



Halifax

COMMUNITY COLLEGE

HCC Nursing Student Handbook

2024-2025

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Welcome to Halifax Community College School of Nursing

The 2024-2025 Halifax Community College Nursing Handbook is designed to assist you by providing policies and expectations that are specific to the Associate Degree in Nursing Program and Practical Nursing Diploma Program. In addition to the college-wide policies found in the Halifax Community College Catalog you are responsible for adhering to the program policies and expectations explained throughout the handbook. It is important that you understand the material and keep the handbook readily accessible should you have questions about the program.

* Please note that students will be notified via Blackboard anytime there is a revision to this handbook. Students should use the handbook in conjunction with their course syllabi. Any differences in procedures and guidelines between the Nursing Student Handbook and the College Catalog are acknowledged as a reflection of the nursing student's specialized studies. Please contact the course instructor(s) and/or Program Director of Nursing for questions.

Program Approval and Accreditation

The nursing program at Halifax Community College has a distinguished history that dates back to the early 1970s. The program's most recent Board of Nursing review was approved, and the next review is scheduled for 2031.

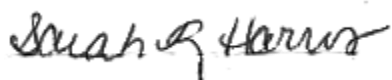
Address: North Carolina Board of Nursing 4516 Lake Boone Trail Raleigh NC 27607
Phone: 919-782-3211 Web site: www.ncbon.com

Further information regarding approval status of Halifax Community College Nursing Programs can be obtained by contacting Mrs. Sarah Harris, MSN RNC at sharris119@halifaxcc.edu or 252-536-7230. The Halifax Community College Nursing Program is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

Welcome!

Whether you are just starting to consider pursuing your nursing studies at Halifax Community College, or you have already been accepted, we want you to know we are here to guide you on your journey. Our dedicated and experienced faculty will work with you to identify your strengths and nurture your passion for nursing. At Halifax Community College we believe that we each play a significant role in your success. Working together to facilitate your learning, Halifax Community College School of Nursing is committed to seeing you achieve your goals. As faculty we pledge to provide quality instruction, meeting your individual needs, as we prepare you to enter the field of nursing. We expect you as the student to dedicate your time and energy, ask for help when needed, grow as a professional, and apply your knowledge to providing safe patient care. Again, we are so happy you are here.

Sincerely,

A handwritten signature in black ink that reads "Sarah R. Harris". The signature is written in a cursive style with a large initial 'S'.

Mrs. Sarah R. Harris, MSN RNC
Program Director of Nursing

NURSING PROGRAMS OF HALIFAX COMMUNITY COLLEGE

Halifax Community College provides a nursing education that is flexible, progressive, and sensitive to the changing needs of the individual, significant support person(s), and community. Through quality educational experiences, students will have the opportunity to develop critical thinking and problem-solving skills.

Learning is a continuous process that changes behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Halifax Community College's Nursing faculty are dedicated in their responsibility to facilitate the student's understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible for actively participating in learning experiences and developing the knowledge, skills, and attitudes necessary to provide quality individual-centered nursing care. Teaching and learning is an interactive process that requires effective communication between teacher and learner.

Faculty

Ms. Tia Alfonso, MSN RN
Mrs. Kara Clary, MSN RN, CNE
Ms. Helen Ford, MSN RN
Mrs. Rhonda Kennedy, MSN RN
Mrs. Maria Navarro, MSN RN

Ms. Sheila Aycok, RN, CNA Coordinator

Clinical Faculty

Mr. Michael Clay, MSN, MHA, RN
Mrs. Savannah Myrick, BSN, RN
Ms. Sheryl Watson, BSN, RN

MISSION AND PHILOSOPHY

HALIFAX COMMUNITY COLLEGE MISSION

HCC strives to meet the diverse needs of our community by providing high-quality, accessible, and affordable education, training, and services for a rapidly changing and globally competitive marketplace.

HALIFAX COMMUNITY COLLEGE VISION

HCC will continue to catalyze educational, cultural, and economic progress in the Roanoke Valley by anticipating and responding to the needs of an evolving global community.

MISSION OF NURSING PROGRAMS

The Practical Nursing and Associate Degree Nursing programs (hereinafter referred to as the nursing program) support the mission of the North Carolina Community College System and the mission of Halifax Community College. The nursing program is committed to providing accessible high-quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified graduates prepared for the professional role of the Registered Nurse (RN) and Licensed Practical Nurse (LPN) at the entry level. Graduates of the nursing programs meet the education requirements to take the National Council Licensure Examination (NCLEX-RN) or (NCLEX-PN).

PHILOSOPHY OF NURSING PROGRAMS

The philosophy of the nursing program is derived from statements about healthcare, quality of life, achievement of potential, the individual, the environment, health, nursing practice, and education of both practical and associate degree nurses. Within this philosophy, the goal of nursing faculty is to promote the highest quality nursing care to the individual, families and significant persons, and the community. The aim is to facilitate optimum health, quality of life and achievement of potential for the individual.

NURSING CURRICULUM

The Associate Degree Nurse

The Associate Degree Nursing program provides knowledge, skills, and strategies to integrate safety and quality into nursing and practice in a dynamic environment to meet individual needs impacting health, quality of life, and achievement of potential.

Coursework includes and builds upon healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as an interdisciplinary team member providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global healthcare system, including acute, chronic, extended, industrial, and community healthcare facilities.

The graduate of the Associate Degree nursing program at Halifax Community College is prepared to practice as an entry-level nurse. The practice of Associate Degree Nursing is directed toward meeting the healthcare needs of individuals throughout their life span. Their role is characterized by evidence-based clinical practice with the provision of care for individuals and families in structured settings. The scope of RN practice is not defined by specific activities or tasks, but rather as a process, and is identified as independent and comprehensive. In accordance with the North Carolina Board of Nursing Administrative Code 21 NCAC 36.0224 'Components of Nursing Practice for the Registered Nurse' the RN safely accepts assignments that include assessing, planning, and implementing nursing interventions and prescribed treatments for an individual, group, or community, as well as to evaluate responses to nursing care and treatment, and to collaborate with others as needed. The ADN graduate demonstrates the educational competencies defined by the National League for Nursing (2010) and the Nursing Practice Act of North Carolina. The nursing graduate is prepared to be a life-long learner.

Associate Degree Nursing

Requirements by the North Carolina Board of Nursing for Class, Lab and Clinical Hours

Traditional ADN Pathway

Course Number	Class/Lab Hours	Class/Lab Failure	Clinical Hours	Clinical Failure
NUR111	160	>20	96	>12
NUR112	48	>6	96	>12
NUR113	48	>6	96	>12
NUR114	48	>6	96	>12
NUR211	48	>6	96	>12
NUR212	48	>6	96	>12
NUR213	112	>14	240	>30

Advanced Placement for Licensed Practical Nurses

Course Number	Class/Lab Hours	Class/Lab Failure	Clinical Hours	Clinical Failure
NUR 214	48	>6	48	>6

Advanced Placement for Paramedics

Course Number	Class/Lab Hours	Class/Lab Failure	Clinical Hours	Clinical Failure
NUR 215	48	>6	96	>12

[North Carolina Community College Systems Office Master Curriculum Plan ADN \(A45110\)](#)

[North Carolina Community College Systems Office Master Curriculum Plan AGEN \(A1030N\)](#)

The Practical Diploma Nurse

The Practical Nursing Diploma program prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will assess, plan, implement, and evaluate nursing care. Graduates can apply to the NCLEX-PN, which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long-term care/home health facilities, clinics, and physician's offices.

Revised July 2024

The graduate of the Practical Nursing program at Halifax Community College is prepared to practice as an entry-level nurse. The practice of the Licensed Practical Nurse (LPN) is directed toward meeting the healthcare needs of individuals throughout their life span. Their role is supported by evidence-based clinical practice with the provision of care for individuals and families in structured settings. The LPN functions in a dependent role under the supervision of the registered nurse (RN) and other healthcare providers approved by North Carolina law. In accordance with the North Carolina Board of Nursing Administrative Code 21 NCAC 36.0225 ‘Components of Nursing Practice for the Licensed Practical Nurse’ the LPN accepts assignments that can be safely performed, and participates in assessing, planning, implementing, and evaluating the client’s response to healthcare interventions. The PN graduate demonstrates the competencies identified by the National League of Nursing (2010), the National Research Council (2003) and the Nursing Practice Act of North Carolina to provide nursing care. The practical nurse graduate is prepared to be a life-long learner.

Requirements by the North Carolina Board of Nursing for Class, Lab and Clinical Hours

Practical Nursing

Course Number	Class/Lab Hours	Class/Lab Failure	Clinical Hours	Clinical Failure
NUR 101	208	>26	96	>12
NUR 102	112	>14	144	>18
NUR 103	96	>12	144	>18

[North Carolina Community College Systems Office Master Curriculum PN \(D45660\)](#)

Therapeutics and Diagnostics Certified Nursing Assistant Diploma Pathway

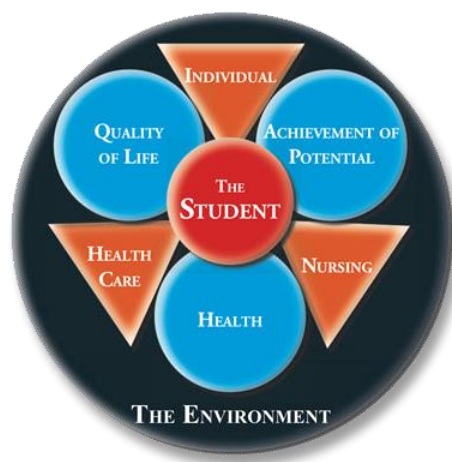
A short-term program that qualifies students to take the state Nurse Aide (NA) exam. NAs work in long-term care, hospitals, and other facilities to provide assistance with basic patient needs. The Nurse Aide Pathway curriculum will prepare the student to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics covered during the three-semester program (48 credit hours) include growth and development, communication, vital signs, medication aide training, nursing assistant training, medical terminology, medical asepsis, nutrition, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

[Therapeutics and Diagnostics Diploma D45970](#)

EDUCATIONAL OUTCOMES

Conceptual Framework

Throughout the ADN and PN programs, students will learn through a concept-based approach. Concept-based instruction uses concepts to guide teaching and learning. Students organize their thinking around concepts. Conceptual teaching strategies intentionally facilitate conceptual learning by helping learners link new information or information in a different contact to things previously learned through cognitive connections (Giddens, 2024).



The Conceptual Model was adopted from the NCCCS for ADN programs but also is applicable to the Practical Nursing programs with modification of scope of practice.

Assessment is the systematic collection, review, and use of information to improve student learning and educational quality. An assessment plan helps assure continuous improvement and accountability. Thus, faculty will obtain information to evaluate graduate in meeting the following program educational outcomes

Upon completion of the Associate Degree Nursing Program, the graduate will, upon licensure:

1. Practice safe, professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and interdisciplinary healthcare team members.
3. Integrate knowledge of the individual's holistic needs to provide an individual-centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement safe, caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop and implement teaching plans for individuals and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for safe, optimistic individual and organizational outcomes.

8. Manage health care for the individual using cost-effective nursing strategies, quality improvement processes, and current technologies.

Upon completing the Practical Nursing Program, the graduate will, upon licensure:

1. Participate in evaluating the holistic individual and client response concepts in promoting health, wellness, illness, quality of life, and potential achievement.
2. Practice professional nursing behaviors within the LPN's ethical and legal practice boundaries, incorporating personal responsibility and accountability for continued competence.
3. Participate in providing evidence-based nursing care from an established plan of care based on clients' biophysical, psychosocial, and cultural needs in various stages of growth and development while assisting them in attaining their highest level of wellness.
4. Reinforce and /or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
5. Participate in the nursing process to provide individualized, safe, and effective nursing care in a structured setting under supervision.
6. Demonstrate caring behaviors in implementing culturally competent, client-centered nursing care to diverse clients.
7. Participate in Quality Improvement (QI) by identifying hazards and errors and suggesting changes to improve the client care process for the RN.
8. Utilize informatics to access, manage, and communicate client information.
9. Collaborate with the interdisciplinary healthcare team assigned by the registered nurse to support positive individual and organizational outcomes safely and cost-effectively.

National League for Nursing Program Outcomes

[NLN Program Outcomes](#)

NLN Core Competencies for Associate Degree Nursing Core competencies are the discrete and measurable skills, essential for the practice of nursing (NLN, 2010)

Human Flourishing: Advocate for patients and families in ways that promote their self determination, integrity, and ongoing growth as human beings.

Nursing Judgment: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

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.

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 Core Competencies for Practical Nursing Core competencies are the discrete and measurable skills, essential for the practice of nursing (NLN, 2010)

Human Flourishing: Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the healthcare team.

Nursing Judgment: Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.

Professional Identity: Assess how one's personal strengths and values affect one's personal identity as a nurse and one's contributions as a member of the healthcare team.

Spirit of Inquiry: Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences

ADMISSION CRITERIA

Students are admitted to HCC Nursing Programs in accordance with policies approved by the HCC President and Board of Trustees. HCC does not guarantee admission to all students who apply to the nursing program. Completion of the nursing curriculum does not guarantee success in passing the licensure exam.

A nursing student must be admitted to the nursing program in order to take courses for credit in any nursing (NUR) course. Curriculum courses other than NUR courses may be taken before admission in the program or after admission in the sequence offered.

Admission to HCC Nursing Programs is limited. The deadline to complete the application process is posted yearly on the School of Health Sciences webpage at www.halifaxcc.edu Each step of the admission procedure must be completed before moving to the next step. The applicant must check their HCC email and update the Admissions office on any changes to their contact information during the process. **It is the responsibility of the applicant to ensure all requirements are met by the established deadline and to ensure accurate information is on file with the admissions office.**

See appendices for details on HCC Admissions Procedure. After successful admission into the college, the nursing program also has specific criteria for admission as the nursing programs including minimum requirements for GPA and HESI A 2 placement tests. Additional criteria can be found in the Minimum Admissions Requirement document located in the appendix.

See Appendices for Admissions Process, Minimum Admission Requirements, HCC School of Nursing Application

Revised July 2024

Our Program Completion Guides can be located on our website [Halifax Community College | Weldon, NC 27890 \(halifaxcc.edu\)](https://www.halifaxcc.edu)

PROGRAM FEES AND REQUIREMENTS

Computer Assisted Instruction

▪ Computer assisted assignments are required for each nursing course. See individual course syllabi for specific requirements. Note: ATI/Testing fees are required each semester and will cover digital resources, e-books, and other necessary materials.

