Nursing Student Handbook

Rappahannock Community College
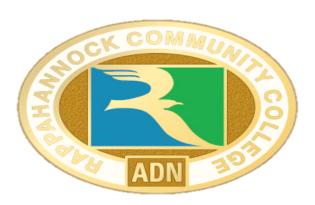
Nursing Program
STUDENT HANDBOOK

Approved by:
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Welcome and Overview

Program Overview and Philosophy

Welcome to Rappahannock Community College's Associate Degree in Nursing (ADN) and Practical Nursing (PN) programs. This handbook outlines program-specific policies and complements the RCC Student Handbook and College Catalog. Nursing students are expected to demonstrate professionalism, accountability, maturity, and integrity throughout their academic and clinical experiences. Flexibility is essential due to possible changes in course content, schedules, and procedures driven by evolving healthcare standards. Faculty are committed to supporting students' success, and open communication is encouraged. RCC maintains a nondiscriminatory environment, with inquiries directed to the Dean of Student Development.

ADN Curriculum Purpose: Prepare students to apply for licensure as a registered nurse capable of providing care for clients with common health problems as well as providing guidance for auxiliary nursing personnel. Graduates will provide clinically competent, contemporary care that meets the needs of individuals as well as communities. Upon successful completion of the curriculum, the graduate will be eligible to apply to take the NCLEX-RN® examination leading to licensure as a registered nurse.

The purpose of the PN curriculum is to prepare students to provide safe and effective nursing care for clients with common health problems as defined by the role of the practical nurse, as well as to collaborate effectively with all members of the healthcare team. Graduates will provide clinically competent, contemporary care that meets the needs of individuals across the lifespan, families and communities. Upon successful completion of the curriculum, the graduate will be eligible to apply to take the NCLEX-PN® examination leading to licensure as a practical nurse.

RCC's mission and values are located in the catalog found here: Mission and Strategic Plan

The mission of RCC's ADN program is to provide quality, affordable nursing education that prepares nurses to deliver safe care to diverse populations across a variety of healthcare settings.

Philosophy
RCC's mission and values form the foundation for the Nursing Program's philosophy, vision, and beliefs. RCC nursing faculty are committed to the core competencies for nursing and nursing education. While firmly rooted in science and the arts, the essence of nursing is caring, compassionate patient-centered care. Ethical standards, respect for individual dignity, and cultural diversity are fundamental to this practice. The nurse advocates for patients and families in ways that promote self-determination, integrity, and growth as human beings. Nursing care is delivered in collaboration with the patient, family, and healthcare team. The nurse displays a spirit of inquiry, using evidence to improve quality of care, promote safety, and improve patient outcomes. Nursing judgment is essential in making competent, evidence-based decisions to provide safe and effective care. Information management essential to nursing care is communicated through both technological and human means.

Vision

The vision of the Nursing Program is to produce an adequate number of qualified graduates who are prepared to meet the healthcare needs of the service region and beyond, with a strong commitment to serving their communities and advancing health outcomes.

Beliefs

The beliefs of the Nursing Program are grounded in the shared beliefs and values of its faculty. Nursing is seen as a vital component of the healthcare system, with a commitment to caring for diverse and vulnerable populations across the lifespan. This process is supported by a rigorous education that integrates knowledge from multiple disciplines.

The educational process is rooted in contemporary theory, professional standards, and competencies. It is learner-centered, utilizing active learning strategies and innovative technology. Education is a collaborative process between faculty and students, promoting accountability, integrity, and ethical behavior. While faculty provide guidance, students are responsible for their own learning and educational experiences.

Student Learning Outcomes

ADN SLOs:

Students who complete the Associate Degree of Applied Science with a major in Nursing will be expected to:
1. Provide client-centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
2. Practice safe nursing care that minimizes risk of harm across systems and client populations.
3. Integrate clinical judgment when collaborating with the healthcare team in the management of care for complex clients.
4. Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership and a commitment to recognize the value of life-long learning.
5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
6. Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.
7. Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.

PN SLOs:

Students who complete the Certificate for Practical Nursing will be expected to:
1. Incorporate client and interdisciplinary team safety while delivering nursing care within the scope of the LPN role.
2. Apply the components of critical thinking and clinical reasoning skills to the holistic care of clients within the scope of the LPN role.
3. Implement therapeutic communication with clients, families, and members of the

interdisciplinary team in all forms independently.
4. Deliver safe and effective nursing care that conforms to the highest legal and ethical standards congruent with the Virginia Board of Nursing and other entities.
5. Integrate pathophysiology and principles of pharmacology in the delivery of client care in a variety of populations.

Governance and Resources

Administration and Student Resources

A division of the Virginia Community College System, RCC is approved by the State Board for Community Colleges and is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
The Associate of Applied Science Degree in Nursing and the Certificate in Practice Nursing Program is approved by the Virginia State Board of Nursing.
The ADN program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The PN program is not nationally accredited.

Academic Calendar
Financial Aid
Library Services
Services for Students with Disabilities
Title IX
Computer Requirements

Student Representatives

Purpose: To serve as a voice for the student body by fostering communication between students, faculty and administration.

Each cohort will have the opportunity to have a student representative from each campus to be the voice of their class at monthly faculty meetings and community advisory committee meetings. These representatives will bring student concerns, ideas, and requests to the faculty and will also deliver information from the faculty back to the cohort. Students who are interested in being the class representative should speak to their lead faculty during the first semester of their program.

Admission and Curriculum

Admission to the Nursing Program
Application Dates
Applications may be submitted according to the following procedures:

- There are 2 options for applying to the Nursing program. The first will be a start date in January, the second will be a start date in August. **Separate applications will be posted during open application periods corresponding to the start date of each.**
- Please ensure that you complete an application for all programs that you wish to be considered for.
- Students currently enrolled in courses needed to fulfill academic requirements for admission into the ADN or LPN to ADN programs should submit applications by the due date posted. You may be awarded provisional acceptance pending completion of all academic requirements. Confirmed acceptance into the program will not be considered until the courses are completed and grades have been posted. All transcripts must be evaluated by admissions and records prior to students being registered for classes. Failure to provide high school and all other college transcripts will result in the student not being admitted to the program.
- No applications will be accepted beyond the posted cutoff dates.
- All applicants will be notified via **RCC email** following admission selection.

Ranking Process

Applicants Ranking for Traditional ADN and LPN to ADN Program entrance**:**

Block 1: Student in Service Area: https://www.rappahannock.edu/about-rcc/rcc-educational-foundation/index.html or greater than 50% of college courses taken at RCC regardless of home address College GPA 2.5 or above in the ADN prerequisite courses (SDV 101, MTH 154, PSY 230, ENG 111, BIO 141) (also BIO 142 for LPN-ADN applicants only) Kaplan Nursing Entrance Test Scores minimum 60% overall with a minimum of 45% in each category. Emphasis placed on Overall and Science. Point allocation for: prerequisite course completion + GPA of prerequisite courses + Kaplan scores Completed all prerequisites
Block 2: One prerequisite in process + above criteria
Block 3: Two prerequisites in process + above criteria
Block 4: Outside of Service Region + above criteria
Block 5: Students who have had a previous unsuccessful attempt in a nursing program within three years, meeting the requirements above and in the order as above

Applicants Ranking for Practical Nursing Program entrance:

Block 1: Student in Service Area: https://www.rappahannock.edu/about-rcc/rcc-educational-foundation/index.html or greater than 50% of college courses taken at RCC regardless of home address College GPA 2.0 or above Kaplan Nursing Entrance Test Scores minimum 45% overall with a minimum of 35% in each category. Emphasis placed on Overall, Science and Math.

Point allocation for: GPA + Kaplan scores
Block 2: Outside of Service Region + above criteria
Block 3: Students who have had a previous unsuccessful attempt in a nursing program within three years, meeting the requirements above and in the order as above

Application Process
1) Admission to the College
    a) New RCC students or students that have been separated from the college for more than three years must complete a separate application for admission to RCC before applying to the Nursing Program. Applications may be obtained online at the RCC website www.rappahannock.edu or from the admissions office at the college. Please be sure to indicate the Pre-Nursing CSC as your program of interest so that you will receive current information about the nursing program.
    b) Continuing students do not need to complete another application to the college. Students who are admitted to the ADN or LPN to ADN program will have their program plan changed automatically to the Associates Degree in Nursing following receipt of intent to enroll through the college registrar's office. Students who are admitted to the PN program will have their program plan changed automatically to the Practical Nursing Certificate following receipt of intent to enroll through the college registrar's office.
    c) Financial Aid: Applicants needing financial aid should complete a FAFSA form and return it to the financial aid office as soon as possible. Go to https://www.rappahannock.edu/admissions/financial-aid and meet with a financial aid advisor if you have any questions.
    d) Be sure to keep your personal information updated in the Student Information System (SIS).

2) Completion of Academic Requirements
    Prior to application students must have:
    a) Graduated from High School or completed a General Equivalency Diploma (GED) by the time of application;
    b) Students are required to have completed the entrance requirements for the college which include a survey of math and english eligibility. For all Nursing programs, a minimum of MTH 154 readiness is required for admission to the program. Students that need additional math to be deemed ready should complete MDE 10 as described in the crosswalk pathway: Direct Enrollment Placement for New Students
    c) Competency in science**:**
        i) **ADN program**: as evidenced by successful completion of one unit of HS BIO and CHM with a grade of C or better; OR, the college equivalents (BIO 101 and CHM 101/111) with a grade of C or better; OR successful completion of BIO 141 or BIO 145 and BIO 142 with a grade of C or better;
    d) Been admitted to the Pre-Nursing or Pre-Practical Nursing Career Studies Certificate and have had a college success navigator assigned to you.

