



JUDSON

COLLEGE

Nursing Student
Handbook
2019 - Spring

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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 course coordinator if you have course specific questions.

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

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Judson College reserves the right to revise the Nursing Student 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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DEFINITION OF TERMS

1. Accountability: being responsible for one's actions.
2. Clinical Assignment: a clinical rotation through an assigned area based on clinical objectives specific for the nursing course and/or clinical area.
3. Clinical experience/rotation: off-campus health care facilities where nursing students provide nursing care for actual patients.
4. Clinical nursing course: any course offered at Judson College that begins with the prefix NUR.
5. Critical behaviors: behaviors identified as safe nursing practices in the nursing profession. A violation of a critical behavior occurs when a student performs an act which causes delay, or prevents the job from being completed in a satisfactory manner, or displays behaviors which are inconsistent with safe, professional practice of the student or the nurse.
6. Critical thinking: the process of analyzing simulated or actual patient data using theoretical knowledge and the nursing process to make sound decisions when promoting patient health and safety.
7. Evaluation: a method used by the faculty and associates to determine the extent to which a student is achieving the objectives of the learning experience.
8. Learning experience: activities selected to show the relationship of theory and practice.
9. Non-clinical nursing course: any course described beginning with the prefix NUR requiring satisfactory completion of a theory component with or without a laboratory component.
10. Nursing course: any course which begins with the prefix NUR.
11. Observational experience: any clinical experience in which the student serves primarily as an observer of (not a direct participant in) health care services. The grade for an observational experience is usually reflected as satisfactory or unsatisfactory.
12. Preceptorship: clinical experience under the supervision of a health care professional who is currently licensed, has expertise in the selected clinical area, and serve as a facilitator of learning.
13. Professionalism: the act of behaving in a manner defined and expected by the chosen profession. In the profession of nursing, the determination of which behaviors reflect professionalism is based on the American Nurses' Association's Code of Ethics and on core values of collegiality, respect for self and others, caring, advocacy, etc...
14. Readmission: applying for program admission when not eligible for reinstatement.
15. Reinstatement: returning to the program after a minimum of one semester interruption in nursing course enrollment.
16. Safe nursing care: nursing care that is reasonable and prudent for a given situation.
17. Simulation laboratory: a simulated, realistic clinical environment in which computer-based patient-care simulator models are used on controlled, interactive patient-care situations for the purpose of applying theory to practice.
18. Skills laboratory: classroom/laboratory setting where instructor demonstrations/instructions may be provided and where students are given the opportunity to practice clinical nursing skills and manipulate equipment utilized in the clinical setting.
19. Unsafe nursing practice: a student who is unsuccessful on a defined percentage of the graded clinical paperwork as indicated in the course syllabus or a student that exhibits a behavior that could be detrimental to the patient.
20. Unsuccessful achievement: a student who has a final grade of "D" or "F" in an academic or a nursing course.

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, and
- 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*).

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). **Students absent more than 25% of the total scheduled meeting times will be assigned a grade of F in the course. Absences include both excused and unexcused** (*Judson College Academic Catalog page 81*).

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.

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 Functions of nursing students ADN Program Performance Standards** (Appendix A). If these Essential Functions 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 courses with clinical and/or laboratory components.

ASSOCIATE DEGREE in NURSING (ADN) 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.)
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.

Mission

In accordance with the mission statement of Judson College, the Nursing Faculty members are 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 while preparing entry level nurses with:

- the knowledge and professional values epitomizing caring competency to deliver quality evidence-based healthcare to culturally-diverse populations within a variety of healthcare settings;
- fundamental concepts from which to deliver holistic, compassionate care to individuals and groups across the lifespan;
- a foundation from which to foster optimum health, provide restoration, promote quality of life, bring comfort to those in need, and adapt to future trends in healthcare.

