



## **Associate Degree in Nursing**

**2017-2018**

## **Nursing Student Handbook**

*2017-2018\_ JC\_ADN\_Nursing Student Handbook\_Reviewed and Revised June, 2017. Judson College reserves the right to make revisions to the ADN Handbook, publications, and forms without prior notice. Any revisions or addendums to this handbook will be publicized for students and will become effective at the time of posting.*

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## Introduction

The Nursing Faculty would like to take this opportunity to welcome you to the Associate Degree in Nursing (ADN) Program at Judson College. You have chosen one of the most fulfilling, yet challenging, professions available today. Requiring a personal commitment to the care of the sick and the promotion of health, nursing is a rewarding career choice.

The *Judson College Academic Catalog* and *Judson College Student Handbook* provide students with the policies, procedures, rules, regulations, responsibilities, and rights of all college students; and answers to many questions concerning the academic and administrative requirements for admission, registration, retention, financial aid, student life, and requirements for graduation. All students in the ADN Program are responsible for reading and following the standards and regulations governing Judson College as published in the catalog and all other official college publications.

The purpose of this handbook is to acquaint you with the Judson College Nursing Program, and ensure students receive consistent and equitable treatment while enrolled in the Nursing Program. It outlines the policies, standards, and regulations by which you must abide as a nursing student. It defines your rights and responsibilities as a student, as well as those of the Nursing Faculty and staff. This handbook supports policies as stated in the *Judson College Academic Catalog*, in addition to informing students of policies specific to the Nursing Program. By publishing this handbook, we hope to answer questions or resolve issues before they become problems that may interfere with your academic or clinical success. Please contact your grade responsible instructor if you have course specific questions.

The ADN Program Director provides leadership and ongoing oversight of the ADN Program. Please address any correspondence or submission materials regarding the Associate Degree in ADN Program to:

Wanda Hayes, DNP, RN  
ADN Program Director  
Phone: 334-683-5185  
E-mail: [whayes@judson.edu](mailto:whayes@judson.edu)

Please refer to the Judson College ADN website for information regarding Nursing Faculty and Staff.

The ADN Program is currently part of the Professional Studies Division. Contact information for the Division Chair and College administration are listed below.

Dr. David Potts, President  
Phone: 334-683-5102

Dr. Scott Bullard, Senior Vice President and Academic Dean  
Phone: 334-683-5104  
E-mail: [sbullard@judson.edu](mailto:sbullard@judson.edu)

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## Alabama Board of Nursing Requirements

The Alabama Nurse Practice Act (Code of Alabama, 1975, as amended, Section 34-24-1 et seq) is the legislation which governs the practice of nursing. There are certain legal, ethical, and legislative standards which cannot be breached by either nursing students or practicing nurses. Failure to comply with the Alabama Nurse Practice Act may be cause for permanent dismissal from the ADN Program or denial of license to practice as a nurse. The following excerpt from the Alabama Nurse Practice Act provides the foundation for certain professional objectives to which nursing students and practicing nurses are held accountable.

The board may **deny, revoke, or suspend** any license issued by it or otherwise discipline a licensee upon proof of any of the following regarding the licensee:

- A. Is guilty of fraud or deceit in procuring or attempting to procure a license.
- B. Has been convicted of a felony.
- C. Is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession.
- D. Is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee.
- E. Is unable to safely practice nursing with reasonable skill and safety to clients by reason of illness, inebriation, excessive use of drugs, narcotics, alcohol, chemicals, or any other substance, or as a result of any mental or physical condition.
- F. Has been convicted of any violation of a federal or state law relating to controlled substances.
- G. Is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health.
- H. Has willfully or repeatedly violated this article, as defined by board rules and regulations.

(Code of Alabama, 1975, Section 3421-25; Alabama Board of Nursing Administrative Code 610-X-8-.02 Acts 1993, No. 93-183 p. 272, 3, Act 2009-15, § 3)

Students must be aware of the regulatory functions of the Alabama Board of Nursing (ABN). Graduates of an approved nursing education program, such as the Judson ADN program, are eligible to apply to write the licensure examination (NCLEX-RN). Approval to write the examination is solely conferred or denied by the ABN after review of the graduate's application. The application includes the following questions.

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation."
2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?
3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
5. Has any licensing authority disciplined your nursing and/or occupational license, certification, registration, or approval?
6. Are you currently under investigation?

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7. Is disciplinary action pending against you?
8. Have you ever been placed on a state and/or federal abuse registry?
9. Has any branch of the armed services ever discharged you with any characterization other than “Honorable” or have you been court-martialed?

**A “yes” answer to any of the above questions will not necessarily prevent graduates from eligibility, but will require submission of an explanation accompanied by certified documents.**

Students are required to acknowledge to the ADN Program Director any circumstances related to the questions above in which there was/is a “yes” answer because this may limit the student’s options for clinical placement. This must be done as soon as the incident occurs, or if the incident occurred prior to admission to the program, then it must be acknowledged at the time of admission. Failure to do so may be deemed a **breach of academic integrity**. All disclosures are held in confidence between the ADN Program Director and the student unless disclosed to other Nursing Faculty for prudent and necessary reasons (Alabama Administrative Code, Ch. 610-X.3-.05).

## **Judson College**

### **College History**

Judson College was established in 1838 by members of Siloam Baptist Church of Marion, Alabama. Judson College was named for Anne Hasseltine Judson, the first American woman to serve as a foreign missionary. Throughout her history Judson has educated women in the humanities, social sciences, natural and physical sciences, education and fine arts. Graduates of Judson have achieved success in concert halls, graduate schools, community service, hospitals, social services, scientific research facilities, law offices, corporations, government service, education, and church related vocations. Judson remains committed to her mission of Christian higher education.

### **College Mission Statement**

Judson College, a private, undergraduate institution committed to academic excellence in the arts, sciences and professional studies, offers distinguished student-centered academic programs in a residential, single-gender setting and through distance education to both genders. As a caring collegiate community related to the Alabama Baptist Convention, Judson College is dedicated to maturing its students into well-adjusted and productive citizens through the transmission of knowledge, refinement of intellect, the nurturing of faith, the promotion of service, and the development of character. Resulting from these efforts, Judson graduates will:

- Be knowledgeable in their academic area and be informed and contributing members of their communities;
- Think critically and communicate effectively;
- Be persons of enduring faith and character who are eager to serve and to lead.

### **General College Policies**

#### ***Chapel***

All full time students (resident and commuter) are expected to fulfill the Chapel and AE requirements. Students who do not hold full-time student status are encouraged to fulfill the Chapel and AE program requirements (refer to the *Judson College Student Handbook*).

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## ***Code of Conduct***

Judson College students are expected to maintain high standards of personal conduct that will reflect favorably upon the student, the Judson community, and the purposes for which the College was founded (see *Judson College Academic Catalog* and the Code of Conduct in the *Judson College Student Handbook*).

## ***Eating and Drinking***

**No food or drink will be allowed in the classrooms, laboratories, or clinical areas.**

## ***Dress Code***

The dress code for Judson College is available in the *Judson College Student Handbook*. The dress code for nursing students in the clinical setting may be found in the *Clinical Information and Policies* section of this handbook.

## ***Sexual Harassment***

The *Judson College Sexual Harassment Policy* can be found in the *Judson College Student Handbook*.

## ***Attendance***

The ADN Program adheres to the attendance policy as described in the *Judson College Academic Catalog* regarding absences except in relation to laboratory and clinical absences (see *Laboratory/Clinical Attendance and Make-up Policy* within this handbook).

## ***Extended Absence***

Students who anticipate several days of absence due to military obligation or jury duty must contact the course faculty as soon as this is known to make special arrangements for meeting required classroom and/or clinical objectives.

## ***Weapons Policy***

Possession of explosives, fireworks, or other dangerous instrumentalities while on Judson College-owned or controlled property is prohibited.

## ***Non-Discrimination Statement***

It is the official policy of the Alabama State Department of Education and Judson College that no person shall, on the basis of race, color, handicap, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity or employment. Judson College complies with applicable laws prohibiting discrimination, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Veterans Readjustment Assistance Act, The Age Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990.

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## ***Disability Services***

Judson College complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Judson College is committed to providing academic accommodations for qualified students with disabilities to ensure each has a full opportunity to enjoy the benefits of a college experience. Notification of a disability **must** be made to the Office of the Registrar, who is the designated Disability Services Officer at Judson College. This office is located on the first floor of Jewett Hall. The telephone number is 334-683-5112. Notification to an individual Nursing Faculty member is not sufficient. The policy of the College's Disability Services Statement can be found in the *Judson College Academic Catalog*.

To be eligible for disability accommodation(s), students must self-identify to the Office of the Registrar, the designated Disability Services Officer at Judson College, who will determine eligibility for services. Once eligibility for accommodation(s) is determined by the Disability Officer, it is the students' responsibility to request appropriate accommodations. The ADN Program will provide accessible programs, services, and activities and reasonable accommodations for any student with a disability as determined by the Disability Services Officer at Judson.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Qualified individuals are those who satisfy admission requirements and who can perform essential functions of the ADN Program with or without reasonable accommodation or modification. **Students must satisfy the Essential Performance Standards of nursing students** (see Appendix C in this handbook). If the Essential Performance Standards of nursing students cannot be achieved by the student, either unassisted or with dependable use of assistive devices, the Nursing Faculty **RESERVE** the right to withdraw the student from clinical courses.

## **Associate Degree in Nursing Program**

### **Brief History of the ADN Program**

Judson College created the ADN Program in 2011 to serve the people of central Alabama. The Judson College ADN Program meets the ABN requirements for an approved nursing education program.

### **Helpful Hints for Success**

1. Carefully review all written and electronic material pertaining to your role as a student nurse at Judson College, including the *Judson College Catalog* and *Judson College Student Handbook*, which contain important information regarding fees and deadlines. Clarify dates, policies, or other content you do not understand with the appropriate College representative or Nursing Faculty member.
2. **Maintain personal file copies** of all forms submitted to Judson College or the ADN Program related to application, health, insurance, CPR certification, change of status, employment opportunities, and applying for the NCLEX-RN.
3. At the first hint of academic difficulty in any course, **make an appointment with the appropriate Nursing Faculty member** to discuss study habits, learning style, and other suggestions to prepare for the next examination. Nursing Faculty members at Judson College wish you to succeed and will make worthwhile recommendations. **It is the student's responsibility to meet with the Nursing Faculty member at the first indication of a problem.**
4. If a personal or family crisis occurs during the term, recognize that it may affect you for the remainder of the term. Consider various options after discussing the issue with a Nursing Faculty member. (You do not have to share specifics if they are of a private nature.)

