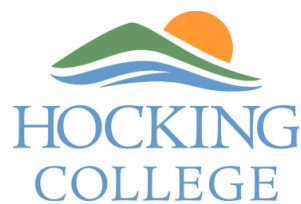


**HOCKING COLLEGE**

**NURSING PROGRAM  
STUDENT  
HANDBOOK**

**Academic Year**



**Nursing Program  
Davidson Hall  
3301 Hocking Parkway  
Nelsonville, OH 45764  
740.753.6350  
[www.hocking.edu](http://www.hocking.edu)**

**TO:** All Nursing Students  
**FROM:** The Nursing Faculty and Staff  
**RE:** Nursing Student Handbook

Welcome to Hocking College and to the Nursing Program. This handbook is designed to provide students with information about the nursing programs. It sets forth the policies and guidelines of the Nursing Division. **The Nursing Division reserves the right to change policies and procedures without notice.**

Purpose of the handbook:

- To provide guidance for new and continuing students
- To describe general policies about the nursing programs
- To inform students of their rights and responsibilities as a nursing student

We wish you academic success and look forward to welcoming you to the ever-growing alumni group of competent, caring and conscientious Hocking College Nursing graduates.

The Hocking College Nursing Programs are:

Approved by the Ohio Board of Nursing  
17 South High Street, Suite 400  
Columbus, Ohio 43215  
Phone: 614.466.3947  
[www.state.oh.us/nur](http://www.state.oh.us/nur)

Accredited by the Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
Phone: 404. 975.5000  
Fax: 404. 975.5020  
<http://www.acenursing.org/>

## Table of Contents

### Hocking College Nursing Program

#### **INTRODUCTIONS**5

#### **NURSING MISSION AND PHILOSOPHY-CONCEPTUAL FRAMEWORK**6

Philosophy7

Conceptual Framework (Curriculum Threads and Strands)8

Supporting Concepts13

#### **GENERAL POLICIES AND LEARNER RESPONSIBILITIES**16

Services for Learners17

Learners with Disabilities18

Children on Campus18

Student Grievance Due Process Procedures18

Grade Appeal Process18

Student Board18

#### **THE NURSING PROGRAM**20

Course Prerequisites and Corequisites21

Advanced (Non-Traditional) Course Credit21

Attendance and Attendance Policy23

Social Media Usage: Maintaining Privacy, Confidentiality and Professionalism25

Definitions25

Types of Social Media25

Image of Nursing and Social Media25

Privacy and Confidentiality25

Consequences of Breaches26

Examples of Confidentiality/Privacy Breaches26

Benefits of Social Media27

Examples of Benefits of Social Media27

#### **GRADING**28

Grading PN Students28

Grading PN2RN and RN Students29

Readmission for Out-of-Sequence Students30

#### **ACADEMIC STANDARDS**32

Nursing Department Policy Regarding Honesty33

Student Conduct While Providing Nursing Care34

Nursing Academic Probation/Dismissal

PN/RN37

Suspension from the Nursing Program37  
Probation and Academic Dismissal from Hocking College38  
Graduation Requirements39

#### **CLINICAL GUIDELINES40**

Uniform Dress Code41  
Maintenance of Good Health42  
    Student Health Insurance Coverage44  
    Student Liability Insurance44  
    Grading Policy for Clinical Attendance45  
    Adverse Weather Conditions/Clinical Cancellation46  
Information About Clinicals47  
    Evaluation47  
    Clinical Assignments48  
    College and Affiliating Agency Guidelines49

#### **NEARING GRADUATION50**

Simulated State Board Exams51  
Licensure Application and Legal Considerations51  
Ceremonies/Celebrations/Graduation52  
Graduation Application52

#### **POST GRADUATION FOLLOW-UP52**

#### **PLACEMENT53**

# **INTRODUCTION**

## **NURSING MISSION/PHILOSOPHY/CONCEPTUAL FRAMEWORK**

The nursing unit embodies the institutional mission, vision, and values with unique PN and RN programs that are hands-on and learner-centered. The **mission** of the Nursing Program is to meet the educational needs of individuals who wish to enter the nursing profession or to advance their nursing skills and to meet the health care needs of the extended community. The **purpose** of the Nursing Program is to help meet the health care needs of the extended community by preparing competent, caring nursing graduates to enter practice as Licensed Practical Nurses and as Registered Nurses in a variety of health care delivery environments. A dual purpose of the program is to meet the educational needs of individuals who wish to enter the nursing program or to advance their nursing skills. **Graduates** of the Nursing Program will have the knowledge to become safe entry-level practitioners for a diverse patient population.

The Nursing Program seeks to fulfill its mission by focusing on the following major goals:

- To provide the learner with opportunities to acquire the knowledge and skills necessary to become a safe entry-level practitioner.
- To provide the learner with opportunities to develop an understanding of human relationships.
- To encourage the learner to be a contributing, caring member of the health profession and society.
- To promote learning as a lifelong process.
- To promote the development of professional skills and attitudes.
- To prepare the graduate for licensure and practice as a Licensed Practical Nurse or a Registered Nurse.
- To facilitate education that will permit acceptance/transfer into a baccalaureate degree nursing program.
- To integrate quality safety education nursing (QSEN) guidelines throughout the curriculum.
- To maintain program approval by the Ohio Board of Nursing.
- To maintain accreditation from the Accreditation Commission for Education in Nursing (ACEN) for the Associate of Applied Science in Nursing.

## HOCKING COLLEGE NURSING PROGRAMS

### PHILOSOPHY

- Each **individual** has innate worth as a unique living, feeling, thinking, social being who exists in a dynamic interaction with self, society and the environment. While each individual is unique, each has holistic needs common to all including the need to attain an optimal level of health.
- **Society** is the collective human environment which is in dynamic interaction with the individuals influencing the attitudes, beliefs, values, ideas and behaviors.
- **Health** is a dynamic process over the wellness–illness continuum involving holistic care needs (biological, psychological, cognitive, sociocultural and spiritual) over the lifespan.
- **Nursing** is a caring interactive process of responding to the holistic dynamic health needs of individuals, groups, families and communities over the life span and wellness–illness continuum to help people achieve an optimal level of health.
- **Education** is a dynamic learning process based on sound teaching learning principles, outcomes and current evidence, structured from simple to complex, from familiar to unfamiliar influencing values, attitudes, knowledge and skills. In a learning partnership, both teacher and student are accountable for optimizing educational opportunities to achieve diverse personal and career goals.
- **Nursing Education** is responsive to the adult learner needs and career goals by providing flexible opportunities for entry to and exit from the nursing program by building on previous relevant experiences and knowledge to help students develop the essential values, attitudes, knowledge and skills for safe caring nursing practice.

The scope of practice for the beginning practitioner who is a graduate of the Practical Nursing Program and of the Associate Degree Nursing Program is directed toward providing and/or managing holistic compassionate nursing care for people with well-defined health problems (guided as needed by a more experienced nurse) as a member of the nursing profession and of the interdisciplinary healthcare team.

Philosophy Adopted 1987

Last Reviewed and Accepted July 2019

## CONCEPTUAL FRAMEWORK (CURRICULUM THREADS AND STRANDS)

The faculty has identified the following concepts that are woven throughout both programs and the PN2RN curriculum, offering structure as the conceptual framework for our curriculum:

### **Major Concepts:**

Nursing Process  
Clinical Skills  
Communication/Relational Skills  
Professionalism

### **Supporting Concepts:**

Lifespan Variations  
Clinical Reasoning/Judgement  
Teaching/Learning  
Management of Care  
Diversity  
Wellness-Illness  
Continuum Health and  
Human Sciences Holism

Inherent within the nursing process are eight supporting concepts: lifespan variations, clinical reasoning/judgement, teaching/learning, management of care, wellness-illness continuum, holism, diversity, and knowledge of human sciences. To effectively identify needs, establish priorities, and plan care that will encourage the patient as he/she endeavors toward his/her optimum level of wellness, the nurse must be knowledgeable in all of the supporting concepts in order to safely and effectively implement the plan of care.



**Hocking College**  
**Characteristics of Nursing Graduates**  
**Curriculum Threads/Strands and Program Outcomes**

**Major Concepts:** Nursing Process, Communication/Relational Skills, Clinical Skills, and Professionalism  
**Supporting Concepts:** Clinical Reasoning/Judgement, Lifespan Variations, Teaching/Learning, Management of Care, Diversity, Health and Human Sciences, Holism, and the Wellness-Illness Continuum. (Definitions for these concepts are attached.)

