Associate of Science in Nursing (ASN) Program Handbook

LANIER
Technical College

FA24 & SP25

Composed and edited by the ASN Program Faculty & Staff at Lanier Technical College

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LTC ASN Student Handbook Fall 2021; Rev. 8/21; 5/22; 6/22; 6/23; 5/24; 1/25

Preface

This document provides information about major policies, procedures, and guidelines for the Associate of Science in Nursing (ASN) Program at Lanier Technical College (LTC). The material in this document is reviewed and reinforced each semester. After reviewing this document, you will verify that you understand the content of this program handbook.

Please carefully read all pages of this handbook and ask for further explanation of points that you feel warrant clarification. Please note that this handbook is not a substitute for advising, but rather is an excellent resource for the student. In addition, please review the Lanier Technical College Catalog and Student Handbook and Student Affairs policies, which is found on the Lanier Technical College website (https://laniertech.smartcatalogiq.com/2022-2023/catalog/student-affairs/general-catalog-and-student-handbook/); these references provide information for all LTC students on the structure, policy, regulations, and procedures of the College.

Disclaimer

Unless otherwise indicated, all terms, conditions, policies, practices, stated directives, and information contained within this handbook are effective upon publication. Every effort has been made to ensure the accuracy of the information therein. However, the LTC ASN Program reserves the right to make changes at any time with respect to course offerings, degree requirements, services, policies, or any other subject addressed in this handbook. Students will be given adequate notice of any changes made via Blackboard, verbal announcements, and/or LTC student email; such changes will also be announced by LTC approved methods and practices. It is the student's responsibility to reference these means of communication, and to be aware of all updated policies and/or procedures.

Student Responsibility

Each student is responsible for the proper completion of his/her academic program, for familiarity with the LTC Catalog and Student Handbook and the ASN Student Handbook. Each student is responsible for maintaining the grade point average required, and for meeting all degree requirements. The faculty member, instructor, and/or program director will counsel the student, but the absolute responsibility for a successful college career rests with each individual student.

Welcome

Welcome to the Lanier Technical College (LTC) Associate of Science in Nursing Program. You are about to embark upon one of the most difficult, demanding, and respected careers in the world! This is a challenging, yet exciting, time for the Registered Nurse. Provision of health care is becoming increasingly complex, requiring a nurse who is able to think critically and problem solve, often while under pressure. The healthcare field demands a nurse who can care for patients/clients from diverse cultures and backgrounds, and in a variety of settings. Changes in the systems of delivery of healthcare and the continued nursing shortage have resulted in new opportunities for the nursing profession; a variety of options for career choices in Nursing is emerging every day.

Your selection of Nursing as a program of study carries with it several responsibilities. The program demands each student to be motivated and energetic, and to possess self-discipline, effective study habits and excellent organizational skills. Being a nurse requires physical, mental, and emotional stamina; students should endeavor to become emotionally intelligent to foster awareness of their own strengths and limitations. The importance of providing quality patient care is paramount; when we, as health care

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providers, fail in our performance, the patient suffers. Therefore, strive for excellence; our patients deserve our very best with every encounter.

The primary goal of the ASN Program at Lanier Technical College is to prepare you for entry-level practice in the field of registered nursing. Keeping this in mind, you must start now with planning your continued professional growth through education. Nursing is an ever-changing field. Never expect to reach the pinnacle of all knowledge in this field but embrace new opportunities to learn more about it.

ASN Program Faculty Contact Information

The faculty and staff members of the LTC ASN Program are committed to providing the best possible preparation for students' entry into the registered nursing profession. The teaching methods used in this program may be different from the classic pedagogical styles, and therefore, may be different from what you are accustomed to. This program integrates didactic instruction with "hands-on" learning, along with simulation and clinical experiences in order to maximize your learning experience and to prepare you for practice as an entry level RN.