Personal Computer

All nursing students are required to have a laptop computer with a Windows or Mac operating system (no Chromebook or Ipad), a webcam, and Respondus Lockdown Browser. Respondus Lockdown Browser is a program used for online testing and must be installed on the laptop computer. Respondus Lockdown Browser must be downloaded from the following link:

<https://download.respondus.com/lockdown/download.php?id=916257998>

The laptop must have the following capabilities:

Windows 10* and 11 (Windows S versions are not a compatible operating system)

Includes x86 32- and 64-bit intel processors and ARM 64-bit processors using x86 emulation

Mac: MacOS 12 or newer version

Memory: Windows and Mac: 4 GB RAM

Hard Disk Space: Windows and Mac: 256 GB of free hard disk space

For Laptop/Desktop Support:

<https://www.halifaxcc.edu/Depts/InfoSys/services.php>

Orientation

Students who are admitted into the nursing program are required to attend boot camp orientation. Program requirements will be reviewed during orientation. All required documentation: physical exam, immunization records, criminal background check, drug screen, CPR, core orientation, and signed handbook release **MUST BE SUBMITTED** by the provided due date.

Revised July 2024

Rotation Manager

<https://rotationmanager.com/>

A majority of our clinical sites use Rotation Manager (or a similar platform) to provide clinical orientation and monitor student compliance with immunizations, CPR, immunizations, drug screening, and background checks. You will be required to set up a Rotation manager account before going to those clinical sites. To register, you will go to Rotationmanager.com and click Register. Current pricing for Rotation Manager is \$115.49 for the first year and \$36.99/year for any renewals. This fee is not covered in the student's course fees.

Uniforms

Students are required to purchase uniforms through the college approved vendor. Details will be provided to students during orientation. The typical cost for the two sets of uniforms (pants, tops), lab jacket, badge buddy, and two HCC nursing shirts is approximately \$270.00. The cost of uniforms, shoes, and clinical accessories (including lab kit) are not included in course fees.

****Students must adhere precisely to the uniform requirements. No substitutions are allowed.**

For students receiving financial aid, you will be able to charge your uniforms. You will need to take your financial aid letter with you to the uniform shop on the day of purchase.

Failure to obtain the required uniform will result in the clinical absence and dismissal from the program. You will wear uniforms in some labs or clinical experiences during the first week. You do not need to wear the uniforms on class days unless instructed to do so.

Clinical Accessories

It is required that students obtain the following items as well:

- Solid white, leather shoes (must be closed-toe, closed-heel)
- Stethoscope, Blood-pressure cuff
- Watch with a second hand - a digital watch is fine; waterproof is recommended
- Penlight, Scissors (small pair of bandage scissors)

Malpractice/Professional Liability Insurance

Malpractice/Professional Liability Insurance, provided through the Young Group, is required for all students in the nursing program. The cost of insurance is \$16.00 per year *subject to change. Payment may be made at the HCC Cashier's Office.

General Nursing Program Policies

FERPA

The Registrar's Office of Halifax Community College maintains all official grades and records of students. However, the Nursing Department maintains nursing-related information. This includes all health information required by clinical agencies such as copies of CPR cards, immunizations, professional liability insurance, and health insurance coverage. All student clinical evaluations are placed in the student's nursing program file at the end of each semester. Copies of reference letters, enrollment verification letters, copies of letters from faculty, administrators, etc. are also placed in student files.

The policy for the administration of student educational records is in accordance with the provisions of the Family Educational Rights and Privacy Act, also known as the Buckley Amendment or FERPA. This policy provides that the student has a right of access to student educational records maintained by the college. The policy also protects the confidentiality of personally identifiable information in student records. Faculty, administrators, and staff are not permitted to talk with family members and/or friends regarding student performance unless the student has identified the individual on the FERPA release form. The student completes the form through the Registrar's Office. The faculty can validate with the Registrar's Office those individuals whom the student has agreed to allow sharing of academic information.

Civility Policy

This policy applies to students enrolled in any nursing program at Halifax Community College.

Justification

A career in nursing requires frequent work with patients, vulnerable populations, confidential medical records, and/or proprietary information and data. In preparation for this requirement, nursing students must adhere to a common set of ethical standards and principles that promote professionalism and civility.

Civility explanation

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Civility is defined as courteous behavior and/or kind words, politeness; is a demonstration of respect for others, reciprocity (treating others as we wish to be treated), and behaviors that create a positive setting in which to learn (definition adapted from *Roget's II, The New Thesaurus*).

Expected Behaviors:

- Be a model of civil behavior in the classroom, clinical, on campus, and during all interactions with fellow students, faculty, and staff.
- Observe all course attendance policies. The student will attend class, arrive on time, and stay for the required time.
- Address all faculty, college administrators, and adult patients by their titles and surnames (i.e., Dr., Mr., Mrs., Ms., etc.)
- Use “polite” language (such as “please,” “thank you,” etc.)
- Maintain a professional appearance in the classroom, clinical setting, and laboratory activities. Clinical guidelines reference the appropriate dress for lab and clinical. Halifax Community College expects all students to dress in a manner that maintains the serious academic intent of the College. In keeping with the mission to prepare students for success in the workforce, students are expected to dress appropriately within the general bounds of which they would seek employment.
- Value the differences of others and reject discrimination and prejudice.
- Recognize the value of all persons regardless of position. Honor your values but also respect the importance of others.
- Be empathetic towards others.
- Demonstrate respect for all persons by the following behavior:
 - Using helpful, not hurtful language
 - Maintain an appropriate voice tone and volume
 - Discuss policies, ideas, and issues, not people
 - Refrain from participation in the harassment, defamation, or disrespect of a student, instructor, clinical preceptor, program director, or college administrator.
- Be part of the solution, not the problem.
- Accept constructive criticism.
- Be attentive and listen before responding.
- Provide counter comments that are free of defensive attitude.
- Express disagreement or dissatisfaction with respect and in a manner free from emotion.
- Utilize appropriate channels of communication if questions or concerns arise.
- Protect the confidentiality of fellow students and patients.
- Protect the confidentiality of proprietary information, records, and data.
- Facilitate a safe environment in the classroom and meetings with fellow students and faculty/staff where ideas can be shared honestly, openly, and respectfully.
- Engage in the professional use of email and other written communication, including assignments.
- Respect physical property in the classroom, on campus, and in the clinical setting.

- Electronic devices (cell phones, tablets, etc.) during instructional time without the permission of the instructor or the use of the device in a disruptive manner in the school setting are prohibited. Using such devices in classrooms will be restricted, and violations will result in dismissal from the classroom.

Understand that in addition to formal consequences of noncompliance, that failure to follow this policy contributes to the breakdown of the ethical and value-based framework that supports our work as learners and future healthcare professionals.

Failure to follow the procedures outlined in this policy will result in probation and may also result in dismissal from the HCC nursing program.

Professional Communication

Faculty, clients, and other healthcare professionals should be addressed by title and last name. Students should contact faculty via email or office phone during working hours. When communicating, students should use their HCC email, be respectful, and professional. Students are expected to check their HCC email and Blackboard for announcements daily.

Criminal Conviction Consideration

Students in the Nursing Program are prepared to take and pass the National Council Licensure Examination-Registered Nurses (NCLEX-RN or NCLEX-PN) to work as a RN or LPN. The North Carolina Board of Nursing (NCBON) Policy regarding criminal conviction must be taken into consideration when the student is beginning the Nursing program and any special considerations addressed with the Board of Nursing.

To further share, the regulatory agency, the Board of Nursing does not become involved in reviewing an applicant's conviction record until such time as the application is submitted to take the national examination.

As required by the North Carolina Nursing Practice Act, applicants (in-state and out-of-state) for nurse licensure as specified below are required to undergo a fingerprint-based State Bureau of Investigation (SBI) and Federal Bureau of Investigation (FBI) criminal history check:

- Applicant Seeking Licensure by Examination (NCLEX)
- Applicants Seeking Licensure by Endorsement (Reciprocity)
- Applicants Seeking Reinstatement of a North Carolina license (expired 6 months or longer)

**Prior Criminal Convictions as written by the North Carolina Board of Nursing:

If you have prior criminal convictions (misdemeanors and/or felonies) regardless of the age of conviction, you must submit the following to the Board of Nursing:

- Original Certified Court Documents for all Convictions (Misdemeanors or Felonies); and
- A detailed explanation of the events leading to the arrest and any other pertinent details if the conviction occurred within the last 5 years or if you're reporting a Felony conviction regardless of when it occurred

The Board of Nursing may deny an applicant based on a conviction of a crime only if the board finds that the applicant's criminal conviction history is directly related to the duties and responsibilities for the licensed occupation, or the conviction is for a crime that is violent or sexual in nature. The Board of Nursing must specifically consider the following factors by law when denying an applicant for licensure due to a criminal conviction:

1. The level and seriousness of the crime.
2. The date of the crime.
3. The age of the person at the time of the crime.
4. The circumstances surrounding the commission of the crime, if known.
5. The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
6. The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed
 - The completion of, or active participation in, rehabilitative drug or alcohol treatment.
 - A Certificate of Relief granted pursuant to G.S. 15A-173.2.
7. The subsequent commission of a crime by the applicant.
8. Any affidavits or other written documents, including character references.

Applicant's denied licensure in whole or in part because of a criminal conviction have the right to appeal the decision of the Board within 30 days after receipt of the Board's decision to the superior court located in the county where the applicant resides or where the Board is located pursuant to NC. Gen. Stat §90-171.37B(a) and §150B-43 et al .

Clinical Background Check and Drug Screening

Students are assigned clinical rotations in several participating agencies in the nursing program. Before practicing in the agency, the clinical agencies may require that students undergo a criminal background check and/or drug screening. The drug screening may be done once before the student reports to the clinical agency or randomly during the clinical experience. If the student has a criminal conviction, tests positive for illicit drugs, or drugs for which the student cannot produce a valid prescription, the agency may refuse to allow the student to participate in the clinical experience. Halifax Community College recognizes and fully supports the clinical agencies that choose to perform drug tests and/or criminal background checks on nursing students. The decisions made by the clinical agency are final.

If a nursing student is prohibited from participating in any clinical agency based on a criminal background or positive drug screening the student will be dismissed from the nursing program due to the inability to progress and complete the nursing curriculum. Students are responsible for all costs associated with criminal background checks and drug screening required by the clinical agency . If a

student cannot attend the clinical experience in one agency, the student **will not be assigned** to another clinical agency.

Physical and Emotional Health

The Board of Nursing Standards for Educational Units in Nursing require that there be evidence that the physical and emotional health of the student be such that he/she can be expected to provide safe nursing care to the public. This is documented initially on the medical form completed by a physician, physician's assistant, or a nurse practitioner.

If a physical or emotional health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the student is referred to an appropriate professional. The recommendation of the professional will be utilized to determine whether admission or continued enrollment in the program is appropriate. Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. For the purposes of the nursing program, in compliance with the 1990 Americans with Disabilities Act, a "qualified individual with a disability" is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the nursing programs.

Admission to and progression in the ADN or PN program is not based on these standards. Rather, the standards should be used to assist each student in determining whether accommodations or modifications are necessary. Standards provide an objective measure upon which a student and the advisor base informed decisions regarding whether a student is "qualified" to meet requirements.

Additionally, students may be asked to provide a written statement from a healthcare provider verifying the student's ability to return to class, lab, and/or clinical activities following certain other medical/emotional issues, including, but not limited to, childbirth, surgery, or significant illness.

In compliance with the 1990 Americans with Disabilities Act, the following standards have been established. The following are examples of the kind of activities that a student in the Associate Degree Nursing or Practical Nursing program would be required to perform to successfully complete the program. If an accepted applicant believes that he/she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Program Director of Nursing and/or designee. The examples given are representative of those activities required and are not all-inclusive.

1. Critical thinking ability sufficient for clinical judgment. Example: Identify cause and effect relationship in clinical situations, develop nursing care plans.
2. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Example: Establish a relationship with patients and colleagues.
3. Communicate with others orally and in writing. Example: Explain treatments and medications, document nursing actions, record patient responses to treatment.

4. Physical abilities sufficient to move from room to room and maneuver in small spaces. Example: Answer calls from patients, retrieve equipment, provide patient care, and move about in patient rooms.
5. The ability to manipulate equipment and to assist patients with physical limitations. Example: Use equipment, calibrate equipment, position patients, administer CPR, administer injections, and insert catheters.
6. Hearing ability sufficient to monitor and assess health needs. Example: Hear a monitor alarm, listen to heart and breath sounds, hear a cry for help.
7. Vision sufficient for observation and assessment necessary in nursing care. Example: Observe patient responses to treatment, see a change in skin color, read the scale on a syringe.
8. Sense of touch sufficient to perform a physical examination and to detect movement. Example: Detecting pulsation.

If any student needs ADA accommodations, they must contact the Director of Counseling, Barbara Plum. She is located in room 335. The student will then notify the appropriate nursing faculty after an evaluation. Accommodations must be in place at the beginning of the semester and are not retroactive.

Pregnancy Protocol

The nursing department requires a written physician permission form to begin or continue the nursing courses' clinical portion upon pregnancy identification and after pregnancy completion. This decision should be based on the understanding that the pregnant student may be exposed to health hazards that may damage her or her fetus in a healthcare environment. If the pregnant student has any alterations in her physical ability, she and her physician must assess the course's ability to meet both theory and clinical objectives/outcomes. The pregnant student will be expected to meet the stated conditions and objectives, including the attendance policies. In the event that the student cannot meet the requirements due to the pregnancy, the student may receive an incomplete for the course.

Drug and Alcohol Impairment

Halifax Community College policy prohibits the "unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol... on college premises, or as part of any college-sponsored activities" (HCC Student Handbook). The Halifax Community College nursing program's policy is that any student whose behavior demonstrates impairment of mental or physical ability to provide safe care to patients while in the clinical setting will immediately be asked to submit to a drug/alcohol screening. Failure to comply with the request from a clinical instructor or a positive drug/alcohol screen will result in immediate dismissal from the nursing program. The cost of drug/alcohol screening will be the student's responsibility.

Students will sign a release form for the clinical faculty member or Department Head of Nursing to see the drug/alcohol testing result. A student who has a positive drug/alcohol test or whose behaviors, actions, or odors cause suspicion of impairment must make alternative arrangements for transportation from the clinical facility. Students dismissed from the HCC nursing program due to failure to comply with the drug/alcohol test request or a positive drug/alcohol test will be ineligible for re-entry to the HCC nursing program.

Smoking, Vaping, and Tobacco Use

Any tobacco product is not permitted on the Halifax Community College campus or at any HCC-sponsored function, including any clinical facility. Uniforms should not smell like smoke or other substances. Students violating this policy will be subject to HCC disciplinary guidelines and will receive an unsatisfactory clinical performance for the day. Repeated violations will result in probation and possible dismissal from the HCC nursing program.