Curriculum Threads/Strands	PN Program Outcomes	RN Program Outcomes
<p><b>Nursing Process</b>  <i>Nursing Process</i> is a scientific problem-solving tool that provides a basis for clinical reasoning/judgement in nursing. Clinical reasoning/judgement requires the use of reflective thought, and is purposeful, goal-directed thinking that requires making judgments based on facts. Nursing Process is a dynamic, systematic, patient-centered, collaborative approach to the identification of actual and potential health issues. The nursing process consists of five interrelated steps of 1) data collection and assessment, 2) Analysis, and diagnosis 3) planning, 4) implementation, and 5) evaluation. Nurses at different levels utilize the nursing process within established practice guidelines. Throughout the process the nurse interacts and collaborates with the individual or groups of individuals, and their significant others to identify needs and establish priorities for nursing care.</p> <p>Independently, or in collaboration with other members of the health care team, the nurse develops a plan of care which will assist the patient to attain or maintain his/her optimum level of wellness. Constant evaluation of the plan of care and reassessment of patient needs promotes an effective and dynamic process.</p> <ul style="list-style-type: none"> <li>▪ <i>Lifespan Variations</i></li> <li>▪ <i>Clinical Reasoning/Judgement</i></li> <li>▪ <i>Teaching/Learning</i></li> <li>▪ <i>Management of Care</i></li> <li>▪ <i>Diversity</i></li> <li>▪ <i>Health and Human Sciences</i></li> <li>▪ <i>Holism</i></li> </ul>	<p>Within the scope of practical nursing and <i>at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse:</i></p> <p>Participates collaboratively in the nursing process by contributing to assessment, planning, implementation and evaluation of individualized, holistic plans of care.</p> <p>Uses clinical reasoning/judgement skills in all areas of LPN practice.</p>	<p><i>Within the scope of registered nursing:</i></p> <p>Uses the nursing process (assessment, analysis, development of nursing diagnoses, implementation, and evaluation) as a basis for decision making in developing individualized, holistic plans of care.</p> <p>Uses the nursing process to collaboratively develop a plan of care with the patient and other health team members.</p>

▪ *Wellness-Illness Continuum*

Curriculum Threads/Strands	PN Program Outcomes	RN Program Outcomes
<p><b><u>Communication/Relational Skills</u></b></p> <p>Effective communication and relational skills are essential to all nursing actions: including using the nursing process, along with, documentation, and the sharing of relevant information with other health care team members. Further, communication provides a means through which the nurse can express caring and concern for patients within the therapeutic nurse-patient relationship. Communication includes collaboration with colleagues, the interdisciplinary team, and the development and use of leadership skills.</p> <p>The nurse must strive to develop an understanding of the nature of communication, an awareness of the barriers to effective communication, and an ability to utilize therapeutic communication techniques.</p> <p>The communication and relational skills concepts and the eight supporting concepts are mutually supportive. Through knowledge of physical, psychological, developmental, gender, cognitive, lifespan variations and socio-cultural differences, the nurse is able to adapt communication to the patient's individual understanding.</p> <ul style="list-style-type: none"> <li>▪ <i>Lifespan Variations</i></li> <li>▪ <i>Clinical Reasoning/Judgement</i></li> <li>▪ <i>Teaching/Learning</i></li> <li>▪ <i>Management of Care</i></li> <li>▪ <i>Diversity</i></li> <li>▪ <i>Health and Human Sciences</i></li> <li>▪ <i>Holism</i></li> <li>▪ <i>Wellness-Illness Continuum</i></li> </ul>	<p>Within the scope of practical nursing and at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse:</p> <p>Provides empathetic and compassionate care.</p> <p>Practices basic principles of effective and therapeutic communication with patients, significant others, and health team members.</p> <p>Provides basic information to meet the learning needs of patients.</p>	<p><i>Within the scope of registered nursing:</i></p> <p>Provides empathetic and compassionate care.</p> <p>Applies and facilitates all levels of communication with a focus on therapeutic communication in the nurse-patient relationship.</p> <p>Develops and implements teaching plans that are specific to the patients' level of development and understanding.</p>

Curriculum Threads/Strands	PN Program Outcomes	RN Program Outcomes
<p><b>Clinical Skills</b></p> <p>Clinical skills are systematic, scientifically based applications of clinical nursing knowledge and procedures used to achieve desired results. These skills require competence within the psychomotor, cognitive, and affective realms. Clinical skills are based upon theoretical knowledge derived from nursing, nursing process and other scientific research. The acquisition of clinical skills is a fundamental component of the educational preparation of a nurse. These skills are developed and refined through repeated guided learning experiences.</p> <ul style="list-style-type: none"> <li>▪ <i>Lifespan Variations</i></li> <li>▪ <i>Clinical Reasoning/Judgement</i></li> <li>▪ <i>Teaching/Learning</i></li> <li>▪ <i>Management of Care</i></li> <li>▪ <i>Diversity</i></li> <li>▪ <i>Health and Human Sciences</i></li> <li>▪ <i>Holism</i></li> <li>▪ <i>Wellness-Illness Continuum</i></li> </ul>	<p>Within the scope of practical nursing and at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse:</p> <p>Uses nursing knowledge, skills, and current technology to provide and promote safe nursing practice.</p> <p>Provides basic nursing care based on developmental, biological, psychological, socio-cultural, and spiritual differences in patients.</p> <p>Safely performs basic clinical skills.</p> <p>Safely administers and contributes to the evaluation of the effectiveness of medications and treatments.</p>	<p><i>Within the scope of registered nursing:</i></p> <p>Uses nursing knowledge, clinical reasoning/judgement, skills, and current technology to provide and promote safe nursing practice.</p> <p>Adapts and provides specialized nursing care based on knowledge of developmental, biological, psychological, socio-cultural, and spiritual differences in patients.</p> <p>Safely performs basic and complex clinical skills.</p> <p>Safely administers and evaluates the effectiveness of medications and treatments.</p>

Curriculum Threads/Strands	PN Program Outcomes	RN Program Outcomes
<p><b>Professionalism</b></p> <p>Professionalism refers to actions which indicate a belief system that incorporates a knowledge of, and respect for the ethical and legal responsibilities of the profession of nursing. It includes maintaining high standards while delivering competent, compassionate nursing care and accepting responsibility for knowledge of self, self-development, and continued learning within the practice of nursing. Professional behavior consists of responsibility and accountability to the patient, to self, and to the profession of nursing. Professionals maintain patient confidentiality and display a nonjudgmental attitude in all nurse/patient interactions.</p> <ul style="list-style-type: none"> <li>▪ <i>Lifespan Variations</i></li> <li>▪ <i>Clinical reasoning/judgement</i></li> <li>▪ <i>Teaching/Learning</i></li> <li>▪ <i>Management of Care</i></li> <li>▪ <i>Diversity</i></li> <li>▪ <i>Health and Human Sciences</i></li> <li>▪ <i>Holism</i></li> <li>▪ <i>Wellness-Illness Continuum</i></li> </ul> <p>Current Version Adopted 2000 Last Reviewed and Accepted June 2016</p>	<p>Within the scope of practical nursing and at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse:</p> <p>Practices within the profession's ethical and legal framework and is accountable for own nursing practice and care delegated.</p> <p>Assumes responsibility for professional growth, self-development, and life-long learning.</p> <p>Demonstrates understanding of the levels of authority and responsibility and uses basic leadership skills to delegate nursing care tasks.</p>	<p><i>Within the scope of registered nursing:</i></p> <p>Practices within the profession's ethical and legal framework and is accountable for own nursing practice and for those under supervision.</p> <p>Assumes responsibility for professional growth, self-development, and the use of resources for life-long learning.</p> <p>Demonstrates leadership skills through use of assertive behaviors, appropriate delegation of tasks, and supervision of assistive and/or unlicensed personnel, and licensed practical nurses.</p> <p>Demonstrates an awareness of community and world health issues and their impact on individuals and health care.</p>

## **SUPPORTING CONCEPTS**

### **Areas that are Supportive of and/or expand on the Major Concepts**

#### **Lifespan Variations**

Development of the plan of care is individualized based upon the patient's age and developmental needs. Growth and development proceeds from life to death. The nurse helps individuals work toward their potential through a lifelong process that presents challenges and leads to change throughout the lifespan.

#### **Clinical Reasoning/Judgement**

Reflective and critical thinking is seen as an essential skill in the practice of nursing. The Hocking College Success Skills have been used to provide the operational definition for the development of clinical patient care abilities for each semester.

#### **Teaching/Learning**

A thorough knowledge of teaching/learning principles assists the nurse to effectively recognize the patient's prior knowledge, readiness to learn, and the need to provide information to the patient. Patient participation as a partner in their own plan of care assists them to meet the needs identified. Nurses must also develop an awareness of their specific needs for lifelong learning including professional growth and development.

#### **Management of Care**

"Management of care (refers to) providing and directing nursing care that enhances the care delivery setting to protect patients, family/significant others and health care personnel." National Council of State Boards of Nursing (NCSBN, 2010) Inherent is the need to support and enhance the total plan of care for the patient from their admission into the health care system to discharge from the system. To demonstrate effectiveness, the nurse manages his/her practice, delegates safely and effectively, utilizes knowledge of health care systems, and advocates for the patients within the system.

#### **Diversity**

Awareness of diversity involves the nurse's ability to recognize and respect the differences among individuals. The nurse should consider gender, ethnic background, family, lifestyle variations, socioeconomic status, spirituality and health beliefs. Recognition of global and community factors also impacts the patient's health.

#### **Health and Human Sciences**

Health and human sciences include basic biological, physical and technological sciences, mathematics which at a minimum includes pharmacology practices and principles, human anatomy and physiology, microbiology, nutrition, and computer operations. Social and behavioral sciences, and basic sciences related to nursing practice are also important.

#### **Holism**

Nurses must be cognizant of the holistic treatment of individuals, recognizing and caring for their individual biological, sociocultural, cognitive, psychological, developmental and spiritual needs.

**Wellness-Illness Continuum**

Nurses provide care for patients at all levels on the wellness-illness continuum to include: the promotion of health and wellness, the prevention of disease and injury, the care of acutely and chronically ill patients, and care of patients who are dying. Goals within an individual's plan of care are developed to maximize the patient's optimal level of health. Caring for patients at different stages in the wellness-illness continuum necessitate clinical experiences in multiple care settings.

