option to take a make-up exam. Students missing a second or more scheduled exams, a grade of zero (0) is recorded without a make-up option. Violations are reflected in the student's work ethics grade, if applicable.
15. Exam results may not be immediately available to students but will be recorded in Blackboard within one week.
16. No food or drinks allowed in the computer labs.
17. Students earning below 75% on a unit exam are expected to contact the instructor who gave the exam for a counseling appointment. It is the student's responsibility 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 students' responsibility to communicate with the instructor and plan for the make-up exam.
2. Make up exams should be administered within one (1) week of the missed exam. Should students fail to communicate with the instructor regarding a make-up exam, a grade of zero (0) is recorded in Blackboard. This counts as 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, students must earn a unit exam average of 75%
2. Students must be on time, or they are not allowed to take the exam.
3. Final exams must be taken on the designated day.
4. The final HESI exam score entered in the Blackboard gradebook will be the Conversion score calculated by HESI. See course syllabus for specific details regarding second attempt and remediation.

Examination Review

1. The instructor may offer to conduct exam review within one week of all students completing the exam, but it is at the instructor's discretion. Attendance for exam review is highly recommended.
2. Students may not copy questions or record the test review.
3. Discussion regarding correct examination answers is welcome. The test review clarifies any content missed and provides for further learning.
4. Test review is not a forum for arguing grades and disruptive behavior will not be tolerated. Disruptive students are 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 is reviewed by two instructors and feedback is provided.
6. The final decision about test items rests with the faculty. Omission of test items is solely at the instructor's discretion.

Dosage Calculation Competency Exam

Students 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. Students may not attend clinical until successfully completing this exam in the second, third and fourth semester. This exam is administered at the end of the first semester and the beginning of each subsequent semester. Students must achieve 80% in the first semester, 85% in the second semester, 90% in the third semester, and 100% in the fourth semester. Two attempts are allowed to achieve the minimum requirement.

Students who do not pass after two attempts will withdraw from the course and any co-requisite courses and are unable to progress in the nursing sequence.

If eligible for readmission, students may re-apply the following year at the same semester of the program on a space available basis (See readmission application process).

HESI Adaptive Quizzing Question Requirement

Purpose: To improve students' familiarization with adaptive quizzing questions, to prepare for the conditions and types of questions on Health Education Systems, Inc. (HESI) or NCLEX-RN examinations.

Simon-Campbell and Phelan (2018) state there is "a strong, positive correlation between the number of questions answered and overall mastery level" (p. 1) while Almotairy, et al (2023) found statistically higher mastery scores using adaptive quizzing which advanced nursing students' attainment of meeting the end of program's exit exam score goal. These correlations lead to an increase in the student's ability to better answer more challenging questions and attain mastery of the content, leading to an improvement in scores.

Please see Policy labeled "HESI Elsevier Adaptative Quizzing Question Requirement" for further information.

Standardized Exams

The GNTC ASN program uses HESI 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 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. Students who have not paid by the due date will be dismissed from class and may return once payment is made (See attendance policy). The exams are at the students' expense. The fees are nonrefundable.

Student Portfolio

Students must upload any and all assignments and/or work completed into an electronic portfolio (ePortfolio) using SharePoint through GNTC. This satisfies requirements set by accrediting bodies and regulating agencies. Students will receive a link to their portfolio with specific directions from the course instructor within the first 2-4 weeks of class.

Students must submit graded work with the grading rubric to meet criteria set by accrediting bodies and regulating agencies.

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. Associate Vice President of Academic Affairs
8. Vice President of Academic Affairs

Role of the Student Representative
1. Listen to concerns that affect the class (or at least several members of it).
2. Present class concerns to faculty during monthly meetings and relay responses back to class.
3. Communicate on behalf of class at other times, as needed.