ADN Program: At the time of application students must have:
1) Completed or be enrolled in the following five courses with a grade of C or better:
   a) SDV 101
   b) ENG 111
   c) MTH 154
   d) PSY 230
   e) BIO 141 or BIO 145
2) Earned a GPA of 2.5 or higher on the five courses listed above; and,
3) Earned a cumulative GPA of 2.0 or higher in high school or in college courses taken, whichever is more recent.
4) Completed the Kaplan Nursing Entrance Test within the past 3 years, target scores of 60% overall and 45% in each category.

LPN - ADN Program: At the time of application students must have:
1) Completed or be enrolled in the following six courses with a grade of C or better:
   a) SDV 101
   b) ENG 111
   c) MTH 154
   d) PSY 230
   e) BIO 141
   f) BIO 142
2) Earned a GPA of 2.5 or higher on the six courses listed above; and
3) Earned a cumulative GPA of 2.0 or higher in high school or in college courses taken, whichever is more recent.
4) Completed the Kaplan Nursing Entrance Test within the past 3 years, target scores of 60% overall and 45% in each category.
5) Be a licensed practical nurse for at least 6 months prior to application.

PN Program: At the time of application students must have:
1) Earned a cumulative GPA of 2.0 or higher in high school or in college courses taken, whichever is more recent.
2) Completed the Kaplan Nursing Entrance Test within the past 3 years, target scores of 45% overall and 35% in each category.

Supplemental requirements for students who have taken college courses and expect credit by transfer, or will use courses to satisfy program requirements:
a) There is no expiration date for BIO 141 or 142. However, if these courses are seven years old or older, you should consider retaking them.
b) Transfer courses must be evaluated by the Registrar, Dean of Health Sciences, and/or Program Head of the nursing program prior to substituting these courses for required courses. Nursing courses from schools outside of the VCCS will not be transferred in for nursing program credit but may satisfy requirements in the Pre-Nursing CSC. Transfers from VCCS schools will be evaluated on a case-by-case, individual basis.
c) *Official transcripts in sealed envelopes from all colleges and high schools must be sent to the college registrar's office unless they are RCC or VCCS transcripts. Please verify with*

Admission and Records that your transcripts have been received and processed before the application due date.

d) <u>A copy of your LPN license must be sent to the registrar's office for the LPN-ADN program.</u>

e) Students must meet the criminal background and drug screens requirements within the orientation deadline(s) or lose their seat in the program. In the event you have questions about your background, you are urged to contact www.castlebranch.com for a consultation.

f) Students who are not in good standing for rehire at a clinical site may run the risk of not being able to participate in the clinical experiences in that facility. If there are no alternative clinical sites available, the student may not progress in the program and will be counseled to withdraw.

3) Post-Acceptance

a) There will be multiple mandatory in-person orientation sessions for newly admitted students.

b) Mandatory requirements that will be discussed at orientation include purchasing the CastleBranch product that will house the required background check, drug screen, purchase of liability insurance, and provider's health assessment. American Heart Association BLS for Healthcare Providers is required for program entry and cannot expire during a semester. Failure to meet the deadlines set forth in the program orientation will result in loss of your seat.

c) Students are responsible for uploading these documents to their CastleBranch profiles, as well as maintaining all documents throughout the nursing program.

Additional Information for Prospective Nursing Students

All applicants should be advised that the Commonwealth of Virginia Board of Nursing Statutes and Regulations (54.1-3007) state the following:

1. **Regarding refusal, revocation, suspension, censure, or probation.**
   The Board may refuse to admit a candidate to any examination, refuse to issue a license, certificate, or registration to any applicant and may suspend any license, certificate, registration, or multistate licensure privilege for a stated period or indefinitely, or revoke any license, certificate, registration, or multistate licensure privilege, or censure or reprimand any licensee, certificate holder, registrant, or multistate licensure privilege holder, or place him on probation for such time as it may designate for any of the following causes:

   a) Fraud or deceit in procuring or attempting to procure a license, certificate, or registration;
   b) Unprofessional conduct;
   c) Willful or repeated violation of any of the provisions of this chapter;
   d) Conviction of any felony or any misdemeanor involving moral turpitude;
   e) Practicing in a manner contrary to the standards of ethics, or in such a manner as to make his practice a danger to the health and welfare of patients or to the public;
   f) Use of alcohol or drugs to such use renders him to practice, or any mental or physical illness rendering him unsafe to practice;
   g) The denial, revocation, suspension or restriction of a license, certificate, registration, or a multistate licensure privilege to practice in another state, the District of Columbia, or a United States possession or territory; or

h) Abuse, negligent practice, or misappropriation of a patient's or resident's property.

2. **Core Performance Standards for Admission to and Progression through the Nursing Program**

   All individuals who apply for admission to the Nursing Program, including persons with disabilities, must be able to perform essential functions listed below. These essential functions are congruent with the Virginia State Board of Nurse Examiners expectations for any individual seeking initial licensure as a registered nurse and reflect the Standards of Clinical Practice established by the American Nurses Association.

   Speech: Communicates in English orally and in writing with clients, physicians, peers, family members, and the health care team from a variety of social, emotional, cultural and intellectual backgrounds.

   Hearing: Auditory acuity is sufficient to note slight changes in the client's condition, to perceive and interpret various equipment signals, and to use the telephone.

   Vision: Visual acuity is sufficient to distinguish colors and to read handwritten orders and any other handwritten and printer data (i.e., medication records and scales); and to read chart content and provide for clients' safety by clearly viewing monitors in order to interpret data correctly.

   Smell: Olfactory ability is sufficient to monitor and assess health needs.

   Mobility: Can walk or stand for prolonged periods of six to eight hours. Must be able to bend, squat or kneel, and assist in lifting or moving clients of all age groups and weights. Can perform CPR (i.e., move above the patient to compress the chest and manually ventilate the client). Can work with arms fully extended overhead.

   Manual Dexterity: Eye/hand coordination must be sufficient for manipulation of equipment such as syringes and IV infusion pumps, and for using a computer/keyboard.

   Fine Motor: Can use hands for grasping, pushing, pulling, and fine manipulation, as well as possessing tactile ability sufficient for physical assessment and distinguishing changes in sensation.

   Arithmetic Competence: Can comprehend and apply basic mathematical skills (e.g., factor labeling, use of conversion tables, calculation of drug dosages and solutions). Can measure time, use a calculator, and read and record graphs.

   Writing: Can communicate and organize thoughts to prepare written documents that are correct in style, grammar, and mechanics.

Emotional Stability: Can establish therapeutic boundaries, adapt to changing environment/stress, perform multiple responsibilities concurrently, handle strong emotions, provide the client with emotional support, and focus attention on the task.

Analytical Thinking: Can transfer knowledge from one situation to another, process information, evaluate outcomes, prioritize tasks, and solve problems.

Critical Thinking: Can Identify cause-effect relationships, plan/control activities for others, synthesize knowledge and skills, and sequence information.

Interpersonal Skills: Can negotiate interpersonal conflict, respect differences in clients, establish rapport with clients and co-workers, explain procedures and educate client /family.

ADN Program Curriculum

First Semester: Prerequisites*		Lecture	Lab	Credits
Course	**Course Title**	**Lecture**	**Lab**	**Credits**
ENG 111	College Composition I	3	0	3
BIO 141	Human Anatomy & Physiology I[1]	3	3	4
PSY 230	Developmental Psychology	3	0	3
MTH 154	Quantitative Reasoning[2]	3	0	3
SDV 101	Orientation to Health Sciences[3]	1	0	1
	Semester Totals	13	3	14

MILESTONE: Students eligible to apply to the ADN program

Second Semester: Begin NSG sequence				
Course	**Course Title**	**Lecture**	**Lab**	**Credits**
BIO 142	Human Anatomy & Physiology II	3	3	4
NSG 100	Introduction to Nursing Concepts	3	3	4
NSG 106	Competencies for Nursing Practice	1	3	2
NSG 130	Professional Nursing Concepts	1	0	1
NSG 200	Health Promotion and Assessment	2	3	3
	Semester Totals	10	12	14

Third Semester				
Course	**Course Title**	**Lecture**	**Lab**	**Credits**
BIO 150	Introductory Microbiology[4]	3	3	4
NSG 152	Health Care Participant	2	3	3
NSG 170	Health/Illness Concepts	4	6	6
	Semester Totals	9	12	13

Fourth Semester				
Course	**Course Title**	**Lecture**	**Lab**	**Credits**
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
NSG 211	Health Care Concepts II	3	6	5
	Semester Totals	9	12	13

Fifth Semester				
Course	**Course Title**	**Lecture**	**Lab**	**Credits**
PHI 220	Ethics and Society[5]	3	0	3

NSG 230	Advanced Professional Nursing Concepts	2	0	2
NSG 252	Complex Health Concepts	4	0	4
NSG 270	Nursing Capstone	0	12	4
	Semester Totals	9	12	13
Program Totals		**50**	**51**	**67**
MILESTONE: Graduates eligible to apply for NCLEX-RN® testing and advance to licensure as Registered Nurses				

*Prerequisite courses are included in the first semester as a basis for ranking applicants for admission to the nursing sequence in the second semester. All courses must be successfully completed with a grade of "C" or higher. These courses are included in the total credit amount for the award of the Associate of Applied Science in Nursing.