**GENERAL POLICIES  
AND  
PROCEDURES**



## LEARNER RESPONSIBILITIES

- A. The learner is responsible for:
1. Developing and implementing learning strategies
  2. Meeting financial obligations
    - a. Academic (e.g., tuition and books)
    - b. Course related (e.g., travel to clinical lab, uniforms, and physical exams)
    - c. Personal (e.g., health and emergency treatment)
  3. Seeking assistance for:
    - a. Academic problems:
      - (1) Make-up work
      - (2) Poor grades
      - (3) Problems with an instructor
    - b. Financial Problems
    - c. Health Problems
    - d. Personal Problems

Note: Guidance and counseling services are available to assist the learner in meeting her/his responsibilities in this area.
  4. Knowing his/her cumulative average for technical courses – view on Self Service.
  5. Being aware of curricular requirements – see academic advisor for a curriculum sheet.
  6. Making a mid-semester appointment with her/his faculty/academic advisor
- B. Faculty Advisors:
1. Each learner is assigned a faculty advisor who will meet with the learner several times throughout the semester. Each learner should make an appointment or see the advisor during scheduled office hours. Each learner is responsible for following their program course of study.
  2. Learners can find the name of their faculty advisor by checking the Hocking College Web Advisor.
- C. Mid-term and final grades are submitted by the instructor. Mid-term and final grades can be viewed on Web Advisor.
- D. Hocking College strives to provide outstanding instructors for learner education. Therefore, learners are responsible for providing requested feedback to the institution regarding instructor performances. Learners should thoughtfully complete the course evaluation forms provided for each class. These forms are used by the instructors to improve their performance. Each instructor is required to submit evaluations for one course per semester. If a course is not evaluated and the learner would like to provide input, he/she may ask the instructor, advisor, or Dean for evaluation forms.
- E. We request that no gifts be given to faculty. Notes of appreciation are welcomed.
- F. The learner shall utilize the chain of command by contacting the following persons in the order listed below.**
- 1. Instructor/Faculty**
  - 2. Director of the Nursing Program**
  - 3. Dean of the School of Health and Safety**
- G. When a student believes his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Students have an opportunity to file an academic appeal for **two weeks** after final grade is posted.

H. Incident reports must be submitted for the following: Adverse events, injury to student or faculty during clinical rotation, conduct violations, and any unusual occurrence while attending classroom and clinical rotation. Incident reports can be located on the Hocking College website at the bottom of the page and must be filled out and submitted by the classroom/clinical faculty. All incidents are to be reported to the Nursing Program Manager.

## **SERVICES FOR LEARNERS**

A. Guidance personnel and faculty members are available for matters concerning both academic and nonacademic problems. Available to the learners are:

1. Financial Aid Counselors
2. Instructors/Faculty Advisors
3. Admissions Counselors
4. Housing Information Center
5. Campus Security
6. Director of Student Activities
7. Career Services
8. University Center
9. Success Center

B. It is recommended that a learner seek help at the earliest indication of a problem. Faculty are available by appointment for guidance. Office hours are posted using Google calendar.

C. Each learner should meet with the assigned faculty advisor at least twice each semester by appointment. Office hours are posted on the faculty member's Google calendar.

## **LEARNERS WITH DISABILITIES**

In conformance with the Americans with Disabilities Act of 1990, Hocking College will make reasonable accommodations to its practices to assure nondiscrimination on the basis of disability. The Access Center/Office of Disabilities Services DVD 114 located in the Academic Success Center, is dedicated to serving the various needs of individuals with documented disabilities and to promoting their full participation in college life.

Accommodations at Hocking College:

Guidelines for Nursing Students testing in the Accessibility Resources Office, Academic Success Center:

1. Each student requesting accommodations must have a documented disability.
2. Students are responsible for assuring that the faculty member has received the appropriate forms from the Accessibility Resources Office. Students who require additional time will generally be allotted a maximum of time and one half for testing unless the documented disability indicates that more time is required.
3. Students will take the test as close as possible to the same time that other students are taking the same test in class. If this is not possible due to unforeseen problems in the Accessibility Resources Office, the instructor should be notified of the delay.

4. Students must present a photo ID prior to testing.
5. Tests will be transported via the test center monitor or faculty member.

#### Accommodations for Taking the NCLEX Examination:

The Ohio Board of Nursing needs sufficient time to secure the required documentation of a disability. It is recommended that the applicant notify the Board, in writing, requesting accommodations six months prior to the date the applicant wishes to test for NCLEX.

Learners should see the Dean for specific information on how to apply to the Ohio Board of Nursing should accommodations be needed for NCLEX.

### **CHILDREN ON CAMPUS**

Children are not permitted to be in the classroom or lab. If children are on the campus, an adult must be in attendance.

### **STUDENT GRIEVANCE DUE PROCESS PROCEDURES**

Please refer to the current Hocking College Catalog.

### **GRADE APPEAL PROCESS**

Please refer to the **current** Hocking College Catalog.

### **STUDENT BOARD**

#### A. Purposes:

1. To help resolve problems.
2. To help establish ideas for the advancement of classes, the nursing program, and the school.
3. To participate in preparing guidelines which affect the nursing program students.
4. To improve communication between students, faculty, staff and administration.

#### B. Composition:

1. One representative from PN Semesters I, II, III, RN Semesters I, II, III, IV and PN2RN semester.
2. Nursing Program Manager, Dean of School of Health and Safety, Clinical Placement Manager and Office Manager Health and Nursing Division.

#### C. Procedures:

1. Selection of board members:
  - a. Each semester representatives are elected from their constituency.
  - b. Alternates are also elected each semester to serve in the event that the representative cannot attend a meeting.
2. Term:
  - a. Student representatives and alternates will serve one semester.
  - b. Student representatives and alternates may be reelected.
3. The meeting will be facilitated by an administrator and minutes of the meeting will

- be recorded by the Office Manager of the Health and Nursing Division.
4. Nursing Program Manager, Dean of School of Health and Safety and Clinical Placement Manager will be:
    - a. Nonvoting board members.
    - b. Resources to provide additional information.
    - c. A liaison to report Student Board ideas and suggestions to the faculty.
  5. Attendance at Board Meetings:
    - a. Representatives should attend all regularly scheduled meetings.
    - b. If a representative cannot attend a board meeting, she/he is responsible for seeing that the alternate attends the meeting.
  6. Board Meetings shall:
    - a. Be held on a regular basis, once per semester.
    - b. Minutes of the meetings will be accessible to students, or the student representative will give an oral report in class.

# **THE NURSING PROGRAM**

## COURSE PREREQUISITES AND COREQUISITES

- A. Definitions:
1. Prerequisite – Course required to be taken before the course being selected.
  2. Co requisite – Course required to be taken at the same time as the course being selected.
- B. All nursing theory/clinical courses and pharmacology courses:
1. Must be taken in **sequence**:  
For **PN** students: **NT 1000, NT 1010, and NT 1020**  
For **RN** students: **NT 1110, NT 1120, NT 2010, and NT 2020**
  2. Refer to PN, PN2RN and RN Nursing Curriculum sheets and Web Advisor for course sequence.
  3. Students must pass each nursing (designated as NT) course in the semester sequence, before attempting the next course.
  4. Students who enter RN Semester 3 via the PN2RN route must have an active, unrestricted LPN license before the first day of Semester 3.
- C. PSYC, BIOS, ENGL, MATH, HLTH, COMM AND GS Courses – Need to be completed as identified on the curriculum sheet before progressing to the next clinical semester. A final course grade of 73% (or higher) is required to pass BIOS 1113 and BIOS 1114 in the Nursing program. This is equivalent to a C (or higher) on the College's grading scale.
- D. CPR:
- CPR for the Professional Rescuer is not a curricular requirement, **but it is a prerequisite for all clinical courses**. All nursing students must have a current CPR card while in clinical courses. Please note, online CPR does not meet requirements as it must have a hands on component. **Students who have not met this requirement will not be allowed to attend clinical**. The following CPR certification cards are acceptable:
1. Basic Cardiac Life Support (BCLS) FOR THE PROFESSIONAL RESCUER
  2. CPR Pro (ASHI) American Safety and Health Institute
  3. Health Care Provider (American Heart Association)
  4. Professional Rescuer/Health Care Provider (American Red Cross)
  5. Hocking College Course EM 1134 (ASHI)

### ADVANCED (Non-Traditional) COURSE CREDIT

- A. Transfer Credit – Academic credit earned in other institutions may be transferred to Hocking College if each of the following is accomplished:
1. For general education credit, the student provides the registrar with:
    - a. An official transcript mailed from the institution where the work was completed documenting a grade of D or higher in the course to be transferred.
    - b. A course description of each course to be transferred if not on the list of accepted courses.
  2. For technical credit the above information is provided to the appropriate Dean and the Admissions/Progression Committee along with the requested course outlines.
  3. Transfer credit nursing theory/clinical courses must be approved by the Admissions/Progression Committee and the Nursing Program Director/ Dean of the School of Health and Safety.
  4. PN2RN students will have transfer credit or Credit by Advanced Standing assigned after successful completion of all PN2RN courses and enrollment in RN Semester III.
- B. All course work will be reviewed upon entry or re-entry into the program by the Nursing

Program Director. Any course work determined to be outdated must be repeated.

**C. Students readmitted to the program are admitted under current policies and procedures at the time of readmission.**

D. Credit by Examination – A student may earn credit for some courses by passing all parts of a comprehensive examination covering the materials in that course if each of the following applies or has been done:

1. The course lends itself to such evaluation and has been approved for Credit by Exam by the Vice-President of Academic and Student Affairs.
2. The student either:
  - a. Exhibits advanced skills.
  - b. Has appropriate experience.
3. A special credit form is obtained from the Nursing Office after the requested \$10 fee is paid at the Cashier's Office.

Note: Students who have failed a course are not eligible for Credit by Exam in that course.