4. Things that are *not* the student representative's role:
    a. Presenting own or another individual's concern/issue as a class concern
    b. Intervening in a dispute between classmates or between a student and instructor
    c. Jeopardizing own learning by attempting to meet excessive demands/needs of classmates or faculty

Written Student Concern-Academic

Students at GNTC with academic concerns should first seek resolution with the instructor of the class in which the situation has occurred. The occurrence, issue, or concern is presented to the instructor in written format within 10 days of the incident and dated to better establish a timeline for resolution of the complaint.

Failure to provide the written concern(s) within the 10 days may preclude students from filing the concern later. Once the instructor has notified students in written format, the instructor has five (5) business days to reply in writing. This reply should list the original concern(s) and the solution offered by the instructor.

Should students feel further resolution is needed, please refer to the GNTC handbook for the appropriate chain of command.

Graduation Requirements

All nursing curriculum courses must be completed 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 earning a minimum of 900 on an exit exam. Students must pass the HESI exit exam, which will be administered during the Spring Semester. Two attempts are allowed to achieve the minimum required score. Students must remediate between attempts (See remediation policy).

Students who do not achieve the required score will receive a failing grade of "F" in the course, may not participate in pinning or graduation exercise, and are ineligible to sit for the NCLEX-RN exam (See readmission policy).

Community Involvement/Volunteer Policy

GNTC's purpose is to provide education and skills training for the benefit of the communities in which we serve. The ASN program supports the mission and purpose of GNTC. Nursing is an art, service, and applied science. The requirement for community involvement for nursing students promotes a health culture in our communities and in the ASN Program. All first-year students are expected to participate in the pinning ceremony for graduates, for which CIV time will be awarded.

At least 8 hours of CIV will be completed by March 31st of students' graduation year. See Community Involvement/Volunteer Policy.

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 questions asked by the Georgia Board of Nursing, the GNTC ASN program adheres to the guidelines requiring ASN students to submit to a criminal background check each year and/or upon readmission.

Students without or receiving an unfavorable criminal background check are denied permission to obtain clinical experience by clinical partners resulting in the inability to meet the clinical requirements and progress in the program.

Immunizations

1. Students must submit proof of required immunizations and screening tests according to Centers for Disease Control (CDC) guidelines. These include, but are not 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 12 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 vaccine
2. In the event of, but not limited to, such circumstances as hospitalization, prolonged illness or injury, or surgery, students should contact accessibility services

Insurance

Students enrolled in nursing courses must have liability (malpractice) insurance. It is highly recommended students also have medical insurance.

Fees for the liability insurance must be paid at the business office by the designated date each year enrolled in nursing courses.

Clinical Orientation Programs

Students 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 students and must be paid at the GNTC business office by the assigned date. This is a requirement of the clinical agencies.

CPR Certification

Students must maintain current CPR certification for Healthcare Providers from the American Heart Association throughout the nursing curriculum. A copy of the current certification must

be emailed to the Nursing Program Assistant by the published deadline prior to attending clinicals.

Drug and Alcohol Policy

1. A random drug screen is required upon 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 occur randomly. Students are provided scheduling information through First Advantage/Corporate Compliance. Once scheduled, the time limit to obtain the drug screen is 72 hours (including weekends) and failure to meet this deadline results in student dismissal from the program.
2. If, during the program, students are 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 to dismiss the student from the clinical experience and/or class that day. Students are required to submit to a drug screen at the students' expense and are suspended pending results of drug and/or alcohol screen.
   a. A random alcohol screen may be administered by the nursing department faculty or from a clinical site request at any time. Random alcohol screens may become requirements of clinical agencies. Students whose alcohol test measures more than 0.00% BAC are dismissed from the nursing program unless verifiable documentation of having to use medications with alcohol content is provided.
   b. 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.
3. Students' consent to submit to a drug/alcohol screen is required as a condition for acceptance into the nursing program.
4. GNTC will have sole discretion over the facilities chosen to perform screenings.
5. Student 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. Students with positive drug screens are not eligible for readmission.