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5. Be aware courses in the nursing curriculum, as well as other academic subjects, require study before class. Highlighting only identifies important subject matter. Learning occurs when you think about the content, put it in your own words, and relate the new knowledge to previous knowledge.
6. Studying before each class, making reading notes, taking lecture notes, and supplementing those notes after class are key strategies to facilitate your success. Relax and get a good night's rest before any examination.
7. Take seriously the opportunities provided by the Nursing Faculty members for review and discussion, as well as standardized test taking. Scores provided from standardized tests provide data about your performance against a national peer group. They also give you an indication of areas to review and of your potential for success on the licensure examination.
8. Store copies of electronic files in various locations, such as one on your computer and a backup on your flash drive, in case one fails.
9. Put your name in/on all books, notebooks, binders, media storage devices, etc. so they can be returned to you if you misplace them.
10. Awards Day is an honor and a mandatory Judson College event. Dress professionally in conservative business attire. Jeans, tennis shoes, etc. are not appropriate.
11. All scheduled nursing examinations and standardized examinations are computer-based utilizing the computer labs on campus.

### **ADN Program Overview**

Judson College and the ADN Program seek to prepare students to be knowledgeable, competent, and value-driven professional nursing care providers. After acceptance to Judson College and the Nursing Program, students should meet with a Nursing Faculty member each semester for individual advising. Students who wish to transfer general education courses should consult with the College Registrar to ascertain courses eligible for transfer. Nursing courses considered for transfer credit must be approved by the ADN Program Director in consultation with the College Registrar.

The ADN program is designed to provide a quality education in which students are prepared, upon graduation, to apply to sit for the National Council Licensing Examination-Registered Nursing (NCLEX-RN). The ADN program is a five semester program. The program provides general knowledge in all areas of nursing (such as fundamentals of nursing, pharmacology, pediatrics, obstetrics/women's health, surgery, psychiatric, geriatric care, and community health nursing). Graduates shall demonstrate theoretical and clinical competence for entry into practice in a safe, legal, and ethical manner using the nursing process.

### **Mission**

Judson College is committed to academic excellence, and dedicated to maturing its students into well-adjusted and productive citizens through the transmission of knowledge, refinement of intellect, nurturing of faith, promotion of service, and development of character. Nursing Faculty members are committed to:

- providing the highest quality nursing education in a Christian environment; and
- preparing entry level nurses with:
  - the knowledge and professional values epitomizing caring, competent to deliver quality evidence-based healthcare services to a culturally diverse population within a variety of healthcare settings;
  - a foundation from which to deliver compassionate care to the whole person, individuals, and groups across the lifespan, and foster optimum health, provide restoration and quality of life, when possible, and bring comfort in suffering and dying, to anyone in need; and
  - to adapt to future trends in healthcare.

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## Vision

Judson College endeavors to become the finest Christian college of arts, sciences, and professional studies for women in America. Nursing Faculty members support the vision of the College and, in response to the evolving healthcare climate, Nursing Faculty members also seek to serve the healthcare needs of a global society as an innovative faith-based leader in nursing education and practice.

## Philosophy

In fulfillment of its mission, Nursing Faculty members affirm the following values and beliefs as foundational for nursing practice. Further, these beliefs guide interactions with students, clients, colleagues, other professionals, and the public; and provide the framework for preparing graduates to practice in a changing and complex social, political, economic, and healthcare climate.

1. A **person** is a unique individual, possessing dignity and worth, created in the image of God, and is in constant interaction with the environment. A person is composed of physical, psychological, sociocultural, developmental, and spiritual dimensions, but when examined as a whole is more than the sum of the parts. The term “person” incorporates the concepts of learner, self, individual, family, significant other(s), group, community, and population.
2. **Health** is a dynamic balance among the physical, psychological, sociocultural, developmental, and spiritual dimensions of the person. Adaptation is the process by which one attempts to maintain this balance. The degree of balance between the person, and internal and external factors of the environment determines the individual's level of health. Thus, health exists on a continuum from wellness to illness. The promotion of health in all individuals, through activities including research, health education, and client consultation, are also an integral part of the role of nursing.
3. The **environment** is the collective of all conditions, circumstances, and internal and external forces. Environment is affected by physical, psychological, social, cultural, ethnic, spiritual, economic, political, and ecological factors. It is diverse and ever changing, constantly influencing and responding to dynamic forces including technology, education, values, economic, geopolitical, and population characteristics. Individuals, families, groups, communities, and populations share responsibility to foster optimal environmental conditions conducive to health and well-being.
4. **Nursing** is a professional practice discipline which combines the science of nursing and the art of caring to meet the holistic needs of the individual through utilization of the nursing process in a variety of settings. The science of nursing is the body of knowledge generated from nursing theory and research, as well as knowledge integrated from other disciplines. The decision-making process, which includes the ability to think critically and analytically, is integral to the practice of nursing. The art of caring is the creative and dynamic application of nursing knowledge, emphasizing the human aspect. Caring emanates from a commitment to preserve and enhance the integrity and dignity of persons. Caring relationships are also central to the educational experience and are based on a fundamental belief in the value of persons and a commitment to facilitate personal integration. Caring relationships begin with self and embrace all those one touches within the environment.

The nursing profession requires specialized education, training, and skill in order to provide physical and emotional care to the sick and disabled in an ever-changing health care system. Nurses must demonstrate integrity in the practice of nursing by demonstrating honesty, sound moral character, and adherence to moral and ethical principles. The practice of nursing requires

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caring, critical thinking, competency, legal and ethical accountability, dedication to an evolving body of knowledge, life-long learning, and client advocacy.

5. **Professional values** and value-based behaviors provide a foundation for the practice of nursing. Professionalism “is the demonstration of high-level personal, ethical, and skill characteristics of a member of a profession” (Catalano, 2015, p. 4) and reflects the beliefs or ideals to which the individual is committed. Professionalism emphasizes altruistic service, competence, and the importance of the profession’s service to society. Nursing is an accountable, autonomous practice concerned with personal issues, and guided by a body of knowledge, and a professional code of ethics.
6. **Nursing education** is a process that involves the educator and the learner in collaboratively pursuing and sharing knowledge. The focus of nursing education is critical inquiry which enables the learner to recognize meaningful phenomena, to take appropriate actions in a variety of situations, and to interactively evaluate the outcomes of actions. The reflective process emphasizes creative insight, valuation, and self-realization. The goals of liberal and scientific education must be integrated with those of professional development for students to become competent health care practitioners and informed citizens. Consequently, the integration of the principles of liberal and scientific studies with the principles of nursing care is essential to a student’s discovery of a conceptual knowledge of nursing, one that leads to lifelong inquiry and improved client care outcomes. A climate of mutual inquiry, support, and interdependence contributes to the exchange of knowledge and experience among students and Nursing Faculty.

The educator has an ethical responsibility to mentor learners to develop their full potential. An educator enters the learning environment as a resource person, facilitator, mentor, and co-learner. The educator respects and values the experiences and knowledge of students, and fosters their continuing professional role development.

Students are viewed as adult learners engaged in the educational process in a spirit of self-directedness by assuming responsibility for learning. The learner enters the educational process with a unique personal and cultural history which serves as a rich resource for learning and contributes to self-identity. This background energizes the learning environment and provides the impetus for life-long personal and professional growth.

Nursing education is a learner-centered process which combines general education and nursing courses to prepare the individual for the practice of professional nursing. Incorporating a program of learning, a variety of instructional methodologies, and available resources, nursing education fosters competency, accountability, and continued professional development of the individual.

The teaching-learning process is a shared responsibility between Nursing Faculty and students where Nursing Faculty serve as facilitators of learning. To be successful, teaching and learning require an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from simple to complex. Thus, learners gain a foundation of basic core knowledge and skills and progressively add content, concepts, and skills that are increasingly complex. Learning is achieved when there is evidence of a change in behavior within the cognitive, affective, and/or psychomotor domains. Learning is a life-long process which promotes professionalism, and is beneficial for the learner and society. Individuals have the right to achieve self-actualization and society must provide educational opportunities to facilitate that process. Students engaged in the educational experience provided by Judson College’s ADN

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program are prepared as professional practitioners who provide excellence in service and leadership, and exemplify the core values of Judson College.

## **Application to the Associate Degree in Nursing Program**

### ***Admission Requirements***

Students are admitted to the ADN Program on a full-time basis in the Fall semester. Licensed Practical Nurses (LPNs) with an unencumbered LPN license may be admitted to the ADN Program in advanced standing with approval of the ADN Program Director.

Space in the program is limited. All prospective nursing students must meet the following requirements for acceptance into the Nursing Program.

- Unconditional acceptance to Judson College. Admission to Judson College does not infer admission to the Nursing Program. Prospective students admitted to the College must also submit a ADN Program application;
- A minimum cumulative grade point average (GPA) of 2.5 and;
- One of the following:
  - A minimum ACT composite score of 18;
  - A minimum composite score of 50% on the Test of Essential Academic Skills (TEAS);
  - or**
  - The minimum recommended benchmark on a standardized nursing admission exam approved by the Nursing Program Director.

### ***Transfer Credit***

Nursing courses taken at a regionally accredited institution of higher education will be evaluated by the ADN Program Director in collaboration with the College Registrar to determine transfer credits. Only nursing courses, comparable to the courses at Judson College, in which a minimum grade of “C” was earned, will be considered for transfer credit. Fifty percent (50%) of nursing courses must be completed at Judson College, unless waived by the Nursing Program Director due to special circumstances.

### **Nursing Student Orientation**

Students admitted to the ADN Program are required to attend a scheduled nursing program orientation. At orientation, students will receive additional information regarding the ADN Program. Mandatory training sessions may be required of nursing students throughout the ADN Program.

### **Essential Functions of a Registered Nurse**

In order to be admitted and to progress in the ADN Program one must possess a functional level of ability to perform the duties required of a nurse. These essential functions are necessary for the provision of safe and effective nursing care.

The **ADN student must** possess the following capabilities:

- Sufficient physical, motor, sensory, communication and social skills to provide safe care utilizing a variety of equipment in different health care environments. Examples of performance standards for nursing practice are outlined in *Appendix A*: of this handbook.