Vision

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

Philosophy

In fulfillment of its mission, Nursing Faculty members affirm values and beliefs that are foundational for nursing practice. These beliefs guide interactions with students, patients, colleagues, professionals, and the public while providing the organizing framework for preparing graduates to practice in an evolving healthcare environment. The Nursing Faculty hold the following beliefs about person, health, environment, nursing, professional values, and nursing education:

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/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 patient consultation, are also an integral part of the role of nursing.
3. The **environment** is the collective of all conditions, circumstances, and internal/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, research, and knowledge integrated from other disciplines. Nurses use critical thinking and clinical judgment to provide evidence-based care to individuals, families, and communities to achieve an optimal level of patient wellness. Clinical judgment skills are therefore essential for professional nursing practice. The art of caring is the creative and dynamic application of nursing knowledge, emphasizing the human aspect. Caring stems 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.
5. **Core values** are the fundamental beliefs of the discipline that provide a foundation for the practice of nursing and reflect the beliefs or ideals to which the discipline is committed. Professionalism emphasizes altruistic

service, competence, and the importance of the profession's service to society. Nursing is an accountable, autonomous profession concerned with personal issues, and guided by a body of knowledge, and directed by 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 teaching-learning process is a shared responsibility between nursing faculty and students when 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.

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 and are operationalized through the regulations established by the Alabama Board of Nursing standards, the National League for Nursing (NLN) competencies for associate degree programs, and the Quality and Safety Education for Nurses (QSEN) competencies for pre-licensure programs. These documents provide the structural concepts that guide course content, course objectives, and teaching/learning practices within the curriculum.

Program Outcomes

Program quality is maintained through a commitment to continuous quality improvement:

1. Performance on Licensure Examination: The program's most recent annual examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
2. Program Completion: Nursing student retention rate will be at least 55% or greater. 90% of nursing graduates will complete the Program within 150% of the stated program length beginning with enrollment in the first NUR course.
3. Job Placement Rate: At least 80% of the graduates seeking employment will be working as a registered nurse within one year after passing the NCLEX.
4. Graduate Satisfaction: At least 80% of items on *Exit Survey* will be rated at "agree" or "strongly agree"
5. Employer Satisfaction: At least 80% of employers will rate satisfaction at "agree" or "strongly agree" when reading the statement, "The nursing program prepared the graduate to function competently and safely with entry-level knowledge, skills, and abilities"
6. Life-long Learning: At least 10% of program graduates will pursue additional education and/or certification in the field of nursing or healthcare within one year of graduation.

Student Learning Outcomes/Competencies

1. **Human Flourishing:** Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings (NLN, 2010).
2. **Nursing Judgement:** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote health of patients within a family and community context (NLN, 2010).
3. **Professional Identity:** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2010).
4. **Spirit of Inquiry:** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities (NLN, 2010).
5. **Patient-Centered Care:** Recognize the patient or designee as the course of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).
6. **Teamwork and Collaboration:** Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care (QSEN, 2012).
7. **Evidence-Based Practice:** Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012).
8. **Quality Improvement:** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2012).
9. **Safety:** Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).
10. **Informatics:** Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making (QSEN, 2012).

ADN Curriculum

The general education courses and nursing courses are required of all Judson nursing students. The students are expected to utilize the knowledge and skills gained in the general education and nursing courses throughout their nursing education. The curriculum was designed in accordance with the Alabama Board of Nursing (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:

- **45 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, assists 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.

- **27 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.

The ratio for contact hours is as follows:

- Theory/Didactic: 1:1
- Laboratory: 1:3
- Clinical/Simulation Laboratory: 1:3

At the beginning of each semester, students will receive a syllabus which will describe the course objectives, course requirements, textbooks, and evaluative criteria. Laboratory/simulation hours are scheduled on campus in the nursing laboratories. Clinical hours are completed in various health care settings.

Criteria for Admission

Prospective students must meet the following requirements for acceptance into the Nursing Program:

1. Unconditional acceptance to Judson College. Admission to Judson College does not imply admission to the ADN Program. Prospective students admitted to the College must also submit an ADN Program application.
2. Nursing applicants are required to score:
 - a. “proficient” or above on the Test of Essential Academic Skills (TEAS)* composite score, OR
 - b. a 19 or above on the American College Testing (ACT)**, OR
 - c. the minimum recommended benchmark on a standardized admission exam approved by the Nursing Admission and Progression Committee.
3. A minimum cumulative grade point average (GPA) of 2.5.