Attendance Policy

The ASN attendance policy was developed because of input from the ASN advisory board comprised of many leaders within our clinical affiliates. This policy is *not* designed to punish students for unforeseen circumstances or situations beyond their control. It *is* designed to promote collaboration, accountability, and professionalism; all of which are important in nursing.

ASN faculty believes absences can disrupt learning and may adversely affect students' progress and grades. However, the faculty also believe students are responsible for their own learning. Classroom session attendance is recorded daily. Attendance for hybrid/online sessions may differ, and students must attend per each syllabus policy.

1. Students are expected to attend all scheduled class meetings, lab, and clinical experiences. If an absence is unavoidable, students should contact the instructor before class/lab/clinical meeting starts. Students are responsible for any missed material, announcements, etc. and any assignments due on the day of the absence must be submitted as directed in the course syllabus.

2. 3 times Tardy and/or Leaving Early, or a combination of both result in 1 point. An absence results in 1 point. Students missing more than 15 minutes of class time are counted absent.
   a. Accumulation of 2 points results in a written warning via email.
   b. Accumulation of 4 points results in a final written warning.
   c. Accumulation of 5 points results in dismissal from the program.

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

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

5. Students may be considered tardy if they arrive late to the predetermined meeting space unprepared for clinical work as determined by the instructor (a tardy is any arrival 10 minutes or more past the clinical start time to the designated meeting place set by the instructor). See course syllabus for details. Should an absence from campus lab or clinical facility be unavoidable, the course instructor must be notified before the absence.

6. Students are 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. It is possible the time may have to be scheduled between semesters, which could result in an incomplete in the course. If students fail to notify the instructor before the absence, they must meet with the course coordinator, and a written counseling form will be placed in the student's evaluation record. A counseling form is included in the evaluation folder after meeting with the instructor.

Learning Environment

Classroom Policies

The ASN program adheres to the Student Code of Conduct policy of GNTC as stated in the Student Handbook>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, students will:

1. Be courteous.
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 for 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 warrants corrective action. Should any person onsite become verbally aggressive or show any physical indication of aggression towards a student or instructor, campus police are called to intervene immediately.

Use of Electronic Devices

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 the electronic devices are silenced and do not disturb classmates or instructors.

Abuse of this policy causing disturbances in the classroom leads to students being dismissed from the class session. Additional disruptions are handled according to the Learning Environment policy.

Standards for Assignments

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

1. All 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 as per instructions

    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, the assignment will receive a grade of zero if not submitted on the due date. Second attempts, if allowed, for assignments are at the instructor's discretion and outlined in the course syllabus.

5. Electronically submitted work cannot exceed similarity score (30%) as determined by Safe Assign and listed in the specific course syllabus or the student will receive a grade of zero for the assignment.

6. All course assignments must be submitted according to course policy 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.

Clinical Assignments

All assignment criteria listed under "Standards for Assignments" apply.

The student is expected to complete all clinical assignments 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.

Campus Laboratory

The campus lab's objective is to give students a hands-on, tactile learning experience. Simulation, skills practice, evaluation of skills, and reading are examples of educational activities provided in the lab.

1. Each student enrolled in a clinical nursing course must validate skills specified in the syllabus. Time to practice these skills with supervision and feedback is provided and specific criteria and guidelines are provided in each nursing course. Validation is 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 instructor's discretion and may include additional written work or simulation activities.