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- Be cognitively and physically able to perform the professional duties of a nursing student without injury to self or others.

In the event there is a change in the student's health (e.g. an injury, pregnancy, etc.) the student is responsible for providing documentation from the healthcare provider verifying the student continues to be able to perform the essential duties in the clinical laboratory and/or clinical setting.

## **ADN Curriculum**

### ***Organizing Framework***

The organizing framework for the Judson College ADN program provides the overall structure for establishing the curriculum and maintaining internal consistency. Nursing Faculty beliefs and values regarding nursing and nursing education are stated in the mission and philosophy. Program goals and student objectives provide general statements regarding the expected results for students and Nursing Faculty. These values, beliefs, and expected results are operationalized through the regulations for nursing education programs established by the Alabama Board of Nursing standards, and the standards and criteria for Associate Degree Nursing programs published in the *ACEN Accreditation Manual*. These documents provide the structural constructs (core knowledge, core skills, and role component) that guide course content, course objectives, and teaching/learning practices within the curriculum.

The general education courses and nursing courses are required of all Judson nursing students. Students are expected to utilize the knowledge and skills gained in the general education and nursing courses throughout their nursing education. The curriculum (see Appendix A: ADN Program Outline) was designed in accordance with ABN regulations for nursing education programs and the accreditation standards of the Accreditation Commission for Education in Nursing (ACEN). It provides students with both theory and practice experience, including the following:

- 42 credit hours of nursing specific courses  
The nursing courses provide the foundational competencies that contribute to a successful and satisfying life for the nursing professional. Nursing Faculty, through the use of various teaching strategies, assist students in integrating and applying information from other disciplines to broaden their nursing education and practice, assist in attaining required competencies, and support their socialization into the multi-dimensional role of the professional nurse.
- 30 credit hours of General Education Core courses  
Students are exposed to general education courses foundational to the practice of the profession of nursing including courses in the areas of religious ethics, humanities, social sciences, general sciences, and mathematics.

The nursing course load is 8-18 credit hours per semester, inclusive of required general education courses. Many nursing (NUR) courses require clinical and laboratory hours in addition to the theory portion of the class. Clinical and laboratory requirements vary by course (see Appendix A: AND Program Outline). The ratio for contact hours is as follows.

- |                   |     |
|-------------------|-----|
| • Theory/Didactic | 1:1 |
| • Laboratory      | 1:3 |
| • Clinical        | 1:3 |

At the beginning of each semester, students will receive a syllabus which will describe the course objectives, course requirements, specific course standards, textbooks, and evaluative criteria. Laboratory

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hours are scheduled on campus in the nursing laboratory. Clinical hours are completed in various healthcare settings.

### **Program Goals**

Program quality is maintained through a commitment to continuous quality improvement and is implemented through the Systemic Plan for Evaluation.

1. Recruit qualified nurse educators and staff committed to the mission and philosophy of Judson College and the ADN Program.
2. Promote professional development of Nursing Faculty through mentoring and collegial relationships and administrative support.
3. Recruit and retain qualified students demonstrating high standards of scholarship, outstanding personal character, and serious educational aims.
4. Maintain a qualified and diverse nursing student body by mentoring students.
5. Provide an environment promoting scholarship, critical thinking, and responsiveness to community needs.
6. Create a Christian environment in which diverse student populations may develop an academic and social network that supports uniqueness, and promotes professionalism and lifelong learning.
7. Integrate sciences and professional nursing education so graduates may make positive contributions to society.
8. Develop individuals who are competent in the application of knowledge and skills, and who possess values and attitudes consistent with the nursing profession.
9. Prepare graduates to contribute to the advancement of professional nursing and the improvement of the health care system.

### **Graduate Learning Outcomes**

The competencies identified below are congruent with the *National League for Nursing (NLN) Outcomes and Competencies for Graduates of Associate Degree Nursing Programs* (2012), the *QSEN Institute Pre-licensure KSAs* (2013), the *Institute of Medicine (IOM) Future of Nursing Report* (2008), and the *ABN definition of Professional Nurse* (Acts 1993, No. 93-183, §34-21-1).

The ADN graduate will be prepared to:

1. Provide safe, effective client-centered care upon entry into nursing practice by:
  - a. Analyzing data using age-appropriate, culturally-sensitive data relevant to clients' current health status.
  - b. Providing evidence-based, clinically competent care within accepted standards of professional nursing practice in a variety of clinical settings.
  - c. Utilizing critical thinking and sound clinical judgment in making client care decisions.
  - d. Communicating relevant, accurate and complete information regarding assessments, interventions, responses to nursing interventions, and progress toward meeting client outcomes.
  - e. Identifying risk factors and potential problems compromising optimal wellness.
  - f. Formulating a teaching/learning plan for culturally diverse clients with health alterations in a variety of settings.
  - g. Utilizing information technology to support the planning and provision of client care.
2. Demonstrate a commitment to caring, ethical, professional nursing care by:
  - a. Demonstrating accountability and integrity in advocating for clients and families.

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- b. Respecting others' values and appreciating diversity.
  - c. Utilizing information technology to support planning and provision of client centered care.
  - d. Using interpersonal and technological communication effectively.
  - e. Participating in interdisciplinary collaboration using the nursing process.
  - f. Contributing to the culture of safety in client centered care.
  - g. Recognition of the client or designee as a full partner in provision of nursing care.
  - h. Participating in intranursing and interprofessional teamwork to coordinate client centered care.
  - i. Compliance with regulatory/legal parameters of the scope of practice.
  - j. Advocating for clients to promote self-determination and ongoing growth of human beings.
3. Demonstrate professional behaviors and roles of a registered nurse upon entry into nursing practice by:
- a. Participating in interdisciplinary collaboration in the provision of client care.
  - b. Evaluating qualitative and quantitative research as a foundation for evidence-based nursing practice.
  - c. Educating and motivating others in order to improve awareness, learning and behavior that contribute to healthy living.
  - d. Appreciating the value of membership in a professional organization.
  - e. Advocating public policy that promotes clients' rights and public health.
  - f. Applying leadership and management principles to facilitate change in health care practice.
  - g. Using self-evaluation to promote professional growth.
  - h. Participating in life-long learning.

## Grading and Progression Policies

### Grading Policies

Because competency is a critical component in providing safe, effective nursing care, the grading scale for the ADN Program is more stringent than the Judson College policy. A student receiving a 'D' or 'F' in a required general education or nursing (NUR) course(s) is required to repeat the course. Students must also meet school standards for satisfactory academic progress as listed in the *Judson College Academic Catalog*. Required general education courses follow the Judson College grading scale. **All nursing (NUR) courses will adhere to the following grading scale approved by the Nursing Faculty.**

A	90-100
B	80-89
C	75-79
D	60-74
F	Below 60
Clinical Failure	F

Students must achieve a minimum passing average of 75% in objective testing (e.g. unit exams, final exam, and standardized tests) in order to be successful in a nursing course. Failure to achieve the minimum required 75% average in objective testing will result in failure of the course; and the objective score will be the final course grade. If the student achieves a minimum of 75% in objective testing, the grades for subjective testing (e.g. in-class exercises, interpersonal process recordings, homework), which may be weighted, will be included in the overall course grade. Regardless of a student's numerical grades on examinations and other written work, it is possible for a student to fail a course if the student cannot successfully demonstrate skills in the campus laboratory or clinical setting. The course syllabi provide specific details regarding the evaluation blueprint in each course (see examples in Table 1 and Table 2).

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Objective and subjective testing, and various other assessments may be weighted differently in each course.

Table 1. Example of Calculation of Grades Based on Example Blueprint					
Evaluation Blueprint	Weight	Individual Assessments			Weighted Averages (total points earned divided by possible points multiplied by weight)
		Assessment	Points Earned	Possible Points	
Unit Exams	60%	Unit Exam 1	45	50	150 divided by 165 = 90.9090 x 60% = 54.4545
		Unit Exam 2	55	60	
		Unit Exam 3	50	55	
Final Exam	25%	Comprehensive Final Exam	88	120	88 divided by 120 = 73.333 x 25% = 18.3333
Standardized Test	10%	Standardized Test	79	100	79 divided by 100 = 79 x 10% = 7.9
Objective Testing Average requires 75% of (60 +25 +10) = 71.25 points					54.4545 + 18.3333 + 7.9 = 80.6878 Eligible for subjective testing points
Homework, Pop Quizzes, In-class Assignments	5%	Homework 1	5	5	28 divided by 35 = 80 x 5% = 4
		Homework 2	8	10	
		Pop Quiz 1	3	5	
		Case Study 1	12	15	
Lab/Clinical	Pass or Fail	Lab/Clinical	Pass		Pass
Final Course Grade Achieved					84.6878 = 85 (rounded) B

Table 2. Example of Calculation of Grades Based on Example Blueprint					
Evaluation Blueprint	Weight	Individual Assessments			Weighted Averages (total points earned divided by possible points multiplied by weight)
		Assessment	Points Earned	Possible Points	
Unit Exams	60%	Unit Exam 1	25	50	95 divided by 165 = 57.575757 x 60% = 34.545454
		Unit Exam 2	30	60	
		Unit Exam 3	40	55	
Final Exam	25%	Comprehensive Final Exam	88	120	88 divided by 120 = 73.333 x 25% = 18.3333
Standardized Test	10%	Standardized Test	79	100	50 divided by 100 = 50 x 10% = 5
Objective Testing Average requires 75% of (60 +25 +10) = 71.25 points					34.545454 + 18.3333 + 5 = 57.878754 = 58 (final course grade) Ineligible for subjective testing points
Homework, Pop Quizzes, In-class Assignments	5%	Homework 1	5	5	28 divided by 35 = 80 x 5% = 4
		Homework 2	8	10	
		Pop Quiz 1	3	5	
		Case Study 1	12	15	
Lab/Clinical	Pass or Fail	Lab/Clinical	Pass		Pass
Final Course Grade Achieved					57.878754 = 58 (rounded) F

### ***Progression Policies***

All nursing courses required in the nursing curriculum must be taken as sequenced in the ADN Program Outline (see Appendix A: ADN Program Outline) for the student to progress. All general education

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science, math, and psychology courses required in the nursing curriculum must be taken before or as sequenced in the ADN Program Outline for the student to progress. Students admitted with advanced standing (e.g., LPNs) may take select nursing courses out of sequence if approved by the ADN Program Director.