Attendance Requirements

Attendance in class, laboratory, and clinical experience is essential to the success of the nursing student. As a part of professional responsibility, a student is expected to arrive promptly and remain at the specified time for the scheduled experience. Arrangements for childcare, appointments, or other issues should be arranged around the student's academic schedule.

If the student is absent or tardy from class or lab. The student is solely responsible for obtaining information or materials presented during a missed class.

The student is expected to be on time for the clinical experience, stay the entire experience, and be present for pre-and post-conference to meet clinical objectives. **It will be the student's responsibility to notify the clinical faculty member before starting the clinical day if unable to attend the clinical experience or if the student will be tardy.** The faculty member will inform the student before each semester of the best notification method for absences or tardiness. The student must also notify the clinical site if unable to attend clinical or be tardy.

If the student is more than 15 minutes tardy for clinical, the student must contact the instructor and plan to miss the time. Time missed is recorded as true-time missed. The student will need to notify the instructor of the delay but will not need to report to the clinical site. Please see the Clinical Policy for additional guidance regarding clinical expectations.

Full-time and adjunct faculty members are responsible for the safety and well-being of the patients to whom nursing students are assigned. Therefore, students may be excluded from the clinical area due to illnesses, injuries, inadequate preparation for practice, inappropriate attire, or unsafe situations.

The HCC Nursing Program uses the following guidelines for student attendance:

1. Attendance is the student's responsibility – The faculty will take attendance daily. Each course has a set number of hours that students must obtain in order to meet the course requirements.
2. **Students are required to wear their HCC Student Badge at all times.**
3. Students are required to obtain the designated number of required clinical hours as dictated by the North Carolina Board of Nursing. Although a clinical absence may be considered excused, the student must still complete the required number of mandated hours.

4. Students who exceed the maximum number of allowed absence hours will be dismissed from the nursing program, resulting in a grade of W, WF, or F in the course, depending on the timing of the semester.
5. **In addition to the above requirements, students who fail to notify the clinical instructor of a clinical absence (no call/no show) will be placed on probation. On the second occurrence (regardless of if the second no show occurs in the same or a different semester) the student will automatically be dismissed from the program. Students shall notify the clinical instructor directly, not through family members, friends, or other instructors.**
6. Students must meet all course objectives, whether class, lab, or clinical, to pass the course, regardless of absences.
7. Faculty may rotate students out of ancillary clinical experiences (ex: OR, GI lab, MD office) and back onto the assigned floor if absent for a primary clinical rotation. This decision is under the complete discretion of the clinical instructor.

Tardiness

A student is considered tardy when the student is not seated at the beginning of class or lab experience. Tardiness also pertains to when the class has begun after a scheduled break. A tardy student must quietly enter the class or lab experience without disruption for the courtesy of fellow students. The half-hour will record any tardy (For example, 45 minutes tardy = 1 hour absent). **If a student arrives late, the student must inform the faculty member of their arrival during the break so that the student will not be counted absent for the entire experience.**

Electronic Media Recording

Recording for personal use is not permitted due to the sensitive nature of classroom discussion.

Social Media

Social media sites, such as Facebook, Instagram, Twitter, etc., **ARE NOT** forums to discuss clinical experiences for students in the nursing programs at Halifax Community College. You are legally liable for what you post on your site and the sites of others. Individual bloggers have been held liable for commentary deemed proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts).

The information posted on such sites regarding a clinical assignment, no matter what the nature of such a post, is considered a HIPAA violation, including but not limited to any possible patient identifying information, disparaging remarks, or naming of the unit, hospital, or clinical facility where the student attended clinical. Any such information posted will result in dismissal from the nursing program at Halifax Community College.

In addition, the clinical site involved will be notified of the breach of patient confidentiality and may refuse to allow a student to return to clinical practice at that site. Violating the social media policy may result in the student being dismissed from the nursing program and receiving a W, WF, or F grade in the nursing course. Decisions regarding dismissal will be made after consultation with the clinical agency and HCC Vice President of Academic and Student Affairs.

Social media postings shall not include information about course materials or images without their consent. In addition, any negative remarks about the program, faculty, staff, and students may violate the civility policy. Students who violate the civility policy may be dismissed from the program.

Considerations

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a Halifax Community College student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Health care students are preparing for a profession which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable college privacy and confidentiality policies.
- Employers are increasingly conducting web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

Testing Guidelines

It is essential that the environment for testing be as stress-free as possible to promote the success of all students. The Nursing Department developed these guidelines to improve the testing environment's quality and promote academic integrity. Students are expected to uphold the highest academic integrity in the nursing program. The student will follow the following guidelines during testing:

1. Arrive on time or early on test day.
2. Place all books, book bags, backpacks, and notes in the front or back of the room as directed.
3. Purses may be placed under the table or chair, closed, and/or zipped.
4. Cell phones, smart watches, and other electronic equipment not associated with testing must be turned off and not on the tabletop while testing.
5. Food and drink are not permitted.
6. Calculators are allowed on the tabletop while testing. All calculators are subject to instructor inspection. No calculators will be shared. The student may not use graphing calculators for testing.
7. No hats or caps will be worn while testing.
8. Students may log into their Blackboard account but may not begin the test until instructed by the faculty member.
9. Once the student logs in to the computer, they are not permitted to do any last-minute studying.
10. As the student progresses through the program, testing options pertaining to whether the student can move freely between questions and can return to previously answered questions

will be at the instructor's discretion. Towards the completion of the program, it is the expectation that students will test in a manner that reflects the NCLEX examination. Please refer to the course syllabus for course specific guidelines.

11. Students may not access other web pages during the testing period, even if their individual test is complete. Any student who is caught on any web page other than the current test/quiz will be given a zero (0) for the test/quiz and may be dismissed from the nursing program.
12. Any scratch paper used for testing must be provided by the faculty member, must not be written on until instructed to do so, and must be returned to the faculty member before leaving the testing site
13. Bathroom breaks are discouraged during testing. If the student must have a bathroom break, a faculty member will accompany the student.
14. If late and test administration has started, the student may quietly enter the room to take the test. No additional time will be allowed to complete the test. The test must be completed in the time that is remaining. No exceptions, including technical issues or travel difficulties, will merit additional testing time.
15. Once the test is completed, the student must submit the test for grading and exit the room quietly. Students must move away from the classroom door and maintain a quiet environment in the hallway. If noise becomes an issue, students may be required to remain in the testing area until all students have completed the test.

Repeated episodes of being late for scheduled tests will result in disciplinary action. A student absent on test day must notify the instructor **before** missing the test; failure to do so may result in the receipt of a zero for the test grade. If the test's faculty member is unavailable, the student may leave a voicemail or send an e-mail. **The student will be expected to take the make-up test on the first day the student returns to class or be awarded a zero grade for the test.** Different test versions may be administered, and the test may be in a different format.

Students will not be permitted to attend class or lab until a missed test has been taken, and any time absent will count against the total absences for the course.

If any student needs ADA accommodations for classroom purposes, they must contact the Director of Counseling, Barbara Plum. She is located in room 335. The student will then notify the appropriate nursing faculty after an evaluation. **Accommodations must be in place at the beginning of the semester and are not retroactive.**

Test Review

The course instructor(s) will outline the test review process in your course syllabus. Test reviews are managed by the course instructor and organized to promote critical thinking and clinical judgment development.

If there is a question about the correct answer to a test question, the student will complete the "challenge form for test questions" and return it to the instructor within three days for the question to be reviewed. The faculty will accept no forms after three days. This applies only to unit tests, not standardized or final exams.

Unit/Module Test Remediation

Remediation standards are established by the course instructor and outlined in the course syllabus. Remediation may require additional assignments and a mandatory meeting with the designated nursing faculty member.

If an assignment is given, students will receive the assignment from the faculty member(s) that administered the test. The assignment must be submitted by the deadline the faculty member establishes. If the academic consultation or remediation assignments are not completed by specified times provided by the faculty member(s), five (5) points will be deducted each day from the original test grade beginning on day eight until the remediation is complete.

Students who must meet for remediation shall sign up for a scheduled meeting time. Students who miss their scheduled appointment without notifying the Nursing Success Coach or show up more than five minutes late will have to reschedule their appointment.

Course Assignments: Assignments submitted late without faculty notification results in a 0. Notice must be given to the instructor at least 24 hours ahead of time, with proper documentation, to receive grace with a 10 point per day deduction. After 48 hours, regardless of notification, the grade will automatically be a zero. If a life-threatening situation or emergency results in a late assignment, please discuss with the instructor and provide documentation for case-by-case review.

Final Exams

The faculty will not review the final exam for nursing courses. Faculty members review each final exam question before the exam is given, ensuring each item is keyed correctly. After the exam is given, the exam is graded electronically. Faculty members review the statistical results of each question and compare answers to the information from the textbook, lecture, notes, handouts, and PowerPoint presentations. The grade on the final exam may be released at the instructors' discretion.

Grading

Students in the nursing program are expected to maintain a cumulative grade point average (CGPA) of 2.00 or greater. Students must make a C or better in all NUR-prefix courses and related courses in the nursing curriculum. Students who do not maintain an overall GPA of 2.00 or make below a C in any NUR prefix or related courses will be dismissed from the nursing program. The student may apply for readmission per the readmission guidelines.

The following will be the grading scale for all NUR-prefix courses:

A	93-100.	There is no rounding of grades Example 76.9 = 76, failure, of course, 77 = passing
B	85-92	
C	77-84	

D	70-76
F	Less than 70

Dosage Calculation Competency

Each semester (except for 213/103), the student will be expected to perform a dosage calculation skill check off.

Dosage calculation tests are considered a clinical competency, and are not part of the overall course average. The student will demonstrate competency through the course dosage calculation skills check off.

The student is required to score “90” on the dosage calculation skill check off for all courses preceding NUR 102 and NUR 212. If students score less than “90,” they must follow the remediation process outlined in their course syllabus. They will have 3 attempts to achieve a “90.” Failure to do so will result in dismissal from the course.

Assessment Structure

- 20 word-problem questions with a 60-minute time allotment.
- No multiple-choice questions, students must show their written work.
- The answer should include the units of measure (units, milligrams, teaspoons, tablets, etc.)
- Partial credit will not be given for answers.
- All Assessments will include items covering conversions to basic dosage calculations for PO, SQ, IM or ID.
- Other content may include weight-based medications and calculations, IV calculations, IV drip rate calculations, IV medications infusion rates, e.g., insulin and heparin.
- Assessment questions for each semester will be appropriately designed to meet the clinical objectives as stated on each course syllabus.
- No Conversions will be provided for the Assessments.

The student will not be permitted to administer medications independently during clinical rotations until they have successfully remediated. Students in NUR 212/102 must successfully score a “100” on their dosage calculation skill check off before enrolling in NUR 213/103. Failure to meet dosage skill competency requirements in NUR 212/102 will prevent the student from progressing in the nursing program. **They must achieve a score of “100” before the semester withdrawal without an academic penalty date (the date will be listed in the syllabus).**

Collaborative Testing

Collaborative exams are an evidence-based practice used to enhance student learning and critical thinking (Morales, 2019). During the program, at times students will be asked to participate in a collaborative test following their scheduled individual test. This will allow the students to discuss their rationales for the answers they selected on their individual test, encouraging communication and teamwork. If the group scores a 77-84 on their group test, then each member of that group will receive 1 additional point on their individual test grade. If the group scores 85-93 on their group test, then each member of the group will receive 2 additional points on their individual test grades. Students who score a 94-100 on their collaborative test earn 3 points on their individual test grade. **Students must not leave the testing area upon completion of their individual test or they may forfeit their opportunity to participate in collaboration testing.** Groups who score less than 77 on their group test will not receive any additional points as the performance does not meet the course requirements for passing.

Students will still be expected to complete their remediation requirements based on their individual test scores according to the policies outlined in the course syllabus.

Collaborative testing is offered at the discretion of the course instructor. Please refer to the student course syllabus.

CLINICAL EDUCATION EXPECTATIONS

Clinical Consortium Education Passport (CCEP) will be utilized throughout the student's clinical experiences. Information pertaining to the CCEP can be found at <https://www.wakeahec.org/hctriangeclinical.htm>

The faculty will discuss clinical experiences and expectations with the students before each course's clinical rotation. The student and faculty will review student expectations and guidelines. During the clinical rotation, ongoing student evaluation will be conducted. The student will be expected to contribute to the evaluation. Clinical sites are located in Halifax, Warren, Northampton, Nash, and surrounding counties. Costs such as gas, parking, public transportation, etc are the responsibility of the student. Students can expect additional costs for uniforms, meals, and travel costs to complete the clinical. Students' transportation IS CRITICAL and inability to attend clinical due to a transportation issue is not considered an excused absence.

CPR certification must be completed prior to entering the nursing program. The course must be an American Heart Association Basic Life Support (BLS) for Healthcare Provider. CPR courses are available through Workforce Development as well as other sources in the community. Online courses do not meet the criteria.

Documentation in the form of AHA BLS certification card (usually emailed to you at the completion of course) must be presented. CPR certification must remain current while in the program. Students

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without CPR certification will not be allowed in the clinical setting. Absences related to failure to maintain CPR certification will not be excused, leading to release from the program.

**Failure to dress in proper clinical attire and meet all clinical guidelines will result in being sent home from clinical practice that day. Being sent home for dress code violations will result in an unexcused absence..*

Clinical Eligibility

Students are assigned to facilities with a current clinical education agreement with the nursing programs at Halifax Community College during the second semester. In the event that a designated clinical facility prohibits a student in the ADN program or PN program from participating in or completing the clinical learning experience. In that case, no alternative clinical experience will be arranged on behalf of the student. This will result in the student being unable to meet the curriculum requirements of the ADN/PN program and, ultimately, being dismissed from the program. Examples (not inclusive) of situations where the clinical facility's decision may prohibit or terminate a student's clinical experience are

1. Results of a background check or drug screen (including all forms listed in the Criminal Background Check and Drug Screen policy);
2. Inability to demonstrate current AHA BLS Provider CPR, physical examination, and immunizations (including annual influenza immunization).
3. Issues surrounding a student's previous employment at the facility
4. Significant concerns or problems identified by representatives of the clinical facility relating to a student's unsafe, unethical, illegal, or generally unprofessional conduct;
5. Non-adherence to the facility's personnel and dress code policies includes the appearance or visibility of body art and piercings.