[1]BIO 145 may substitute for BIO 141

[2]HLT 230 will continue to be accepted in place of MTH 154 until Fall 2028.

[3]SDV 100 may replace SDV 101 if taken at other institutions or before the student entered any Health Science program plan at RCC. Completion of Bachelor's Degree may also substitute.

[4]BIO 205 may replace BIO 150. It is strongly recommended to complete BIO 150 prior to entering the nursing program.

[5]PHI 220 is strongly encouraged. ART, HUM, MUS, PHI, REL, ENG (Lit) may be used as replacements. Skill based courses are not acceptable.

PN Program Curriculum*

First Semester				
Course	**Course Title**	**Lecture**	**Lab**	**Credits**
BIO 145	Basic Human Anatomy and Physiology[1]	3	1	4
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to Health Sciences[2]	1	0	1
PNE 161	Nursing in Health Changes I	4	2	6
NSG 130	Professional Nursing Concepts	1	0	1
	Semester Totals	12	3	15
Second Semester				
Course	**Course Title**	**Lecture**	**Lab**	**Credits**
PSY 230	Developmental Psychology	3	0	3
HLT 143	Medical Terminology I[3]	1	0	1
PNE 162	Nursing in Health Changes II	6	4	10
	Semester Totals	10	4	14
Third Semester				
Course	**Course Title**	**Lecture**	**Lab**	**Credits**
PHI 220	Ethics and Society[4]	3	0	3
PNE 145	Trends in Practical Nursing	1	0	1
PNE 163	Nursing in Health Changes III	4	4	8
	Semester Totals	8	4	12
Program Totals		**49**	**54**	**67**
MILESTONE: Graduates eligible to apply for NCLEX-PN® testing.				

*All courses must be successfully completed with a grade of "C" or higher.

[1]BIO 141 and 142 may replace BIO 145.

[2] SDV 100 is accepted if taken prior to entering the Certificate curriculum in Practical Nursing.

[3]HLT 230 will continue to be accepted in place of HLT 143 until Fall 2028.

[4]PHI 220 is strongly encouraged. ART, HUM, MUS, PHI, REL, ENG (Lit) may be used as replacements. Skill based courses are not acceptable.

[5]BIO 141 prerequisite, or BIO 145 corequisite.

LPN to ADN Advanced Placement Curriculum

The Advanced Placement Option‑LPN to ADN is open to Licensed Practical Nurses (LPNs) who have possessed an unencumbered license to practice practical nursing in the Commonwealth for a minimum of 6 months. This option allows for advanced placement into the 3rd semester of the ADN nursing program for all eligible and qualified applicants who successfully complete all of the prerequisite and corequisite courses listed below.

This option is a three semester program. Students should read the application policies for specific start dates. Students will want to make careful arrangements for work and other responsibilities in order to devote the appropriate attention to learning complex material.

Admission to the program is not guaranteed. Campus locations are also not guaranteed.

Prerequisite Courses The following courses must be successfully completed with a grade of C or higher before you enter the semester to begin the LPN to ADN program:

Course	Course Title	Lecture	Lab	Credits
ENG 111	College Composition I	3	0	3
BIO 141	Human Anatomy & Physiology I[1]	3	3	4
PSY 230	Developmental Psychology	3	0	3
MTH 154	Quantitative Reasoning[2]	3	0	3
SDV 101	Orientation to Health Sciences[3]	1	0	1
BIO 142	Human Anatomy & Physiology II	3	3	4
	Semester Totals	16	6	18

[1]BIO 145 may substitute for BIO 141.
[2]HLT 230 will continue to be accepted in place of MTH 154 until Fall 2028.
[3]SDV 100 may replace SDV 101 if taken at other institutions or before the student entered any Health Science program plan at RCC.

Milestone: LPN-ADN Program Acceptance				
First Semester: Transition				
Course	**Course Title**	**Lecture**	**Lab**	**Credits**
BIO 150	Introductory Microbiology[1]	3	3	4
NSG 200	Health Promotion and Assessment	2	3	3
NSG 115	Healthcare Concepts for Transition	3	6	5
	Semester Totals	8	12	12
Second Semester: Join Traditional ADN Program				
Course	**Course Title**	**Lecture**	**Lab**	**Credits**
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
NSG 211	Health Care Concepts II	3	6	5
	Semester Totals	9	12	13
Third Semester				
Course	**Course Title**	**Lecture**	**Lab**	**Credits**
PHI 220	Ethics and Society[2]	3	0	3
NSG 230	Advanced Professional Nursing Concepts	2	0	2
NSG 252	Complex Health Concepts	4	0	4
NSG 270	Nursing Capstone	0	12	4
	Semester Totals	9	12	13
Program Totals		**42**	**42**	**56**

> *MILESTONE: Graduates eligible to apply for NCLEX-RN[®] testing and advance to licensure as*
> *Registered Nurses*

*Prerequisite courses are included in the first semester as a basis for ranking applicants for admission to the nursing sequence in the second semester. All courses must be successfully completed with a grade of "C" or higher. These courses are included in the total credit amount for the award of the Associate of Applied Science in Nursing.

[1]BIO 205 may replace BIO 150. It is strongly recommended to complete BIO 150 prior to entering the nursing program.

[2]PHI 220 is strongly encouraged. ART, HUM, MUS, PHI, REL, ENG (Lit) may be used as replacements. Skill based courses are not acceptable.

Academic and Progression Policies

Evaluation and Grading Policies

Grading and Clinical Evaluation

Student knowledge will be assessed through tests, assignments, and clinical performance. A minimum final grade of 80% (C) is required in all nursing and general education courses to progress. Clinical and lab performance must be rated "satisfactory" to pass.

Support and general education courses must be completed on schedule. Failure to do so will require withdrawal from the nursing sequence and reapplication for readmission. Students must regularly meet with their navigator and notify the program head if they do not complete required courses. Failure to report may lead to dismissal.

This higher standard of grading is necessary to ensure the student has achieved a theoretical knowledge base leading to safe and competent nursing care upon graduation.

<u>Program Grading Scale</u>

92 - 100	A
84 - 91	B
80 - 83	C
70 - 79	D
Below 70	F

Total Course Grade: classroom average plus clinical rating:
- A clinical rating of "Satisfactory" with a theory average of 80 or above will result in the student receiving the letter grade that corresponds to the theory average – e.g., "Satisfactory" + 84 = B
- If a student receives a "D" or "F" in theory and an "Unsatisfactory" in clinical, she/he will receive a final grade of "F".
- If a student receives a "C" or above in theory and an "Unsatisfactory" in clinical, she/he will receive a final grade of "D"
- If a student receives a "D" or "F" in theory and a "Satisfactory" in clinical, she/he will receive the theory letter grade as the final grade.

Assignments:
Students must complete and submit all written assignments on time. Late assignments worth 10+

points may be submitted within one week for a 10% penalty; after one week, or for assignments under 10 points, late work is not accepted and will receive a zero. Assignments must be submitted via Canvas—email submissions are not accepted. Files must be accessible and editable; otherwise, a zero is given. Resubmissions from previous semesters or of satisfactory work are not allowed.

Written assignments must be computer-generated (12 pt font), error-free, consecutively numbered, and follow APA 7th edition format. References should be scholarly, published within the last 5 years, and properly cited. Google Docs submissions must share edit access with faculty.

Clinical Evaluation:
Clinical performance is continuously evaluated with formal midterm and final assessments. Students must update and submit their clinical evaluation tool after each experience; incomplete final student evaluations will earn the student a D, F, or Incomplete. The evaluation tool is stored in Google Drive and may not be altered by students once faculty have provided feedback.

All clinical objectives must be met with a "satisfactory" rating by semester's end. Students rated "needs improvement" at midterm will collaborate with faculty on an improvement plan. Formative evaluations monitor progress; failure to improve may result in unsatisfactory status and no course progression.

Unsafe or unsatisfactory clinical behavior may lead to course failure. Immediate clinical failure occurs for unprofessional conduct or serious violations of patient safety/confidentiality.

Course Evaluation:
Students will complete an anonymous survey evaluating the instructor, clinical sites, simulations and course at semester's end.

Clinical Performance Evaluation

Purpose:
To comply with Virginia State Board of Nursing regulations and relevant state, federal, and regulatory mandates regarding licensure and practice rights. RCC faculty adhere to these standards and address any unsafe clinical performance accordingly, which may result in course failure or program dismissal. Regulations are available at https://www.dhp.virginia.gov/.

Unsafe Clinical Practice Includes:
- **Regulatory Violations:**
  Exceeding program scope, unsafe procedure performance, medication errors, legal violations.
- **Ethical Violations:**
  Improper delegation, violating codes of ethics, failure to report errors or personal issues affecting performance, breaches of confidentiality.
- **Accountability Deficiencies:**
  Poor documentation, failure to notify staff or instructors about practicing beyond scope or significant change in client condition, fraud, deceit, or dishonesty.