*TEAS information may be accessed via the Assessment Technologies Institute website (<https://www.atitesting.com/Home.aspx>).

**ACT information may be accessed via the ACT website (<http://www.act.org/content/act/en/products-and-services/the-act/registration.html>).

Criteria for Transfer of Nursing Credits

1. Only nursing courses with a minimum grade of “C” and taken within the past five years will be considered for transfer.
2. If a transfer student has failed two or more semesters of *nursing courses* from another nursing program, the student is not eligible for advanced placement. The student will be advised to take nursing courses beginning in LEVEL I.
3. The transferring student must:
 - a. Be eligible to begin the Judson College ADN Program within one year of request.
 - b. Meet minimum admission standards for the Judson College ADN Program (example: TEAS/ACT, GPA, physical, drug test, background check)
 - c. Provide a letter of good standing from the dean or director of the previous nursing program in which the student was enrolled.
 - d. Comply with all program policy requirements at Judson College.
 - e. Meet acceptability criteria for placement at clinical agencies for clinical experience.
 - f. Complete pre-requisites/general studies required by Judson College ADN Program with a “C” or better.

- g. Submit syllabi from previously taken nursing courses for which the student requests evaluation for transfer credit.
 - h. Submit skills checklists from previously taken nursing courses for which the student requests evaluation for transfer credit.
 - i. Submit evidence of scoring a 90% or greater on a dosage and calculation exams from previously taken nursing courses for which the student requests evaluation for transfer credit.
 - j. Submit all of the documents requested *no later than 60 days prior to the term for which the student is requesting admission*.
4. The Nursing Director in collaboration with the Nursing Admission and Progression Committee and the College Registrar will evaluate submitted transcripts and documents to determine transfer credits.
 5. Acceptance of transfer students into the Judson College ADN Program is limited by the number of faculty members and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

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/review sessions may be required of nursing students throughout the ADN Program.

Requirements for Entering the ADN Program

1. Physical exam and immunizations/titers (form provided by the Department of Nursing):
 - a. Mantoux skin test or chest x-ray
 - b. MMR
 - c. Varicella
 - d. Hepatitis B series
 - e. Tetanus
 - f. Seasonal Influenza
2. American Heart Association or Red Cross Cardiopulmonary Resuscitation (CPR) Certification at the **Health Care Provider level**. Online classes are not acceptable.
3. Criminal background screen - completed by the college during the first semester of the nursing program.
4. Drug screen – performed on campus at an unpublished time.
5. Essential Functions – ADN Program Performance Standards
 - a. Sufficient motor functions, sensory perceptions, communication skills, cognitive/critical thinking skills, and professional behaviors are required to provide safe care while utilizing a variety of equipment in different health care environments (Appendix A).
 - b. If 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 may continue to perform the essential duties in the clinical laboratory and/or clinical setting.
6. Current health insurance.

Program Goals

Program quality is maintained through a commitment to continuous quality improvement.

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, skills, and abilities 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.

GRADING and PROGRESSION

Grading

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 comprehensive assessment tests) 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. 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 (Appendix B). **See evaluation blueprint in the syllabus for each course as assessment items may be weighted differently in each course.**

Rounding of Grades

Final course grades are calculated to the tenth. At that time, any final course grade which is 0.5 in the tenths position or greater is rounded up to the next numerical grade. For example, a final course average of 74.5 is equal to a 75.

Dosage and Calculation Test

Students in all clinical nursing courses will be required to achieve a 90% or greater on the dosage calculation exam for that course prior to attending their first clinical. The student will have three attempts to achieve this score. Failure to achieve 90% or greater on the third attempt will require the student to withdraw from the course. The second and/or third attempt will be scheduled by the instructor and will not be during regular scheduled class or laboratory hours.