Students must achieve a final course minimum passing average of 75% in order to be successful in a nursing course. The final course grade is determined by a combination of theory grades, laboratory and/or clinical performance grades (in nursing courses which have laboratory and/or clinical components), Dosage Calculations Exams (when required in the course), and the standardized content exams (when required in the course). Failure to achieve the required minimum score on the Dosage Calculations Exam (when required in the course), **and** a satisfactory lab/clinical performance (in nursing courses which have laboratory and/or clinical components) will result in failure of the course (see Table 3 regarding calculation of final course grade).

Regardless of a student's numerical grades on examinations and other written work, it is possible for a student to fail the course clinically. Clinical progress reports are provided to students. If a student is having difficulty in clinical, the Nursing Faculty member will discuss any issues that occur and will also suggest strategies for improvement. The laboratory/clinical component of a nursing course is graded utilizing the criteria outlined in the course specific Laboratory/Clinical Evaluation Tool. Students are urged to study carefully the Clinical Evaluation Tool criteria at the beginning of each semester. **Clinical evaluations must be completed, signed by the student, and submitted to the course instructor prior to the semester end. Students will receive a grade of incomplete if clinical evaluations are not completed (including student documentation indicating evaluations were reviewed by the student) prior to final exams.**

The student who fails clinically will receive a failing grade in the course. A student may fail the laboratory/clinical component of the course and receive a grade of "F" in the course for conduct which leads to a major breach in safety, confidentiality, and legality. A major breach in safety, confidentiality, and legality will result in immediate dismissal from the course and may result in dismissal from the Nursing Program.

Students in, or requesting reentry into, the ADN Program are governed by the following requirements:

1. Students must maintain a minimum 2.0 GPA.
2. Students must achieve a minimum grade of "C" in all ADN Program required general education courses (i.e., ENG 101, BIO 201, etc.).
3. Students must achieve a minimum of grade of "C" in all nursing (NUR) courses.
4. Students who do not achieve a minimum grade of "C" in all ADN Program required general education and nursing courses must repeat the course.
5. Students who withdraw from or audit a general education course must inform the ADN Program Director. Students may not progress if general education science, math, and psychology courses required in the nursing curriculum are not taken before or as sequenced in the ADN Program Outline.
6. Failure to achieve a minimum final course grade of 75% in a NUR course will result in failure of the NUR course.
7. Students must achieve a minimum score of 90% on the Dosage Calculations Exam(s) administered in nursing courses throughout the nursing program. Failure to achieve the minimum 90% requirement after three attempts will result in failure of the course in which the exam was administered. An unexcused absence on the date of any attempt will be considered a failed attempt.
8. Students must successfully demonstrate skills in nursing courses throughout the nursing program. Failure to successfully demonstrate the required skill(s) after three attempts will result in failure of the course in which the skill was required. An unexcused absence on the date of demonstration will be considered a failed attempt.

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### ***Withdrawing/Auditing/Failing/Readmission***

Students, who achieve a grade of “D” or “F” in, withdraw from, and/or audit NUR course(s) in any **two semesters** will be dismissed from the ADN Program and will not be considered for readmission to the program.

### ***Reinstatement to the Nursing Program***

Students eligible for reinstatement to the ADN Program after failure or withdrawal **must** submit a written request to the ADN Program Director. **Reinstatement after failure or withdrawal to the ADN Program is not guaranteed. Reinstatement may be denied due, but not limited, to any of the following circumstances.**

1. The student does not meet the requirements for admission to the College.
2. No available space in the course in which the student wishes to be reinstated. (Students in regular progression have first priority for clinical placement.)
3. Grade point average less than 2.0.
4. If the previous failure/withdrawal is due to non-negative drug screen result(s) or criminal background check issues.
5. Refusal by any clinical agency to accept the student for clinical experiences.
6. Failure to successfully demonstrate competency in selected skills in any/all previous nursing courses.

### ***Classroom/Professional Policies***

#### ***Professional Conduct***

In addition to the *Judson College Code of Conduct*, nursing students must abide by the *International Council for Nurses Code of Ethics for Nurses* (2012) which outlines the standards of ethical conduct for nurses.

#### ***The Learning Environment***

1. The College assumes its students are adults with mature behaviors and conduct. Behaviors which interfere with the learning environment for other students will not be tolerated. This includes, but is not limited to, talking during class presentations, lecture, and/or videos to the extent that it interferes with others' ability to hear the content; habitual tardiness or leaving class during class time; texting or accessing the internet on cell phones; or other behaviors which detract from, disrupt, or obstruct learning. Judson College policy states: **“Cell phones and other electronic communication devices are prohibited during class/laboratory/clinical”. Cell phone use in the clinical setting is prohibited**, except during breaks, lunch, or as permitted by the clinical instructor. An emergency situation should be approved by the instructor before class. Violators will be subject to disciplinary action.” Offenders will be counseled and may be asked to leave class or report to the Senior Vice-President and Academic Dean if behaviors persist. The student may, at the instructor's discretion, be asked to leave class or clinical for behaviors which detract from, disrupts, or obstructs learning.

Students who arrive more than 15 minutes after the beginning of class may be required to wait for admittance until the instructor calls for a break in class presentation. **Children are not permitted** in the classroom, laboratory, break areas, computer areas, or clinical agencies used for clinical education.

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Table 3. Calculation of Final Course Grade			
Theory Grade	Lab/Clinical Performance	Dosage Calculations Exam (when required in the course)	Final Letter Grade
A	Satisfactory	Pass	A
B	Satisfactory	Pass	B
C	Satisfactory	Pass	C
D	Satisfactory	Pass	D
F	Satisfactory	Pass	F
A	Unsatisfactory	Pass	D
B	Unsatisfactory	Pass	D
C	Unsatisfactory	Pass	D
D	Unsatisfactory	Pass	D
F	Unsatisfactory	Pass	F
A	Satisfactory	Pass	D
B	Satisfactory	Pass	D
C	Satisfactory	Pass	D
D	Satisfactory	Pass	D
F	Satisfactory	Pass	F
A	Satisfactory	Fail	D
B	Satisfactory	Fail	D
C	Satisfactory	Fail	D
D	Satisfactory	Fail	D
F	Satisfactory	Fail	F
A	Unsatisfactory	Pass	D
B	Unsatisfactory	Pass	D
C	Unsatisfactory	Pass	D
D	Unsatisfactory	Pass	D
F	Unsatisfactory	Pass	F
A	Unsatisfactory	Fail	D
B	Unsatisfactory	Fail	D
C	Unsatisfactory	Fail	D
D	Unsatisfactory	Fail	D
F	Unsatisfactory	Fail	F

### ***Academic Integrity Policy***

The ADN Program academic integrity policy is supplementary to the *Judson College Student Code of Conduct*. Behavior which compromises the integrity of an assignment or examination process for oneself or others is unacceptable. Academic dishonesty is a form of misconduct subject to disciplinary action under the Student Code of Conduct. Academic misconduct may result in a failing grade for the course in which the student is enrolled and ultimately the inability to progress in the program of study. Students who have been found guilty of academic misconduct will not be considered for readmission to the nursing program.

Behavior which is considered to compromise academic integrity includes, but is not limited to:

- Seeking and/or obtaining access to examination materials prior to test administration.
- Unauthorized reproduction and/or dissemination of test materials or copyrighted test banks from various publishers.
- Sharing information about any of the test materials (including sharing of material with use of electronic devices, PDAs, cellular telephones, computers, etc.) during an examination.
- Leaving the testing area without authorization.

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- Possessing and/or using cell phones or other electronic devices during an examination.
- Sharing information, resources, or reasoning on problems meant to be solved by individuals.
- Disruptive behaviors which affect other examinees; no communication devices are allowed in the testing environment.
- Unauthorized reproduction and/or dissemination of test materials.
- Wearing caps or hats of any kind; the only exception is religious apparel.

## Course Syllabi

Course syllabi, outlines, and related course materials are available in Moodle, Judson's course management system. Since some of the information may be needed prior to the first class meeting, students should download it from Moodle no sooner than a week before that date. Students are encouraged to bring a copy of the course outline to the first class.

## Technology

Use of technology in the classroom and clinical setting is a privilege, not a right, and is restricted to purposes related to the mission of the ADN Program and allowed only with the approval of the instructor. Prohibited activities include, but are not limited to, email, social networking, outside discussions, texting, and internet surfing. **Cell phones may not be turned on or visible in the classroom or clinical setting.** HIPAA regulations apply to all technology use. Violators may be asked to leave the classroom/laboratory/clinical.

## Lecture Capture

Ownership of information should be considered prior to use. **Classroom lecture material may not be recorded or dispersed without prior consent from course faculty.** Any approved material is to be used for the individual student's learning purposes only.

## Email/Online Discussion

Appropriate communication is integral to uphold the professional standards expected of a nursing student. Outside of the classroom and clinical setting, email is the primary means of communication between nursing students and Nursing Faculty members. Students **should not** contact Nursing Faculty members on Nursing Faculty member's personal cell phones (call or text) except in the event of clinical absence (see *Laboratory/Clinical Attendance and Make-up Policy* in this handbook). To ensure the Nursing Faculty member attributes the time needed to address student concerns, students should request an appointment with the Nursing Faculty member either by emailing the Nursing Faculty member directly or contacting the Nursing Administrative Assistant. Online etiquette guidelines are to be followed at all times. Refer to the guidelines at <http://www.albion.com/netiquette/corerules.html>. **Emails require the same communication etiquette as face to face communication.**

## Computerized Assessments

The majority of classroom testing is computer based and administered in the campus computer labs. Clinical assignments must be completed and submitted electronically via a specified computer based program. Therefore, access to a computer is required. Students may use the campus lab and library computers. However, it is recommended that students possess a personal computer.

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## Testing

### *Special Provisions for Testing*

Reasonable accommodations will be provided for qualified students with disabilities as determined by the Disability Services Officer at Judson College. Once eligibility for accommodation(s) is determined by the Disability Officer, it is the students' responsibility to request appropriate accommodations (see Disability Services in the *Judson College Academic Catalog*). **Students must satisfy the *Essential Performance Standards* of nursing students found in this handbook.** If the *Essential Performance Standards* of nursing students cannot be achieved by the student, either unassisted or with dependable use of assistive devices, the Nursing Faculty **RESERVE** the right to withdraw the student from clinical courses.