E. Credit by Advanced Standing – Advanced Standing may be granted if:

1. The Technology Dean has determined that the student has experience which warrants advanced standing.

**Advanced Credit Options**

Some students arrive with a wealth of experience and may be eligible to receive college credit for knowledge gained prior to arriving on campus. Prior Learning Credit Award Policy is in effect to ensure academic integrity and the long-term success of our students. Hocking College accepts the following valid certifications as evidence for granting Credit by Advance Standing credit for specific curriculum course(s) based on course outcomes alignment. Students seeking any other Prior Learning credit are required to register for GS 2200 Prior Learning Portfolio course and submit a comprehensive portfolio for review of relevant prior learning experiences. Hocking College recognizes valid and current CPR and First Aid certifications from the following organizations as *Credit By Advanced Standing* for meeting course objectives for EM 1134 CPR Professional/First Aid for Health Care Provider:

- American Heart Association
- American Red Cross
- American Safety and Health Institute (ASHI)

*Hocking College does not accept any CPR or First Aid cards that are obtained only online.*

2. Licensed Practical Nurses from other nursing programs will be granted credit by advanced standing for the school's NT and science courses after successful completion of all PN2RN courses and registration for RN Semester III.
  3. A special credit form is obtained from the Nursing Department and submitted to the technology Dean.
- F. LPNs seeking Advanced Placement will be admitted into the PN2RN semester and must successfully complete all PN2RN courses before progressing to RN Semester III admission list. The student should refer to this handbook for readmission policies if unsuccessful with any of the PN2RN courses and will be unable to proceed directly to the

next semester.

## ATTENDANCE

### A. Classroom Attendance:

#### ATTENDANCE POLICY

Students are expected to attend all classes to ensure academic success. Instructors will report attendance in each class using the following categories: Present, Absent, Absent Excused and Late. Attendance will be reported and/or updated each week by Sunday at midnight.

Failure to attend will result in the following:

Following the 15<sup>th</sup> calendar day of the semester, a student who has never attended a course(s) will be Administratively Dropped from the course(s). This is a requirement for federal Financial Aid reporting.

Further, students will be dropped from courses for which they fail to attend according to the following schedule:

#### 16 - week courses

Students are allowed 2 UNEXCUSED absences. If there is a 3<sup>rd</sup> UNEXCUSED absence, the student will be Administratively Dropped from the course(s). The student will NOT be able to re-register for that course for that semester and will be considered dropped from the program.

#### 8 - week and online courses

Students are allowed 1 UNEXCUSED absence. If there is a 2<sup>nd</sup> UNEXCUSED absence, the student will be Administratively Dropped from the course(s). The student will NOT be able to re-register for that course for that semester and will be considered dropped from the program.

Course Length	Administratively Dropped AFTER:
16 -week courses	2 unexcused absences
8-week and online courses	1 unexcused absence

Any student dropped from all courses due to non-attendance will be Administratively Withdrawn from the institution. The College is not responsible for the student's failure to follow the official withdraw policy.

If the student's intention is to not attend Hocking College, it is his/her responsibility to notify the Registrar's Office to officially withdraw from the institution.



Students will be responsible for tuition and fees according to the refund policy.

**Important notes:**

Any adjustments in a student's course registration may impact their financial aid and time to graduation. It is recommended that students speak with the Financial Aid Office and Academic Advisor.

Specialized courses offered as a module course(s) - less than 8-weeks - will not be administratively dropped or withdrawn according to this policy. The student is responsible to drop any module course(s) through the Registrar's Office.

Students are expected to attend All Hocking Learning Days.

Clinical Attendance:

Clinical Absences:

Absences should be reported to the designated facility or instructor prior to the scheduled experience. Information about how to do this will be provided at the beginning of each semester.

Absences which interfere with a student's ability to meet the established clinical objectives or clinical evaluation are cause for review and may result in a clinical failure.

Clinical absences must be made up. There are two scheduled make-up days for the RN program and one scheduled make up day for the PN program.

If a student misses more than the two days for the RN program or one day for the PN program, it will result in a clinical failure.

Required clinical hours must be completed by the end of the semester.

Make-up hours will be done at the discretion of the instructor, including the consideration of holidays and weekends.

Clinical tardiness should be reported to the designated facility or instructor prior to the scheduled experience. Information about how to do this will be provided at the beginning of each semester.

A student may not leave the assigned clinical facility without permission during assigned hours unless directed to do so by the clinical faculty for educational purposes (including beginning of assignment, lunch period, and end of assignment).

Each student is encouraged to keep a personal record of her/his clinical absences and arrivals/departures.

A student will **not** be allowed to attend clinical if he/she:

Has not completed forms required by the student's nursing program (e.g., physical exam).

Is not properly registered for classes. Registration for classes assures liability insurance coverage.

Is under suspension and/or under dismissal.

Is in ill health (mental or physical).

Is impaired through the use of drugs or alcohol. Random drug testing may be requested by nursing program/clinical faculty/clinical facility per request.

Does not have a current CPR card.

Does not have the results of the BCI and FBI background check before starting clinical.

Does not comply with turning in required clinical documentation by deadline date provided by the Clinical Placement Manager. Clinical facility sites may require submission of clinical documentation to their facilities 6 – 8 weeks prior to attending clinical rotation. It will be the responsibility of the student to remain current in all required health/clinical required

documentation. This especially applies to any out-of-sequence students who may be offered clinical placement on short notice/acceptance timeframes. If the student is out-of-sequence and is offered clinical placement for any semester and required clinical documentation is not current or complete, the student will forfeit the clinical placement opportunity.

The presence of a positive criminal background check record could jeopardize the student's eligibility for clinical placement. The results will be interpreted by the Nursing Program Director using the Ohio Board of Nursing revised code.

# **SOCIAL MEDIA USAGE AND MAINTAINING PRIVACY, CONFIDENTIALITY AND PROFESSIONALISM**

## **Introduction**

Student nurses have a responsibility to understand the benefits and consequences of participating in social media. Healthcare organizations and universities that utilize electronic and social media typically have policies in place to govern employee or student use of such media in the workplace. The policies often do not address the student nurses' use of social media outside of the workplace, or outside of the clinical setting. The student nurse may face potentially serious consequences for inappropriate use of social media.

## **Definitions**

Social media in this context is defined as web-based and mobile platforms for user-generated content that create interactive and highly accessible, and often public dialogues.

## **Types of Social Media**

Social media platforms may include (but are not limited to) the following:

- Blogging – Blogger, LiveJournal, Xanga
- Microblogging – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Podcasting - Blueberry
- Social networking – Bebo, Facebook, Google+, LinkedIn, Orkut, Instagram, SnapChat
- Social news sharing – Digg, Reddit
- Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosting – Vimeo, YouTube

## **Image of Nursing and Social Media**

As student nurses and student leaders, we maintain the awareness that we are contributing to the global image of nursing, as we are always representing the nursing profession through intended or unintended outcomes of our social media usage. Photographs, videos and any other digital media, should demonstrate individual professionalism and be consistent with Hocking College Nursing Mission and Values.

## **Privacy and Confidentiality**

Student nurses all carry the responsibility of adhering to privacy and confidentiality standards and should be familiar with the Health Insurance Portability and Accountability Act (HIPAA), including, but not limited to, the HIPAA Privacy Rule (45 CFR Part 160 and Subparts A and E of Part 164). HIPAA regulations protect patient privacy by establishing how individually identifiable information may be used, including any information relating to the physical or mental health of an individual, or any information that may be used to identify an individual.

Student nurses have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority, including, but not limited to, an instructor, staff person or dean.

### **Consequences of confidentiality/privacy breaches**

Students who are found to have participated in breaches of confidentiality/privacy will be held accountable and sanctions may be applied. Students who by acts of commission or omission to this policy will be referred to the Nursing Program Manager and the Dean, School of Health and Safety. Further referral to internal and external agencies will occur as determined by institutional policy and the Ohio Revised Code.

### **Examples of Confidentiality/Privacy Breach**

Inadvertently or intentionally breaching patient confidentiality/privacy can occur through a variety of situations and circumstances. Confidentiality or privacy may be breached by posting information through social media tools, for example: commenting on someone else's post that displays any information that may identify a patient; referring to patients or their care; or posting videos or photos of patients or anything that may identify a patient.

It is important to acknowledge that inappropriate social media behavior occurs. The following suggestions are intended to minimize the risks of using social media:

- Student nurses should be cognizant of the potential impact of each post made, with the understanding that patients, classmates, instructors, employers, and other personal or professional contacts may view an individual's online activity as a reflection of the individual's career as well as the nursing profession in general.
- Student nurses should stay informed about the privacy settings of the social media sites they utilize, as privacy settings often change.
  - For example, Facebook previously offered a privacy setting that restricted anyone (even friends) from viewing photos that you are tagged in. This was discontinued.
- Student nurses who utilize social networking sites should actively maintain an awareness of how their professionalism may be affected by friends' and peers' usage of the same sites.
  - For example, Jane posts photos from a weekend party and tags Dave in several of them. Dave immediately untags himself to maintain his professionalism. However, Jane has set her privacy settings for the photo album so that "friends of friends" may view them. Even though Dave is no longer tagged, all of Jane's friends—and everyone connected to each friend of Jane—can view photos of Dave that Jane uploaded.
- Student nurses who are elected/appointed officers should restrict their personal activity to family and friends, and maintain a second option for their "public face" for colleagues, classmates and peers while in office. This is also recommended for student nurses who want to maintain a separation of their personal lives from their professional lives.
- Student nurses should not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient's rights or privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.
- Student nurses should never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.

- Student nurses should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
- Student nurses should not make disparaging remarks about any college, university, or nursing program, clinical facility including the students, faculty members and staff.
- Student nurses should not post content or otherwise speak on behalf of any college, university, nursing program, or other student nurse association unless authorized to do so.
- Student nurses will not access a patient medical record that has been designated as "No Student."

### **Benefits of Social Media**

Social media allows student nurses to interact with colleagues when separated by geography or other factors. Student nurses can build on relationships and develop a professional presence online.