- **Unprofessional Conduct:**
  Practicing beyond training or competency, unauthorized use of resources, assigning tasks to unqualified persons, falsifying records, patient abuse or neglect, criminal convictions affecting moral character, substance abuse, or any behavior endangering patient or public safety.

Procedure for Unsafe Practice:
Faculty may remove a student from clinical for unsafe behavior, discuss the issue with the student before the next clinical day, and report it to the Program Head. Students deemed unsafe or showing repeated unsafe behavior may be dismissed and barred from clinical until further notice.

Students who demonstrate clinical incompetence will be dismissed from the Nursing Program.

Kaplan Examination Grading

Kaplan Exams: In order to help prepare for the NCLEX exam, each student will take focused and integrated Kaplan exams throughout the curriculum. These subject referenced exams may count for points in every course. See course syllabi for point allocation.

Focused Exams: The student will have 2 attempts at the assigned Focused Exams to earn the assigned points:
- If the student receives a score of 60% correct or greater and completes the Kaplan Reflection Tool, 1 point is earned for that exam.
- If the student receives a score of less than 60% correct, and completes the Kaplan Reflection Tool, they will be required to repeat the Kaplan focused exam. If a score of 60% correct or greater is earned on the second attempt, 1 point is awarded.
- If a score of less than 60% correct is earned on the second attempt, 0 points are awarded.

Integrated Exams: Integrated Exams are taken in a proctored testing environment, either in the classroom with faculty, online via Zoom, or the testing center per faculty instruction:
- The student has 1 attempt at the Integrated Exam.
- Complete the Kaplan NCLEX Integrated Test Analysis. After the analysis the point value is:
    - o   Greater than 60% correct - 2 points
    - o   40-59% correct   - 1 point
    - o   Less than 40% correct   - 0 points
- Failure to do test analysis will result in 0 points regardless of the earned score percent.

Program Continuation and Changes Policies

Progression & Readmission

Students must meet academic and clinical eligibility requirements in order to progress in the nursing program.

Purpose: To ensure academic and clinical success in the Nursing Program.

To be eligible to progress in the Nursing Program:

A) **Drug Dosage Test:**
 Students must pass the drug dosage and math competency tests (90% or higher) for PNE 162, PNE 163, NSG 100/106, NSG 115, NSG 152/170, NSG 210/211, and NSG 252/270 by the drop date. Three attempts will be allowed for the math competency for each course, with required faculty review after the first failure. Failure after the ==maximum number of allowed attempts== requires dropping of the course due to clinical failure.

B) **Course Sequence:**
 All nursing courses must be taken in the prescribed order. General education courses must be taken in the prescriber order or earlier.

C) **Health and Certifications:**
 Students must maintain current health screenings, background checks, CPR certification, immunizations, and liability insurance throughout the program. Expired credentials before a clinical semester prevent attendance and require course drop/withdrawal.

D) **GPA Requirement:**
 Students must maintain a minimum 2.0 cumulative GPA to continue.

E) **Clinical Agencies:**
 Learning experiences occur at various health agencies. Students are responsible for transportation, fees, and meeting all agency requirements. Failure to comply or loss of access may result in course withdrawal without a replacement opportunity.

F) **Suitability and Program Length:**
 Faculty continuously evaluate student suitability for nursing. RCC administration and regulators may conduct formal or informal observations. The program is full-time, designed to complete in 1 year (PN & LPN-ADN) or 2 years (ADN), with a maximum of 2 consecutive academic years allowed (PN & LPN-ADN), or 4 consecutive academic years allowed (ADN).

G) **Background and Drug Screen:**
 If a student does not attend nursing class for a semester, they must be cleared on a new background check and drug screen by class start will be dropped and must follow readmission policies. Incomplete CastleBranch accounts require dropping the course by the drop date.

ADN: First Semester Nursing

IF	WHO	Any course or combination of the following:	THEN
You are a Traditional Student	Does not successfully complete (grade D or F)	NSG 100 NSG 106 NSG 130 NSG 200	1. Re-entry is never a guarantee.To pursue re-entry the student must **re-apply to the nursing program during posted application periods** to be considered for admission for a second time. A student may only be re-accepted to the associate degree nursing program once, the student will not be allowed to request re-entry following a reacceptance. 2. If a student earns a grade of D or F in NSG 100, NSG 106, NSG 130 or NSG 200 they must re-apply to the program to complete NSG 100 (regardless of letter grade) in addition to unsuccessful courses. 3. If a student completes NSG 200, NSG 106 and/or NSG 130 successfully with a grade of A, B, or C on the first attempt, reapplies and is reaccepted to the program, the student will not be required to repeat the course(s) that they received and A, B, or C in if taken within 3 academic years.
IF You are a LPN- ADN Transition Student	WHO Does not successfully complete (grade D or F)	Any course or combination of the following: NSG 115 NSG 200	THEN 1. The student **must re-apply** to the nursing program during the posted application period to be considered for re-entry to the program. A student may only be re-accepted to the

			associate degree or transition nursing program once, the student will not be allowed to request re-entry following a reacceptance. Re-entry is never a guarantee.
			2. If a student earns a grade of D or F in NSG 115 but successfully completes with a grade of A, B, or C NSG 200 and is reaccepted, the student will not be required to repeat NSG 200 if the student re-enters within 3 academic years.
			3. If a student successfully completes with a grade of A, B, or C NSG 115 but earns a grade of D or F in NSG 200, if reaccepted the student will repeat NSG 200 only if NSG 115 was taken within 12 months.
			4. If both NSG 200 and NSG 115 are failed, if reaccepted the student would re-enter NSG 115 and NSG 200. Any student that reapplies may only re-enter once.
ADN: Second Semester Nursing			

IF	**WHO**	**Any course or combination of the following:**	**THEN**
You are a Traditional Student	Does not successfully complete (earns a grade D or F)	NSG 152 NSG 170	1. A student who earns a grade of D or F in NSG 152 or NSG 170 may not sit out for more than 12 months or they will be required to reapply to the program to start over. Students must discuss reentry with faculty or the program head by December 15th for a spring re-entry date and May 15th for a fall re-entry date. Readmission is not guaranteed. Students who have had a **previous nursing course failure at any point in the program** (NSG course grade D or F) are **not eligible** for re-entry.

ADN: Third Semester Nursing

IF	**WHO**	**Any of the following:**	**THEN**
You are a Traditional Student or Transition Student	Does not successfully complete (earns a grade D or F)	NSG 210 NSG 211	1. A student who was unsuccessful (earns a D or F) may not sit out for more than 12 months or they will be required to reapply to the program to start over. Students must discuss reentry with faculty or the program head by December 15th for a spring re-entry date and May 15th for a fall re-entry date. Readmission is not guaranteed. Students who have had a **previous nursing course failure at any point in the program**

			(NSG course grade D or F) are **not eligible** for re-entry. 2. If a student completes NSG 210 or NSG 211 successfully with a grade of A, B, or C on the first attempt the student will not be required to repeat the course.
ADN: Fourth Semester Nursing			
IF You are a Traditional Student or Transition Student	**WHO** Does not successfully complete (earns a grade D or F)	**Any of the following:** NSG 252 NSG 230 NSG 270	**THEN** 1. A student who was unsuccessful (earns a D or F) may not sit out for more than 12 months or they will be required to reapply to the program to start over. Students must discuss reentry with faculty or the program head by December 15th for a spring re-entry date and May 15th for a fall re-entry date. Readmission is not guaranteed. Students who have had a **previous nursing course failure at any point in the program** (NSG course grade D or F) are **not eligible** for re-entry. 2. If a student completes NSG 230 and/or NSG 270 successfully with a grade of A, B, or C on the first attempt the student will not be required to repeat the course.

All Semesters			
IF You are a Traditional Student or Transition Student	**WHO** Dismissed from the nursing program due to violations of program policies	**Any of the following but not limited to:** Unsafe Clinical Practice Honor Code Violations Student Code of Conduct	**THEN** Students are **ineligible** for re-entry to the program and may not request readmission or re-apply to the program.
All Semesters			
IF You are a Traditional Student or Transition Student	**WHO** Withdraws for **any** reason from a NSG Course.	**Any of the following :** NSG, or Corequisite Course	**THEN** Students **may only request re-entry** if they will complete the program in **4 academic years from the initial start of the program for the Associate Degree Traditional Program or 3 years for the LPN-ADN transition program.** Students must discuss reentry with faculty or the program head by December 15th for a spring re-entry date and May 15th for a fall re-entry date. Re-entry through non-academic readmission is not a guarantee and is approved on a space available basis. A student may not be separated from the

			program for greater than 12 months. Students will be required to provide evidence that the reason for withdrawing has been resolved and an action plan for success has been established. The admission committee reserves the right to approve or deny the request for re- entry.

PN: First Semester Nursing			
IF You are a 1st semester student	**WHO** Does not successfully complete (grade D or F)	**Any course or combination of the following:** PNE 161	**THEN** 1. Re-entry is never a guarantee.To pursue re-entry the student must **re-apply to the nursing program during posted application periods** to be considered for admission for a second time. A student may only be re-accepted to the practical nursing program once, the student will not be allowed to request re-entry following a reacceptance.
PN: Second Semester Nursing			

IF	**WHO**	**Any course or combination of the following:**	**THEN**
You are a 2nd semester student	Does not successfully complete (earns a grade D or F)	PNE 162	1. A student who earns a grade of D or F in PNE 162 may not sit out for more than 12 months or they will be required to reapply to the program to start over. Students must discuss reentry with faculty or the program head by December 15th for a spring re-entry date and May 15th for a fall re-entry date. Readmission is not guaranteed.