### *Standardized Testing*

Standardized exams are administered at pre-determined intervals throughout the ADN Program. These exams are given as a method of evaluating the student's acquisition of knowledge, the curriculum, and student readiness to take the NCLEX-RN. Students are urged to take each exam seriously. Test results are provided to each student and each student may review their progress with a Nursing Faculty member.

### Test-Taking Policy

1. Nursing students are required to notify the instructor before a scheduled test date if she is going to be absent on the day of a test. If an unavoidable situation occurs on the morning of the test, the student must call the instructor's office. If the instructor is unavailable by phone, the student must leave a voice message or email the instructor. Students who fail to notify the instructor of an absence on the day of a scheduled test forfeit the opportunity to make-up the test and will receive a grade of "0" for the test, except in extreme circumstances (such as **verified documentation** of unplanned hospitalizations or emergencies). Students who notify the instructor of an absence on the day of a scheduled test must seek permission from the instructor within one week of returning to campus to discuss the make-up test. Documentation supporting absences may be required.
2. All tests are scheduled to begin at a specified time with a pre-determined time allotted for completion of the test based on the number of items per test. Multiple choice items are allotted one minute per item and math calculation problems are allotted two minutes per item. **Additional time may be allotted at the discretion of the instructor.**
3. Students who arrive within 15 minutes of the scheduled start time of a test will be allowed to enter the test site and begin the test. Additional time **will not be given** for completion of the test when a student arrives late. Students who arrive more than 15 minutes after the test begins **will not be allowed to enter the test site**. A make-up test will be given at the end of the semester during Final Exam week, unless directed otherwise by the course instructor.
4. The majority of testing is computerized. When paper testing is utilized, each student is required to return the test and/or answer sheet when the instructor/proctor announces the end of the test time. When scantron answer sheets are utilized, **credit will not be awarded for errors in scoring due to inappropriate erasure marks**. Only answers which appear on the answer sheet will be graded unless otherwise directed by the instructor.
5. It is the responsibility of the student to record her name on answer sheets. Items on **any answer sheet (e.g. dose calculations) which does not include a student name will not be graded**. **Therefore, the student may lose points for failure to record her name on answer sheets.**
6. No student will be allowed to move around the room during testing.

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7. No student will be allowed to leave the room before her test is complete and returned to the instructor/proctor. In the event a student leaves the room before completing a test, the test is forfeited and will be graded as is and recorded.
8. Students are prohibited from bringing any items into the testing environment. **Absolutely no cell phones, pagers or like devices, headgear (caps/hats), books, notes, or purses, are allowed in the testing area. All the aforementioned items must be placed at the area designated by the instructor/proctor if brought into the testing area.** Students may be asked to leave the testing site should a cell phone alarm/ring during a test, and a grade of “0” may be assigned on the test. Simple calculators will be supplied, if needed, for testing.
9. Any evidence of cheating on a test, on-line quiz, or required assignment will be subject to review and disciplinary action as identified in the *Judson College Academic Catalog*.
10. Grades will be **posted in Moodle. No grades will be given via telephone or email.**

### ***Post-Testing Policy***

Sharing information about any of the test materials (including, but not limited to sharing of material with use of electronic devices, computers, altering or misrepresenting test scores, and/or unauthorized reproduction/dissemination of test material) is prohibited and violators will be subject to disciplinary action.

### ***Make-up Exams***

1. In class exercises, activities, and quizzes are not eligible for make-up.
2. **The format of make-up tests is at the discretion of the instructor and may be different from the original test.**
3. Make-up tests are given during Final Exam week each semester, unless directed otherwise by the course instructor.
4. Students who fail to notify the instructor of an absence on the day of a scheduled **make-up** test will receive a grade of “0” for the test, except in extreme circumstances in which the student was unable to contact the instructor (such as **verified documentation** of unplanned hospitalizations or emergencies). Students who fail to seek permission from the instructor to take a make-up test within one week of returning to campus will receive a grade of “0” for the test. Documentation supporting absences may be required.
5. Students who notify the instructor of an absence on the day of a scheduled **make-up** test must seek permission from the instructor to reschedule a make-up test. If the make-up exam cannot be rescheduled prior to the end of the semester, due to time constraints, the student may receive a grade of Incomplete. Failure to notify the instructor and/or failure to seek permission to reschedule a make-up test will result in a grade of zero.

### ***Test Review Policy***

1. Attendance at test review is strongly encouraged. All regularly scheduled unit tests will be reviewed. Reviews may be scheduled outside of regular class times. Review of online quizzes are at the instructor’s discretion. **A student forfeits the right to review a test if not present for the scheduled test review. Neither final exams nor make-up tests are subject to test review.**
2. A student who missed a scheduled test will not be allowed to attend that specific test review.
3. Students are prohibited from bringing any items into the test review environment. Students will be required to leave all belongings (including, but not limited to, handbags, backpacks, books, cell phones, pagers, and notebooks) at a place designated by the instructor/proctor.
4. **No note taking, taping/recording, paper/pen, cell phones, pagers, or other mechanisms for recording the test are allowed.** Violators will be escorted from the room and will be subject to

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disciplinary action. Students whose cell phones alarm/ring during test review must return the test and answer sheet, and will be asked to leave the room.

5. Students will be given their original test booklet, as applicable, and the results of the scantron scoring to review. Any booklet or scantron documents missing after test review will be considered to have been taken illegally. Ramifications may include, but are not limited to, receiving a grade of "0" on the test and/or a request for disciplinary action submitted to the Academic Dean.
6. Once test review has begun no other students will be allowed to enter the room and no students will be allowed to leave the room until test review is completed, and test booklets and answer sheets have been returned.
7. Test review is considered an educational opportunity by which students can review content and develop test-taking skills. **Test review is not the appropriate time to challenge test items.** If a student has concerns regarding a test items and/or score, and wishes to discuss the test with the instructor, the student must request an appointment via email with the instructor within five (5) days of test review. **After that time the test will not be reviewed again and grades will not be altered.**

## **Clinical Information and Policies**

### ***Insurance***

Judson College has coverage for liability arising from rendering or failure to render professional medical services. Nursing Faculty are covered while working for Judson within the scope of their duties as Nursing Faculty and currently enrolled nursing students practicing within the scope of their duties as nursing students are covered.

Students are required to provide proof of medical/accident insurance or to purchase coverage. Information is available through the Office of Student Services and the Business Office for the purchase of medical/accident coverage.

### ***Fitness for Duty Policy***

1. Students are required to come to class, laboratory, and clinical in a condition fit for the competent and safe performance of their duties. A fit condition is required throughout the scheduled time.
2. Faculty are held accountable for ensuring students are fit for duty, and for taking prompt, appropriate, and decisive action whenever a student appears to be unfit for duty.
3. If a student is found to be in possession of or using alcoholic beverages, or illegal controlled chemicals or substances not prescribed for the student on the college campus or clinical agency premises, the student will be dismissed for the day from the clinical. Ability to return will be determined by pending disciplinary action by the College. All students are held accountable to clinical agency policies regarding suspected drug use. If an agency has cause to request a drug screen of a student per the agency guidelines, the student must comply (**at the student's own expense**), or be dismissed from the clinical agency. Such dismissal may be cause for failure in the nursing course, non-progression, and/or permanent dismissal from the ADN Program.

### ***Nursing Student Uniform Dress Code***

1. The customized Judson College Nursing white uniform (scrub top/pants, dress, or scrub top/skirt) purchased from Meridys (<http://www.meridys.com>). The only exceptions to the approved school uniform are maternity uniforms, which must be approved by ADN Program Director or Clinical Coordinator prior to use.
2. Plain white duty hose, free of runs, with dress uniform and plain white socks, free of decorations, with pants uniform are permitted.

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3. White or natural color undergarments are required under all uniforms.
4. **Plain white** nursing or **plain white** athletic shoes are permitted. No clogs, clog-like shoes, canvas, open-toed shoes, sandals, platform shoes, boots, or shoes without a back are permitted. Laces, when appropriate, must be clean and solid white.
5. The customized Judson College Nursing laboratory coat purchased from Meridys (<http://www.meridys.com>).
6. The Judson College photo identification name badge, worn on the front of the uniform/lab coat with the student's picture visible during clinical experiences.
7. Good personal hygiene is required. No scented lotions, colognes, or perfumes are permitted in the clinical or pre-clinical setting.
8. Hair **must** be neat and clean. Hair longer than shoulder length must be pulled back and secured, or worn off the collar to prevent it from falling into the client field when bending over the client. Extreme hair styles, colors, ribbons, and ornate hair ornaments are not allowed.
9. Jewelry is restricted to a watch with a second hand, a plain wedding band, and small stud earrings (one per lower lobe) in the clinical setting. Bracelets or necklaces are not permitted. **Absolutely no** pierced objects, including, but not limited to tongue rings, nose rings, or eyebrow rings, are permitted. Medic Alert jewelry may be worn, if necessary, in the clinical setting. Medic Alert necklaces that can be tucked inside/underneath the uniform are preferable.
10. Visible tattoos must be covered with band-aids, makeup, or a long sleeved white tee shirt without logos under the uniform top in the clinical setting.
11. No tee shirts with logos, jeans, cropped pants, sweat pants, shorts, sundresses, halter tops, open-toe shoes, boots, high heels, tight, low-cut, or revealing clothing are permitted when performing assigned student responsibilities in the clinical setting.
12. Conservative make-up may be worn in the clinical setting. Excessive makeup is not permitted.
13. Nails must be short (not extending beyond fingertips) and clean when attending clinical activities. No nail polish, acrylic, gel, or shellac nails are permitted.

### ***Clinical Rules***

1. The student is required to comply with all Judson College policies, including nursing policies, and the policies of the health care agencies utilized for clinical experiences including, but not limited to, drugs, confidentiality, and professional dress policies.
2. Students who arrive at the laboratory/clinical setting with a fever, contagious illness, or impairment of required Essential Functions will be dismissed from the clinical setting and receive a "0" in all clinical objectives unless documented verification of illness is provided prior to the next laboratory/clinical experience. If documented verification is provided the student is subject to the *Laboratory/Clinical Attendance and Make-up Policy* in this handbook.
3. Use of tobacco products is prohibited.
4. Falsification of any client documentation by a Judson College nursing student (i.e., charts, flow sheets, medication administration records, etc.) will result in failure of the course.
5. Thievery from a client or family, the agency, professional colleagues, and/or fellow students by a Judson College student will result in failure of the course and ineligibility to return to the Nursing Program. Legal penalties may also result.
6. Students are required to reveal any personal issues which would prohibit their placement at any clinical agency. Such issues may include, but are not limited to, previous dismissal from employment at a clinical agency, legal issues involving the student or his/her significant others which are outstanding against an agency, employee, or practitioner of a clinical agency, or monetary issues involving a clinical agency (garnishments, law suits, etc.).
7. All Judson College students must attend assigned clinical agency orientation appropriate to the clinical assignment. Failure to do so may prohibit the student from completing the clinical assignment and may result in failure of the course.