Patient Confidentiality

Every clinical agency has strict guidelines regarding patient information and confidentiality. These guidelines are available at each institution, with the student being oriented to the guidelines. In many situations, the student must sign a confidentiality statement by individual clinical agencies. Violating the clinical agency's confidentiality policy may result in the student being dismissed from the nursing program and receiving a W, WF, or F grade in the nursing course. Decisions regarding dismissal will be made after consultation with the clinical agency and HCC Vice President of Academic and Student Affairs.

For the protection of patient confidentiality, the following guidelines are to be followed by the student unless otherwise specified by the clinical agency

1. The student is not to remove a patient's chart (a record) from its original location.

2. The student is accountable for protecting the patient's record and its contents while it is reviewed.
3. The student must log off computer terminals and never leave a computer unattended in an accessible area with medical record information unsecured.
4. The student may not give or allow others to use their password to a clinical agency's computer system.
5. The student is prohibited from sharing information from the patient's medical record with family, friends, or staff not directly involved in the patient's care.
6. The student is prohibited from discussing the patient's status in social settings, elevators, cafeterias, or other inappropriate settings, including social media sites.
7. The student is to discard any personally identifiable information received on a patient in the clinical setting in the appropriate shredder receptacle before leaving the clinical area.
8. The student does not refer to the patient's identity in written work that the student will turn in to the instructor.
9. The student may only access patient records required to complete clinical assignments.
10. The student may not access the medical record of a family member, friend, or significant other while in the clinical agency.
11. If the student is an employee of the clinical agency, they may not use their employee username/password to access patient information while in the role of a student at HCC.

Clinical Expectations

1. The student will be punctual in the clinical setting.
 - a. If the student anticipates being more **than 15 minutes** tardy for clinical, the student must contact the unit charge nurse and instructor. Time missed is recorded as true-time missed. The instructor will provide additional guidance at that time.
 - b. If a student is absent from clinical, the student must contact the unit charge nurse and clinical instructor **at least 1 hour** before the scheduled clinical shift. Failure to notify the unit charge nurse and clinical instructor will result in an unexcused absence.
 - c. **Although an occasional absence may be unavoidable, it in no way excuses a student from meeting all requirements of the course and being responsible for all learning outcomes. A clinical absence may constitute a make-up day, simulation, or alternate assignment to meet clinical objectives. However, completion of one of the above does not nullify hours missed. Missing more than the designated hours will result in a clinical failure and prevent the student from progressing to the next course.**
 - d. The student is responsible for contacting the clinical faculty for guidance on making up clinical paperwork. Failure to complete clinical paperwork by the given deadline

will result in the student receiving an unsatisfactory grade, and an additional clinical assignment will be given. All assignments must be submitted before returning for the next clinical day. Failure to do so will result in an unexcused clinical absence.

- e. Students not prepared for clinical practice as specified by course requirements, including completed care plans and/or prep sheets, will not be allowed to practice that clinical day.
 - f. **The North Carolina Board of Nursing mandates the number of required clinical hours a student must complete in each course. If towards the end of the semester the student has reached the maximum hours required, but still has clinical hours scheduled, it is the expectation that the student still completes any assigned time. Failure to do so will result in an unexcused absence and unsatisfactory for the clinical day.**
2. The student will follow the clinical rotation as assigned. Students are not allowed to switch units, shifts, etc. with a classmate or change their clinical assignment in any way.
 3. When students have questions regarding the clinical assignment, patient condition, or care, the students will ask the clinical instructor before asking hospital personnel.
 4. The student will notify the instructor when completing the clinical assignment.
 5. The student will not leave the clinical site or assigned area without consulting the instructor. Leaving the clinical site (including designated unit) without communication to the clinical instructor and charge nurse is considered patient abandonment and is grounds for dismissal.
 6. The student will not make or receive personal phone calls unless there is an emergency. In addition, the use of cellular phones, text messaging, smart watches, or other electronic devices unrelated to the clinical assignment is prohibited in the clinical area at all times. Repeated use of cell phones, smart watches, etc while in clinical practice will result in the student being placed on academic probation.
 7. If the student needs to be contacted due to an emergency, the family/caregiver must contact them through the assigned nursing unit.
 8. Using clinical agency computers to communicate with students, faculty, family, or friends is strictly prohibited.
 9. Leaving the clinical unit may only be done at the instructor's request or approval. Students may have the opportunity to accompany their patients to other areas of the clinical agency to enhance their learning experience. However, the instructor is to be aware of the student's location.
 10. The instructor will assign breaks at the discretion of the clinical instructor.
 11. Food and drinks are not allowed in patient care areas. Refer to additional guidance from clinical site policies.
 12. Each student is expected to remain in the clinical area until the clinical assignment is deemed complete by the clinical instructor.

13. The student is expected to report to the primary nurse and complete end-of-shift documentation regarding the assigned patient's condition and care given. In addition, the student must document the patient's response to care before leaving the assigned clinical area.
14. The student must observe the agency and assigned unit policies.
15. The student will not visit patients personally while in student uniform.

Professional Appearance/Dress Code:

Each student is expected to have a well-groomed, professional appearance in the clinical area, whether in uniform or other designated attire. The dress code requirements in place address safety and infection control principles. The image of the nursing student projects is representative of the profession, the nursing program, and the college. Failure to follow the outlined dress code will result in an unsatisfactory clinical performance grade and/or progressive discipline.

1. **Clinical setting requiring street clothing and obtaining clinical assignments.**
 - a. Professional attire is expected, which includes dress slacks, knee-length skirts, or dresses.
 - b. Jeans, sweatshirts, sports clothing, tank tops, mini-skirts, see-through clothing, shorts, sleeveless shirts, sundresses, or any clothing which exposes a bare midriff, back, chest or underwear is prohibited.
 - c. The student should wear appropriate shoes based on the type of clinical assignment. Flip-flops or any open-toed shoes are prohibited.
 - d. The student must wear the uniform jacket and a student name tag or identification badge any time you visit a clinical site.
2. **Clinical uniform:**
 - a. The student must purchase the required uniform for the HCC nursing program.
 - b. Clinical uniforms should not be worn outside of clinical or school settings (e.g., grocery stores, restaurants, etc.).
 - c. The nursing student is expected to wear this uniform in a clean, neat, and well-groomed manner with a clinical facility name tag or college identification badge and clean, polished shoes. Uniforms should not be too tight, too loose, or too long. The hem of the pant legs should not touch the floor.
 - d. Hair should be clean, in a simple style, and in natural color. Extreme hair color (e.g. bright colors) is not allowed. Long hair will be secured to not fall in the face when

leaning over a patient to provide care. Decorative clips, bows, and other ornate hair accessories are not permitted in clinical settings. Minimal hair coverings worn for religious beliefs are acceptable but must allow the student to use a stethoscope and other medical instruments and must not interfere with client care. Principles of infection control must be followed. Beards: men must be clean-shaven or have beard neat and trimmed.

- e. Artificial eyelashes are not permitted.
- f. Jewelry is limited to a watch, a single pair of stud earrings (one in each ear lobe), and a set of rings on one finger. Students are encouraged not to wear expensive jewelry in the clinical setting to prevent damage or loss of property. All body piercing jewelry and ankle jewelry must be covered or removed during clinical experiences. No body piercing jewelry may be visible. No nose, tongue or eyebrow jewelry is permitted. Skin tone plugs must be used to cover gauged piercings.
- g. Accessories: Buttons, pins, ribbons, bracelets, pendants or other items supporting political, social, philanthropic or athletic causes are prohibited at all times.
- h. Shoes are to be waterproof, closed-toe, and closed heel, and in good repair. Follow program specific policies. Shoes must be made of a material that will not absorb biohazardous material and can be cleaned. High-tops are not permitted.
- i. The student must wear white, black, or gray socks or stockings with the uniform.
- j. Underwear or undergarments should not be visible through the students' uniforms or when bending or stooping.
- k. Adequate personal hygiene is expected at all times. The student should wear no perfumes or body sprays/lotions with strong odors. Unscented deodorant, aftershave, and/or soap are recommended.
- l. Cigarette smoking is not permitted while in clinical uniform. Uniforms should be free of any smoke or unpleasant odors.
- m. Makeup should be subtle.
- n. Nails must be clean and in good repair. Nail length should not exceed past fingertips. Nail polish is not permitted due to infection control guidelines.
Sculptured, artificial, or acrylic nails or tips are not permitted. Nail art or decals are not permitted.
- o. Potentially offensive tattoos must be covered per faculty or agency discretion. The student may wear a thin, plain, nude, white, or navy long sleeve shirt under scrub tops to hide tattoos or use tattoo covering makeup.
- p. It is illegal in the sovereign state of North Carolina for nursing students, as well as nurses and doctors, as agents of a health agency, to witness living wills (NCGS 90-320-322). HCC Nursing students may not serve as witnesses to legal documents of any kind (wills, informed consent, living wills, etc.) while in the role of the nursing student in a clinical practicum (including health agencies, clinics, and even home visits). The exceptions are those consents students need to obtain from clients, peers

or others in order to meet educational objectives; for example, interviewing clients and obtaining research subjects' consents.

****Students shall not show up to clinical after working a night shift the evening before their rotation. This action may compromise the safety of patients and other clinical staff. The instructor will dismiss the student from clinical if they are aware of this occurring. Failure to comply with this safety standard may result in dismissal from the program. ****

Needlestick, Exposure, or Injury

All students are required to view the following website:

<https://www.osha.gov/bloodborne-pathogens>

In the event of a needle stick, exposure or injury to a student

It is the student's responsibility to report all incidents to the clinical faculty immediately.

- The clinical faculty will assess the student's need for emergency assistance and, if necessary, plan for transport to the emergency room. Otherwise, the student will be responsible for making the decision to obtain medical care.
 - Students are responsible for any and all medical expenses related to any exposure or incident while in class, skills lab, simulation or clinical
 - If the student has not done so, wounds should be washed with soap and water. Mucous membranes should be flushed with water.
 - The student will be responsible, with faculty and staff assistance, for completing a facility incident report, submitting written documentation of the incident to the Director of Nursing Program. Forms will be provided to ECU Health North Urgent Care, on behalf of the student, for claim processing. The incident shall not be filed as workers compensation as the student is not an employee.
 - The clinical facility will be responsible for having the source client tested in the event of a needle stick or exposure, and notifying the student if there are positive results
- occurrence report

Performance Limitations "Do Not Do" List

Students should not perform the following procedures.

This is not an inclusive list – it is frequently asked questions about what students may do. If you have a question, please contact the course faculty or the Director of Nursing Programs.

1. Draw arterial blood gasses.
2. Do not insert arterial, epidural, or central lines. Discontinuing centrally invasive lines is a skill that may be done during ADN preceptorship only (under the supervision of a Registered Nurse)
3. Use staff's medication access code for obtaining medication.

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4. Administer chemotherapy other than by oral route.
5. Draw blood from or flush an arterial line.
6. Initiate a blood transfusion.
7. Initiate a heparin infusion.
8. Titrate or administer cardiac drips such as diltiazem (Cardizem), nitroglycerin, dofetilide (Tikosyn) or sotalol (Betapace).
9. Perform procedures that require special competencies.
10. If a student is pregnant, they should not be assigned to a client that has chemo infusion or had chemo in the last two (2) days.
11. If a student is pregnant, they should not be exposed to nitrous oxide and ethylene oxide that may be found in Engineering, Plant Maintenance, Central Sterile Supply, Operating Room or PACU.
12. A student who has certification or licensure in another allied health occupation should not exceed the scope of the student nurse.

Certain functional abilities are essential for the delivery of safe, effective nursing care during clinical activities. The “essential functions” are basic cognitive, psychomotor, and affective activities that are essential to successful completion of the nursing curriculum.

The student must be able to do the following either with or without accommodations:

- Walk, stand for long periods of time, stoop, reach, lift, and bend.
- Lift, turn, support, move, position and transport clients of all weights and ages (newborns, pediatrics, adolescents, adults, and geriatrics.)
 - Access all client bedsides and respond immediately to an emergency situation anywhere in the hospital.
- Enter data in Electronic Medical Records software and manual charts.
 - Use manual dexterity to render client care.
- See and fully communicate (both orally and written) with clients, providers, and other employees either in person or over the telephone.
 - Work effectively with others demonstrating tact, discretion, and diplomacy. Must be able to maintain calm, effective, and accurate performance in stressful situations.
 - Follow directions and perform assigned activities.
- Work varied schedules.
- Work around blood and bodily fluids, and potentially infectious organisms.

Please see the Physical and Behavioral Health section for guidance on ADA and accommodations.

Resources for students with disabilities

<https://nursingeducation.org/resources/nursing-students-with-disabilities/>

Lab Performance

The student will be required to demonstrate lab competencies during a skills check-off. Other than vital signs, all skills will be video recorded in the lab and submitted for review by a panel of nursing instructors. The student will complete the vital signs skills check-off with an instructor. The first opportunity will be by appointment with a clinical instructor. If unsuccessful on the first attempt, the two additional attempts will be at the instructor's discretion. The student will initiate practice opportunities by appointment with the clinical instructor before check-off. If the student is unsuccessful on any skills check-off after three attempts, the student will be dismissed from the course for unsatisfactory lab performance.

Lab Supply Kit

A supply kit is mandatory for use in the lab setting for the first semester of the ADN and PN programs. The student and faculty will also utilize the kit at intervals for more advanced skill practice during the second semester. The kit is expected to be in the student's possession for practice of lab activities. The student will not be allowed into the lab setting until obtaining the kit and will be counted absent until the student returns. Halifax Community College will supply the materials necessary for the competency evaluation (check-off) on each skill.

The student will only use the supply kit to practice skills learned in nursing courses. The supplies are packaged only for laboratory practice and should not be used in other situations.

The student will NOT use the supply kit to perform invasive procedures on humans or animals. If used this way, the student has exceeded their scope of practice and maybe placed on clinical probation or dismissed from the nursing program. According to the 21 NCAC 36.0217 a (7) & (8), this is practicing beyond the scope of practice as well as "accepting and performing professional responsibilities ... he/she is not competent to perform."

Lab Dress Code

To preserve the integrity of clinical uniforms, the HCC faculty has set individual requirements for lab attire.

- ADN I students wear a white scrub top, navy scrub pants, and/or nursing t-shirts, and a blue lab jacket.
- ADN II Students will wear a white lab coat, navy blue scrubs, and/or nursing t-shirts directed by the instructor.
- PN students will wear grey scrubs and/or nursing t-shirts as directed by the instructor.

****No food or drink is allowed in the lab or any area where mannequins or specialized equipment is used or stored**** Do not use iodine agents on mannequins or lab equipment.