### **Examples of Benefiting from Social Media Use**

- Social media provides an outlet for professional networking, building new relationships and fostering existing relationships.
- Social media can be an excellent tool for exchanging knowledge among peers and classmates.
- New dialogues and the sharing of nursing or healthcare information, including research and best practices, can be more fluid through social media platforms.
- Social media use is an efficient way to bring nursing and healthcare issues to individuals who are not familiar with current nursing and healthcare trends.
- Social media presents an opportunity to fine tune one's online professional presence, while contributing to a continued positive image of the nursing profession.

### **References/Resources**

American Nurses Association (2011). Navigating the World of Social Media.

<http://bit.ly/tkVRri7>

American Nurses Association (2011). 6 Tips for Nurses Using Social Media

<http://bit.ly/HlvIVo>

American Nurses Association (2011). Principles for Social Networking and the Nurse

<http://ana.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards>

[/ANAPrinciples.aspx](http://ana.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards/ANAPrinciples.aspx)

National Council State Boards of Nursing (NCSBN) (2011). White Paper: A Nurses Guide to the Use of Social Media

[https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf)

# GRADING

## GRADING – PN STUDENTS

### A. Grades

1. All Nursing courses are Outcome Based.
2. All Nursing Theory courses will receive a letter grade.

The grading scale for the **PN Nursing Technology** is as follows:

Hocking College grade scale to be used for all courses.

93% - 100% = A	73% - 76% = C
90% - 92% = A-	70% - 72% = C-
87% - 89% = B+	68% - 69% = D+
83% - 86% = B	66% - 67% = D
80% - 82% = B-	65% = D-
77% - 79% = C+	0% - 64% = F

### The Nursing Program grade scale for all Practical Nursing (NT) courses:

A final course grade of 80% (or higher) is required to be successful in a Practical Nursing (NT) course. This is equivalent to a B- (or higher) on the College's grading scale.

A final grade equal to (or below) a 79% in a Practical Nursing (NT) course is not a passing grade for the course, even though on the College's grading scale a 79% is a C+. There is no rounding of final grades. For example, a grade of 79.99% does not round up.

To clarify: A 79%, although a C+ on the College's grading scale, is not a passing grade for Practical Nursing (NT) courses. Therefore, the student will not progress to the next semester or completion of the program.

*Using all of the preceding factors, students should constantly be aware of their potential final grade in the course. Students should discuss their progress with their instructor*

3. Students who earn passing grades in theory, clinical and all required nursing and general courses assigned to a particular semester will be eligible to progress to the next semester.
4. Each student should keep a personal record of all grades received. Grades will be posted on Moodle, but the final course grade is on Self Service.

### B. If a student withdraws from a course that has already been failed, it will count as a failing grade for the purpose of reentry.

1. Any student who withdraws from the school must do each of the following:
  - a. Meet with their faculty academic advisor
  - b. Meet with the Nursing Program Manager or Associate Dean, School of Health and Safety.

- c. Submit a school withdrawal form through the Registrar's office.  
**Note:** Students who do not complete the formal withdrawal process may receive a grade of **F** or **U** in each of their courses.

- C. Incomplete grades not rectified within one half of the next semester will be changed to **F** or **U** on the student's transcript. Responsibility for completion of a course and initiating change of an incomplete grade remains with the student.
- D. All drops/withdrawals must be done by the designated date. Late drops/withdrawals must be approved by the Vice President of Academic Affairs and Workforce Development. Special consideration may be given if there are extenuating circumstances, but late drops/withdrawals are not to be used to avoid getting a failing grade.

## **GRADING –PN2RN AND RN STUDENTS**

### A. Grades

1. All Nursing courses are Outcome Based.
2. All Nursing Theory courses will receive a letter grade.

The grading scale for the **PN2RN** and **RN Nursing Technology** is as follows:

Hocking College grade scale to be used for all courses.

93% - 100% = A	73% - 76% = C
90% - 92% = A-	70% - 72% = C-
87% - 89% = B+	68% - 69% = D+
83% - 86% = B	66% - 67% = D
80% - 82% = B-	65% = D-
77% - 79% = C+	0% - 64% = F

The Nursing Program grade scale for PN2RN and Registered Nursing (NT) courses:

A final course grade of 80% (or higher) is required to be successful in a Registered Nursing (NT) course. This is equivalent to a B- (or higher) on the College's grading scale.

A final grade equal to (or below) a 79% in a PN2RN or Registered Nursing (NT) course is not a passing grade for the course, even though on the College's grading scale a 79% is a C+. There is no rounding of final grades. For example, a grade of 79.99% does not round up.

To clarify: A 79%, although a C+ on the College's grading scale, is not a passing grade for Registered Nursing (NT) courses. Therefore, the student will not progress to the next semester or completion of the program.

*Using all of the preceding factors, students should constantly be aware of their potential final grade in the course. Students should discuss their progress with their instructor*

1. Students who earn passing grades in theory, clinical and all required nursing and general courses assigned to a particular semester will be eligible to progress to the next semester.
  2. Each student should keep a personal record of all grades received. Grades will be posted on Moodle, but the final course grade is on Web Advisor.
- B. If a student withdraws from a course that has already been failed, it will count as a failing grade for the purpose of reentry.
1. Any student who withdraws from the school must do each of the following:
    - a. Meet with their faculty academic advisor
    - b. Meet with the Nursing Program Manager, or the Associate Dean of Health and Safety.
    - c. Submit a school withdrawal form through the Registrar's office.

**Note:** Students who do not complete the formal withdrawal process may receive a grade of **F** or **U** in each of their courses.
- C. Incomplete grades not rectified within one half of the next semester will be changed to **F** or **U** on the student's transcript. Responsibility for completion of a course and initiating change of an incomplete grade remains with the student.
- D. All drops/withdrawals must be done by the designated date. Late drops/withdrawals must be approved by the Vice President of Academic Affairs and Workforce Development. Special consideration may be given if there are extenuating circumstances, but late drops/withdrawals are not to be used to avoid receiving a failing grade.

## **READMISSION FOR OUT-OF-SEQUENCE STUDENTS**

### Guidelines:

- Out-of-sequence students must complete and submit a "Readmission to Clinical" form to the Clinical Placement Manager. These forms are available in the Nursing Office (DVD 217). "Readmission to Clinical" forms are dated the last Friday of the current semester.
- It is the responsibility of the student to complete and submit a "Readmission to Clinical" form if the previous form has expired (expires one year from date of application).
- When an out-of-sequence student is offered a clinical spot, the offer is based on the available clinical site location.
- If a student is offered a clinical spot and does not accept/attend, he or she will be removed from the out-of-sequence list.
- Out-of-sequence students are not guaranteed automatic re-entry into the next semester.
- If the student submits the application after the term ends, then the date of application will be the date the student submits the form.
- The student must meet with the clinical placement manager.

Sequencing: Students will be rank-ordered for readmission using the last day of the term and cumulative GPA.

All file completion and clinical rotation requirements must be current. (Please see file completion requirements above). If file completion requirements and clinical rotation required health documentation have expired and need to be updated, this will affect the student's application date and eligibility to accept course/clinical placement opportunity.



FBI/BCI background checks expire after one year. Additional background checks may be required per contractual agreement and will be at the student's expense. Background checks must be current for all students.

# **ACADEMIC STANDARDS**

## NURSING DEPARTMENT POLICY REGARDING HONESTY

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill “Maintains a Code of Ethics.” All work is assumed to be a student’s own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that the student will be honest in all endeavors related to the completion of this course, just as students must be in all activities at work.

The definition of academic misconduct provided in the *Student Code of Conduct* applies to this course and all other courses that students are taking at the College. It is a Code I Offense:

**Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one’s own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:

- A. Permitting another student to plagiarize or cheat from your work,
- B. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
- C. Improperly acquiring knowledge of the contents of an exam,
- D. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
- E. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
- F. Obtaining academic material through stealing or other unauthorized means,
- G. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will be held accountable as described by the academic school policy in addition to the Hocking College student code of conduct. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. The Office of Student Rights, Responsibilities and Judicial Affairs will conduct a judicial proceeding with the accused student, resulting in a finding of “In Violation” or “Not in Violation” of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future *judicial consequences*, in demonstrating a pattern of behavior on the part of the student.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Student Rights, Responsibilities and Judicial Affairs or by referring to the *Student Code of Conduct* found on the Hocking College website ([www.hocking.edu](http://www.hocking.edu)).

## **STUDENT CONDUCT WHILE PROVIDING NURSING CARE**

Standards for Safe Nursing Care/Student Conduct Policy

Policy Department: Nursing

Policy Number: 11:00

Issue Date: 11/28/2017

Revised date (s):

Board Resolution:

Policy Documents (s): Standards for Safe Nursing Care/Student Conduct Policy for Nursing Program

Policy Statement: The following guidelines are to be followed in accordance with safe nursing care set forth in Chapter 4723-5 OAC (Rule 4723-5-12), Ohio Revised Code, and the rules of Chapter 4723, Ohio Administrative Code.

- (1) A student shall, in complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing care to a patient the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723-01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723.20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse

(10) A student shall not misappropriate a patient's property or;

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships or;

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct during the course of practice that may be reasonably interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the

following:

(a) Sexual contact, as defined in Section 2907.01 of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid, prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule 1 controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances;

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

(17) A student shall not assault or cause harm to a patient or deprive the patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation of material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board

(24) A student shall maintain the confidentiality of patient information. The student shall

communicate patient information with other members of the health care team of health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise filling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11), and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical duties.

## **NURSING ACADEMIC PROBATION/DISMISSAL**

### **PN/RN**

Students who do not receive a passing score in theory or clinical/lab will be eligible to repeat the courses on a space available basis.

Any nursing course may be repeated three times (enrolled in the course three times). If the student fails the course three times, the student will be permanently dismissed from the program. Withdrawal from the nursing program does not count as an attempt.