Students should*:*

1. adhere to the dress code for campus lab. (See Uniform Policy).
2. be professionally accountable for behavior and ready to perform the competency skills covered in the labs.
   a. Unprepared students are asked to leave and remain responsible for covering the material and demonstrating competency of skills at the assigned make-up lab time.
   b. This will constitute a clinical absence
3. use lab equipment for its intended purpose only.
4. handle all manikins, procedural models, and equipment with respect. These are the student's first patients and should be valued while maintaining dignity.
5. respect the lab coordinator, instructors, and fellow classmates while in the lab.
6. use the lab only for its intended purpose or be asked to vacate the lab.
7. should clean, return items to proper place, straighten linens/beds, and dispose of trash prior to leaving the lab.
8. immediately report equipment malfunction, breakage or damage occurring during practice to the lab coordinator or nursing faculty. Intentional damage to equipment leads to loss of privileges.
9. 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.
10. be permitted to sign out selected laboratory equipment. It is understood 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.
    a. When signing out equipment the student agrees to:
       i. Be the sole user of the equipment
       ii. Use the equipment only as instructed by the GNTC nursing faculty
       iii. Properly maintain borrowed equipment while it is in their possession
       iv. Be responsible for any damage or loss of equipment
       v. 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.
11. place all needles, syringes, cutting instruments, and sharps in the red "sharps" container. Never put needles in the trash receptacles.
12. keep noise levels down maintaining a quiet environment by:
13. keeping (human) voice volume low.
14. Abstaining from using cell phones and/or other electronic devices without prior permission from present faculty
15. understand no unauthorized people (children, spouses, friends) are allowed in the lab.

16. know the location and proper use of fire extinguishers, AED, and first aid kit. A fire extinguisher is on the wall outside the lab. An AED and portable oxygen are also located outside the door to Rm. 6103. A first aid kit is in the lab across from the nurse's station.

Clinical Participation

1. It is the responsibility of the student to utilize the clinical site's facilities to the fullest extent for the learning experience. Only skills checked off in the lab on the skills checklist and/or listed on the CET may be demonstrated at the clinical site.
2. A student may be sent home from the clinical site, at the discretion of the clinical instructor, for any of the following reasons, including, but not limited to being out of uniform, unprofessional behavior, or unpreparedness 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, upon the clinical start date, students must have satisfactorily completed all skills in the skills lab and/or have a unit exam average of at least 70% in order to complete the clinical rotation. The inability to begin and/or complete the clinical rotation will result in the student being unable to successfully complete the course and be unable to progress in the program.
4. 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.
   a. 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 Administrator and other arrangements will be attempted.
   b. A student dismissed from the clinical affiliate 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.
   c. 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, they must academically withdraw.
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.
8. The student must participate in all scheduled clinical experiences.

9. Clinical days and times may vary within a semester to ensure all requirements are met. Students may be required to attend clinical for 8 or 12-hour shifts and could include night shifts and/or weekends. Schedules are subject to change at the discretion of instructors and/or clinical sites.

10. Abuse of clinical time by a student will not be tolerated.

    a. This includes extended lunch and break times, leaving the unit without permission, visiting other students and staff in areas to which they are not assigned, and staying in the break rooms in assigned areas when there is work to be done.

    b. 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. The attendance policy will be enforced.

11. The student may not exchange money or accept gifts from patients or personnel.

12. The student may not use cell phones or any electronic devices during the clinical experience unless prior approval was given by the clinical instructor.

13. The student must observe agency policies including, but not limited to, use of alcohol or drugs, confidentiality, and professional dress.

14. Smoking, vaping, or other tobacco products are not allowed during clinical. All clinical facilities used have tobacco-free campuses. Anyone who presents to the clinical site with the smell of smoke about their person or clothing is dismissed from clinical. This is a clinical absence and attendance policy is enforced.

15. Appropriate personal hygiene is mandatory. Uniforms must be free from wrinkles, stains, and odors. Students may not wear perfumes or perfumed lotions to clinical.

16. No chewing gum is allowed in the clinical area or skills lab.

17. Students should exhibit behaviors established by the American Nurses Association Code for Nurses and the State of Georgia Standards of Nursing Practice.

18. 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. The student may be assigned a rotation at a clinical affiliate outside the campus county or student's county of residence, and it is the student's responsibility to arrange transportation.

19. The student should report to clinical with appropriate equipment and supplies (stethoscope, watch with second hand, pen light, bandage scissors, small notebook or clip board, black ballpoint pens). Photocopying at the clinical facility is not allowed.