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8. In case of inclement weather, the student is expected to attend clinicals unless the roads are officially closed or Judson College has been officially closed. Notification of closings is communicated via local radio and television stations, the Judson College website, and/or campus email/telecommunications. In all instances, students are responsible for determining their own safety needs.
9. Students **may not** exchange money or accept gifts from clients or clinical personnel
10. There is no monetary compensation for time spent in clinical experiences. Expenses incurred for travel to the clinical sites is the responsibility of the student
11. Neither Judson College nor the clinical agency is responsible for student personal belongings (money, cell phones, books, etc.).
12. Students must be able to safely and adequately care for all assigned clients during each clinical day. Students who demonstrate any unsafe nursing practice will not be allowed to continue caring for the assigned client and will receive a "0" in the appropriate clinical objective, and may be dismissed from the clinical setting and/or Nursing Program.
13. The student is expected to bring all necessary equipment (i.e. stethoscope, scissors, penlight, and black ink pen) to the clinical setting. Students who fail to bring all necessary equipment will receive a "0" in the appropriate clinical objective and may be dismissed from the clinical setting.
14. Students may not leave the assigned clinical area without permission from the instructor.
15. If the student must be contacted during clinical hours for an emergency situation, the contact must be initiated through the clinical instructor who will notify the student.
16. No alcoholic beverages or drugs (including prescribed) which may impair clinical decision making will be consumed during clinical experiences or up to 12 hours prior to the experience. Any evidence of alcohol or drug use during the clinical experience or evidence of impairment due to drugs/alcohol prior to starting or during the clinical assignment will require a drug screen for cause, and if the drug screen result is non-negative, the student will be immediately dismissed from the clinical site and/or Nursing Program. The impaired student will only be allowed to leave the clinical site with a designated driver.
17. The student will not communicate unprofessionally (argue, solicit professional advice for an illness or disability, other) with any physician, nurse, fellow student, staff member, or preceptor during clinical rotations.
18. The ultimate responsibility for client care lies with the staff at the clinical agency. If a conflict arises between the student and anyone at the agency site, the student will immediately retire from the conflict and notify the clinical instructor as soon as possible, but no later than at the completion of the clinical day.
19. Students are responsible for providing their own transportation to and from clinical sites.
20. Students who are injured during a clinical experience (needle stick, back injury, etc.) must notify the clinical instructor immediately and complete the risk management report according to agency guidelines. The student is financially responsible for any illness or injury sustained during the clinical experience. Students are not entitled to and will not receive workman's compensation from Judson College or the clinical agency for any injury occurring during a clinical experience.
21. Chewing gum is not permitted in the clinical setting.
22. **Cell phone use in the clinical setting is prohibited**, except during breaks, lunch, or as permitted by the clinical instructor.

### ***Clinical Evaluation***

For nursing courses with a clinical component, the clinical evaluation tool is available in Moodle. The clinical evaluation is an educational and evaluative tool. Various objective methods are used to evaluate satisfactory achievement of the clinical objectives for each clinical nursing course.

1. Students are expected to meet pre-determined objectives in each clinical nursing course. Progress in meeting these objectives is assessed by process and outcome evaluations.
2. The Clinical Coordinator and/or the clinical instructor assume the responsibility to schedule a

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conference with the student at any time deemed appropriate during the semester. The student may also request conferences with the Nursing Faculty member during the semester.

3. Students are expected to meet the clinical objectives each semester in order to progress in the Nursing Program. **If the student is unable to achieve a minimum passing score on the final clinical grade in any clinical course, the student will sustain a failure in the course and is not eligible to progress in the Nursing Program.**
4. All unsatisfactory incidents will be identified by the clinical instructor, and communicated to and discussed with the student immediately or as soon as possible. The clinical instructor may wish to seek feedback from the Clinical Coordinator, Nursing Faculty members, or the Program Director prior to discussing the incident with the student. The discussion with the student may be held with another Nursing Faculty member or with an agency staff member present. All incidents will be documented in writing in the evaluation along with a plan of action and time frame for improvement of performance.
5. A student who receives an “unsatisfactory” for a clinical objective may request a meeting with the clinical instructor and if unable to resolve any issues or concerns should follow the Protocol for Issues and Concerns.
6. Competency of clinical behaviors is expected to be demonstrated in the initial course in which the behavior is taught as well as in successive courses. Failure to demonstrate and validate continued competency of clinical behaviors could result in failure to progress in the Nursing Program.
7. Written clinical assignments submitted by the designated date/time will be graded and returned to the student prior to the next assignment. Written clinical assignments not submitted by the designated date/time will result in a grade of “0” in the corresponding clinical objective.

### ***Clinical Assignments***

1. **Contacting clinical agencies for clinical placement of students is the sole responsibility of the Nursing Faculty.**
2. Any students making independent contacts with clinical agencies will result in negative consequences, including, but not limited to a clinical warning, unsatisfactory evaluation, or dismissal from the Nursing Program.
3. Nursing Faculty reserve the right to assign or not assign students to a clinical experience at agency unit where they were or are employed.
4. **Nursing Faculty cannot guarantee students their preference in clinical agency assignments.** Once the clinical assignments are made, students may seek swaps with other students. Both students must submit a signed written request to swap to the Clinical Coordinator. Once a determination is made regarding the swap, the Clinical Coordinator will communicate the decision to the students. Nursing Faculty members reserve the right to refuse to approve a swap. Students may not participate in clinical experiences in an agency to which they have not been oriented.
5. Clinical agencies have the contractual right to deny placement of a student. If an appropriate alternative placement cannot be found, the student may be dropped from the course and/or Nursing Program.
6. All student clinical experiences must be supervised by a Judson nursing instructor unless specified prior to the experience and approved by the clinical agency.

### ***Laboratory/Clinical Attendance and Make-up Policy***

1. Students are expected to attend all scheduled laboratory and clinical experiences unless the student is febrile, has a contagious illness, or has sustained a loss of required Essential Functions (see Appendix B in this handbook).
2. Documentation supporting absences will be required. Only students with documented verification of absence will be allowed to make-up laboratory/clinical experiences. Documented verification must be provided prior to the next laboratory/clinical experience. **Laboratory/clinical make-up is at the**

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**discretion of Nursing Faculty.** Clinical make-ups during the semester in which the absence occurred are not guaranteed. **Students who do not complete the required clinical hours for a course are ineligible to progress due to incompleteness of clinical hours in the course.**

3. Students **are required to notify the laboratory/clinical instructor by phone** (at the telephone number provided by the laboratory/clinical instructor) within two hours **before** the clinical arrival time **if she is going to be absent**. Students must also email the Clinical Coordinator the day the absence occurs. Students who fail to notify the clinical instructor and Clinical Coordinator of an absence on the day of a clinical experience forfeit the opportunity to make-up the clinical experience and will receive a grade of “0” in all clinical objectives for the day, except in extreme circumstances in which the student was unable to contact the instructor (such as verified documentation of unplanned hospitalizations or emergencies).
4. Students who notify the clinical instructor and Clinical Coordinator of an absence on the day of a scheduled clinical experience must seek permission from the Clinical Coordinator within one week of the absence to make-up the clinical experience. Failure to follow this policy will result in a grade of “0” in all clinical objectives for the day.
5. Students who do not attend a scheduled clinical make-up will be ineligible for rescheduling and ineligible to progress due to incompleteness of clinical hours in the course.
6. The Clinical Coordinator, clinical instructor, and Nursing Faculty of record in the course are responsible for determining appropriate laboratory/clinical make-up experiences. This may include simulation in the clinical laboratory or attendance at the clinical site with supervision by a Judson nursing instructor. Students may not make-up clinical time in an agency in which they have not been oriented or in a clinical group in which there are 8 students assigned.

### ***Medication Administration***

1. Prior to administering medications in the clinical setting, the student must have satisfactorily completed the medication skills validation in the campus laboratory and have passed any required drug calculation competency test.
2. Students are required to demonstrate accuracy in dosage calculations in all nursing courses.
3. An instructor or Registered Nurse designee **ALWAYS** observes the preparation of each medication.
4. Students must demonstrate knowledge of the medication’s desired effects, side effects, and nursing implications when administering each medication.
5. **Clients must be identified prior to administering medication.** Two identifiers as determined by The Joint Commission Standards and agency policy are mandatory.
6. Instructors may use direct or indirect supervision of the actual administration of non-parenteral medications to adult clients.
7. **All medications administered to pediatric clients are to be supervised directly by the instructor or designee.**
8. **All parenteral medications administered must be supervised directly by the instructor or designee.**
9. Students will be referred to the campus laboratory to revalidate medication skills if unable to safely demonstrate medication skills in the clinical setting.
10. Failure to abide by the Medication Administration policies may result in a clinical warning, unsatisfactory clinical evaluation, failure of the course, or dismissal from the program, depending on the situation.

### ***Intravenous Infusion Policy***

1. Clinical agency policies regarding intravenous (IV) infusions and medication administration must be observed and supersede institutional policies.
2. Prior to administering (IV) medications in the clinical setting, students **must** demonstrate

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- competence in IV medication safety and precautions according to established criteria.
3. Prior to starting an IV or initiating an IV infusion in the clinical setting, students must successfully demonstrate skill in IV therapy in the campus laboratory setting according to established criteria.
  4. **Only under direct supervision of a Judson Nursing Instructor or Registered Nurse designee** in the clinical setting may students:
    - a. Insert peripheral IV within two attempts.
    - b. Administer IV medication
    - c. Flush an intermittent IV access device (e.g. saline lock).
    - d. Change or replace IV solutions.
    - e. Change IV tubing or dressings.
    - f. Flush central venous lines per agency policy.
  5. **Nursing students may NOT initiate or add blood or blood products to an IV infusion or perform arterial sticks of any kind.**

### ***Blood/Body Fluid Exposure***

In case of suspected exposure to potentially infectious blood or body fluids, the student shall:

1. STOP current activity.
2. CLEANSE any wound/area with soap and water. Flush eyes with water if there was any splash into the eyes.
3. REPORT exposure to appropriate nursing instructor immediately. Follow the clinical agency's employee blood and bodily fluids exposure protocol.