Math Policy

Proficiency in math is vital in medication administration. Therefore, answers to math problems on quizzes and exams will not be given partial credit. The following are the math rules to follow when solving basic math problems:

1. Whole Numbers: DO NOT include trailing decimal or zero in the answer. Example: Correct answer is 5. Incorrect answers are 5. or 5.0 or 5.00.
2. Decimals: MUST include the zero in the whole number place. Example: Correct answer is 0.25 Incorrect answer is .25
3. Unit of Measure: MUST be identified correctly (tab, ml, mg. gtts/min, mcg)
4. Rounding Rules: Round ONLY the final answer.
 - a. Rounding to the nearest tenth: If the last digit is equal to or greater than 5, round up. Example: 1.57 = 1.6 If the last digit is less than 5, round down. Example: 1.54 = 1.5
 - b. **Pediatrics only**: Rounding to the nearest hundredth: If the last digit is equal to or greater than 5, round up. Example: 0.686 = 0.69. If the last digit is equal to or less than 5, round down. Example: 0.543 = 0.54.
5. Weight: kg – lbs: 2.2 pounds = 1 kilogram. Round to the nearest tenth. Example: 120 pounds = 54.54 kg. Round to 54.5 kg. Problems that require the use of kg. weight to solve the problem must be converted and rounded to the nearest tenth before solving the rest of the problem.

IMPORTANT NOTE: When solving problems related to the calculation of drug dosages, you do not round the final answer.

Progression

All nursing courses required in the nursing curriculum must be taken as sequenced in the ADN Program Outline (Appendix C) for the student to progress. All general education 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 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 comprehensive assessment tests (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.

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 clinical component of a nursing course is graded utilizing the criteria outlined in the course specific 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 who have applied to, have been accepted to, or requesting reinstatement 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 in all clinical nursing courses will be required to achieve a 90% or greater on the dosage calculation exam for that course prior to attending their first clinical. The student will have three attempts to achieve this score. Failure to achieve 90% or greater on the third attempt will require the student to withdraw from the course. An unexcused absence on the drug calculation exam day will count as an unsatisfactory 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.

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* (located in Judson College Academic Catalog), nursing students must abide by the *International Council for Nurses Code of Ethics for Nurses* (2012).

The Learning Environment

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.

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.
- 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.**

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.

Comprehensive Assessment Tests

A goal of the ADN Department is to prepare graduates for success on the NCLEX-RN examination. At the end of each semester throughout the curriculum, comprehensive assessment tests are given to assess the students' knowledge and their ability to apply nursing concepts within specific content areas. The exams are comprehensive and can include content from previous semesters. The student can review results and view the rationale of each test question after completion of the exam. Additionally, remediation content is provided specific to the student's areas of weakness.

Students are required to score a minimum of 850 on the HESI Specialty Exam (HSE) or HESI Custom Exam (HCE). Students scoring 1000 or higher will be given 3 additional percentage points on the conversion score. Students scoring less than 850 will be required to attend a proctored remediation session at a time specified by the course instructor. Failure to complete remediation by the end of the semester will result in two percentage points deducted from the final course grade.

At the end of the program of study, the HESI RN Exit Exam is given to assess knowledge and critical thinking skills and the student's probability of passing the NCLEX-RN exam on the first attempt. Students are required to score a minimum of 850 on this exam. Students scoring 1000 or higher will be given 3 additional percentage points on the conversion score. Students scoring less than 850 must complete an individually remediation plan constructed by the instructor and the student. The student will be given one additional attempt to attain a score of 850 or higher; however, the student will receive the grade of the second attempt even if it is lower than the grade attained on the first attempt.

The score on the assessment tests each semester will count as a percentage of the overall course grade as described in each course syllabus.

Test-Taking

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 class 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 classroom testing is computer based and administered in the campus computer labs. 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.
7. No student will be allowed to leave the room before testing is complete by all students. If a student leaves before all testing is complete, the student will receive a critical behavior and sanctioned accordingly.
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. **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.
4. **No note taking, taping/recording/ paper/pen, cell phones, pagers, or other mechanisms for recording are allowed.** Violators will be dismissed from the room and will be subject to disciplinary action. Students who cell phones alarms/rings during test review must return the test and answer sheet and will be dismissed from the room.
5. Students will have access to their original test, 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 item 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.**

Remediation

Remediation is defined as the process of identifying deficiencies in learning in order to take action to remedy a situation that, if left unresolved, will result in unfavorable outcomes; whereas, implementing intervention strategies will successfully address the situation.