Medical exceptions and extenuating circumstances may apply and in such a circumstance, review and decision will be by the Nursing Program Manager and the Dean of the School of Health and Safety.

### **SUSPENSION FROM THE NURSING PROGRAM**

- A. The Nursing Program Manager may recommend suspension or dismissal.
- B. All recommendations for suspension or dismissal along with copies of the necessary records are reviewed by the Nursing Program Manager, Dean of the School of Health and Safety and forwarded to the Vice President of Academic Affairs and Workforce Development for action.
- C. A student may be recommended for suspension or dismissal for any of the following:
  - a. Does not comply with policies, rules, or regulations of the college department, or cooperating clinical agency.
  - b. Acts in a manner that jeopardizes the safety or health of the student or others.
- D. A probation period and/or suspension period need not necessarily precede any recommendation for dismissal.

- E. Through our contractual agreements, cooperating clinical facilities reserve the right to require withdrawal from the clinical facility of any student whose actions may have detrimental effects on either patients or personnel.

## **PROBATION AND ACADEMIC DISMISSAL FROM HOCKING COLLEGE**

### **Academic Probation:**

Satisfactory academic progress is maintained by meeting or exceeding the levels indicated in the table below. Academic Probation is determined by comparing the student's cumulative grade point average with the total registered credit hours. **The minimum GPA required in the nursing programs is 2.0.**

<u>Cumulative Credit Hours</u>	<u>1-16</u>	<u>17-31</u>	<u>32-52</u>	<u>53+</u>
Minimum Cumulative GPA	1.5	1.8	1.9	2.0

- Students who fail to meet the standards will be placed on Academic Probation.
- Students will be required to meet with their nursing program Academic Advisor and develop a 16-week academic plan for the semester to achieve the 2.25 GPA requirement. The student must meet with their nursing program Academic Advisor every two weeks during the semester.
- Students will continue on Academic Probation until the cumulative grade point average reaches the appropriate level for the cumulative credit hours as shown in the table above.
- Students will continue on Academic Probation by maintaining a grade point average of at least a 2.25 during the term of Academic Probation.
- Students may be removed from Academic Probation only by meeting or exceeding the appropriate cumulative grade point average indicated in the standards above.

### **Academic Suspension**

- Students on Academic Probation who do not show academic progress (2.25 GPA for term) will be placed on Academic Suspension.
- Students on Academic Suspension are suspended for at least 2 semesters.

### **Reapplying to Hocking College after Academic Suspension**

Students seeking re-admission to Hocking College after being academically suspended must:

- Submit a new admissions application.
- Participate in a hearing to determine academic readiness to return.

If re-admission is granted, students are re-admitted on Academic Probation and must meet the academic goals presented in re-admission process.

### **GRADUATION REQUIREMENT: GPA**



To graduate, a student must achieve a **2.0 cumulative grade point average** in her/his technical courses. It is recommended that a student check her/his cumulative average in technical courses every semester. Check *The Hocking College Catalog* or contact your faculty advisor for assistance in computing your cumulative grade point average.

# **CLINICAL GUIDELINES**

## UNIFORM DRESS CODE

Student's grooming and apparel while in the clinical area must take into consideration asepsis, safety for the student and patients, and must be appropriate to the health care setting where assigned and in accordance with the clinical facility policy. The Clinical Placement Manager will be the final decision-maker.

Nursing Uniforms (2) and one (1) pair of shoes will be provided to the student. Students will be provided with specific information on how to be fitted for the nursing uniforms and shoes during Clinical Orientation by the Clinical Placement Manager. Students will receive your uniforms and shoes on the first day of class and will be required to sign an acknowledgement form receiving the uniforms and shoes. It is recommended that students follow the directions for laundering from the company to ensure that the uniform stays in quality condition.

### A. Apparel:

1. Laboratory experiences – students will wear the same Hocking College uniform that is worn in clinical and will be evaluated in lab as they would be in clinical.
2. Clinical experiences – The Hocking College uniform is worn at most clinical experiences. Some sites require alternative attire. Students will be informed of the requirements for specific sites when they vary from the standard uniform.
3. Uniforms must be:
  - a. Laundered and wrinkle free.
  - b. In good repair.
  - c. Pants must come to the top of the shoe but **may not drag the floor**.
  - d. Skirts must be at least knee-length but **may not drag the floor**.
  - e. Undergarments must be worn and of an inconspicuous color. Undergarments should not be visible at any time during the clinical experience.
4. Shoes must be:
  - a. Solid black, gray or white.
  - b. Clean and in good repair.
  - c. Safe and sturdy. Enclosed toes and heels.
  - d. Fluid resistant, including mesh. Leather recommended.
  - e. In accordance with the institution policy.
5. Hose/socks must:
  - a. Follow clinical facility policy.
  - b. Be inconspicuous in color and design.
  - c. Provide for safety and medical asepsis.
6. Name tags must be appropriately displayed when uniform is worn. Students will receive a form to complete for their ID. Your ID must consist of the student's legal first name and first letter of their last name. The form should be taken to the ID machine located in JL 1<sup>st</sup> floor to receive the student's nursing name badge. The first nursing name badge is free. Students will be provided with a (WHITE) nursing name badge holder for the Student ID.
7. Jewelry – the only jewelry permitted during clinical experience is:
  - a. A watch with a second hand.
  - b. A plain wedding band (nothing elevated allowed)
  - c. Small posts or small hoops in pierced ears or per policy of the facility and no more than two earrings per ear. Bars are not considered posts.
  - d. Religious insignias, if worn out of sight.

- e. No visible facial/tongue piercings allowed.
  - f. Visible tattoos should be covered and comply with clinical facility policies.
  - 8. Optional Hocking College clinical jackets may be worn in the clinical setting in designated areas but should not be worn outside the clinical facility.
  - 9. Clinical jackets may not be worn during direct patient care.
  - 10. All students must have the following supplies in the clinical area:
    - a. Each student must have a watch with a second hand which allows for safe, effective nursing care. For this reason, watches which have texting, data collection, or photography capabilities are unacceptable.
    - b. Stethoscope.
    - c. Pen light, if required by instructor.
  - 11. Students may bring other patient care supplies which follow these rules:
    - a. Those which are permitted by the clinical facility.
    - b. Those which can be disinfected or are disposable.
    - c. Examples include bandage scissors, ink pens, tape measures.
- B. Grooming:
- 1. Maintenance of good personal hygiene (bathing, mouth care and prevention of body odor) must be maintained.
  - 2. Cosmetics (makeup, cologne, after-shave, and hair coloring) must be used with discretion.
  - 3. Fingernails must be clean, neat and reasonable in length (not visible when looking at palms). Nail polish is not allowed. **Artificial nails (gel or acrylic) are not permitted.**
  - 4. Hair must be clean and neat:
    - a. Should be kept off the face and shoulders. Students must use appropriate discretion in regard to patient population and medical asepsis when choosing hair barrettes or holders.
    - b. Style and color should not be extreme. Hair color and highlighting must be a natural human hair color.
    - c. Facial hair must be trimmed and neat.
- C. Student must abide by the clinical dress requirements of their clinical rotation (for example; OB units and mental health units may have specific guidelines that must be followed).

## **MAINTENANCE OF GOOD HEALTH**

### **Hawks Center for Well-Being (HCWB)**

- A. Student's health problems are her/his responsibility (financial or other). Neither the College nor the cooperating agencies will assume responsibility for:
- 1. Emergency care.
  - 2. Treatment.
  - 3. Hospitalization.
  - 4. Lab work.
  - 5. Follow-up care after a needle stick or biohazard contamination.
- B. **A physical exam is required every three years.**  
 Even if immunizations are up to date you, students will be required to have a new physical if it has expired. Expenses for these immunizations and physical are included in the course

fees. The physical examination and immunizations will be done at the Hawks Center for Well-Being (HCWB).

**The following immunizations or positive titers showing immunity are required:**

- MMR (series of two).
- TB is required yearly (this cannot be read by the instructor or anyone in the Hocking College nursing office). If this is the student's first TB testing, the two-step test is required or if it has been more than one year since the last TB test.
- TST or PPD - Those responding positively to a TST/PPD must have a negative chest x-ray prior to giving patient care. Chest x-rays need to be repeated every two years unless symptoms of tuberculosis develop. Students will not be eligible to attend the first day of classes without submitting a completed physical form.
- Hepatitis B Vaccine (series of three) given over six (6) months.
- Tdap (required every ten years)
- Varicella - (indicating that a student has had chicken pox is not acceptable.) (Vaccination series of two required).
- FLU SHOT IS REQUIRED DURING FLU SEASON FOR ALL CLINICAL STUDENTS (the ONLY acceptable excuse for not having a flu shot is documentation from the student's physician or primary care practitioner indicating that the student is allergic to this type of immunization.)

- C. It is the responsibility of the student to keep their immunizations current. Additional immunizations may be required by individual facilities or when the CDC recommends seasonal immunizations due to infectious diseases.
- D. All students are required to report to Hawks Center for Well-Being (HCWB) for the urine drug screen. Other locations are not acceptable. All cost for testing is included in the course fees. **Annual drug screen testing is a nursing program requirement and clinical facility policy.**

Students of the nursing program are required to have a negative urine drug screen prior to attending the first day of classes and periodically during the program at the discretion of the faculty. Students will **forfeit** their clinical/theory seat for any of the following reasons:

- A positive urine drug screen for drugs not medically prescribed for them.
- If they have an adulterated result.
- If they refuse to take the test. (NOTE: An adulterated test or refused test result will be presumed a failed test.
- 

Students testing positive will be administratively withdrawn from the current semester and will be responsible for the financial consequences resulting from the administrative withdrawal process. The student is eligible to reapply for admission after one calendar year. If a second positive and/or adulterated drug screen occurs, the student will not be permitted to reapply to the Hocking College Nursing Program.