PN: Third Semester Nursing

IF	**WHO**	**Any of the following:**	**THEN**
You are a 3rd semester student	Does not successfully complete (earns a grade D or F)	PNE 163 PNE 145	1. A student who was unsuccessful (earns a D or F) may not sit out for more than 12 months or they will be required to reapply to the program to start over. Students must discuss reentry with faculty or the program head by December 15th for a spring re-entry date and May 15th for a fall re-entry date. Readmission is not guaranteed. Students who have had a **previous nursing course failure at any point in the program** (PNE course grade D or F) are **not eligible** for re-entry. 2. If a student completes PNE 145 successfully with a grade of A, B, or C on the first attempt the student will not be required to repeat the course.

All Semesters			
IF You are a PN student	**WHO** Dismissed from the nursing program due to violations of program policies	**Any of the following but not limited to:** Unsafe Clinical Practice Honor Code Violations Student Code of Conduct	**THEN** Students are **ineligible** for re-entry to the program and may not request readmission or re-apply to the program.
All Semesters			
IF You are a PN Student	**WHO** Withdraws for **any** reason from a PNE Course.	**Any of the following :** PNE or Corequisite Course	**THEN** Students **may only request re-entry** if they will complete the program in **3 academic years from the initial start of the program for the Practical Nursing Program**. Students must discuss reentry with faculty or the program head by December 15th for a spring re-entry date and May 15th for a fall re-entry date. Re-entry through non-academic readmission is not a guarantee and is approved on a space available basis. A student may not be separated from the program for greater than 12 months. Students will be required to provide evidence that the reason for withdrawing has been resolved and

| | | | an action plan for success has been established.

The admission committee reserves the right to approve or deny the request for re- entry. |
|---|---|---|---|
| | | | |

Withdrawal Policy

Student Withdrawal from a Course: Please refer to the RCC Withdraw Policy: RCC Student Handbook (starting on page 154).

Course Withdrawal Policy

- Withdrawal deadlines are listed in the college calendar and in each course syllabus.
- Students may withdraw for reasons like personal issues, family responsibilities, or learning challenges.

Steps to Take Before Withdrawing:

1. **Talk to your instructor** first to understand how you're doing in the course.
2. **Meet with financial aid** to understand how withdrawal might affect your funding.
    - Nursing faculty **cannot** give financial advice.
    - Financial Aid only pays for **two tries** at a course.

How to Withdraw:

- If you choose to withdraw, **you must complete the withdrawal form** with Admissions and Records **before the deadline**.
- Late withdrawals (called "mitigating withdrawals") are reviewed **case by case** and **are not guaranteed**.

Program Transfer Policy

Moving from ADN to PN Program:

- Some students may be allowed to switch from the Associate Degree Nursing (ADN) program to the Practical Nursing (PN) program.
- To be considered, students must:
    - Complete all first-semester ADN courses.
    - Write a request letter to the Program Head.
- The Program Head and Admissions Committee, comprised of nursing faculty as well as other faculty member representatives from RCC, will review the request.
- Approval depends on **available space** in the PN program.

- If accepted, students will get credit for their ADN courses and start the **second semester** of the PN program as advanced placement.

Switching to PN After Failing ADN Courses:

- Students who do not pass **NSG 152 and/or NSG 170** but are passing clinical and have no academic or honor code violations may request to enter the second semester of the PN program (PNE 162).
- Students must:
    - Submit a written request to the Program Head.
    - Attend an admissions committee review.
- Decisions are given in writing and are based on **space availability**.
- If accepted, the student **loses their spot in the ADN program**.
- After completing the PN program, students may apply to the **LPN-to-ADN transition program** to begin at NSG 115.

Transferring to Another Nursing Program (VCCS School):

- Students may ask to transfer to another Virginia Community College System (VCCS) nursing program for reasons like moving.
- Students must be in **good standing** and get a letter from the Program Head.
- The Program Head may deny the letter based on poor class or clinical performance.
- The **new school decides** whether to accept the student, depending on space.
- Only ADN students can transfer between schools—**PN coursework does not transfer**.

Testing Policy

Purpose: To promote fair, equitable, and effective testing for all students.

Test results are shared via Canvas or by course faculty. Faculty will conduct an initial review and complete item analysis before final grades are posted. Once grades are released, students may review their individual tests in person during faculty office hours within two weeks. After this period, grades are final and cannot be challenged.

Test grades and items will not be shared or discussed via phone or email. All reviews must be conducted in person.

- Attendance is mandatory for all in-person tests and quizzes; they will not be administered via Zoom.
- Students with urgent physical or mental health issues must notify faculty *before* the test begins to request a make-up. Failure to do so may result in a grade of "0." Exceptions will be considered on a case-by-case basis.
- Make-up tests may differ in format (e.g., multiple choice, essay) and must be completed on the day the student returns to campus.
- Quizzes cannot be made up. Each course includes one dropped quiz, as outlined in the course syllabus.

- Students arriving late to a test must finish within the original time limit. Repeated tardiness requires a meeting with the program head to establish a remediation plan.
- No re-tests are permitted in any course.
- If testing is conducted remotely, video and audio monitoring are required. Students unable to meet these requirements must test on campus.

Collaborative testing may be used as a learning tool throughout the nursing program. Faculty assign groups, and only students who take the exam at the scheduled time may participate—Zoom collaboration is not allowed. Active participation is required to earn points, and unprofessional behavior may result in removal and a score of zero. The lowest collaborative score is dropped from the course point total. Points are awarded individually based on group performance:

- 2 points for A's
- 1 point for B's
- 0 points for less than a B

All on-campus exams must be taken on RCC computers. Only RCC desktop calculators or faculty-approved calculators (ex. Kaplan's calculator) may be used if allowed. Faculty may assign seating, and all personal items must be placed in the front of the room as directed. Students will receive scrap paper from the faculty, which will be collected after the test. Students must remain seated quietly after finishing and may not leave the testing area without permission; doing so ends the test. Exams allow 2 minutes per question and must be completed within the posted time using the testing computer's timer. Testing center exams follow the same rules, and any irregularities will be reported and investigated. Students with accommodations must return directly to class after testing without reviewing materials; otherwise, they forfeit participation in collaborative testing.

Altering submissions, sharing test materials, or collaborating on individual exams violates RCC's academic integrity policy. Nursing exams are confidential—students may not share, reproduce, or discuss exam content at any time. Faculty-led test reviews are learning opportunities, and all testing rules still apply. Faculty may end a review session at their discretion.

Attendance Policy

Prompt and regular attendance at class, laboratory, and clinical meetings is a professional role requirement. Attendance is essential for your learning opportunities. We strongly urge you to consider the necessity of any and all tardiness and absences as these could negatively impact your ability to successfully complete the course objectives.

1. Regular attendance of class sessions is required for all students registered in nursing courses. The Nursing Program adheres to the College's policy concerning class attendance. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all content missed during an absence. RCC attendance policy states the student may not miss more than 20 percent of didactic; each faculty member has the option of having a more rigorous attendance policy which is

stated in the course syllabus. Frequent absences may result in administrative withdrawal from a class and the termination or reduction of veterans benefits and other programs of financial assistance. It is the responsibility of the student to obtain missed content.

2. Students are expected to arrive ten minutes prior to the beginning of scheduled meetings and be ready to begin promptly at the start of class.

3. Tardiness is an unacceptable professional behavior that is disruptive to the other students and the faculty. Students arriving after the start of the class will be marked tardy. For every 3rd tardy, students will accrue an absence for that class and attendance policy procedures enforced.

4. In the case of inclement weather, see the inclement weather policy: 2025-2026 College Catalog and Student Handbook (page 9).

5. All ADN and PN program courses that are designated as in-person classes will not offer a ZOOM option for student absences. Zoom cannot be used for lab and clinical. Quizzes and tests will not be delivered via Zoom. Faculty will meet with the student one on one for a quiz or test review upon student request so no student is disadvantaged in missing this component of class time.

6. Courses in the nursing curriculum may require synchronous ZOOM class attendance. During synchronous ZOOM class, it is the expectation that students will:
   1. Have their camera turned on with their face fully visible.
   2. Be dressed appropriately for school per the dress code policy.
   3. Have working audio and keep their audio on mute until asked to unmute by the instructor.
   4. Attend from an appropriate and distraction free environment (Ex. a living room or kitchen table, not from a bed).
   5. Not attend in an unsafe environment- (Ex. while at work or operating a motor vehicle).
   6. Be an active participant in course discussions and activities during the ZOOM session.

Practical Nursing (PN) Students

Students are permitted to miss one clinical day per semester, provided they are satisfactory in all clinical objectives prior to the completion of the course.

- One make-up clinical day for faculty lead acute or longterm/ rehab only (up to 8 hours) will be offered at the end of each semester for missed clinical or simulation time.
- Specialty clinical days: (e.g., obstetrics, pediatrics, mental health, community health) will not be made up. If a student misses a specialty day they will mark it as an absence for the term on the clinical tool.
- Students may not miss more than 8 hours of a specific specialty clinical or simulation throughout the program. Students that miss more than 8 hours of a specific specialty clinical will be required to make up one of those clinical days. Specialty simulation hours will not be earned if the student learner misses their specific specialty clinical related to the simulations.