1. After each unit exam, the instructor will review with the students each item with a difficulty index of .60 or less.
2. After each unit exam, the instructor will review specific items that a student has requested further review.
3. Early and mid-term deficiency reports will be completed on students averaging less than 75% in a course. The student will meet with the instructor to construct a remediation plan/agreement.
4. Remediation for comprehensive assessment tests is specifically described under “Comprehensive Assessment Tests” in this handbook.

CLINICALS

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 and/or faculty member 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 course manager.
2. Plain white duty hose, free of runs, with dress uniform and plain white socks, free of decorations, with pants uniform are permitted.
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. Students may wear athletic shoes of any color in the on-campus laboratory experiences.
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 patient field when bending over the patient. 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.
14. Students attending on-campus laboratory experiences, including simulation laboratory, must wear scrubs that are red in color and adhere to the aforementioned policies.
15. Students attending off-campus learning experiences (such as flu clinic) must wear scrubs that are red in color with white lab jacket and adhere to the aforementioned policies

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 patient 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 patient or family, the agency, professional colleagues, and/or fellow students by a Judson College nursing 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 nursing 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.
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 patients 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 patients during each clinical day. Students who demonstrate any unsafe nursing practice 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. watch with second hand, stethoscope, scissors, penlight, and black ink pen) to the clinical setting and to the on/off campus laboratory or clinic experiences. 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 or laboratory 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. A student exhibiting such unprofessional behavior will be subject to sanctions that may result in an unsuccessful clinical experience that will not be available for make-up.
18. The ultimate responsibility for patient 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 remove themselves from the conflict and notify the clinical instructor immediately.
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 or laboratory setting.
22. **Cell phone use in the clinical and laboratory setting is prohibited** except 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 course manager and/or the clinical instructor assume the responsibility to schedule a 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 course manager, 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 "below expectations" for a clinical objective may request a meeting with the clinical instructor. If the student and clinical instructor are unable to resolve any issues or concerns, the student 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.
8. Receiving a critical behavior will negatively impact the student's clinical grade.

Critical Behaviors

The following behaviors, termed "critical behaviors", have been determined by the faculty as essential to safe nursing practice and the nursing profession. The list of examples below may not be all inclusive. Students not adhering to the defined critical behaviors will be sanctioned as follows:

- Clinical: 10% off the grade for the clinical assignment (or) 5% off the final clinical average for a clinical assignment which carries a satisfactory/unsatisfactory grade.
 - Classroom: Two points off the next test for each infraction.
- EACH NURSING STUDENT:
1. Is accountable for her own actions. Examples of violation:
 - a. Failing to promptly acknowledge errors.
 - b. Failing to be honest.

- c. Blaming others for one's failure to meet clinical objectives.
- d. Failing to be punctual for instructor appointments.
- 2. Is on time for clinical assignments. Examples of violation:
 - a. Failing to be on time for assigned clinical.
 - b. Failing to be in attendance at the assigned clinical time.
- 3. Follows dress code and personal appearance policies. Examples of violation:
 - a. Failing to adhere to stated clinical dress code policies as listed in the ADN Student Handbook.
 - b. Failing to adhere to specified dress code particular to clinical areas.
- 4. Correctly carries out doctor's orders. Examples of violation:
 - a. Failing to administer medications within the time frame as specified by the clinical agency.
 - b. Failing to inform the instructor of new doctor's orders within a 30-minute time frame.
 - c. Failing to implement any communicated doctor's order in a timely fashion
- 5. Immediately reports any pertinent information concerning the patient to the instructor and the patient's primary nurse. Examples of violation:
 - a. Failing to report physical assessment findings which are abnormal or reflect a change in the patient's status.
 - b. Failing to report abnormal lab work.
 - c. Failing to report abnormal vital signs, urine output, etc...
 - d. Failing to report unresponsiveness to medical/nursing interventions.
- 6. Is prepared to safely and adequately care for assigned patient or patients. Examples of violation:
 - a. Failing to verbalize information acquired pre-clinically for assigned patient according to specific clinical objectives.
 - b. Failing to complete preclinical paperwork according to specific clinical objectives.
 - c. Failing to safely perform basic and advanced nursing skills
- 7. Continuously keeps patient safe from harm. Examples of violation:
 - a. Failing to keep the side-rails up on a patient's bed as indicated by the patient's condition.
 - b. Failing to utilize restraints correctly.
 - c. Failing to seek assistance when getting a patient out of the bed.
 - d. Failing to notify instructor prior to performance of any activity (drug administration, hanging intravenous fluids, starting IVs, tube feedings, etc...) in which instructor approval is required
 - e. Failing to provide accurate/appropriate patient education.
 - f. Failing to utilize a minimum of two patient identifiers prior to medication administration.
 - g. Failing to check the "six rights" (right medication, dosage, patient, route, time, documentation) three times for each medication administered.
- 8. Follows instructor's policies. Examples of violation:
 - a. Failing to implement specific written or verbal policies indicated by one's assigned instructor, the course syllabus, and the ADN Handbook.
 - b. Eating or drinking outside the cafeteria at the hospital or outside designated area in extended care facilities and in the prohibited areas of HSB.
 - c. Failing to seek assistance when encountering a situation beyond the student's knowledge and experience.
 - d. Leaving testing area before all students have completed their tests