Students already in the clinical/theory sequence may be required to submit to a random drug screen at the discretion of the faculty. Upon notification, students will have a specified amount of time to present to Hawks Center for Well-Being (HCWB) for collection of the sample. In addition, any nursing instructor may request a urine drug screen given a reasonable cause.

“Reasonable cause” exists when a student exhibits behavior that suggests impairment from drug use or when clinical performance or safety is affected. Students will **forfeit** their clinical/theory seat for any of the following reasons:

- A positive urine drug screen for drugs not medically prescribed for them.
- If they have an adulterated result.
- If they refuse to take the test. (NOTE: An adulterated test or refused test result will be presumed a failed test.
- 

Students testing positive will be administratively withdrawn from the current semester and will be responsible for the financial consequences resulting from the administrative withdrawal process. The student is eligible to reapply for admission after one calendar year. If a second positive and/or adulterated drug screen occurs, the student will not be permitted to reapply to the Hocking College Nursing Program.

E. Illness/injury/sudden disability:

1. During clinical hours, illness or injury must be reported at once to the clinical instructor. The clinical instructor is required to report an injury immediately to the Nursing Program Manager and complete a Hocking College Incident Form. Follow-up with the student is **required** in order for the student to return to clinical rotation without restrictions.
2. At least one business day prior to returning to the clinical area following an illness/injury, a student must be cleared through the clinical instructor or Clinical Placement Manager.
3. The faculty reserves the right to require a health care provider’s written statement concerning the student’s ability to return to clinical/lab. The health care provider statement must state that the student can participate in all clinical activities without lifting restrictions.
4. The faculty reserves the right to request a mental and/or physical exam (including drug and alcohol screening) to determine the student’s capability to remain in class and/or clinical. The Nursing Program Manager reserves the right to determine whether clinical competencies can be met with given restrictions.
5. The faculty reserves the right to send a student home from clinical at their discretion when the student is too ill to function safely. Situations include: fever, vomiting, diarrhea, pain, inability to stay awake, mental distress, or other similar health-related problems.
6. Pregnancy is considered a state of wellness. Pregnant students who are not experiencing complications during the course of their pregnancy do not need a health care provider’s statement to participate in clinical. Pregnant students who have complications must have written permission from their health care provider to participate in clinical without restrictions. Students who are pregnant are encouraged to notify their clinical instructor.
7. Health related conditions that may result in temporary limitations in the student’s ability to safely function in a clinical situation will require a note from the student’s health care provider. The note should state that the student may return to clinical without restrictions. Situations requiring additional documentation include (but are not limited to): physical injury, hospitalization, casts, splints, and back injuries, injuries that interfere with lifting, contagious disease, or other similar health-related conditions. Clinical instructors or the Nursing Program Manager may request documentation. Note some facilities may not allow a student to return to clinical with casts or splints.

Hocking College is contractually required to follow the specific guidelines of each facility.

### **STUDENT HEALTH INSURANCE/COVERAGE**

Hocking College insurance does not cover a student in case of an accident or illness. Students are responsible for providing their own health and accident insurance.

### **STUDENT LIABILITY INSURANCE**

The college covers students with liability insurance per contractual agreement with various clinical facilities.

### **GRADING POLICY FOR CLINICAL ATTENDANCE**

Arriving late or leaving early are both attendance issues.

#### **A. Arrival:**

**No Call/No Show:** Did not come to clinical, did not call in.

Accountability: **0 (zero)**

Arrival/Departure: **U**

Grade for the day: **U**(Unsatisfactory day)

#### **Called in before the start of clinical but after the call-in time, did not attend clinical:**

Some clinical have a stated required call-in time. In this situation, the student calls in but after the required call-in time (but before the start of clinical) and does not attend clinical that day.

Arrival/Departure: **U**

Counted as an absence

#### **Called in after the start of clinical, did not attend clinical:**

Called in late and did not come to clinical.

Arrival/Departure: **U**

Counted as an absence

**Called in after the start of clinical, tardy:** called in late but **did** arrive at clinical within one hour.

Arrival/Departure: **U**

**Tardy:** shows up after the start time for clinical.

Arrival/Departure: **U**

#### **B. Early Departure:** left before the end of the clinical day. Arrival/Departure: **U**

#### **C. Arriving Late or Early Departure**

1. If the student misses one (1) hour or less, the objectives to make up the time will be decided upon between the student and the instructor.

2. If the student misses one (1) to three (3) hours of the clinical day, the student must make up half of a clinical day.
3. If the hours missed total more than three (3) hours, the student must make up one (1) clinical day.

### **ADVERSE WEATHER CONDITIONS/CLINICAL CANCELLATION:**

#### **A. If Hocking College announces that classes are cancelled at the College:**

1. Clinical sessions at sites other than the College are expected to meet and follow their usual schedule, unless
  - the faculty member is unable to get to the clinical site or
  - there is a Level 3 road conditions warning in the county in which the clinical site resides.

In these cases, the faculty member will contact his/her unit administrator to cancel or delay clinical.

2. Whether Hocking College announces that the classes are cancelled or not, students and faculty are reminded to make individual determinations as to the safety of travel.
3. Clinical instructors, after personally assessing road conditions, may call a one-hour delay in the start of clinical. Students should be notified using the calling tree and the clinical units must be notified. The time missed must be made up during the semester.
4. Clinical instructors who personally assess road conditions and feel they are unsafe may call the Nursing Program Manager regarding action.
5. If a clinical is cancelled due to adverse weather, a determination will be made based upon the amount of clinical time that has been missed, as to whether the time needs to be made up in order to meet program outcomes in accordance with Ohio Board of Nursing regulations.
6. Any change of schedule or cancellation of Hocking College on campus classes will be posted on the website ([www.hocking.edu](http://www.hocking.edu)) and announced on one of these radio or television stations (the stations will be notified by at least 7 AM). **STUDENTS SHOULD NOT CALL THE COLLEGE SWITCHBOARD.**

#### **Radio Stations:**

Nelsonville – WAIS 770 AM, WAIS 89.1 FM, WSEO 107.7 FM

Athens – WATH 970 AM, WXTO 105.5 FM, WOUB 91.3 FM, WJKW 95.9 FM

Logan – WLGN 98.3 FM, WLGN 1510 AM

Lancaster – WHOK 95.5 FM, WLVQ

Chillicothe – WBEX 93.3 FM, WBEX 1490 AM, WCOR 90.1 FM, WKKJ 94.3

Columbus – WNCI 97.9, WCOL 92.3 FM, NFJX 105.7 FM, WTVN 610 AM, WFII

New Lexington – WWJM 105.9 FM

Gallipolis – WRYV 101.5 FM,

Middleport – WMPO 92.1 FM, WMPO 1390 AM

Jackson – WKOV 96.7 FM

Parkersburg – WXIL 95.1 FM

Zanesville – WCVZ 92.7 FM

#### **Television:**

Columbus – WBNS TV 10, WSYX 6, WCMH TV 4



Zanesville – WHIZ

**WEB:**

[www.hocking.edu](http://www.hocking.edu)

[www.WXTQ.com](http://www.WXTQ.com)

7. Community Notification System – NIXLE

The NIXLE Notification System allows for improved communication with students, employees and family members of our campus community. Through NIXLE, Hocking delivers messages securely via e-mail and cell phone, supporting and expanding community outreach efforts. The system provides a quick, efficient, and secure way to get neighborhood-level information out to community members who subscribe to the system.

Anyone can register for NIXLE at **nixle.com/** No spam or advertising is associated with NIXLE Municipal Wire messages. The system is available at no cost. However, standard text message rates apply for subscribers who do not have text plans with their cell phone providers. If students wish to subscribe to NIXLE, please check with a faculty member for instructions.

## INFORMATION ABOUT CLINICALS

### EVALUATION

- A. Nursing Clinical/Lab experience courses are a part of theory.
1. **To successfully complete the theory/skills lab/clinical courses, the student must pass all three components.** If the student is unsuccessful in any of the course components, the student will receive a failing grade for the semester. If a student is repeating a semester, all course components must be repeated together.
  2. Clinical and skills lab will be graded satisfactory or unsatisfactory. **(S/U).**
  3. Each student will be evaluated in writing at mid-term and at the end of the semester.
- B. Clinical experience is considered to be a very important segment of the nursing program. Therefore, students are required to attend all assigned clinical days. **There will be two make-up days for the RN Program and one make up day in the PN Program at the end of the semester.** Make-up days compensate for both student and/or instructor absences due to unforeseen circumstances such as illness.
1. Students who miss a clinical day will be required to attend the clinical make-up day(s).
  2. Make-up days may not be used to extend a student's time to meet clinical objectives. **Unsatisfactory clinical days cannot be made up.**
  3. **No Call/No Show** days are unsatisfactory. The clinical time **must** be made up, but the unsatisfactory grade is not changed.
- C. In order to receive a satisfactory (S) grade for clinical, the student must:
1. Meet the abilities of the course on a daily basis:
    - (a) A score is recorded for each ability that is evaluated during the day.
    - (b) The score for the abilities are averaged on a daily basis.
    - (c) A satisfactory day is recorded if the average score for the day is 2.0 or

above. There is no rounding of clinical grades.

(d) An unsatisfactory day is recorded if the average score is below 2.0.

(e) A student who earns three unsatisfactory days during the semester will receive an unsatisfactory grade for the clinical course.

2. Consistently meet each ability throughout the clinical. Clinical scores are averaged both vertically and horizontally. Daily scores are averaged vertically. Mid-term and final scores are averaged horizontally. A student will be a clinical failure if the average of the scores for a horizontal category is below 2.0 at the end of the clinical. There is no rounding of clinical grades.