- Students may not exceed a total of 22 hours of missed time throughout the PN program. The breakdown is as follows:
  - PNE 161: 6 hours
  - PNE 162: 8 hours
  - PNE 163: 8 hours
- If a student misses more than one clinical day in a semester and/or exceeds the maximum number of allowed absences; including simulation and virtual simulation, they will receive a failing grade for the course.

Associate Degree Nursing (ADN) Students

Students are permitted to miss two clinical days per semester, provided they are satisfactory in all clinical objectives prior to the completion of the course.

- One make-up clinical day for faculty lead acute or longterm/ rehab only (up to 8 hours) will be offered at the end of each semester for missed clinical or simulation time.
- Specialty clinical days: (e.g., obstetrics, pediatrics, mental health, community health) will not be made up. If a student misses a specialty day they will mark it as an absence for the term on the clinical tool.
- Students may not miss more than 8 hours of a specific specialty clinical or simulation throughout the program. Students that miss more than 8 hours of a specific specialty clinical will be required to make up one of those clinical days. Specialty simulation hours will not be earned if the student learner misses their specific specialty clinical related to the simulations.
- Students may not exceed a total of 64 hours of missed time throughout the ADN program. The breakdown is as follows:
  - NSG 100/106/200: 16 hours
  - NSG 170/152: 16 hours
  - NSG 210/211: 16 hours
  - NSG 270: 16 hours
- If a student misses more than two clinical days in a semester and/or exceeds the maximum number of allowed absences; including simulation and virtual simulation, they will receive a failing grade for the course.

BROADLY ACCEPTABLE GENERATIVE AI USAGE

In this program, you may leverage the benefits of Generative AI tools to enhance your learning experience. AI tools can be utilized to supplement your understanding of course material, conduct research, and explore different perspectives. However, it is important to exercise discernment and ensure that their usage remains within the boundaries of academic integrity. Remember to appropriately cite and reference any AI-produced content to acknowledge the sources. Embrace the opportunity to harness

the power of Generative AI while maintaining the principles of honesty and intellectual growth throughout the course. Academic Dishonesty Plagiarism RCC Policy (starting on page 238).

Clinical and Laboratory Guidelines

Clinical Practice and Safety Guidelines

- Students must adhere to the attendance policy for all clinical and simulation experiences; excessive absences jeopardize program progression and graduation.
- Exceeding the absence policy results in failing the course and possible program dismissal.
- Failure to notify the instructor ("no call no show") leads to an absence mark, written warning, and immediate dismissal upon repetition. Exceptions are rare and handled case by case.
- Working night shifts before clinical days is prohibited; arriving after a night shift results in dismissal from that clinical day, an unsatisfactory rating, and recorded absence.
- Only completed clinical hours in courses passed with a grade of C or higher count toward Board of Nursing program requirements.

Traditional ADN Program Clinical Hours		
1st Semester	NSG 100	42 hours acute care 3 hours simulation
	NSG 106	16.5 hours long term care 11 simulation
	NSG 200	13 hours acute care 1.5 hours long term care 5 simulation
2nd Semester	NSG 170	72 hours acute care 14 hours simulation
	NSG 152	14 hours community health 19 hours simulation 8 hours pediatrics
3rd Semester	NSG 210	48 hours acute care 24 hours maternal health 18 hours simulation
	NSG 211	48 hours acute care 16 hours mental health 3 hours community health 24 hours simulation

4th Semester	NSG 270	96 hours acute care 8 hours pediatrics 59 hours simulation
Total	*Minimum 500 hours required to sit for the NCLEX-RN® licensure exam.*	571 hours

LPN-ADN Bridge Program Clinical Hours		
Awarded 150 hours for PN license upon acceptance to program.		
1st Semester	NSG 115	30 hours acute care 6 hours long term care 16 hours community health 31 hours simulation
	NSG 200	5 hours acute care 1 hour long term care 3 hours community health 4 hours simulation
2nd Semester	NSG 210	48 hours acute care 24 hours maternal health 18 hours simulation
	NSG 211	48 hours acute care 16 hours mental health 3 hours community health 24 hours simulation
3rd Semester	NSG 270	96 hours acute care 16 hours pediatrics 59 hours simulation
Total	*Minimum 500 hours required to sit for the NCLEX-RN® licensure exam.*	448 hours *+150 awarded for PN license* = 598 hours

PN Program Clinical Hours		
1st Semester	PNE 161	48 hours long-term care 23 hours simulation

2nd Semester	PNE 162	80 hours long-term care 16 hours mental health 43 hours community health 36 hours simulation
3rd Semester	PNE 163	96 hours acute care 16 hours women's health 16 hours pediatrics 11 hours community health 37 hours simulation
Total	*Minimum 400 hours required to sit for the NCLEX-PN® licensure exam.*	422 hours

Health Precautions Policies

All students must complete an Assumption of Risk form via CastleBranch before starting the program. CastleBranch manages background checks, drug screens, immunizations, and certifications; faculty do not keep copies or handle issues. Students are solely responsible for clearing any negative results.

Negative or missing documentation will prevent clinical participation. Annual updates are required, with notifications sent by CastleBranch. Failure to complete all requirements by the drop date will result in course withdrawal.

Managing infectious diseases is a priority in the RCC Nursing Program, especially due to risks from blood-borne pathogens (HIV, HBV) and COVID-19. The program follows CDC Universal Precautions to promote safety for students, faculty, and clients.

Key Guidelines:

- Students must follow all RCC and affiliating clinical agency policies on infection prevention.
- Vaccination refusal must follow agency procedures and may limit clinical placement.
- Clinical attendance is required to complete the course; if no placement is available due to noncompliance, students must drop the course before the deadline for a refund.
- Students are not allowed to care for patients on **Airborne Precautions** (e.g., TB, COVID-19 with aerosol-generating procedures, measles).

Health Documentation Requirements:
 Submitted through CastleBranch (student responsibility to maintain and fund).

Before enrollment (orientation deadline):

- **Rubella, Rubeola, Mumps, Chickenpox**: Proof of 2 vaccines or positive titer
- **Tdap/Td**: Vaccine within past 10 years

- **Hepatitis B**: Full vaccination or positive titer, or signed attestation for vaccines in progress
- **Tuberculosis (TB)**: Negative IGRA, T-Spot, or two-step TST within the past year; annual updates required
- **COVID-19**: Proof of vaccination or signed declination

Annual Requirements:

- **TB screening**: Negative test or TB Screening form
- **Influenza**: Proof of vaccine (lot/expiration required) or signed declination
- **Assumption of Risk Form**: Signed annually

Clinical Safety Protocols:

- Notify clinical instructor if:
    - You have or suspect an airborne, blood-borne, or skin-related infection
    - You have immune deficiencies or COVID-19 symptoms
- Students must self-report COVID-19 symptoms and follow college policy: [COVID-19 RCC Policy](#)

Exposure Policy:

- Students must ethically report any exposure to blood/body fluids
- Follow the **Student Exposure to Blood/Body Fluids Policy**
- Complete incident reports per clinical site policy

The management of issues related to infectious diseases in schools of nursing is a significant concern. Since the rapid increase in blood-borne diseases and COVID-19, the following policy is concerned with all infectious diseases, which may potentially be transmitted during the clinical education of students, including, but not limited to, Human Immunodeficiency Virus (HIV) and Hepatitis B virus (HBV), and COVID-19.

Clinical sites are not liable for student injuries or illnesses during clinical activities. Students must report any injury to the clinical instructor and agency. Students are responsible for all healthcare costs related to injuries or illnesses incurred in the program.

Student Exposure to Blood/Body Fluids

Purpose: To outline procedures for managing student exposure to blood-borne and airborne pathogens, informing students, faculty, and clinical agencies.

Prevention: Students must provide proof of current Hepatitis B, MMR, DTP immunizations, and TB testing before clinicals. They must maintain OSHA competency for blood-borne and communicable disease prevention throughout the program.

Students will be supervised by qualified faculty and must follow agency policies on hazardous waste and universal/standard precautions.

Faculty must notify the program head promptly and submit a written report within 2 days after an exposure event.

Exposure Procedure:

- Eye splash: Remove contacts, flush eyes with cold water for 15 minutes.
- Oral/nasal splash: Flush with cold water for 15 minutes.
- Skin/needle stick: Wash area with soap and water immediately.

Students must notify the nursing faculty, charge nurse, or preceptor immediately and follow facility exposure reporting policies.

Transport and Treatment:

- Non-hospital setting: Go to the nearest emergency department; get clinical agency contact coordinating source client assessment.
- Hospital setting: Report to employee/occupational health or emergency department; identify as RCC nursing student exposed.

Faculty should inform ED of RCC recommendations:

- Unknown source: labs drawn within 1 hour.
- Known positive source: student labs drawn accordingly.

Baseline Labs for Student: HIV antibody, Hepatitis B surface antibody, Hepatitis C antibody, pregnancy test (if female).

Source Client Labs: Rapid HIV, HIV antibody, hepatitis panel.

Documentation: Before leaving ED, student should obtain copies of incident report, lab results, and discharge paperwork.