Simulation

Purpose: Teaching and learning with human patient simulations is an innovative educational strategy that provides students with guided experiences in clinical simulation. High-fidelity patient simulators/manikins (Such as Sim Man or Nurse Anne) are expensive and sophisticated technology requiring special care from all users. By reading, signing, and dating this form, you acknowledge your understanding of the guidelines for using the manikins and expected behaviors in the simulation area.

Guidelines:

- Students are to arrive on time to simulation sessions fully prepared based on pre-sim assignment.
- No food or drink in the simulation areas.
- The following terms should not be used near the manikins
 - Ink pens or markers (INK FREE ZONE)
 - Newsprint
 - Adhesives
 - Chemical cleaners (NO BETADINE, soap, and water only)
- Students are expected to use universal precautions when utilizing the simulation lab. Hand hygiene is expected upon entering the simulation lab if manikins are to be handled. Latex-free gloves will be provided at all times in the simulation room and are required to handle manikins
- The simulation manikins are equipped with areas for specific clinical interventions. It is essential to utilize the correct site to avoid damage to the manikins.
- Manikins are to be treated as if they are real, live patients. ·
- Positive, professional communication with faculty instructors, students and other users shall be maintained. ·
- Faculty, staff, and students must complete orientation prior to using the equipment. ·
- Instructors should remain with students while participating in simulation.
- Personal belongings should be minimal into simulated patient care areas.
- No cell phones should be operational around manikins.
- Do not sit on the beds; this is considered the patient's personal space.
- Manikins should not be removed from their beds.
- Students should not change parts on manikins.
- Students should not perform any procedures on manikins without the instructor's approval.
- Injections and IV sticks are prohibited on the high-fidelity manikins unless instructed otherwise by instructor
- When sharps are used, they must be disposed of in an appropriately labeled sharps container.
- No betadine, acetone, iodine, or other staining fluids should be used on the skin of the manikins.
- Students must not enter inner simulation room unless participating in scheduled activity, open lab time, or simulation class.
- All equipment will be returned to proper stations after use.
- All beds should be made neatly and returned to their lowest position and the room left in a clean, tidy manner.

- Do not use simulated equipment other than its intended use. · Report any damages to the proper individuals.
- Anyone abusing simulated equipment will be asked to leave and may be held responsible for broken or missing equipment.

Halifax Community College follows best practice guidelines set forth by the International Association for Clinical Simulation and Learning (INACSL) Standards of Best Practice: Simulation (SM). The standard of Professional Integrity states, “Professional integrity is demonstrated and upheld by all involved in simulation-based experiences” (INACSL, 2016).

The criteria necessary to meet this standard include:

1. Foster and role model attributes of professional integrity at all times.
2. Follow standards of practice, guidelines, principles, and ethics of one's profession.
3. Create and maintain a safe learning environment.
4. Require confidentiality of the performances and scenario content based on institution policy and procedures.

Below is the professional integrity agreement and rules of simulation that must be followed in accordance with INACSL Standards of Best Practice: Simulation

<https://www.inacsl.org/healthcare-simulation-standards>

Professional Integrity Agreement Simulation activities at HCC include clinical scenarios, simulated task training, simulated patient scenarios, debriefings, and discussions. As a student involved in simulation as a clinical learning experience, you are expected to engage and fully participate as a professional and treat each case as a realistic patient scenario. Therefore, the Health Insurance Portability and Accountability Act (HIPAA) requirements apply with regard to confidentiality of the scenarios. HIPAA regulations apply to all clinical experiences including electronic, written, verbal, or observed, and may not be discussed outside the simulation environment. Any violation to this agreement including sharing, posting to social media, discussion, recording, reproducing, or revealing any part of the simulation activity will result in an “unsatisfactory” in clinical performance, which will result in unsatisfactory on the end-of-semester clinical summary, leading to failure to progress in the program.

Nurse Aide I

Upon completing the first semester of either nursing program, a student may apply to become a Nurse Aide I (NA I). The process to do so is as follows:

Each candidate must create an individual account and schedule their exams in CNA 365 through Credentia. <https://credentia.com/online-exams>

- a. The following program codes will be needed to indicate HCC’s nursing programs:
 - i. ADN: 19456 (if you have completed NUR 111)
 - ii. PNE: 19133 (if you have completed NUR 101)

2. Please note that there is a written exam as well as a skills check-off. Candidates do not have to take the written exam and skills exam on the same day because written/oral exams are now online and remotely proctored and can be taken in any private location with computer and internet access.
3. Skills exams are still live and administered at testing sites by Nurse Aide Evaluators.
4. Paper-pencil written/oral exams are still a testing option in NC (subject to change).

Nurse Aide II

Upon completing the second semester of either program (NUR 113 for ADN and NUR 102 for PN), the student can apply to the Nurse Aide II Registry. To apply for the NAII Registry, let the Nursing Department Head know of your intentions to enter the appropriate information into the Board of Nursing website. Go to www.ncbon.com for information on the NAII registry, and follow the directions for applying. Students interested in becoming a Nurse Aide II must first be listed on the NA I Registry (see above instructions).

PROBATION AND DISMISSAL

Students will be expected to follow the Student Conduct Code located in the HCC Student Handbook, as well as the guidelines outlined in the HCC Student Nursing Handbook. Failure to do so may result in the student being placed on probation or dismissed from the program. Faculty members have ultimate control over classroom behavior and may remove any student who is engaged in disruptive conduct for that class period with/without issuing a Student Misconduct Report. See the HCC Student Handbook for more detail. <https://www.halifaxcc.edu/Academics/Catalog/>

Dismissal related to Clinical Infraction

1. The student will be dismissed from the nursing program if the student does not comply with the plan of action to remove the probationary status.
2. If the student is not consistently satisfactory in the clinical setting while on probation, the student will be dismissed from the nursing program.
3. Once the probationary status has been removed, the student's demonstration of the same behavior during that semester or succeeding semesters will be dismissed from the nursing program.
4. Students demonstrating unsafe practice in the clinical setting will be evaluated using the NC BON Student Practice Event Evaluation Tool (SPEET). Based on the evaluation findings, the student may be dismissed from the nursing program following a single occurrence. The probationary period will not apply. <https://www.ncbon.com/just-culture-speet>

****Students shall not attend clinical after working a night shift the evening before their rotation.**

This action may compromise the safety of patients and other clinical staff. The instructor will

dismiss the student from clinical if they know this is occurring. Failure to comply with this safety standard may result in dismissal from the program. **

Once enrolled in the nursing program, no student will be allowed to attend clinical until they have submitted up-to-date health information and all other required documents, and completed agency orientation.

For those already admitted to the program, failure to maintain current records will result in students being barred from clinical site, a non-passing grade, and as a result, dismissal from the program.

Students who reenter the program after a leave of absence or failed course will not be allowed to attend clinical until they have submitted an up-to-date background check, drug screen, health information, and all other required documents, and completed clinical agency orientation.

American Nurses Association Social Media Policy

<https://www.nursingworld.org/social/>

Non-Academic Dismissal

Based on the North Carolina Board of Nursing **21 NCAC 36 .0320 STUDENTS**

Non-Academic Dismissal will occur for the student who does one or more of the following:

1. Presents physical or mental health problems that conflict with the safety essential to nursing practice or do not respond to treatment or counseling within a timeframe that enables meeting program objectives
2. Demonstrates behavior that conflicts with the safety essential to nursing practice or
3. Fails to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media, while in the nursing program of study or
4. Violates policies in the HCC College Catalog, the HCC Student Handbook, or the HCC Nursing Student Guidelines.

Other Reasons for Dismissal

1. Excessive absences, as described by the attendance policy
2. Physical or emotional behavior conflicts with the patient's safety
3. Negligent acts that could result in harm to the patient
4. Breach of patient confidentiality
5. Conduct not in accord with the college catalog
6. Positive drug screen or refusing a drug screen
7. Conduct not in accord with the legal standards of a nurse according to the North Carolina Board of Nursing **21 NCAC.0217**
8. Conduct not in accord with the Halifax Community College School of Nursing Civility Policy.

9. Academic Integrity: Plagiarism and cheating will not be tolerated. Halifax Community College is responsible as an accredited institution for guaranteeing academic integrity. Cheating and plagiarism destroy academic integrity.
10. Cheating or plagiarism
 - a. Cheating is defined as the act of dishonestly or unfairly gaining an advantage, especially in a game or examination
 - b. Plagiarism is taking someone else's work or ideas and passing them off as one's own.
 - APA format is to be used for all papers and projects.
 - Refer to the following website and your course syllabus for additional guidance.
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html
 - c. Some courses may use voice-over recordings. Such recordings will only be available to students registered for this class. These recordings, along with PowerPoint presentations and other course materials, are the intellectual property of the faculty and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions with those not in the class, or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct, and, in some cases, a violation of the Federal Education Rights and Privacy Act (FERPA).

When a student is dismissed from the clinical or lab portion of a NUR course, a grade of W, WF, or F will be given for the course, depending on when the dismissal occurs in the semester, according to HCC policy. The student who has been dismissed will not be allowed to attend class, lab, or clinical. The student dismissed will not be allowed to continue any NUR-prefix co-requisite course.

Grievance

A student may appeal any disciplinary or academic action. Students may file a grievance according to the college's student appeal policy. A copy of the appeal policy may be found in the college student handbook, online at www.halifaxcc.edu
All appeals must be filed in a timely manner according to the appeal policy and require clear documentation.

ADDITIONAL POLICIES AND INFORMATION

Nondiscrimination Policy Notice

Halifax Community College is an affirmative action, equal opportunity institution and welcomes students and employees without regard to race, color, national origin, religion, sex, age, or disability.

Disability and Accommodation Request Process

Any student wishing to be considered for classroom accommodations must contact and self-disclose to a counselor from the Counseling Center in Room 335. Through the Counseling Center, Disability Services serves and supports students with documented disabilities. Our mission is to:

Adapt the college's general services to the specialized, individual needs of otherwise qualified students with disabilities.

- Provide equal access to Halifax Community College programs, facilities, and activities.
- Serve students with disabilities as defined by Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the ADA Amendments of 2008, and the N.C. Persons with Disabilities Protection Act.
- Adhere to the North Carolina Community College Disability Services Resource Guide.
- Assist Halifax Community College students receive accommodations through appropriate documentation from a qualified professional. Accommodations are provided to equalize access to college with the general college population.

In order to receive Disability Services, the student must:

- Self-advocate and Self-identify as having a disability to a counselor with the Counseling Center—preferably before classes begin each semester and two weeks before the first test to allow for paperwork.
 - Be responsible for providing the Counseling Center with the medical, educational, or psychological documentation of the disability from the appropriate professional. HCC is not financially responsible for any costs incurred gathering this information. Once this information is received, a two-week window is required for the counselor to do paperwork and make arrangements for the accommodation.
 - Self-advocate and self-disclose the accommodation plan to instructors—preferably two weeks before a test. Instructors are not required to accept testing accommodations requested the day before or the day of a test.
 - Students with disabilities and all other students are required to do college level work. Instructors are not required to reduce or adjust essential requirements of a course to accommodate students. Accommodations only equalize the playing field with all other college students. For example, a student with a disability may be allowed to take tests alone in a room to support increased focus.
-
- Halifax Community College complies with the regulations of the Americans with Disabilities Act. Anyone with special needs should contact the Counseling Department, Room 335, for information on disabilities, services, and facilities.

- Regarding employment as a registered nurse or practical nurse: If you have a disability, you must also be qualified to perform the essential functions or duties of a job, with or without reasonable accommodation, in order to be protected from job discrimination by the ADA. This means two things. First, you must satisfy the employer's requirements for the job, such as education, employment experience, skills or licenses. Second, you must be able to perform the essential functions of the job with or without reasonable accommodation. Essential functions are the fundamental job duties that you must be able to perform on your own or with the help of a reasonable accommodation. An employer cannot refuse to hire you because your disability prevents you from performing duties that are not essential to the job.

Resources for Nursing Students with Disabilities

<https://nursingeducation.org/resources/nursing-students-with-disabilities/>

Title IX

Please visit the link below for information pertaining to campus safety and Title IX

<https://halifaxcc.edu/Depts/Security/sexual.php>

Incomplete Grade

An instructor may award the grade “I” for documented, unavoidable reasons only when the student is passing and has completed at least 75% of the coursework.

Classes for which the grade of “I” have been awarded must be completed by the provided date, but no later than the end of the subsequent semester; otherwise, the “I” will be changed to an “F.”

In the case of a grade of “I” at the end of the spring semester, the student will have until the provided date, but no later than the end of the subsequent fall semester to complete the requirements, except when the course in which the grade of “I” is received is a pre-requisite for a course the student has registered for in summer.

Inclement Weather Clinical Guidelines College Cancellation/Closing:

Weather related cancellations or changes will be announced on the College’s webpage:

<https://www.halifaxcc.edu>.

Cancellations may also be announced on local radio and television.

Our primary concern is the safety of our students in the event of inclement weather.

Due to the early hour that students arrive for clinical, sometimes the decision to cancel or delay classes is made after students are already en route, therefore:

Students will adhere to the college policy for class, lab and clinical.

Revised July 2024

If a delay or a late start of college is announced, that will also be the time the student is to report to class, lab or clinical.

A two (2) hour delay will be calculated from the time the college opens at 8:00 a.m., clinical will begin at 10:00 a.m.

If the college has not yet announced a delay prior to the student arriving at clinical, but later cancels or closes once the student is at the clinical site, the student will be dismissed for the day.

Students will be required to make up class, lab, and clinical hours to meet student learning outcomes.

Methods will vary depending on length of school closure, and may include extended clinical hours, previously unscheduled clinical days, simulations, etc. Faculty will communicate specific information for makeup of clinical hours due to delay or cancellation. Failure to complete the makeup plan with a satisfactory grade will result in an automatic withdrawal from the course. If after the withdrawal date, an unsatisfactory score for the clinical component of the course will be assigned, and a grade of "F" will be received for the course.

Chain of Command:

HCC School of Nursing encourages students to follow the chain of command when needing to address concerns or issues. The student should first attempt to resolve the issue with their course faculty. If unable to resolve the issue, the student may reach out to the Program Director for assistance. The Program Director will arrange a meeting for all parties involved to discuss the concern and attempt to resolve the issue. If the issue is still not resolved, the student may then reach out to the Dean of Health Sciences. Until all parties have resolved the situation, the chain of command is to follow the organizational chart.

Chain of Command

Organizational Chart for Nursing

College President

VP of Academic and Student Affairs

Dean of Health Sciences

Program Director of Nursing

Part Time Nursing Faculty, Support Staff, Full Time Course Faculty

Students

National Students Nurses Association

<https://www.nsna.org/>

NSNA is dedicated to fostering the professional development of nursing students. With 50,000 members nationwide, NSNA is the voice of the future of the nursing profession.