20. The student is expected to report any unusual clinical occurrence to the instructor. This includes illness, injury, needle stick, medication error, conflict/disagreement with any facility personnel, or any unusual incident involving the student.

21. Lunch and Break Times

    a. The student is allowed one 15-minute break and one 30-minute lunch break during a 6–8-hour clinical experience and two 15-minute breaks and one 30-minute lunch/dinner break during a 12-hour clinical experience.

Supervision of Invasive Skills

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

Students can perform procedures under the clinical instructor's supervision. 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

Students receive a copy of the current skills list in the Nursing Fundamentals (RNSG 1112) course and must maintain and track skills until successful completion of the ASN program curriculum. It is the student's responsibility to ensure skills are checked off and signed off by the appropriate nursing faculty or when performed. The students' preceptor/s utilize the skills list the last semester during preceptorship.

Uniform Policy

 While wearing the school uniform, students represent the ASN Program of GNTC and the profession of nursing. The uniform should be worn with dignity and should not be worn for any employment responsibilities. Students must always remain professional in speech and conduct, and uphold the ethical and legal responsibilities assumed as a member of the nursing profession. Violation of this standard may warrant dismissal from the nursing program.

The GNTC official clinical school uniform is required for all clinical and lab experiences (students are not permitted in the clinical or lab areas unless in complete uniform):

1. School-designated green scrubs (tops, and pants/skirts) with the school emblem sewn one inch below the left shoulder. 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. Uniforms must be in good repair and clean.
2. Students must wear a school photo ID on the uniform or lab coat during direct or indirect patient care. The name badge includes the full name and "ASN student." Students reporting to clinical facilities without a name badge are sent home and clinical hours are missed.
   a. Psychiatric settings may differ. Refer to course instructor and syllabus.

3. Shoes should be all white including shoestrings. Clogs, crocs, open toes, open heels, mesh, or cut outs are not permitted.
4. Undergarments of any kind are not to be visible through or around the uniform and should be non-patterned, flesh-colored, or white.
5. White, non-patterned hose, without tears, are worn with dress uniforms. White, non-patterned hose or white socks are worn with pants uniforms.
6. Hair color must be natural (no bright red, purple, blue, green, etc.), neatly trimmed, and off the uniform collar. Hair elastics or other accessories to keep hair off the collar and away from the face must be neutral in color (beige, white, navy, black).
7. Facial hair, if worn, should be clean, neatly trimmed, and in a configuration that allows for proper fitting of N95 masks. (Refer to CDC guide). Students must pass a mask fit test to participate in the clinical care of a patient on respiratory precautions. Further investigation may be needed for an individual clinical site.
8. 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.
9. A watch with a second hand is required.
10. Jewelry:
    a. Only one set of stud pierced earrings (one in each earlobe) may be worn.
    b. No other body piercing jewelry (gauges, tongue rings, nose rings etc.) is allowed. Clear spacers may not be worn in the piercing site.
    c. Wedding bands without stone settings are permitted.
    d. A medical alert bracelet or necklace may be worn with appropriate medical documentation.
    e. No other jewelry is allowed. Some units (i.e. NICU) may have more stringent policies.
11. Tattoos may be covered during lab or clinical time per instructor discretion.
12. Students should exercise appropriate choices when permitted to be out of uniform for clinical rotations. T-shirts with logos, jeans, tight and/or revealing clothing, flip flops or high heels are unprofessional in the clinical setting. If in doubt, contact the clinical instructor prior to attendance.
13. Students may wear long-sleeved white or black pullovers under a green scrub top for warmth unless otherwise instructed.
14. Exceptions to the uniform policy are approved for pregnancy and pinning. Students should meet with instructors to discuss.

Signature for Documentation
Students will sign all documentation with full legal name, GNTC, SN (example: Jane Doe, GNTC, SN).

Unsafe Clinical Practice
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.