Follow-Up: Student must follow medical instructions and provide a release letter from their primary care provider before returning to clinical. Nursing program head may prescribe a detailed follow-up plan.

In the event that a student's health status changes the student needs to contact their healthcare provider to determine if clinical practice could potentially endanger themself or others. The student is under no obligation to disclose the nature of the health status change. However, the student assumes all associated risks**.**

Students are required to wear masks in the clinical setting as the facility dictates and may not enter the patient room without the proper PPE.

The nursing faculty will fit each student with an approved N95 mask at the start of the program and as needed per facility guidelines. Students are required to take the mask with them to each clinical day. If the mask is used they must dispose of it at the end of the clinical day and report to faculty for a replacement mask prior to the next clinical day.

If the student has a change in body habitus of 10 lbs or more they are required to request a new mask fitting. Faculty will provide a new fitting prior to the next clinical day.

Phlebotomy and Intravenous Line Insertion Policy

Purpose:
To explain when and how students may perform blood draws (phlebotomy) and insert IV lines during clinicals.

Who This Applies To:

- Nursing students who are currently enrolled and have shown they can safely do these skills in the campus lab.
- Students must be supervised by nursing faculty or trained clinical staff.
- This policy only applies to patients **16 years or older**.
- Students **must not practice on each other** and will use simulated training arms instead.

Safety Rules:

- Always follow standard safety steps: wash hands before and after, and wear gloves.
- Use each needle and hub only once; dispose of them in a sharps container.
- **Do not recap needles** after use.
- Only draw blood or insert IVs in veins in the **arms or hands**.

Do NOT use arms if the patient has:

- An AV fistula graft
- A PICC line
- Stroke-related weakness
- Heavy scarring or healed burns
- Had a mastectomy on that side
- ****If the patient has an IV running:**
  - Try the **other arm**.
  - If you must use the same arm, stop the IV for at least **2 minutes** and only draw blood **below** the IV site per the facility policy.

Accidental Exposure:
 If you come into contact with blood or body fluids, follow the **"Student Exposure to Blood/Body Fluids Policy"** in the Nursing Handbook.

Nursing Laboratory Use

Purpose: The Nursing Labs provide a safe, simulated space for students to learn and practice nursing skills before working with real patients. Labs are used for classes, tutorials, and independent practice, with tools like videos, manikins, and models.

Lab Care and Appearance:

- Always leave the lab neat: beds down, linens tidy, pillows on beds.
- Over-bed tables go at the foot of beds; chairs pushed in.
- Equipment should be stored along lab walls.
- No food or drinks allowed in the lab or simulation areas unless the instructor says otherwise.

Equipment Use:

- Lab supplies and equipment are for practice on manikins only, not on people. Using them on humans can lead to program dismissal.
- Do not take manikins, blood pressure cuffs, or any supplies from the lab without permission.
- The lab computer and reference books stay in the lab.
- Sharps, syringes, and medications cannot be removed from the lab—doing so will cause disciplinary action.

Storage:

- The storage room is locked and off-limits to students. The lab storage room should only be accessed with faculty permission.

Linens:

- Lab linens are for practice only and should not be taken from the lab.

Videotaping:

- Students may use phones or tablets to videotape skills for learning, but devices must be kept with you at all times.
- Videotaping is done under faculty supervision.
- Videotaping of other people will not be done without permission.
- Videotaping will only be allowed in appropriate areas.

Open Labs:

- Open lab times are set by faculty; students must sign up to attend.
- Only up to 10 students are allowed at a time unless faculty approve more.
- Please stick to your scheduled time so everyone has a chance to use the lab.

Lab Supervision and Access:

- Labs are supervised by nursing faculty and will be locked when not in use.
- Students cannot be in the lab outside of official hours.

Evaluation:

- Faculty will regularly assess how students use the lab and welcome student feedback to improve learning.

Student Conduct and Professional Expectations

Professional Conduct and Appearance

- Nursing students have the privilege to practice nursing under Virginia law and must follow all nursing rules.
- Students must act professionally in both class and clinical settings at all times.
- Professional behavior means showing maturity, knowledge, skill, and responsibility.
- Students and faculty share responsibility for fairness, honesty, and dedication to learning.
- Students must follow the American Nurses Association's Code of Ethics.
- Unprofessional behavior or actions that stop students from clinical participation can lead to dismissal.
- Nursing students represent RCC and must always act with dignity and professionalism.
- Use only your official RCC email to communicate with faculty.
- Emails must be professional, polite, and include your name, nursing program, student ID, and course.
- Avoid using Canvas messages for official communication.
- Unprofessional communication can lead to counseling or dismissal and will be kept in your student file.
- Always be respectful to faculty, patients, classmates, and staff.
- Bullying or harassment will not be tolerated and can result in program dismissal.
- This respect applies in person, online, and during all program activities.
- Be careful what you post online (Facebook, Instagram, TikTok, etc.).
- Don't share private information about RCC, patients, faculty, or students.
- Don't post anything that could harm your reputation, RCC, or the Nursing Program.
- You cannot use the RCC name, pictures, or talk about faculty or students without permission.
- Your online behavior is your responsibility, and breaking these rules may lead to program dismissal.

Patient Confidentiality (HIPAA) Policy

- **What HIPAA Means for Students:**
  - Protecting patient privacy and keeping health information confidential is **required by law** (HIPAA).
  - Everyone, including students, must act ethically and follow the rules of the place where they do clinicals.
  - Patient information is private. No patient names or identifying info can be taken from clinical sites or shared outside of clinical learning.
  - Patient details are only for learning and must never be shared publicly, including with family.
  - Clinical examples used in class are private and not for sharing outside the program.
  - Don't look at or talk about patient information without the patient's permission.
  - Written permission is needed to use patient info in case studies.

- ○ Never discuss private patient info in public places.
- ○ Don't leave patient info where others can see it.
- ○ Only access health info of patients you are caring for.
- ○ Be courteous:
  - ■ Close doors or pull curtains.
  - ■ Be aware of who is nearby.
  - ■ Keep charts and clipboards safe.
  - ■ Dispose of patient info properly before leaving.
- **Talking About Patients:**
  - ○ Patients will be asked if it's okay to share their info with visitors or callers.
  - ○ Always ask patients if they're comfortable talking about their health with others present.
  - ○ If patients are uncomfortable, ask visitors to leave before discussing health info.
  - ○ Don't ask patients about their health where others can hear, even if just cleaning or helping.
- **Consequences:**
  - ○ Breaking confidentiality or HIPAA rules can lead to disciplinary action.
  - ○ Each student must sign a **Confidentiality Statement** in CastleBranch before clinicals each semester.
  - ○ Students are responsible for following confidentiality rules at every clinical site.

Drugs and Alcohol

Policy: All students in the Nursing program are subject to the college drug and alcohol policy as stated in the following link: RCC Student Handbook Policy (starting on page 281).
The following policy applies to students admitted to the RCC nursing program and is supplemental to the college policy.

Purpose: The Health Profession Programs at RCC are firmly committed to maintaining an environment free of the influence of illegal drugs and alcohol. This commitment provides for the health and safety of students, patients, and faculty.

Policy Summary: Violating any policy requirements may lead to dismissal from the program.

Definitions:

- **"On duty"** includes class, clinical, breaks, and meals at any RCC site.
- **"Under the influence"** means any impairment or a positive drug/alcohol test.
- **"Illegal drugs"** include any unlawfully obtained or misused controlled substances.

Expectations:

- Students must not use or be involved with illegal drugs on or off duty (e.g., cocaine, marijuana, heroin, hallucinogens).
- Students who are currently enrolled with a state-mandated medical marijuana card must consult the program head and clinical coordinator due to limited facility policies.

- State-mandated medical marijuana cards will no longer be accepted for students admitted Fall 2025 and beyond.

Procedure:

- **Students must pay for their own drug and alcohol tests.**
- Drug testing is required before entering any Health Program at RCC. Students must sign a form saying they understand this policy (found in CastleBranch).
- CastleBranch handles drug testing through approved LabCorp facilities, and it is part of the program cost.

Testing During the Program:

- Students may be tested at any time during the program to make sure they are safe and able to care for patients.
  - *When Testing Might Happen*
    - **After an Accident:** If a student is hurt or causes damage while on duty.
    - **Physical Signs:** If a student smells like drugs or alcohol or shows signs like confusion or poor coordination.
    - **Found with Drugs/Alcohol:** If a student has drugs or alcohol on them during class or clinical.
    - **Odd Behavior:** If a student is acting strangely, breaking safety rules, or nearly causes an accident.
- Clinical sites may also require drug or alcohol testing based on their rules.
- Students must follow all testing rules at both the college and clinical sites.

Refusal or Tampering:

- If a student refuses a test or tries to cheat in any way, they may be removed from the program or college.

Medication Use:

- If you are taking a prescription or over-the-counter medicine that might affect your work, you must get cleared by a healthcare provider before going to clinical.

Consequences:

- If a student comes to clinical and appears impaired (by drugs, alcohol, or illness), they may be removed from patient care and sent home.
- These cases may lead to suspension or dismissal from the course or program. Students will be given due process under the college's rules.

Reporting Misconduct

- Students must report any misconduct quickly to their faculty, program head and/or dean of health sciences.