Pre-nursing and nursing students are encouraged to seek membership in the National Student Nurses Association. Members are able to develop leadership skills, serve their community, and learn about networking and scholarship opportunities. Active members are recognized with the NSNA honor cord at their pinning ceremony.

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National Council of State Boards of Nursing. (2024). Retrieved from
<https://www.ncsbn.org/index.page>

National League for Nursing. (2010). *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Program in Nursing*. New York, National League of Nursing.

North Carolina Board of Nursing. (2024). Nurse Practice Act. Retrieved from
www.ncbon.com

Quality and Safety Education for Nurses, QSEN Competencies, website
<https://qsen.org/competencies/pre-licensure-ksas>

****A NOTE REGARDING STUDENT GUIDELINES:**

All students enrolled in the Associate Degree Nursing, and Practical Nursing Education Programs at Halifax Community College must read and abide by the HCC Nursing Student Guidelines. Failure to follow these guidelines will result in disciplinary action and may lead to probationary status and/or dismissal from the nursing program. Students are encouraged to keep a copy of the guidelines in the classroom and clinical for review.

Nursing Student Guidelines Acknowledgement

HCC School of Nursing: 2024-2025

By signing below, I acknowledge receipt of the Nursing Student Guidelines 2024-2025 in electronic form, which is posted in blackboard in my nursing course, and will abide by these guidelines while a student in the Halifax Community College School of Nursing.

I understand that I am responsible and accountable for following the policies and procedures of both Halifax Community College and the HCC School of Nursing. Failure to follow these guidelines may result in dismissal from the program.

Student Name _____

Signature _____

Date _____

Appendices

ASSOCIATE DEGREE NURSING (RN) & PRACTICAL NURSING (PN)

ADMISSION PROCEDURE (TRADITIONAL PATHWAY)

QUALIFICATION DEADLINE: ALL DOCUMENTS MUST BE RECEIVED FOR PROCESSING NO LATER THAN MARCH 21, 2025 at 3 pm

To be eligible to submit a nursing program application, the applicant must have completed a general admissions application

A. **Halifax Community College General Admissions Application**

Please visit <https://www.halifaxcc.edu/Admissions/> to begin the HCC Admissions application process

****You must complete all of the following steps prior to the deadline in addition to the nursing admissions process in order to be considered for admission****

- 1) Complete Residency Determination at <https://ncresidency.cfnc.org/residencyInfo/home>
- 2) Complete the HCC Admissions application to Halifax Community College at <https://www.halifaxcc.edu/Admissions/>
- 3) Apply for financial aid at www.fafsa.ed.gov
 - a) Use HCC's federal school code: 007986
 - b) If you are a veteran, please see the VA Director in the registrar's office, Building 300, Room 326
- 4) Submit signed Social Security card to HCC Admissions Department.
- 5) Submit high school and all post-secondary transcripts required for program admission to HCC Admissions Department, Building 300, Office 312
- 6) After you receive your HCC notification of admission, you will need to sign up for new student orientation, complete any required placement testing, and meet with your assigned advisor

Contact The Admissions Office at 252.536.7225 for more details about this process

B. **Nursing Program Application Process**

Revised July 2024

- 1) Click the link below to sign up for your mandatory nursing information session.

Please provide your name and phone number, along with the session you are interested in attending in your email.

Select from the following dates:

August 26th, 2024
September 24th, 2024
October 30th, 2024
November 21, 2024
December 2, 2024
January 28, 2025

Click here → [HCC Information Session Sign Up](#)

Attend the reserved Information Session

- a) Sessions are held in Room B208 in the Health Sciences Building. Sessions begin promptly at 5:30 pm. You must attend the entire session in order to receive credit.
- b) Complete the HCC Nursing application that will be provided to you at the session. A copy of the HCC Nursing application must be submitted to faculty within 24 hours. Instructions for submission will be shared at the information session. A delay in submitting the HCC Nursing application will result in the applicant having to attend an additional information session. HCC Nursing applications are not accepted from individuals who have not attended an information session within the previous 12 months.
- c) Submit additional required documents along with any allied health certifications, licenses, etc. to HCC Admissions Department

NOTE: Students are required to attend an information session in the new application cycle beginning Fall 2025, even if a previous information session was attended.

Information sessions will begin promptly at the scheduled time, if you are more than 5 minutes late you will be asked to sign up for another session. Session details are posted on the HCC Health Sciences website at <https://halifaxcc.edu/Academics/HealthSciences/Nursing.php>

C. Eligibility

The student's overall grade point average must meet or exceed 2.5 by the end of the semester preceding the application deadline. GPA is determined by the most recent college transcript

with a minimum of 12 hours of non-developmental credit. If a student has no transcript with 12 or more credit hours, then high school GPA is used to determine eligibility.

BIO 168 and 169 are requirements for **completion of the nursing program. Priority will be given to the student who has completed BIO 168 and BIO 169 with a letter grade of B or higher. It is preferred that the student have completed BIO 169 within 3 years of the application deadline.**

*****Once an applicant has attended an information session and completed a Health Sciences Application, they are then eligible to register for the HESI A2 placement examination.*****

After attending an information session, applicants will need to take the HESI admission assessment (A2). Testing will be offered at Halifax Community College from September 2024 through February 2025. **Test scores are valid for three years (for example, for the 2025 application year, the HESI test must have been completed no earlier than March 2022).** Applications with submissions beyond the deadline will not be considered. Students may take the HESI at HCC a maximum of two times per admission cycle. Please make the testing coordinator aware if you are a second time test taker. **Preference for testing dates will be given to first time test takers.** Test results are accepted from external testing sites provided an official copy of the results are submitted to HCC Admissions prior to the deadline. Arranging to test at an alternate site is the responsibility of the student. Students will be required to pay **\$60.00** (fees subject to change) with each attempt to take the A2. Fees need to be paid at the HCC Cashier's Office. Please bring a copy of your receipt with you on testing day. Picture ID is required at the testing site. **Please reach out to Ms. Tonia Lashley, testing coordinator, at tlashley172@halifaxcc.edu or 252-536-6389 for questions regarding testing registration.**

A minimum score of 65% is required for consideration. Students who are repeat testers must notify the testing coordinator prior to sitting for the exam.

D. Determination of Admission Status

Applicants are ranked and selected for admission based on the following criteria:

- a) GPA
- b) HESI Score
- c) Prerequisite Course Performance
- d) HCC Current Student (enrolled in class)
- e) Halifax or Northampton County Residence
- f) Certifications, Licensures (Allied Health)
- g) Completion of Therapeutics and Diagnostics Pathway

Please see the Minimum Admissions Criteria Document for further detail on the ranking process

Revised July 2024

Applicants will be notified of their general admission status by HCC student email within 4-6 weeks of the application deadline.

All additional program correspondence will occur through the Halifax Community College student email.

D. Ranking/Conditional Acceptance/Alternate List

1. Student's should indicate desired program on their HCC Nursing application
2. Notification of conditional acceptance will be sent by email to the HCC email address of the students who ranked highest in the application process. Notification indicating placement on the alternate list will be sent to all other students who met the ranking qualifications, but were not offered seats in the program at that time (all correspondence will be through HCC email account).
3. Students who do not enter the nursing program in Fall 2025 for any reason will need to reapply to be considered for future admission. HCC does not maintain a waiting list. Students may reapply by attending a nursing information session and completing an HCC Nursing application form the following year.

In the event that the ranking process results in the same score for more than one student to be offered a seat, priority will be given first to a student currently attending HCC, then the highest overall GPA.

Halifax Community College does not unlawfully discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of an individual's race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran status.

ADMISSION PROCEDURE (ADVANCED PLACEMENT PATHWAY)**for****LICENSED PRACTICAL NURSE TO ASSOCIATE DEGREE IN NURSING****or****PARAMEDIC TO ASSOCIATE DEGREE IN NURSING****QUALIFICATION DEADLINE: ALL DOCUMENTS MUST BE RECEIVED FOR
PROCESSING NO LATER THAN FEBRUARY 7TH, 2025 at 3 pm**

***The process and criteria below apply specifically to the applicant who is already practicing as a licensed practical nurse or a certified paramedic**

To be eligible to submit a nursing program application, the applicant must first have completed the HCC college admissions application

A. Halifax Community College Admissions Application

Please visit <https://www.halifaxcc.edu/Admissions/> to begin the HCC Admissions application process

****You must complete the following steps prior to the deadline in addition to the nursing admissions process in order to be considered for admission****

- 1) Complete Residency Determination at <https://ncresidency.cfnc.org/residencyInfo/home>
- 2) Complete HCC Admissions application at <https://www.halifaxcc.edu/Admissions/>
- 3) Apply for financial aid at www.fafsa.ed.gov
 - a) Use HCC's federal school code: 007986
 - b) If you are a veteran, please see the VA Director in the registrar's office, Building 300, Room 326
- 4) Submit signed Social Security card to HCC Admissions Department.

- 5) Submit high school and all post-secondary transcripts required for program admission to HCC Admissions Department Building 300, Office 312
- 6) After you receive your HCC notification of admission, you will need to sign up for new student orientation, complete any required placement testing, and meet with your assigned advisor to plan your courses

Contact The Admissions Office at 252.536.7225 for more details about this process

B. Nursing Program Application Process

- 1) Click the link below to sign up for your mandatory nursing information session.

Please provide your name and phone number, along with the session you are interested in attending in your email.

Select from the following dates:

August 26th, 2024
September 24th, 2024
October 30th, 2024
November 21, 2024
December 2, 2024
January 28, 2025

Click here → [HCC Information Session Sign Up](#)

- 2) Attend the reserved Information Session
 - a) Sessions are held in Room B208 in the Health Sciences Building. Sessions begin promptly at 5:30pm. You must attend the entire session in order to receive credit.
 - b) Complete the HCC Nursing application form that will be provided to you at the session. A copy of the HCC Nursing application must be submitted to faculty within 24 hours. Instructions for submission will be shared at the information session. Failure to submit the application within 24 hours will result in the applicant having to attend another information session. HCC Nursing applications are not accepted from individuals who have not attended an information session within the previous 12 months.

- c) Submit any additional required documents along with any allied health certifications, licenses, etc. to HCC Admissions Department

NOTE: Students are required to attend an information session in the new application cycle beginning Fall 2025, even if a previous information session was attended.

Information sessions will begin promptly at the scheduled time, if you are more than 5 minutes late you will be asked to sign up for another session. Session details are posted on the HCC School of Nursing website at

<https://halifaxcc.edu/Academics/HealthSciences/Nursing.php>

C. Eligibility

The student's overall grade point average must meet or exceed 2.5 by the end of the semester preceding the application deadline. GPA is determined by the most recent college transcript with a minimum of 12 hours of non-developmental credit.

BIO 168 and 169 are requirements for completion of the program. Priority will be given to **the student who has completed BIO 168 and BIO 169 with a letter grade of B or higher. For the advanced placement applicant, it is preferred that BIO 169 have been completed within 5 years of the application deadline.**

Once an applicant has attended an information session and completed a Health Sciences Application, they are then eligible to register for the HESI A2 placement examination.

After attending an information session, applicants will need to take the HESI admission assessment (A2). Testing will be offered at Halifax Community College from September 2024 through February 2025. **Test scores are valid for three years (for example, for the 2025 application year, the HESI A2 test must have been completed no earlier than February 2022).** Applications with submissions beyond the deadline will not be considered. Students may take the HESI A2 at HCC up to two times per admission cycle. Please make the testing coordinator aware if you are a second time test taker. **Preference for testing dates will be given to first time test takers.** Test results are accepted from external testing sites provided an official copy of the results are submitted to HCC Admissions prior to the deadline. Students will be required to pay **\$60.00** (fees subject to change) with each attempt to take the A2. Fees need to be paid at the HCC Cashier's Office. Please bring a copy of your receipt with you on testing day. Picture ID is required at the testing site. **A minimum score of 65% is required for consideration. Students who are repeat testers must notify the testing coordinator prior to sitting for the exam. Please reach out to Ms. Tonia Lashley, testing coordinator, at tlashley172@halifaxcc.edu or 252-536-6389, for questions regarding testing registration.**

Additional requirements:

Practical Nurse to ADN applicant

- 1) Before admission, the Advanced Placement student is encouraged to have taken and received credit for BIO 168, BIO 169, PSY 150, PSY 241, and ENG 111 (other required general education prerequisites may be taken while enrolled in the Nursing Program). Priority will be given to students who have completed these courses. Priority will also be given to students who achieved a B or higher in BIO 168 and BIO 169. It is preferred that BIO 169 have been completed within 5 years of the application deadline. All prerequisites must be completed with a minimum of C.**
- 2) Must hold an unencumbered license to practice as an LPN in NC (or Compact license). A copy of the LPN license must be submitted to HCC General Admissions prior to the deadline.**
- 3) Applicant must show proof of employment as an LPN who has completed a minimum of 1040 hours within the last year by completing the 1040 hours certification form. (Verification of Hours due by April 30, 2025, at 3pm). See form on page 6.**

Paramedic to ADN

- 1) The Advanced Placement student is encouraged to have taken and received credit for BIO 168, BIO 169, PSY 150, PSY 241, and ENG 111 (other required general education prerequisites may be taken while enrolled in the Nursing Program). Priority will be given to the student who has completed these courses. Priority will be given to the student who has received a B or higher in BIO 168 and BIO 169. It is preferred that BIO 169 have been completed within 5 years of the application deadline. All other prerequisites must be completed with a minimum of C.**
- 2) Hold a Paramedic Certification with the North Carolina Office of Emergency Medical Services or National Registry. A copy of the Paramedic certificate must be submitted to HCC General Admissions prior to the deadline.**
- 3) Provide evidence of employment of a minimum of 1 year experience as a Paramedic providing direct patient care within the past 2 years. See form below.**

Awarding of non-course credit upon program admission:

Upon admission to the advanced placement pathway, the student will receive non-course credit for the following courses: NUR 111, 112, 113, and 114.

D. Determination of Admission Status

Applicants are ranked and selected for admission based on the following criteria:

- a) GPA
- b) HESI Score
- c) Prerequisite Course Performance
- d) HCC Current Student (enrolled in class)
- e) Halifax or Northampton County Residence
- f) Certifications, Licensures (Allied Health)
- g) Completion of Therapeutics and Diagnostics Pathway

Please see the Minimum Admissions Criteria Document for further detail on the ranking process

Applicants will be notified of their general admission status by HCC student email within 4-6 weeks of the application deadline.

All additional program correspondence will occur through the student's Halifax Community College email.