3. Demonstrate competence in pharmacology mathematics.

D. Nursing lab and the clinical experience are interlocked.

**Note:** Any incidences of unprofessional behavior (including cheating) will result in an additional U for the week and will be reported to the Judiciary Committee.

1. See Course outlines.

2. An unsatisfactory lab grade may be appealed only on the day it occurs by requesting an "instant review." The lab instructors for the session will review the performance and make a decision as to S or U. The student is responsible for initiating the review in a professional manner.

## **CLINICAL ASSIGNMENTS**

1. The Clinical Placement Manager makes clinical assignments for each semester of the program.
2. Once clinical assignments are made, they WILL NOT be changed due to the early mandatory requirements of our clinical facilities. (please do not email a friend to change sites or the clinical placement manager, sites will not be changed)
3. Clinical facilities are within a 75-100 mile radius from the college. Although an attempt is made to keep driving to a minimum, there will be occasions when students will be asked to drive to a clinical location that is not close to their home. Liability for driving rests with the student.
4. Approximately equal numbers of students will be assigned to each clinical area.
5. Clinical assignments may include weekend/evening hours.
6. Facilities have mandatory training requirements for students. (e.g. computer training, etc.) Absence for this required training or for clinical orientation will jeopardize the student's clinical position.
7. At the end of the semester, if there is a decrease in the number of students progressing to the next semester, reassignments to clinical will be made. Students will be notified by telephone, email or mail prior to the beginning of the next semester.
8. Out of sequence students will be offered clinical spots that are vacant but will not have a choice.
9. Students who fail a course can submit a Readmission to Clinical form on the last day of the term.

**Out of sequence students are not guaranteed automatic re-entry into the next semester.**

## COLLEGE AND AFFILIATING AGENCY GUIDELINES

Professional conduct is expected of each nursing student. Guidelines regarding behavior including offenses and sanctions can be found under the “Student Code of Conduct” on the Hocking College website ([www.hocking.edu](http://www.hocking.edu)). Each student is responsible for reading, understanding and abiding by this information.

Some additional guidelines for professional conduct for nursing students include:

- A. Maintaining patient confidentiality. (i.e. not taking data containing identifiable patient information from the clinical facility). Student nurses will not access a patient medical record that is identified as **“No Students.”**
- B. Adhering to safety rules.
- C. Being on affiliating agency premises only at authorized times arranged by instructor.
- D. Remaining at the clinical facility until the conclusion of the clinical day (including lunch).
- E. Turning off (silencing) cell phones/electronic devices during class and clinical. Cell phones are not allowed during clinical rotation and facility policies regarding cell phone use will be
- F. enforced by clinical faculty. Exceptions may be made by clinical faculty and facility.

If an offense has occurred, the student will be counseled in a private conference with the instructor and Nursing Program Manager. The conference will be recorded and the student asked to sign a statement indicating that the offense and action being taken have been discussed with the student. Serious offenses will be referred to judiciaries.

The faculty retains the right to immediately remove from the clinical area any student deemed unsafe or unsuitable for the assigned experience. A conference with the student, instructor, and team leader regarding the situation shall be held and further action determined.

If the student does not agree with the decision or action, he/she may request that the matter be reviewed by the Nursing Program Manager, the Dean of the School of Health and Safety. Further appeal can be requested using the chain of command.

# **NEARING GRADUATION**

## **SIMULATED STATE BOARD EXAMS**

- A. Simulated state board exam (HESI) are given during Semester III for the PN program and Semester IV for the RN program to:
1. Identify students' areas of strengths and weaknesses for preparing to take the NCLEX. The examinations correlate very closely with state board results.
  2. Help faculty evaluate curriculum.
- B. PN Students –
- A simulated state board exam (HESI) will be given to PN students during the third semester. The cost of the exam is included in the lab fee. The exam is required for completion of the semester.
1. Failure to take the exam will result in a failing grade being recorded for the nursing theory course NT 1020 (PN Care of Diverse Patients).
  2. A score of 800 or above must be obtained to pass the exam. Students unsuccessful on the exam will be required to submit a receipt showing purchase of a NCLEX review course.
  3. The student must submit the receipt by the last day of the semester to the instructor. Failure to submit the receipt by the end of the semester will result in a score of “incomplete” for the course, delaying graduation by a full semester.
  4. Once the student has submitted the receipt for the review course, program completion confirmation will be sent to the OBN (Ohio Board of Nursing).
- C. RN Students –
- A simulated state board exam will be given to RN students during the fourth semester. The cost of the exam is included in the lab fee. The exam is required for completion of the semester. Failure to take the exam will result in a failing grade being recorded for the nursing theory course NT 2020 (Nursing Care of Patients with Complex Health Alterations).
1. A score of 850 or above must be obtained to pass the exam. Students unsuccessful on the exam will be required to submit a receipt showing purchase of a NCLEX review course.
  2. The student must submit the receipt by the last day of the semester to the instructor. Failure to submit the receipt by the end of the semester will result in a score of “incomplete” for the course, delaying graduation by a full semester.

## **LICENSURE APPLICATION AND LEGAL CONSIDERATIONS**

Nursing program graduates are eligible to apply for the NCLEX examination. However, graduates should be aware that the Ohio Board of Nursing may deny, suspend, or revoke a certificate of license. All applicants for licensure as an LPN or RN in Ohio are asked to respond to a number of statements on the application for admission to the examination. Applicants will be asked to indicate whether they have or have not been found guilty of, entered a plea of guilty to, or entered a plea of no contest to the following:

- A misdemeanor committed in the course of practice;
- Any misdemeanor resulting from or related to the use of drugs or alcohol;
- Assaulting or causing harm to a patient or depriving a patient of the means to summon assistance;
- Obtaining or attempting to obtain money or anything of value by

intentional misrepresentation or material deception in the course of practice;

- Selling, giving away, or administering drugs for other than legal and legitimate therapeutic purposes; or
- A violation of any municipal, state, county or federal narcotics law; any felony or any crime involving gross immorality or moral turpitude.

If a graduate feels that they must answer “yes” to one or more of these, they should arrange for a conference with the Nursing Program Manager.

## **CEREMONIES /CELEBRATIONS/GRADUATION**

### **A. Pinning/Graduation**

- Students who complete the PN and RN programs will have a Nursing Program pinning ceremony at the end of the semester.
- All students are expected to participate in the College graduation at the end of each term.
- The student will be responsible to ensure the correct legal name and spelling as it appears on the Hocking College application and student records is provided to faculty for the Pinning/Graduation ceremony. Additionally, this will be the name that will appear on the student’s Completion Letter that will be sent to the Ohio Board of Nursing. Incorrect names and/or spelling will require a new Completion Letter to be sent to the Ohio Board of Nursing and will delay NCLEX testing.

## **GRADUATION APPLICATION**

- A. Students should apply for graduation during the final semester of their program. See the college academic calendar for exact dates.
- B. Students are responsible for ensuring that their name submitted on the Hocking College Application is the same legal name appearing on their graduation application, on the Hocking College Transcript and on their program completion letter.

## **POST-GRADUATION FOLLOW-UP**

All graduates will receive a post-graduation survey. Receiving feedback from recent graduates is one important way for Hocking College to keep its programs relevant, vital, and accredited. Please help by keeping the College informed about all contact information and responding to the survey when it is sent. Surveys may be online.

**This information is essential to complete reports to federal and state governmental agencies. Future funding and accreditation of the nursing**

**programs may depend on the availability of this data.**

Graduates should inform the nursing department of their first employment as a nurse. The program likes to keep in touch with its Alumni for guest speaking and potential Advisory Board Members. Please let the program know about your success stories while building. Existing students in the nursing program find them encouraging throughout their journey to achieving their goals and like to hear about the various possibilities that exist as a future nurse.

## **PLACEMENT**

The process of career development begins with the student's initial inquiry about Hocking College and continues beyond graduation. Whether you're a current student looking for an internship, a new graduate looking for your first professional job or an alumni looking for a new opportunity, Career Services can help.

Career Resources:

The Career Center is here to help you get the career you want WHILE you get the degree you need. Their goals are to help you to leave college with multiple job offers prior to graduation and a financial plan to become financially independent.

By leveraging cutting-edge Artificial Intelligence (AI) to allow all students to get personal, on-demand feedback on things like resumes, interview skills, LinkedIn profiles and elevator pitches, giving students a HUGE career advantage.

Our technology resources are listed below. Do NOT miss out on your opportunity to leave here with multiple job offers and a plan for financial independence. Let us help you get there!

Aptitude and Skill Self-Assessments:

- HumanMetrics.com
- Iseek.org Skills Assessment
- Candid Career
- UpKey

Career Readiness Preparation:

- Iseek.org Skills Assessment
- Candid Career
- UpKey
- Optimal Resume
- Quinnia
- E-Reference

Career and Job Search Sites:

- Career Coach
- Career Fair Plus
- LinkedIn
- CareerBuilder

### How to Use Social Media to Your Advantage:

- Tips for Getting Started on LinkedIn
- Tips & Resources for New Grads on LinkedIn

Using a structured format, we provide all new students with 24 hours of career, personal and financial planning development during their first term at college!

All of the services and supports offered through the Career Center are available to you at any time during office hours. No appointment is necessary. These services include but are not limited to interviewing strategies, mock interviews, as well as resume & cover letter review, job selection, career exploration, interview apparel, etiquette training as well as a variety of tutorials on professionalism, career fair preparation, business card creation and printing and elevator pitch practice.

NOTE: the hyperlinks are live within this document. All links are also live at [www.hocking.edu/careerservices](http://www.hocking.edu/careerservices)

Hocking College's Career Services will make all reasonable efforts to help assist students in the job placement of graduate.