Unsafe clinical practice is documented on the clinical evaluation tool (CET) by the clinical instructor on site and may be documented on the work ethics grade. Should students receive a rating of one (1) for any component listed on the course CET (progression and/or course category) the following steps are taken:

1. The instructor (if not the course coordinator) on-site will notify the course coordinator of the incident.
2. The student may be dismissed from the clinical site with the attendance policy enforced.
3. The course coordinator will meet with the student and other faculty as appropriate to determine if the student may progress.

Clinical Evaluation

Students are evaluated in each clinical rotation using the CET which consists of essential competencies with specific performance criteria. The competencies are developed from the end of program student learning outcomes and the course-specific learning outcomes. Each course identifies specific parameters regarding the performance scale on the CET (See course syllabus and course CET).

The performance criteria for each competency include cognitive, affective, and psychomotor domains of learning and provide a complete evaluation of an individual student's clinical

performance. The use of the CET allows for measuring the student's development over time while progressing through the specific courses throughout the nursing curriculum and provides standard measures for student, course, and program evaluation.

Failure to meet required clinical hours for the course will result in automatic failure.

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 will be supervised directly by the instructor.
6. All parenteral medication administered will be supervised directly by the instructor or preceptor.
7. Prior to administering medications in the clinical setting, students must satisfactorily complete the medication skills check-off in the campus laboratory.
8. Students must demonstrate accuracy in dosage calculations in all nursing courses prior to participating in clinical practice.
9. Students are referred to course coordinators for remediation of medication skills if unable to safely demonstrate medication skills in the clinical laboratory.
10. Nonadherence of Medication Administration Policies will result in disciplinary action by the nursing faculty.

Intravenous Infusion Policies

Prior to administering intravenous infusions in the clinical setting, the student must demonstrate skill in intravenous infusions safety and precautions according to established criteria.

Students may initiate and maintain infusions and flush infusion devices only under direct supervision of a faculty member.

Intravenous Infusion Policies with Infants

Students will:

Never initiate intravenous infusions by placing an infusion device such as a cannula or catheter in infants.

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)

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

Blood Administration Policies

Students:

May never administer intravenous blood products, including packed red blood cells (RBCs), plasma, or platelets. An exception is RHOGAM in the obstetric setting.

May obtain client vital signs per clinical facility protocol in conjunction with blood product administration.

May administer pre-blood administration medication per clinical facility protocol or physician's orders at the discretion of the instructor.

Chemotherapy Administration Policies

Students:

May not administer chemotherapeutic drugs by the intravenous route.

May administer chemotherapy medications by routes other than intravenously if 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.

Miscellaneous Policies

Emergency Procedures and School Closings

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

Website Outlets

GNTC Website

GNTC Social Media Sites: Twitter and Facebook

View our Severe Weather Policy for more information

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.

Personal safety is always a priority during severe weather. If students are unable to attend class or clinical due to severe weather conditions in their area, notify the instructor or nursing office by telephone at the earliest possible time.

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.

GNTC 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 GNTC 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 after 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 students 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 are invited to attend faculty meetings, advisory board meetings, and assist with class communication. (See Role of Class Representative)

Children on Campus Policy

Should students bring children on campus for registration, buying books, etc., they must always be under the adult's supervision. If the children are considered disruptive by a faculty or staff member of GNTC, students may be asked to leave the campus. However, to maintain a safe environment and one conducive to learning for all students, the children of students are prohibited from being on the campus while the student is attending class or working in a lab.

Sexual Harassment

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 and will not be tolerated.

Students are encouraged to discuss any concerns about sexual harassment with the faculty and all claims of possible sexual harassment will be investigated as required by law. Appropriate corrective action will be taken in accordance with GNTC and/or agency policy.