Halifax Community College - Nursing Minimum Admissions Review (MAR)

Name: _____ Date: _____
SSN: _____ Student ID: _____

Application Process: General Nursing ADN and PN

Deadline for submission of ALL documents is March 21, 2025 by 3pm

- HCC Application online
- Completed Residency Determination Status online
- Submit copy of signed Social Security card to HCC Admissions
- Applied for Financial Aid online
- Submit Official HS transcript or GED scores to HCC Admissions
- Submit Official college/other transcripts
- Sign up for and attend in-person Nursing Information Session
- Complete HCC Nursing Application and submit to Nursing Faculty within 24 hours of information session
- Cumulative GPA: 2.5 or higher required GPA
- HESI A2 Placement Test score of 65% or higher (scores are not rounded)
- Submit proof of any allied health certificates, licensures, or continuing education certificates

As part of the admissions process, placement into college-level classes must be determined. If you have previous college credit in English and math, or if you have graduated from a United States high school within the last 10 years, an Academic Counselor may waive your need to take a placement test. If that does not apply to you, placement test scores are required.

Developmental English and Math:

English must be achieved by one of the following:

- a) RISE placement in Tier 2
- b) SAT Reading (480+) _____ or SAT writing (480+) _____ (w/in 5 years)
- c) College-level ENG with a "C" or better _____
- d) High school GPA ≥ 2.8 (graduated w/in five years)

Math

- a) RISE placement in Tier 2

Revised July 2024

- b) SAT Math (530+) _____ w/in 5 years
- c) College-level MAT (ex: MAT 140, MAT 161) ____
- d) High School GPA ≥ 2.8 graduated w/in five years

- Priority is given to those with a program-specific GPA of 2.5 or higher if the student has completed general education courses for the program.
- A grade of "C" or better is required in all courses. It is preferred that BIO 168 and BIO 169 have been completed within the prior 3 years. Priority will be given to students who have achieved a B or higher in BIO 168 and BIO 169.
- GPA is determined by the most recent college transcript with a minimum of 12 hours of non-developmental credit.

Please indicate the preferred program by checking the corresponding box:

<input type="checkbox"/>	Practical Nursing (PN) Day Option
<input type="checkbox"/>	Practical Nursing (PN) Night Option
<input type="checkbox"/>	Associate Degree Nursing (ADN)

- Traditional PN and ADN applications are due by March 21, 2025 at 3pm

Ranking

To be considered for ranking purposes, courses must be completed by the end of the Fall 2024 semester. Certifications, licensures, or residency status information must be submitted to the admissions office by the deadline to be considered for the ranking.

Point system A=4, B=3

Classes (Credits)	Grade	Points	Date
BIO 168(4)			
BIO 169(4)			
ENG 111 (3)			
ENG 112 or 114 (3)			
PSY 150 (3)			
PSY 241 (3)			
HUM 115(3)			

Related Experience/Resident Points:

- _____ Current Active CNA (+5)
- _____ Certified Paramedic (+10)
- _____ Current LPN Licensure (+10)
- _____ NUR 117 (B or higher +3)
- _____ **Other allied health (+2)
- _____ Halifax County Resident (+1)
- _____ Northampton County Resident (+1)
- _____ Current HCC Student (+2)
- _____ Therapeutics and Diagnostics Diploma (+10)

Ed2Go Fundamental Courses: Courses and costs can be accessed at

https://www.ed2go.com/halifaxccc/about_us.html

Each course is 6 weeks long and must be completed prior to the deadline. Certificate of completion must be submitted for proof of completion.

- _____ Medical Terminology: A Word Association Approach (+3)
- _____ Medical Terminology II: A Focus on Human Disease (+3)
- _____ Medical Math (+3)
- _____ Spanish for Medical Professionals (+3)
- _____ Spanish for Medical Professionals II (+3)

Cumulative GPA: _____

_____ GPA \geq 3.000 (+5) (most recent transcript with 12 or more non-developmental credits)

_____ GPA \geq 3.5 (+10) (most recent transcript with 12 or more non-developmental credits)

HESI A2 Cumulative Percentage Score: _____

****will accept HESI A2 score from another institution. HESI A2 results must be within three years.****

- 90% or above (+15)
- 80% to 89.9% (+10)
- 70% to 79.9% (+5)
- 65% to 69.9% (+0)
- <65% not eligible

Reviewer's signature: _____

Date: _____

Total Academic Points _____

**Students will be awarded one (2) point total for an allied health degree/certification/licensure from the following list: X-ray tech, surgical tech, medication aide, dental hygiene, dental assisting, dialysis tech, Basic EMT, MLT, phlebotomy, respiratory therapy, medical office, medical assisting, physical therapy assisting, occupational therapy, recreational therapy, speech therapy, pharmacy tech.

**** The MAR provides an additional checklist for the student. It does not have to be submitted with their admission documents.****

**Halifax Community College - Nursing
Minimum Admissions Review (MAR)**

Name: _____ Date: _____
SSN: _____ Student ID: _____

Application Process: Advanced Placement (Paramedic to RN and LPN to RN)

Deadline for submission of ALL documents is February 7, 2025 by 3pm

- HCC Application online
- Complete Residency Determination Status online
- Submit copy of signed Social Security card to HCC General Admissions
- Applied for Financial Aid online
- Submit Official HS transcript or GED scores to HCC General Admissions
- Submit Official college/other transcripts
- Sign up for and attend in-person Nursing Information Session
- Complete HCC Nursing Application and submit to Nursing Faculty within 24 hours of attending information session
- Cumulative GPA: 2.5 or higher required GPA*
- HESI A2 Placement Test score of 65% or higher (scores are not rounded)
- Submit proof of any professional certificates, licensures, or continuing education certificates

As part of the admissions process, placement into college-level classes must be determined. If you have previous college credit in English and math, or if you have graduated from a United States high school within the last 10 years, an Academic Counselor may waive your need to take a placement test. If that does not apply to you, placement test scores are required.

Developmental English and Math:

English must be achieved by one of the following:

- a) RISE placement in Tier 2
- b) SAT Reading (480+) _____ or SAT writing (480+) _____ (w/in 5 years)
- c) College-level ENG with a "C" or better _____
- d) High school GPA ≥ 2.8 (graduated w/in five years)

Math

- a) RISE placement in Tier 2
- b) SAT Math (530+) _____ w/in 5 years
- c) College-level MAT (ex: MAT 140, MAT 161) _____
- d) High School GPA ≥ 2.8 graduated w/in five years

- Priority is given to those with a program-specific GPA of 2.5 or higher if the student has completed general education courses for the program.
- Priority is given to students who have completed ENG 111, BIO 168, BIO 169, and PSY 150 prior to admission
- A grade of "C" or better is required in all courses. For BIO 168 and BIO 169, the student achieving a B or higher will be given priority. ~~It is preferred that BIO 169 have been completed within the previous 5 years.~~
- GPA is determined by the most recent college transcript with a minimum of 12 hours of non-developmental credit.

The Nursing program continually evaluates its acceptance procedures and reserves the right to make changes as needed. Speak with a Nursing advisor to verify the requirements to submit a program application for the application cycle for which you plan to apply.

Please indicate the preferred program by checking the corresponding box:

<input type="checkbox"/>	Advanced Placement (LPN to ADN)
<input type="checkbox"/>	Advanced Placement (Paramedic to ADN)

- Advanced Placement Option (LPN to ADN and Paramedic to ADN) deadline is February 7, 2025

Ranking

To be considered for ranking purposes, courses must be completed by the end of the Fall 2024 semester. Certifications, licensures, or residency status information must be submitted to the admissions office by the deadline to be considered for the ranking.

Point system A=4, B=3

Classes (Credits)	Grade	Points	Date
BIO 168(4)			
BIO 169(4)			
ENG 111 (3)			
ENG 112 or 114 (3)			
PSY 150 (3)			
PSY 241 (3)			
HUM 115(3)			

Related Experience/Resident Points:

- _____ Current Active CNA (+5)
- _____ Certified Paramedic (+10)
- _____ Current LPN Licensure (+10)
- _____ NUR 117 (B or higher +3)
- _____ **Other allied health (+2)
- _____ Halifax County Resident (+1)
- _____ Northampton County Resident (+1)
- _____ Current HCC Student (+2)
- _____ Therapeutics and Diagnostics Diploma (+10)

Ed2Go Fundamental Courses: Courses and costs can be accessed at https://www.ed2go.com/halifaxccc/about_us.html

Each course is 6 weeks long and must be completed prior to the deadline. Certificate of completion must be submitted for proof of completion.

- _____ Medical Terminology: A Word Association Approach (+3)
- _____ Medical Terminology II: A Focus on Human Disease (+3)
- _____ Medical Math (+3)
- _____ Spanish for Medical Professionals (+3)
- _____ Spanish for Medical Professionals II (+3)

Cumulative GPA: _____

_____ GPA \geq 3.000 (+5) (most recent transcript with 12 or more non-developmental credits)

_____ GPA \geq 3.5 (+10) (most recent transcript with 12 or more non-developmental credits)

HESI A2 Cumulative Percentage Score: _____

****will accept HESI A2 score from another institution. HESI A2 results must be within three years.****

90% or above (+15)

80% to 89.9% (+10)

70% to 79.9% (+5)

65% to 69.9% (+0)
<65% not eligible

Reviewer's signature: _____

Date: _____

Total Academic Points _____

**Students will be awarded one (2) point total for an allied health degree/certification/licensure from the following list: X-ray tech, surgical tech, medication aide, dental hygiene, dental assisting, dialysis tech, Basic EMT, MLT, phlebotomy, respiratory therapy, medical office, medical assisting, physical therapy assisting, occupational therapy, recreational therapy, speech therapy, pharmacy tech.

**** The MAR provides an additional checklist for the student. It does not have to be submitted with their admission documents.****

HALIFAX COMMUNITY COLLEGE READMISSION PROCEDURE

Halifax Community College **does not guarantee** readmission to any student. Readmission is always conditional on the classroom, lab, and clinical space availability in a given course. Students seeking readmission will be evaluated using the point system from the readmission rubric. If students are considering a grade appeal, that avenue is to be considered first and follows a different process. Refer to HCC Student Handbook.

Limits on Readmission

Because of the rapidly changing healthcare environment, students who have been out of any nursing program **for more than one year** (defined as not enrolled in any NUR-prefix course within the past 12 months) must apply as **first-semester students** completing either nursing program from the beginning.

After three unsuccessful attempts to complete either one, or a combination, of the nursing programs at HCC, students will be ineligible for future admission. Unsuccessful attempts include dismissal based on grades, clinical performance, lab performance, student-initiated withdrawal, excessive absence withdrawal, or any other circumstances that cause a student not to complete the course sequence as scheduled.

Readmission students dismissed from the program for behavioral issues, drug/alcohol use, or clinical misconduct/negligence on any attempt will be reviewed case by case. Readmission opportunities will depend upon the individual situation and evidence of resolution of the issue(s). Submitting a readmission request does not guarantee readmission. Readmission is based on seat availability.

Steps to Readmission – First Readmission (Second Attempt)

For those students seeking readmission following the first unsuccessful admission attempt, the following steps must be followed:

1. Within 4 weeks of course failure or withdrawal, meet with course faculty and/or nursing advisor to discuss issues related to the failure and begin a discussion for a plan of correction.
2. Submit a letter of intent to the Program Director of Nursing indicating a desire for readmission into the nursing program at Halifax Community College. The letter should include the following:
 1. Succinct summary of the circumstances leading to the failure (with enough information to describe the issues but not having to include personal details if not relevant).

2. Identifying specific steps that will be taken to increase the likelihood of future success.
3. Include official documents that may be relevant such as medical papers, court documents, etc
3. Develop a readmission plan with the Nursing Faculty, which includes the following:
 - a. Course/year into which the student will seek readmission. (The point-of-readmission will be based on the student's previous grades, performance, and needs as identified by the student and faculty.)

Students may be required to audit or take for credit any course(s) in the program, regardless of the previous grade in the course. Students may not reenter the final course of either program (NUR 103 or NUR 213 without auditing the prior semester.
 - b. Discussion of areas for improvement as indicated by faculty completed rubric
 - c. Identification of campus resources that will aid student's success during anticipated reentry

Specific requirements for readmission, which may include, but are not limited to:

1. Admissions Application to HCC
2. Completion of the HCC Nursing Application Form
3. All transcripts, placement test scores, valid nursing admission test scores, and Social Security card copy must be on file in the admissions office and information session must have been attended within previous 12 months
4. Must meet the readmission minimum GPA requirement

Students who are not successful in their first semester course (ie: NUR 101, NUR 111, NUR 214, or NUR 215) will be required to have a minimum GPA of 2.5 and will be ranked with first-time applicants

Students who successfully completed their first semester course but were unable to pass a subsequent course will be expected to have a minimum GPA of 2.0

5. Referrals to Counseling Department, Student Support Services, and/or any other program as deemed necessary
6. Submission of physical exam form, immunization records, two-step TB test results, drug screen/background check (as required by clinical agency), current CPR, and malpractice insurance receipt prior to the given deadline
7. Students must demonstrate ongoing competency in all audited courses. This will require demonstrating competency in meeting course objectives by completing a course auditing

assessment plan and submitting it at the course's end. Detailed instructions are outlined in the Course Auditing Assessment Plan. For clarity and consistency, the Course Auditing Assessment Plan must be signed by the student, course instructor, and the Program Director of Nursing.

8. In addition to the Course Auditing Assessment Plan, students will be required to complete a skills evaluation to include any skills expected to be achieved at the level of reentry (including a medication dosage evaluation) in the presence of a current part-time or full-time clinical instructor.

Failure to Complete Readmission Plan

The readmission plan will specify deadlines for the completion of each requirement. Students who fail to meet any of the above requirements by the given deadlines will eliminate the option of readmission into the nursing program. Students who cannot reenter may reapply to the nursing program, meet all current admission criteria, and be ranked with all other applicants.

Following Readmission

Once a student has reentered the nursing program after completing the reentry plan, the student must take all nursing courses in sequence with a passing grade (“C” or better) and meet all other course requirements to complete the program successfully.

Students reentering any semester of the nursing program will be required to obtain all textbooks, resources, uniforms, or other class requirements into which they are entering.

Second Readmission (Third Attempt)

If a student is unsuccessful in the program following the reentry attempt, the same process will be used for the third entry; however, the student be required to apply as a first-semester student due to repeated inability to complete the program requirements, regardless of the semester in which the student exited the program. This will be determined during the formal interview with the Nursing Faculty.