9. Does not leave assigned clinical area without proper notification of instructor. Examples of violation:
 - a. Failing to adhere to policies designated by clinical instructor regarding lunch breaks and time of departure from the clinical area.
10. Follows universal precautions/regulations as outlined in this Nursing Student Handbook. Examples of violation:
 - a. Failing to adhere to stated CDC guidelines as listed in the Nursing Student Handbook.
 - b. Failing to adhere to HIPAA guidelines.
11. Correctly computes medication and IV rates/concentrations with 100% accuracy in all clinical areas (actual or hypothetical dosage calculations will be required during each clinical rotation). The penalty for this critical behavior will increase by 10% for each additional offense within any given semester.
12. Consistently exhibits professional behaviors. Examples of violation:
 - a. Exhibiting inattentiveness in pre- or post- conference
 - b. Failing to act promptly in response to instructor requests.
 - c. Failing to communicate in a positive, respectful manner.
 - d. Exhibiting acting-out behaviors.
 - e. Wearing nursing student uniform in an inappropriate setting.
 - f. Exhibiting disrespectful or unprofessional behavior while in nursing uniform.

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 an 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 course manager. Once a determination is made regarding the swap, the course manager 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, has emergency or official leave (military or jury obligations), or has sustained a loss of required Essential Functions (Appendix A).
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 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 course coordinator the day the absence occurs. Students who fail to notify the laboratory/clinical instructor and course coordinator of an absence on the day of a laboratory or clinical experience forfeit the opportunity to make-up the laboratory or clinical experience and will receive a grade of “0” in all laboratory and 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 laboratory/clinical instructor and course coordinator of an absence on the day of a scheduled laboratory or clinical experience must seek permission from the course coordinator within one week of the absence to make-up the laboratory or clinical experience. Failure to follow this policy will result in a grade of “0” in all laboratory and 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 laboratory/clinical instructor and course coordinator 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. **Patients must be identified prior to administering medication.** A minimum of two patient identifiers, as determined by The Joint Commission Standards and agency policy, are mandatory.
6. **Seven patient’s rights must be correctly adhered to prior to administering medication:** (Alabama Board of Nursing, 610-X-6-.07 Medication Administration and Safety)
 - Right Patient
 - Right Medication
 - Right Time
 - Right Dose
 - Right Route
 - Right Reason
 - Right Documentation
7. Students will be referred to the campus laboratory to revalidate medication skills if unable to safely demonstrate medication skills in the clinical setting.
8. Failure to abide by the Medication Administration policies may result in an unsatisfactory clinical evaluation, failure of the course, or dismissal from the program, depending on the situation.

Intravenous Infusion

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 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.

PROCEDURE 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.
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 from Level I and Level II is invited to attend meetings of committees.

PINNING CEREMONY

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

NURSING AWARD

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 patients 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.