In case of suspected exposure to potentially infectious blood or body fluids, the nursing instructor must complete the *Judson College Incident Report*.

### ***Healthcare Workers Infected with HIV or HBV***

The Public Health Laws of Alabama, 2012, Section 22-11A-62 (p. 165) states:

No health care worker having knowledge that he or she is infected with either HIV or HBV shall perform or assist in the performance of an invasive procedure unless and until he or she has notified the State Health Officer, as provided in Section 22-11A-61, and agrees to cooperate with any investigation authorized in Section 22-11A-63 and any necessary practice modifications.

### **Miscellaneous**

#### ***Protocol for Issues and Concerns***

Nursing Faculty members encourage students to make suggestions and voice any concerns that may enhance or interfere with the attainment of quality education. If an issue arises, the student should:

1. First discuss the concern with the individual instructor and if a resolution cannot be reached, the student should then discuss the concern with the course manager.
2. If the student and course manager cannot reach a resolution, the student should then consult the ADN Program Director.
3. If the student and the ADN Program Director cannot reach a resolution, then student should then consult the Division Chair.

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4. If the student and Division Chair cannot reach a resolution, the student should then consult the Academic Dean.

The *Formal Grade Appeal Policy* may be found in the *Judson College Academic Catalog*.

### ***Student Participation in Program Governance***

The ADN Program seeks to build an active student association which will be a voice for nursing students with the administration and in the governance process of the department. The ADN Program provides opportunities for students to participate in formulating and modifying policies affecting academic and student affairs. A nursing student representative serves on the ADN Program Curriculum and Advisory Committees.

### ***Pinning Ceremony***

Students who have not completed the requirements of the Nursing Program are ineligible to participate in the Nursing Pinning Ceremony.

### ***Nursing Awards***

Two awards may be presented to graduating nursing students annually. Both the Florence Nightingale Award and the Academic Achievement Award may be bestowed at the Nursing Pinning Ceremony.

The Academic Achievement Award may be given to the nursing graduate with the highest cumulative GPA at the completion of the Nursing Program.

The Florence Nightingale Award may be presented to a graduating nursing student chosen by the faculty and is a student nurse who best represents the characteristics of scholarship, compassion for clients and commitment to the profession of nursing as exemplified by Florence Nightingale. The following serve as a guide in the selection of the recipient for this award.

1. Demonstration of personal integrity, good moral character, responsibility, trustworthiness, and good personal appearance.
2. Demonstration of professionalism and commitment to nursing.
3. Assertiveness and utilization of administrative structures for problem solving.
4. Demonstration of a high level of clinical proficiency and organization.
5. Demonstration of personal motivation and desire for excellence; achievement of excellence against adversity.

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## References

- Catalano, J. T. (2015). The development of a profession. In J. T. Catalano, Nursing now! Today's issues, tomorrow's trends (p. 4). Philadelphia, PA: F. A. Davis.
- The Public Health Laws of Alabama, 2012. Infected health care worker. In Alabama code title 22. Health, mental health and environmental control. § 22-11A-61. Accessed at <http://adph.org/generalcounsel/assets/PublicHealthLaws.pdf>.

## Appendices

### Appendix A: ADN Program Outline

JUDSON COLLEGE ASSOCIATE DEGREE IN NURSING PROGRAM OUTLINE										
Semester	Course Number	Course Title	Total Credit Hours per Course	Contact Hours/Credit Hours						Total Contact Hours per Course
				Theory (1:1 ratio)		Lab (3:1 ratio)		Clinical (3:1 ratio)		
				Contact	Credit	Contact	Credit	Contact	Credit	
Fall (1st)	NUR 100	Foundations of Nursing Practice	6	60	4	45	1	45	1	150
	NUR 102	Health Promotion & Assessment	1			45	1			45
	NUR 103	Introduction to Pharmacology & Drug Dosa	1			45	1			45
	MAT 103	Introduction to Algebra	3	45	3					45
	BIO 201	Anatomy and Physiology I	4	45	3	30	1			75
	ENG 101	English Composition I	3	45	3					45
		Total semester hours	18							
Spring (2nd)	NUR 105	Adult Health Nursing I	8	75	5	45	1	90	2	210
	BIO 202	Anatomy and Physiology II	4	45	3	30	1			75
	PSY 201	General Psychology	3	45	3					45
		Total semester hours	15							
SU (3rd)	NUR 104	Advanced Pharmacology	2	30	2					30
	NUR 106	Mental Health Nursing	4	45	3			45	1	90
		Total semester hours	6							
Fall (4th)	NUR 208	Adult Health II	6	45	3	45	1	90	2	180
	NUR 211	Childbearing Families	6	60	4	45	1	45	1	150
	PSY 204	Human Growth and Development	3	45	3					45
	BIO 220	Microbiology	4	30	2	60	2			90
		Total semester hours	19							
Spring (5th)	NUR 212	Adult Health III	7	60	4	45	1	90	2	195
	NUR 213	Transition to Professional Nursing	4	30	2			90	2	120
	REL 331	Theological Ethics	3	45	3					45
		Total semester hours	14							
Total nursing credits/contact hours			45	405	27	315	7	495	11	1215
Total general education credit/contact hours			27	345	23	120	4	0	0	465
Total Program Hours										1680
Curriculum is based on the core content and distribution of the NCLEX-RN Test plan as outlined by the National Council of State Boards of Nursing and the Alabama Board of Nursing Standards.										

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## Appendix B: Essential Functions

ADN PROGRAM PERFORMANCE STANDARDS		
ISSUE	STANDARD	EXAMPLES
<b>Motor Function</b>	Physical abilities sufficient to move independently.	Walk independently with clients from department to department. Stand, walk, stoop, lift, reach, squat, pull, push, and sit for long periods of time. Respond rapidly to emergency situations. Perform daily care functions for client(s). Coordinate hand/eye movements. Execute movement required to provide nursing care in all health care settings.
<b>Sensory Perception</b>	<ul style="list-style-type: none"> <li>Auditory abilities sufficient to monitor and assess health needs.</li> <li>Visual abilities sufficient for observation and assessments necessary to provide safe client care.</li> <li>Tactile ability sufficient for physical assessment and to provide safe client care.</li> </ul>	<ul style="list-style-type: none"> <li>Auscultation of heart, lung, bowel sounds, and blood pressure. Hearing alarms and call bells. Conversing with clients, families, and staff.</li> <li>Observe and discern subtle changes in physical conditions and the environment; assess client's skin tones and conditions; drawing up and administering medications; and reading medical records and data/information displayed on monitors/equipment.</li> <li>Perform palpation, dressing changes, skills/procedures (e.g., administering injections); discerning tremors; vibrations, pulses, textures, temperature, shapes, sizes and other physical characteristics.</li> </ul>
<b>Communication</b>	Engage in effective verbal and written communication with others from a variety of social, emotional, cultural and intellectual backgrounds.	Express ideas and feelings clearly; communicate with others accurately and timely; computer literacy sufficient to enter and retrieve information; work effectively in groups; discern and interpret non-verbal communication.
<b>Cognitive/ Critical Thinking</b>	Consistently engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings.	Effectively read, write, and comprehend the English language. Correct interpretation of assessment findings; readily respond with appropriate, evidence-based nursing/medical interventions; work independently; demonstrate satisfactory performance on written examinations including math computations; satisfactorily achieve the program objectives.
<b>Professional Behavior</b>	Display the ability to perform in a professional, ethical, legal, and competent manner.	Accept responsibility, accountability, and ownership of one's actions; convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude towards others; perform safe and effective nursing care in a caring manner; collaborate with the health care team in a professionally and accurately; adapt to changing environments and situations; remain free from chemical dependency; understand and follow the policies of Judson College and clinical agencies; understand the consequences of policy violations; meet qualifications for licensure, seek supervision/ consultation in a timely and appropriate manner. Examine and modify one's own behavior when it interferes with nursing care or learning.

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## Appendix C: Judson College Nursing Student Handbook Acknowledgement

Student Name (Print) \_\_\_\_\_

Students enrolled in the Associate Degree in Nursing (ADN) Program at Judson College are provided with instruction relating to the knowledge, skills, and abilities necessary for the provision of safe and effective nursing care by registered nurses. Any breach of these policies may lead to failure of the course in which the student is registered, dismissal from the program, and dismissal and/or expulsion from Judson College based on the severity of the breach.

**My initial to the left of each of the following acknowledges I understand and agree to the following as they relate to Judson College's ADN Program.**

- \_\_\_\_\_ 1. I understand I am responsible for adhering to the policies and procedures contained in the Nursing Student Handbook.
- \_\_\_\_\_ 2. All Judson College nursing students are held to the professional, legal, and ethical parameters of the Health Information Privacy and Accountability Act (HIPAA). Breaches of confidentiality of client information of any kind (conversations with unauthorized others about a client, photocopy of medical records or protected documents, taking pictures with a camera of any item or person in the clinical setting, sharing information with others) will lead to failure in the course and ineligibility to return to the program.
- \_\_\_\_\_ 3. Students who are deemed clinically incompetent will be removed from the clinical area. Repercussions are dependent on review of the allegations, demonstration by the student of the skills at the expected level of performance, and evaluation of the student's progress in the program; and are at the discretion of the program director and clinical instructor(s).
- \_\_\_\_\_ 4. All Judson College students are expected to behave professionally and ethically. Disruptive behavior or language toward clients/family, professional staff or other students (profanity, sexually explicit language or innuendoes, threats to physical or mental safety) will lead to failure of the course and ineligibility to return to the program.
- \_\_\_\_\_ 5. Clinical agencies have the contractual right to prohibit a Judson College student from being placed at the agency. If the program is unable to place the student for completion of the course/program requirements, the student will be required to withdraw (or will be administratively withdrawn) from the course/program.
- \_\_\_\_\_ 6. Students are prohibited from attending clinical unless or until medical clearance, required by the program, has been submitted; including, but not be limited to, physical exam, drug testing, and validation of immunities by acceptable documentation of immunization or titer levels, and hepatitis B immunization or waiver. Clinical agencies may deny access to the agency based on refusal of immunization by the student.
- \_\_\_\_\_ 7. All Judson College students must submit to initial drug testing and drug testing at specified intervals, for cause, or at random. Should the student refuse to abide by the agency or Judson College policy she will be administratively withdrawn from the course and may be denied readmission to the ADN Program.
- \_\_\_\_\_ 8. I understand I must submit to an initial background check. Should a legal incident occur in which I am involved, I must disclose the incident to the ADN Program Director, or Academic Dean in the absence of the ADN Program Director, within 48 hours of the incident.
- \_\_\_\_\_ 9. I understand specific health requirements must be met to remain in the Nursing Program. A physical examination inclusive of documentation of a TB (Mantoux) skin test (or chest x-ray) and immunizations/immunity to Rubella, Mumps, Pertussis, Varicella, and Hepatitis B must be submitted prior to the first clinical experiences in the ADN program. An annual physical examination and TB (Mantoux) skin test (or chest x-ray) is required to continue to participate in clinical experiences while a student in the Nursing Program.