Halifax Community College Readmission Rubric

(Reinstatement to Halifax Community College Nursing Programs)

For Faculty to Complete

Student Name: _____ Student ID: _____

Semester (circle one): **FALL** **SPRING** **SUMMER** Year: _____

Course Number: _____

Course Title: _____

Instructor/Evaluator: _____

Students who are applying for reinstatement/readmission into the nursing program due to extenuating circumstances will be evaluated using the enclosed rubric. **Reinstatement is not guaranteed to students and each case is evaluated individually.** If students are considering a grade appeal that avenue is to be pursued first and is a different process. Students must refer to the *Halifax Community College Undergraduate Student Handbook* and follow the directions/steps found there.

I-Evidence of preparation to be considered for the Readmission Process:

Students are to follow the steps below for consideration of readmission to the nursing major (14 possible points):

Item	Max Points	Student Points
1. Meet with the course faculty or Nursing advisor to discuss the issues related to the failure and begin a discussion for a plan of correction.	1	
2. Write a formal letter of intent to The Program Director of Nursing. The letter should include the following:		
A. Succinct summary of the circumstances leading to the failure (with enough information to describe the issues but not having to include personal details if not relevant).	1	
B. Identifying specific steps that will be taken to increase the likelihood of future success.	1	
C. Include official documents that may be relevant such as medical papers, court documents etc. (If N/A score 1 points)	1	
3. Submit all documents to their nursing advisor and/or faculty course lead within 4 weeks of the failure.	1	
5 possible Points Total		

II- Motivation and Accountability (16 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Didactic & Clinical Faculty	4	3	2	1	0	Total
Class Preparation (<u>Didactic Faculty</u>)						
Clinical Participation (<u>Clinical Faculty</u>)						
Seeks Guidance Appropriately (<u>Didactic Faculty</u>)						
Seeks Guidance Appropriately (<u>Clinical Faculty</u>)						
16 Possible Points						T o t a l

<u>Class Participation</u> (Didactic Faculty) The student is prepared for class.	<u>Clinical Participation</u> (Clinical Faculty) The student participates in Clinical (i.e. pre-/post-conference).	<u>Seeks Guidance Appropriately</u> (Didactic Faculty) The student seeks out guidance from faculty for advisement, questions, or exam review.	<u>Seeks Guidance Appropriately</u> (Clinical Faculty) The student seeks out appropriate guidance from faculty for advisement, questions, or individual help.
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III- Professionalism in the Classroom (16 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Didactic Faculty	4	3	2	1	0	Total
Attitude						
Behavior & Conduct						
Independent Work						
Collaborative Work						
16 Possible Points						T o t a l

<u>Attitude</u>	<u>Behavior & Conduct</u>	<u>Independent Work</u>	<u>Collaborative Work</u>
<p>(Didactic Faculty)</p> <p>Positive attitude</p> <p>Enthusiastic</p> <p>Motivated – Takes initiative/self-motivated</p>	<p>(Didactic Faculty)</p> <p>The student displays professional and appropriate behavior (i.e. shows respect, is courteous towards faculty and peers).</p>	<p>(Didactic Faculty)</p> <p>The student completes assignments without prompting, demonstrates time management skills (i.e. assignments submitted on time), and demonstrates professional communication with faculty.</p>	<p>(Didactic Faculty)</p> <p>The student cooperated with peers during discussion, group work, and/or assignments, and actively participated during discussion, group work and/or assignments</p>
<p><u>Additional Feedback:</u></p>			

IV- Professionalism at the Clinical Site (20 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Clinical Faculty	4	3	2	1	0	Total
Appearance						
Attitude						
Behavior & Conduct						
Independent Work						
Collaborative Work						
20 Possible Points						Total

<u>Appearance</u> (Clinical Faculty) Always in uniform, Always looks neat and clean, Wears appropriate jewelry (i.e., nose, or tongue piercings), follows dress code policy	<u>Attitude</u> (Clinical Faculty) Positive attitude; Enthusiastic; Motivated – Takes initiative/self motivated; Works well with healthcare team	<u>Behavior & Conduct</u> (Clinical Faculty) The student displays professional and appropriate behavior (i.e., shows respect, is courteous towards faculty, peers, members of the healthcare team, patients/families).	<u>Independent Work</u> (Clinical Faculty) The student completes assignments without prompting, demonstrates time management skills (i.e. assignments submitted on time), and demonstrates professional communication with faculty and members of the healthcare team.	<u>Collaborative Work</u> (Clinical Faculty) The student is/was cooperative and helpful with peers and healthcare team; Offers assistance to peers and healthcare team; Displays leadership skills (i.e., team player, creativity, flexibility, problem solving skills, acts as a mentor); Actively participates with peers and faculty.
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Additional Feedback:

V- Clinical Scoring (20 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Clinical Faculty	4	3	2	1	0	Total
Theory						
Communication						
Skill Competency (i.e. psychomotor, clinical, CJM, critical thinking)						
Documentation (i.e. DocuCare, EHR, MAR)						
Organizational Skills (i.e. clinical binder)						
20 Possible Points						T

<u>Theory</u>	<u>Communication</u>	<u>Skill</u>	<u>Documentation</u>	<u>Organizational Skills</u>
<p>(Clinical Faculty)</p> <p>Student transfers nursing theory to clinical practice</p>	<p>(Clinical Faculty)</p> <p>Student communicates effectively with staff, peers, instructor & patients</p>	<p><u>Y</u></p> <p>(Clinical Faculty)</p> <p>Student demonstrates psychomotor skills proficiently;</p> <p>Student demonstrates clinical skill competency;</p> <p>Student demonstrates principles of the clinical judgment model (CJM) & critical thinking skills</p>	<p>(Clinical Faculty)</p> <p>Student documents in an accurate and timely manner</p>	<p>(Clinical Faculty)</p> <p>Student displays organizational skills related to patient care (i.e. Knowledge of patient, medications, able to verbalize plan of care for that day, able to prioritize and adjust for time management as needed)</p>

Additional Feedback:

VI- Academic Performance (4 possible points): 4 = upward trend, 3 = steady trend, 2 = inconsistent trend, 1 = downward trend

To be completed by Didactic Faculty	4	3	2	1	Total
Exams					
4 Possible Points					Total

VII- Attendance (8 possible points): 4 = zero, 3 = x1 , 2 = x2, 1 = more than x2

To be completed by Didactic & Clinical Faculty	4	3	2	1	Total
Class Attendance (i.e. unexcused absence and/or tardy)					
Clinical Attendance (i.e. unexcused absence and/or tardy)					
8 Possible Points					Total

VIII- Student Records (11 possible points): 4 = zero, 3 = x1 , 2 = x2, 1 = more than x2

To be completed by Program Director of Nursing	4	3	2	1	Total
Academic / Clinical Warnings (cumulative)					
<p style="text-align: center;">Cumulative GPA (at time of failure)</p> <ul style="list-style-type: none"> • 5 pts = 3.0 < • 3 pts = 2.5 – 2.9 • 0 pts = < 2.4 					
<p style="text-align: center;">Previous Dismissal from HCC Nursing Program</p> <ul style="list-style-type: none"> • 2 pts = No • 0 pts = Yes 					
11 Possible Points				Total	

Notes:

IX- Final Scoring / Decision (minimum of 75 points required to be considered for re-entry)

Total Possible Points			100
Total Points Earned by Student			
Further Information Needed – <i>HCC Nursing Recommends In-Person Panel Interview</i>		YES	NO
Re-Entry Granted		YES	NO
Student Notified of Decision	Email	Phone	YES
			NO

Notes:

Halifax Community College Course Auditing Assessment Plan

Student Name: _____ Date Initiated: _____

Course Number/Name: _____

Course Instructor(s): _____

Reason for Audit: _____

****All students auditing an NUR course are held to the same attendance and course requirements as students actively enrolled in the course. Throughout the semester, the student is expected to track course performance on this form to demonstrate ongoing competency for progression to the next NUR course.**

The student should review the form at the semester's beginning, midterm, as well as prior to the final of the semester for instructor review. Please note that remediation is required for a score of 80 or less on any test, project, or proctored exams

Instructions: *Indicate the grade/score for each competency. Indicate if remediation was required by saying Yes or No and include the completion date. Faculty must verify that each competency is met by signing the appropriate box and adding comments as necessary.*

If the course did not require a specific competency, place N/A in the appropriate Grade/Score box. The student is responsible for ensuring that this form has been completed; once completed, the faculty member will register the student for the next NUR course.

Required Competency	Grade	Remediation	Faculty Verification	Comments
Test 1				
Test 2				
Test 3				
Test 4				
Test 5				
Test 6				
Benchmark 1				
Benchmark 2				
Benchmark 3				
Skills Evaluation _____				
Skills Evaluation _____				
Skills Evaluation _____				
Skills Evaluation _____				

Skills Evaluation _____				
Professionalism				
Final Exam				
Other				

*** To demonstrate ongoing competency, the student must achieve an overall final course average of 77% or higher AND also receive a satisfactory evaluation for clinical and/or lab portions of the course. Failure to complete the course with an overall average of 77% or higher AND a satisfactory clinical and/or lab portion of the course will prevent the student from progressing to the next NUR course and will ultimately result in the student being dismissed from the program.**

I have read the above information and understand auditing process and verify that I understand the minimum requirements to progress upon completing the audit course.

Student signature: _____ Date: _____

Witness

Faculty signature: _____ Date: _____

Director's signature: _____ Date: _____

To be completed by the course instructor upon the completion of the semester

- This student has met the nursing program audit requirements of NUR ____, demonstrating competency in achieving student learning outcomes and can now be enrolled in NUR ____.
- This student has not met the nursing program audit requirements of NUR ____, does not demonstrate competency in achieving student learning outcomes, and therefore is not eligible to continue in the nursing program at this time.

Student signature: _____ Date: _____

Faculty signature: _____ Date: _____

Program Director's signature: _____ Date: _____

Updated 7/15/2024

HALIFAX COMMUNITY COLLEGE—NURSING DEPARTMENT

Procedure for the Transfer Student

Transfer Application Process

Students wishing to transfer from another institution will be evaluated for acceptance and course placement on an individual basis. **Students must apply for transfer to the HCC Nursing Program within one semester of leaving the previous nursing program.** After this point, a student is no longer eligible for transfer, and must apply as a first-semester student and meet all general admission requirements and deadlines. Only students who are in good standing—those who have no documented record of behavioral or disciplinary issues at the department or campus level, and who have been separated from their program for 1 year or less, will be considered.

Halifax Community College Nursing program will accept transfer students, in good standing, into ADN courses NUR 112, NUR 113, NUR 114, NUR 211 or NUR 212 or into PN course NUR 102 only.

Applicants will be required to:

- 1. Apply to Halifax Community College admissions. The student must submit all required documents including a copy of signed social security card, official high school and college transcripts. The student must also complete their Residency Determination Status online @ <https://www.halifaxcc.edu/Admissions/>
- 2. Have a minimum GPA of 2.5
- 3. Attend HCC Nursing Information Session
- 4. Submit HCC Nursing Application
- 5. Submit a letter to the Director of Nursing Programs outlining request for transfer admission including the reasons for the transfer request
- 6. Demonstrate eligibility to return to any institution of higher learning previously attended. In addition to the letter of intent, the student must demonstrate eligibility by submitting a letter from the Director of Nursing Programs or Dean of the institution of higher learning previously attended.
- 7. Submit official scores from pre-entrance nursing examinations from previous school. **If school did not require an entrance test, the student must take the HCC nursing required test, and meet the minimum scoring criteria to be considered for transfer. If the school that the student transfers from offers TEAS or Kaplan as an entrance test, the TEAS or Kaplan score will be accepted for transfer status only.**
- 8. Submit official college transcript(s) for credits earned in **all** other colleges attended. The Registrar will verify all non-NUR courses. The Program Director of Nursing will verify all NUR courses.
- 9. Complete the following required courses with a grade of “C” or higher:

- Practical Nursing
ENG 111
PSY 150

preferred to have completed the following Biology courses with a grade of “B” or higher

BIO 168
BIO 169 (preferred to have been completed within prior 3 years)

- Associate Degree Nursing
Complete the following required courses with a grade of “C” or higher:

ENG 111
ENG 112 or ENG 114
PSY 150
PSY 241

preferred to have completed the following Biology courses with a grade of “B” or higher

BIO 168
BIO 169 (preferred to have been completed within prior 3 years)

***If the applicant has previous credit for 169 that is older than 3 years, they may take BIO 169 concurrently with the NUR courses.**

- 10. Provide documentation of all NUR courses completed with a minimum letter grade of C, or numerical grade of 77 or above:
 - Satisfactory completion of the clinical component of all courses attempted (students who received a grade of either unsatisfactory or failed in the clinical component of any NUR course are ineligible for transfer into the HCC nursing program)
- 11. Once it is determined that the transfer applicant meets all initial criteria, he/she will meet with the lead faculty member of the course they are transferring into and will be scheduled for a Skills Competency Assessment (SCA). Skills for the SCA will be shared by the lead instructor of the course into which the student will be transferring. Students must achieve a “Pass” on the SCA prior to acceptance. The SCA will include a dose calculation evaluation of competency.

In addition, consideration must be given to the availability of program resources that will allow an increase in class size.

Acceptance of a transfer student into the nursing program is not a guarantee. Students seeking transfer will be selected using the point system from the admissions policy if there are more applicants than space available. Students desiring transfer must demonstrate a 2.5 cumulative GPA or higher on the most recent transcript with at least 12 non-developmental college credits.

Limits on Transfer

Students who have failed to complete a nursing course at another college due to grades, attendance, or behavioral issues are not eligible to transfer to HCC. These students must apply as new applicants, and are subject to all admission requirements in place at the time of application.

*Students from a community college outside of North Carolina or from the university system are not eligible to transfer into the nursing program due to differences in course content across systems. The registrar will review general education courses from these colleges, and may award transfer credit for these.

Full Acceptance

Full acceptance is contingent upon the student successfully meeting additional requirements as set forth by clinical agencies that include, but are not limited to, a health screening and immunizations, drug screening, and criminal background check within 30 days of acceptance.

Faculty reserve the right to change or add criteria at any time.

Transfer Credit

A transfer student is a student pursuing a degree at Halifax Community College who has earned credits at another institution and wishes to apply these credits toward a Halifax Community College certificate, diploma, or degree. In addition to submitting all other application materials, a student desiring to receive transfer credit must have an official transcript sent to Halifax Community College by each institution that originally granted the credits. **For degree completion, at least 25 percent of semester credit hours curriculum course requirements must be completed at Halifax Community College.**

(*Reference HCC Catalog page 77*)

HCC School of Nursing Application and Program Completion Guides can be found on our website

[Halifax Community College | Weldon, NC 27890 \(halifaxcc.edu\)](https://www.halifaxcc.edu)