Campus Assessment Response and Evaluation (CARE) Team

The mission of the CARE Team is to serve as a behavioral intervention team to provide a proactive and supportive multidisciplinary 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 result in harm to anyone at the College. These reports may be directed to the CARE Team or the Director of Safety and Security, depending on 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 to 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.
Behaviors of concern might be observed in several settings: in the classroom, at a service location or office, at an on-campus job, or during participation in 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 found 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
- Derrick McDaniel
- Kimberly Kirstein

ESPYR - Free Student Assistant Program

It is no secret; life can get complicated. But do not 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 ESPYR's website, enter code - GNTC1

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

GNTC provides free academic support for all enrolled students through Academic Support Centers. Academic Support Centers (ASC) are on all campuses except 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 Net Tutor, an outside online tutoring service, or visit one of the ASC on-campus locations. To see the latest Tutoring Schedule for each campus and 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 accommodation is implemented in a timely fashion.

For more information or to request academic accommodation, please contact Brittany Elrod, Title IX 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 when providing care that will or may result 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 – the practice of nursing, which involves integrating cognitive, psychomotor, and affective domains to provide patient care, solve clinical problems, and acquire nursing values
Diverse – showing a great deal of variety
Dynamic – a living ever-changing being
Ecological – refers to a functional system including a variety of organisms
Evidence-based practice – a systematic approach to making decisions that uses the best available information to gain insight and solve issues.
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 – honor, 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 rigid 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) – provide evidence to support or prove the truth of

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 essential for employment in nursing. 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 are responsible 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 humans in many 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 code's statements provide guidance for nursing students in their personal development of an ethical foundation and need not be limited to the academic or clinical environment but can assist in the holistic development of the person.

As students are involved in 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 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 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 case of injury during school, 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) because 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 more information can be provided later. Please provide the incident date, location, name of the 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, name of treatment organization
- 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 o Body parts affected o Sharp/device involved o Did device used have any engineered sharp injury protection, explain o Was medical treatment involved, referred for follow-up
- Name, address, phone, and email of professional who examined the person

HESI Testing and Remediation Policy

The GNTC ASN program requires the Evolve HESI (Health Education Systems, Inc.) at specified times during the study, 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. Before taking a proctored specialty or exit exam, students will complete EAQs in the specialty area and review provided rationale to help prepare for the exam. The students can also take the HESI Practice tests to help prepare them for the specialty exam and 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

Students are 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 specialty test is administered near the end of the course, and students must take each exam at the designated time.
- Specialty HESI testing occurs on campus and will be proctored, unless unforeseen GNTC circumstances occur.
- 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. Students are not allowed to attend class until the remediation is completed in its entirety and the attendance policy is enforced.

- o **Exception**: Upper-level, fourth semester students must have remediation packets completed by the last day of the fourth semester by 2200.
- Students scoring below 850 on the first attempt of the specialty exam are unsuccessful and must complete the required remediation outlined below. Students with lower HESI scores will require more intense remediation.
- Students have two opportunities to take the specialty exam. The second attempt of a specialty exam will be one to three weeks from the first attempt, **except** for the RN Exit Exam, which is 6-8 weeks after the first attempt.

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 may also assign additional remediation materials including case studies, care planning, concept mapping, focused readings, and practice exams.

- Each specialty exam will have its own remediation packet and remediation plan.
- Students must spend the time listed below in online remediation and 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.
- Students must submit complete documentation of HESI remediation to the course instructor 2 days before the second attempt. The student is responsible for completing 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.
- If documentation of remediation is not received by the appropriate deadline, the student will receive an "F" and will not progress. The student will need to sign a nonprogression form as well as withdraw, if the deadline for withdrawal has not expired

The conversion score will not be included in the 75% average required on course exams to pass the course.
The conversion score on any Specialty Exam may be used as a grade in a corresponding academic course, as defined by that course syllabus.

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. To assist with the program and NCLEX-RN success, students will be required to participate in remediation strategies.

1. The first attempt HESI Exit exam is administered 6-8 weeks prior to the course's end, and students must take it 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 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 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. The student is responsible for completing 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.

9. If documentation of completed remediation is not received by the appropriate deadline, the student will receive an "F" and will not progress to graduate due to incompleteness of required coursework, without exception.