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Student physicals and immunization documentation are kept on file in the Nursing Department. Any changes in the student's health status (e.g., pregnancy, injury) require an updated physical examination and documentation submitted to the Clinical Coordinator. It is my responsibility to submit the required health documentation. Failure to comply with this requirement will result in dismissal from the Nursing Program. The ADN Program Director reserves the right to request any student submit to physical re-examination by an approved health care provider, if deemed appropriate. Students are prohibited from attending clinical unless or until medical clearance, required by the program, has been submitted. Clinical agencies may deny access to the agency based on refusal of immunization by the student.

- \_\_\_\_\_ 10. I will practice universal precautions during all client care and handling of client care equipment regardless of the situation.
- \_\_\_\_\_ 11. I understand my attendance in classes and clinical settings is solely my responsibility. In order for me to graduate from the program in the time period recommended, I must remain in attendance on a continuous basis with no gaps beyond recognized holidays. If for any reason I drop from classes, or do not successfully pass a required class, the length of my program will be longer. I understand nursing courses are sequential and are not offered every semester.
- \_\_\_\_\_ 12. I understand Judson College will, and prospective employers may, perform criminal background checks. An unacceptable criminal background may prevent me from being accepted at a clinical site or gaining employment in a nursing setting. I understand denial of clinical placement and/or lack of appropriate clinical placement due to an unacceptable background check may result in withdrawal from the Nursing Program.
- \_\_\_\_\_ 13. I understand I must complete the required number of laboratory and clinical hours in the Nursing Program. I understand some clinical sites may be as far away as fifty miles and it is my responsibility to arrive at the clinical sites on the designated days and times. I understand clinical rotations may be scheduled during day, evening and/or weekend hours. I understand I will not receive compensation for travel time to/from clinical sites.
- \_\_\_\_\_ 14. I understand I must meet the Essential Functions (see Appendix B) required of a nurse on admission to the ADN Program and each semester while enrolled in the Nursing Program.
- \_\_\_\_\_ 15. I understand registered nurse benefits, salaries, and wages are generally dependent on experience, skills, work ethics, and the employment care setting. I am aware that benefits, salaries, and wages vary among employers and geographical locations. I am satisfied, through my own inquiry and research, as to the adequacy and sufficiency of benefits, salaries, and wages in the nursing field generally for my individual purposes and a basis to enter this career field.
- \_\_\_\_\_ 16. I understand Judson College does not guarantee the availability of any job upon graduation. I understand my attendance and academic record while attending college, together with the knowledge, skills, and abilities I master are significant factors in determining employment in the health professions.
- \_\_\_\_\_ 17. I understand successful completion of the ADN Program does not guarantee granting of a license or employment.

My signature below acknowledges I received, read, and agree to abide by the policies of the Judson College Nursing Student Handbook.

Student Name (PRINT) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

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## Appendix D: Background Check Consent/Release Acknowledgement Statement

I understand Judson College's Associate Degree Nursing (ADN) Program, to which I am admitted, requires a background check to comply with clinical affiliate contracts. By signing this document, I am indicating I received and carefully read and fully understand the contents of the Judson College ADN Program Policy and Procedure for Background Checks. I voluntarily and freely agree to the requirement to submit to a Background Check prior to participation in clinical learning experiences. I further understand my continued participation in the ADN Program is conditioned upon satisfaction of the requirement of the Background Check with the vendor designated by the College.

**I understand if I have an unacceptable Background Check and I am denied access to clinical learning experiences at the clinical affiliates(s), I will be dismissed from the program. A grade of "F" will be recorded for the course(s) if I do not officially withdraw.**

**I further understand any offense resulting in an arrest occurring after my admission into the ADN Program must be reported to the ADN Program Director within 72 hours of the arrest or I will be subject to dismissal from the ADN Program.**

A copy of this signed and dated document will constitute my consent for release of the original results of my Background Check to the College. I direct the vendor to hereby release the results to the College. A copy of this signed and dated document will constitute my consent for the College to release the results of my background check to the designated person at clinical affiliate(s).

I agree to hold harmless the College and its officers, agents, and employees from and against any harm, claim, suit, or cause of action, which may occur as a direct or indirect result of the background check or release of the results to the College and/or the clinical affiliates.

I understand should any legal action be taken as a result of the Background Check, confidentiality can no longer be maintained.

I agree to abide by the aforementioned policy. I acknowledge my signing of this consent and release form is a voluntary act on my part and I have not been coerced into signing this document by anyone. I hereby authorize the College's contracted agents to procure a background check on me. I further understand this signed consent hereby authorizes the College's contracted agents to conduct necessary and/or periodic background checks as required by clinical affiliates.

### **ACKNOWLEDGMENT OF RECEIPT OF & AGREEMENT TO THE 2017-2018 JUDSON COLLEGE ADN BACKGROUND CHECK POLICY**

I certify I received a copy of 2017-2018 Judson College ADN Background Check Policy and Guidelines. I read and understand the requirements of the policy and guidelines. **I understand an unacceptable background check may prevent or impede my taking the licensure examination (NCLEX-RN) to become a registered nurse. The Alabama Board of Nursing has the sole authority for approving applicants for licensure by examination.**

Student's Name (Printed) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

If student is a minor:

Parent's/Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

*2017-2018\_JC\_ADN\_Nursing Student Handbook\_Reviewed and Revised June, 2017. Judson College reserves the right to make revisions to the ADN Handbook, publications, and forms without prior notice. Any revisions or addendums to this handbook will be publicized for students and will become effective at the time of posting.*

## Appendix E: Judson College ADN Program Policy on Drug and Alcohol Testing of Students

Judson College supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on any property owned, leased or controlled by the College or during any activity conducted, sponsored, authorized by or on behalf of Judson College. The College prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action including program dismissal.

Education of ADN nursing students at Judson College requires collaboration between the College and clinical agencies. Education of these students cannot be complete without a quality clinical education component. The College shares an obligation with the clinical agency to protect the agency's client to the extent reasonably possible from harm due to students who are under the influence of illegal drugs or alcohol while in the clinical agency.

The College wishes to ensure the health and safety of students and clients are not compromised and clinical affiliation agreements exist to provide students with quality clinical education experiences. Therefore, it is the policy of Judson College that students enrolled in the ADN Program submit to drug testing. This testing can be announced or unannounced, and will occur upon admission, for cause, or at random intervals. This policy authorizes drug testing of students who voluntarily choose to enroll in the ADN Program at the College.

Drug testing will occur prior to clinical placement. Only drug tests conducted by the College authorized agencies will be accepted. Additional drug testing may be required of the student after admission to the ADN Program for reasonable suspicion or at random intervals, and may be either announced or unannounced. This testing may be required at the discretion of the College or the clinical agency. The cost of drug testing will be at the expense of the student.

### JUDSON COLLEGE ADN PROGRAM CONSENT TO DRUG TESTING

I received and carefully read the Judson College ADN 2016-2017 Drug Testing Policy and fully understand its contents. I understand by enrolling in the ADN Program, I will be required to submit to mandatory drug testing. I voluntarily agree to submit to specimen collection for analysis for drug use. I understand my continued participation in the ADN Program is conditioned upon satisfaction of the drug testing requirement through the college designated vendor. **I further understand if I have a non-negative drug screen I will be dismissed from the program. A grade of "F" will be recorded for the course(s) if I do not officially withdraw.**

I further agree and consent to the disclosure of results of drug testing and their release to the ADN Program Director and appropriate clinical representative(s) in order that my eligibility to participate in the required clinical activities can be determined.

Student's Name (Printed) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

If student is a minor:

Parent's/Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

*2017-2018\_JC\_ADN\_Nursing Student Handbook\_Reviewed and Revised June, 2017. Judson College reserves the right to make revisions to the ADN Handbook, publications, and forms without prior notice. Any revisions or addendums to this handbook will be publicized for students and will become effective at the time of posting.*

## Appendix F: Judson College ADN Program Simulation Laboratory Confidentiality Agreement

As a nursing student enrolled in the ADN Program at Judson College, I will be participating in simulated clinical experiences as an active participant and as an observer. The simulated clinical experience is designed to challenge the nursing student's responses and judgments in a safe environment.

In order to maintain optimal simulation experiences for all learners, I agree to maintain strict confidentiality regarding my performance and the performance of others, whether observed or in real time, on video, or otherwise regarding the specific scenarios, as well as what happened during the simulation experience. I understand that failure to maintain confidentiality (including, but not limited to picture-taking, video-recording, social media postings) may result in unwarranted and unfair defamation of the character of the participants. I understand any discussion of performances will be conducted only in a controlled environment with the instructor.

My initials by each of the following statements acknowledge I read, understand, and agree to abide by the following statements.

- \_\_\_\_\_1. I agree to maintain strict confidentiality about the details of the simulation scenarios, participants, and performance of any participant(s).
- \_\_\_\_\_2. I authorize Judson College ADN Faculty members to video record my performance during clinical simulations.
- \_\_\_\_\_3. I authorize the Judson College ADN Faculty members to use the video recording(s) for purposes including, but not limited to:
  - a. Debriefing;
  - b. Faculty review; and
  - c. Educational and/or promotional activities.

My signature below acknowledges I read, understand, and agree to abide by this policy. I understand any breach of confidentiality will result in disciplinary actions, including possible dismissal from the ADN program.

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

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