- Not reporting misconduct is considered a breach of the student code of conduct and may also result in disciplinary action.

Dress Code Policy

Policy: RCC nursing students must wear the required program uniform in clinical settings and solid-colored scrubs campus labs, adhering to site-specific dress codes. Students are expected to maintain professionalism in personal appearance and hygiene.

Uniform Standards:

- Uniforms must fit properly, be wrinkle-free, and in good condition with no stains.
- RCC nursing student badge must be worn at all times.
- A white, round-neck shirt can be worn under the uniform if needed to ensure modesty.

Footwear:

- Clean, white, closed-toe leather or protective shoes only. No athletic shoes with logos or mesh vents.

Hair:

- Hairstyles must be clean, conservative, and above the collar. No caps, bows, or ribbons. Hair should be natural in color.
- Beards, mustaches, and sideburns must be neatly trimmed.

Jewelry:

- Limited to a wedding band, a watch, and one pair of small stud earrings. Remove additional jewelry or piercings during clinical.

Nails:

- Nails must be clean and no longer than fingertip length. Artificial nails and nail polish are prohibited.

Miscellaneous:

- No perfume, cologne, or aftershave. Use unscented deodorant.
- Makeup should be discreet.
- Tattoos must follow clinical agency policies and be covered if necessary. They should be tasteful.
- Students must be clean, neat, and free of odor.
- Smoking, drinking, and chewing gum in uniform is prohibited.
- Unprofessional behavior, language, or actions can lead to dismissal.

Academic Integrity

Being Responsible:

- As a student at RCC, you are expected to act like a responsible adult on campus, in class, and during all college activities.
- As a future healthcare professional, you must follow legal and ethical rules.
- RCC does **not allow cheating or academic dishonesty**. You can read the full policy in the RCC Handbook Academic Integrity Policy (starting on page 238).

If Academic Dishonesty Occurs:

- If a violation is reported or suspected, you will be told about it both verbally and in writing.
- You will be informed about possible punishments, and a report will be kept in your permanent record.
- Faculty will report any suspected cheating or misconduct to the Nursing Program Head and the Dean of Student Services, who will investigate.

Possible Consequences Include:

- Getting a zero on the assignment, quiz, or test.
- Losing the right to test in the testing center.
- Unsatisfactory ratings in lab or clinical work.
- Suspension from class, lab, or clinical for a set time.
- Failing the course.
- Being dismissed from the nursing program or college.

Legal Issues:

- If you are found guilty of a crime, you must tell the Program Head immediately.
- Depending on the offense, you might be dismissed from the nursing program.
- If you are not allowed in a clinical agency, you may also be dismissed.

Conflict Resolution and Separation

Student/Faculty Resolution

Purpose:
To make sure students take responsibility for their actions and have a clear way to solve problems or disputes.

Respect and Behavior:

- Always treat instructors and classmates with respect.
- Disruptive behavior is not allowed and can lead to dismissal from the college.

How to Solve Problems (Chain of Command):

1. Talk first to your Course Lead Faculty or Clinical Instructor.
2. If not solved, talk to the Program Head.
3. If still unresolved, go to the Dean of Health Sciences.

If There's a Conflict:

- The faculty member will meet with you quickly to discuss the problem and make a plan.
- A written record of the problem and plan will be kept in your file.
  If the problem isn't solved in the agreed time, it moves up to the Program Head for another meeting.
- Everyone involved should try hard to solve the issue.
- If needed, you can keep going up the chain of command.
- You can also use the formal RCC grievance policy. RCC Student Handbook (starting on page 252).

Separation

Purpose: To identify circumstances that could result in dismissal from the Nursing Program.

1. Under certain circumstances students are subject to disciplinary action, including course or program suspension or dismissal. These circumstances include (but are not limited to) the following:

   a) Inability of the student to earn a satisfactory rating for each clinical objective by the end of any clinical course.

   b) Exhibiting behavior in the clinical area that a faculty member deems potentially life threatening or results in patient injury.

   c) Failing to act in a responsible or prudent manner in carrying out professional duties.

   d) Demonstrating behavior in the clinical setting that reflects impairment of judgment and/or inability to perform patient care responsibilities (such as, but not limited to, being under the influence of drugs or alcohol; mentally or physically ill). Random drug screens can occur in any clinical setting. The student has the right to refuse; however, the student may be withheld from clinical for further investigation.

   e) Demonstrating behavior that is defined as misconduct under Standards of Conduct in the RCC Student Handbook.

   f) Being charged with professional misconduct related to his/her role as a Nursing Assistant or LPN, resulting in the suspension or revoking of a certificate. The student may not proceed in the nursing program until the charge is resolved and the certificate or license is reinstated. It is a student's responsibility to report any such misconduct. Failure to report the suspension of license will automatically result in dismissal from the RCC Nursing Program.

Graduation and Recognition

Rappahannock Community College holds a formal graduation ceremony for students finishing certificate, diploma, or degree programs. All graduating students are expected to attend unless

excused by the Dean of Health Sciences. To graduate, students must apply by the deadline during their final semester so their completion can be verified and diplomas ordered. Students cannot participate in graduation before finishing their program but can join the next scheduled ceremony after completing all requirements.

Students may elect to graduate in accordance with the degree requirements as recorded in the catalog that is current at the time of their first registration or any subsequent edition, except that any catalog chosen must not be more than six years old. Students must notify the Admissions and Records Office of their catalog choice prior to applying for graduation.

Associate Degree Requirements

To be eligible for graduation with an associate degree in nursing or practical nursing certificate from the community college, students must:
- have fulfilled all of the course and credit hour requirements of the curriculum, with at least 25 percent of semester hours acquired at RCC;
- have been certified by appropriate college officials for graduation;
- have earned a minimum grade point average of 2.0 in all studies attempted which are applicable toward graduation in their programs, and earned grades in compliance with department policy;
- have filed an application for graduation in the Admissions and Records Office;
- have resolved all financial obligations to the college and returned all library and college materials;
- have fulfilled the computer literacy requirement (students should consult counselors or advisors for details); and

Final responsibility for completing all degree requirements rests with the student.

Graduation Semester

(Specific instructions will be provided during last semester of nursing classes)

A. Graduating seniors are required to complete at least 75% of the Kaplan NCLEX plan prior to graduating.
B. Students in the final nursing semester will complete the application for licensure by exam-NCLEX RN® or PN® for the Virginia Board of Nursing (or other states as applicable). The student is responsible for:
   1. Completing the application online.
   2. Submitting a transcript request to the RCC Admissions Office, requesting that an official transcript be sent to the Virginia Board of Nursing.
   3. Pay appropriate fees.
C. Students must submit an "Application for Graduation" to the RCC Admission Office at appropriate time (see Applying to Graduate).
D. A Graduating Student Survey will be given prior to graduation.

Commencement

Rappahannock Community College holds two formal commencement/pinning ceremonies each year, in May and January.. The pinning ceremony celebrates nursing graduates' achievements, includes award presentations, and the recitation of the Nursing Pledge. Attire requires a white lab coat over solid white clothing with a black graduation cap and tassel, following the clinical dress code. Graduates must purchase the RCC Nursing Pin as a symbol of their nursing responsibilities.

Registered Nurse Pledge

In full knowledge of the obligations I am undertaking, I promise to care for the sick with all the skill and the understanding I possess, without regard to race, creed, color, politics, or social status, sparing no effort to preserve quality of life, alleviate suffering, and to promote health, as affirmed by the person.
I will respect at all times the dignity and beliefs of the patients under my care, holding in confidence all personal information entrusted to me, and refraining from any action which may endanger life or health.
I will endeavor to keep my professional knowledge and skill at the highest level, and to give loyal support and cooperation to all members of the health care team.
I will do my utmost to honor the International Code of Ethics applied to nursing, and to uphold the integrity of the profession.

Practical Nurse Pledge

Before God and those assembled here, I solemnly pledge;
To adhere to the code of ethics of the nursing profession;
To cooperate faithfully with the other members of the nursing team and to carry out faithfully and to the best of my ability the instructions of the physician or the nurse who may be assigned to supervise my work;
I will not do anything evil or malicious and I will not knowingly give any harmful drug or assist in malpractice.
I will not reveal any confidential information that may come to my knowledge in the course of my work.
And I pledge myself to do all in my power to raise the standards and prestige of the practical nursing;
May my life be devoted to service and to the high ideals of the nursing profession.

Graduate Awards

CATHERINE COURTNEY AWARD (ADN ONLY)

The Catherine Courtney award is given in honor of Mrs. Catherine Courtney, the first Nursing Program Faculty Member, who dedicated teaching for 32 years at RCC and continues her support as college board member and professor emeritus.This award is given to students who are selected by the nursing faculty who have demonstrated all around leadership and achievement in academic, clinical, and interpersonal excellence with patients, peers, and faculty while in the nursing program.

OUTSTANDING CLINICAL ACHIEVEMENT AWARD

The outstanding clinical achievement award is given to students who are selected by faculty who have demonstrated outstanding clinical performance.

PERSEVERANCE AWARD

The perseverance award recognizes students who have demonstrated the highest level of perseverance in pursuit of their nursing degrees with the courage to ignore the obvious wisdom of turning back.

BRIGHT LIGHT AWARD

The Bright Light Award is given to nursing students who radiate warmth and positivity, even through the stresses of nursing school.