10. 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.

11. The conversion score is not included in the 75% average required on course exams to pass the course.

12. 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.

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. 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 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 in which they are enrolled.

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.
3. Complete all "Essential Packets" and Case Studies
4. At least four hours of study is required. *
5. 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.
3. Complete all "Essential Packets" and Case Studies
4. At least five hours of study is required. *

5. 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.
3. Complete all "Essential Packets" and Case Studies
4. At least six hours of study is required. *
5. 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.
3. Complete all "Essential Packets" and Case Studies
4. At least eight hours of study is required. *
5. 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. **

*Students must be logged into their HESI Student Access account and the online test specific remediation content for the number of hours specified. Do not print and log out of HESI remediation to study. Time spent in remediation content is monitored and students 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.

A weakness is any area 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): _____

1. HESI Score _____
2. Hours of HESI Online post exam remediation to be completed:
3. _____
4. Students **must** remain logged into their HESI Student account, and work on the specific remediation content for the number of hours specified. Clicking through content may be monitored.
5. Adaptive Quiz topics (20 question custom quiz- must achieve 80%)
6. List topics completed for custom quizzes:
   a. _____
   b. _____
   c. _____
   d. _____
   e. Other
      (describe): _____
      _____

Plan for remediation: _____

Timeline: _____

The remediation plan is to be turned into 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 chance to ask questions about the policy before signing this acknowledgement.

Student Printed Name: _____ Date: _____

Student Signature: _____ Date: _____

Faculty Print and Signature: _____ Date: _____

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, students being readmitted 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 into 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 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. Failure to sign the non-progression form and/or submit a re-entry remediation plan contract within the given period 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 31st to be eligible for Spring semester re-entry or July 31st 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 period, but it is the student's responsibility to contact faculty to request additional assistance if/when it is needed.
4. It 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 period for completing the re-entry remediation plan.
6. Questions completed for the 5 custom quizzes do 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
1. Review HESI materials to identify learning needs.
2. Complete online remediation provided in HESI Student Access, if available.
3. At least ten hours of study are 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. 2000 correct HESI Self Assigned EAQ Questions

*Students must be logged into their HESI Student Access account and the online specific remediation content for the number of hours specified. Do not print and log out of HESI remediation to study. Time spent in remediation content is monitored and students 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 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. Clicking 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): 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 Name and Signature:

_____

Date received by faculty: _____

Faculty Name and 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 Print and Signature: _____ Date: _____

Faculty Print and Signature: _____ Date: _____

Evaluation of Remediation:

___ Successful

___ Unsuccessful   ___ Faculty Initials

If unsuccessful, why?

_____

_____

_____

_____

_____

GNTC ASN HESI EAQ 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.

A mandatory semester EAQ requirement of at least 1000 correct questions completed each semester is required. Please see your course syllabus for specific details.
Exception: Students in RNSG 1121 (Fundamentals) must successfully complete 350 questions.

1. 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 cannot progress due to unmet semester requirements. The student will receive an "F" for the semester's course work or subsequent courses.
2. 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.
3. Questions completed during any remediation plan do 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:
    a. _____ Unsuccessful unit exam or other course assignment grades
    b. _____ Failing to meet minimum HESI Benchmark requirements
    c. _____ Inability to meet clinical objectives; checkoffs, documentation, professionalism
2. Personal Stressors
3. Re-entry student meeting any of the above criteria
4. Describe area(s) of concern as related to student:
    a. _____
    _____
    _____

5. Describe the individualized remediation plan developed by student and instructor:
    a. The student will:
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____

    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:
    Student Print and Signature: _____
    Faculty Print and Signature: _____
6. Date of Evaluation: _____
7. Describe evaluation of plan: □ Successful □ Unsuccessful
    _____
    _____
    _____
    _____
    _____
    _____
8. Modifications to plan if applicable:
    _____
    _____

_____
_____
_____

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.