NOTIFICATION of CHANGES

The administration, faculty members and/or clinical instructors must sometimes make changes in course or clinical assignments, schedules, policies, or program information in response to students' needs, external events, or other circumstances. In such instances, the students will be notified in one of the following ways:

- Email
- Moodle announcement
- Classroom announcement
- In person, face-to-face
- Student signed acknowledgement

The administration, faculty, and/or clinical instructors will endeavor to provide reasonable time for students to adjust to any changes.

Appendix A: Essential Functions

ADN PROGRAM PERFORMANCE STANDARDS		
ISSUE	STANDARD	EXAMPLES
Motor Function	Physical abilities sufficient to move independently.	Walk independently with patients 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 patient(s). Coordinate hand/eye movements. Execute movement required to provide nursing care in all health care settings.
Sensory Perception	<ul style="list-style-type: none"> • Auditory abilities sufficient to monitor and assess health needs. • Visual abilities sufficient for observation and assessments necessary to provide safe patient care. • Tactile ability sufficient for physical assessment and to provide safe patient care. 	<ul style="list-style-type: none"> • Auscultation of heart, lung, bowel sounds, and blood pressure. Hearing alarms and call bells. Conversing with patients, families, and staff. • Observe and discern subtle changes in physical conditions and the environment; assess patient's skin tones and conditions; drawing up and administering medications; and reading medical records and data/information displayed on monitors/equipment. • Perform palpation, dressing changes, skills/procedures (e.g., administering injections); discerning tremors; vibrations, pulses, textures, temperature, shapes, sizes and other physical characteristics.
Communication	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.
Cognitive/ Critical Thinking	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.
Professional Behavior	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.

Appendix B: Calculation of Final Course Grade in Course with Clinical

Calculation of Final Course Grade Final Course Grade = Theory + Lab/Clinical Performance + Dosage Calculation				
Theory Grade	Lab/Clinical Performance	Dosage Calculations Exam (when required in the course)	Exit Exam (in the Roles Transition course)	Final Letter Grade
A	Satisfactory	Pass	Pass	A
B	Satisfactory	Pass	Pass	B
C	Satisfactory	Pass	Pass	C
D	Satisfactory	Pass	Pass	D
F	Satisfactory	Pass	Pass	F
A	Unsatisfactory	Pass	Pass	D
B	Unsatisfactory	Pass	Pass	D
C	Unsatisfactory	Pass	Pass	D
D	Unsatisfactory	Pass	Pass	D
F	Unsatisfactory	Pass	Pass	F
A	Satisfactory	Pass	Fail	D
B	Satisfactory	Pass	Fail	D
C	Satisfactory	Pass	Fail	D
D	Satisfactory	Pass	Fail	D
F	Satisfactory	Pass	Fail	F
A	Satisfactory	Fail	Pass	D
B	Satisfactory	Fail	Pass	D
C	Satisfactory	Fail	Pass	D
D	Satisfactory	Fail	Pass	D
F	Satisfactory	Fail	Pass	F
A	Unsatisfactory	Pass	Fail	D
B	Unsatisfactory	Pass	Fail	D
C	Unsatisfactory	Pass	Fail	D
D	Unsatisfactory	Pass	Fail	D
F	Unsatisfactory	Pass	Fail	F
A	Unsatisfactory	Fail	Pass	D
B	Unsatisfactory	Fail	Pass	D
C	Unsatisfactory	Fail	Pass	D
D	Unsatisfactory	Fail	Pass	D
F	Unsatisfactory	Fail	Pass	F

Appendix C: 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 Dos	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 and Childrearing 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.										

Appendix D: 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 patient information of any kind (conversations with unauthorized others about a patient, 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 patients/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. If the student refuses 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. 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) requires an updated physical examination and documentation

submitted to the course manager. 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 patient care and handling of patient 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 : _____

Appendix E: 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 2018 JUDSON COLLEGE ADN BACKGROUND CHECK POLICY

I certify I received a copy of 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.**

Date: _____ Student's Name (print): _____

Student's Signature: _____

Parent/Legal Guardian Signature (if student is a minor): _____

Appendix F: 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 patient 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 patients 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 2018 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.

Date: _____ Student's Name (print): _____

Student's Signature: _____

Parent/Legal Guardian Signature (if student is a minor): _____

Appendix G: 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 (print): _____

Student Signature: _____ Date: _____