Leanna Valentine, MSN, RN, CEN
Director & Instructor, ASN Program
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Location: Hall Campus
Forsyth Campus, Bldg. C, C209E

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Instructor, ASN Program
Office#: 678-341-6602
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LANIER TECHNICAL COLLEGE

Associate of Science in Nursing

Program Overview

The two-year associate-level nursing program is a sequence of courses designed to prepare students for positions in the nursing profession. The 65-hour, six-semester curriculum is designed to produce highly trained, technically advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of health care settings. The nurse is viewed as a caring, holistic healthcare professional who possesses critical-thinking and problem-solving skills, integrity, accountability, a theoretical knowledge base, refined psychomotor skills, and a commitment to life-long learning.

Program graduates receive an Associate of Science in Nursing (ASN) degree. Graduates are then eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Upon successful completion of the NCLEX-RN® and issuance of a registered nurse license by the Georgia Board of Nursing, graduates are employable as registered nurses in a variety of settings.

Career Opportunities

Graduates of the ASN Program may find employment as providers and managers of nursing care in a variety of settings including, but not limited to, hospitals, acute and long-term healthcare facilities, home health care, health clinics, physicians' offices, government or private industry, and public health agencies.

Approval

This registered nursing program has been granted Initial Approval by:

Georgia Board of Nursing
237 Coliseum Drive
Macon, GA 31217-2858
(478) 207-1640
http://sos.state.ga.us/plb/rn

Per the Georgia Administrative Code, Rules of Georgia Board of Nursing, Rule 410-8-.02, Nursing Education Program Approval:

(a) The Board may grant Developmental Approval to a proposed nursing education program when compliance with Rule 410-8-.12 paragraphs (1) through (3) has been documented.
(b) The Board may grant Initial Approval to a nursing education program with Developmental Approval when compliance with Rule 410-8-.12(4) has been documented. Initial Approval is required prior to the enrollment of at least twenty (20) students in the first nursing courses.
(c) The Board may continue Initial Approval prior to the graduation of the first class when review of materials specified in Rule 410-8-.12(3)(c), the most recent annual report, and most recent site visit report, and program responses to it document compliance with the rules.
(d) The Board may grant Full Approval to a nursing education program with Initial Approval when review of the most recent annual report, the most recent site visit report, and program responses to it document compliance with the rules. At least eighty (80) percent of all graduates must pass the licensing examination as first-time writers within one (1) calendar year of the graduation date.
(e) If the program is not eligible for Full Approval after graduation of the first class, Conditional Approval may be imposed according to Rule 410-8-.02(3). (http://rules.sos.ga.gov/gac/410-8)

Accreditation

The Associate of Science in Nursing program at Lanier Technical College at the Forsyth campus, located in Cumming Ga., is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing program is initial accreditation.

View the public information disclosed by the ACEN regarding this program at:

http://www.acenursing.com/accreditedprograms/programsearch.htm

Equal Opportunity Statement of Compliance

The Technical College System of Georgia and LTC do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and LTC promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and LTC have Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. TCSG and LTC report and monitor Affirmative Action Plan data as directed by federal compliance guidelines. The **Title IX and Equity Coordinator's** contact information is found below:

Nancy Beaver
Title IX Equity Coordinator & VP of Student Affairs
Lanier Technical College
Breeden-Giles Hall Office 1131 G
2535 Lanier Tech Drive
Gainesville, GA 30507
nbeaver@laniertech.edu | 770-533-7001

Grievance procedures providing for resolution of alleged student discrimination under these Acts can be obtained from the Title IX Coordinator at the Hall Campus. The Student Discrimination Grievance Form is found on the LTC website, and the Student Equity Grievance Form may be found on the LTC website.

The following individual is designated as the employee responsible for coordinating the College's implementation of **Section 504** of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA):

Veronica Bowermaster
Coordinator of Accessibility Services
Lanier Technical College
2535 Lanier Tech Drive
Gainesville, GA 30507
vbowermaster@laniertech.edu | 770-533-7003 | 678-989-3133 *fax*

Grievance procedures providing for resolution concerning students with disabilities are obtained from the ADA/Section 504 Coordinator at the Hall Campus.

Academic Regulations and Information

Students are admitted without regard to race, nationality, sex, or religion. Every effort is made to ensure that applicants are admitted to programs of instruction in which they have a reasonable chance to succeed. The ASN student is a member of the Lanier Technical College study body and is subject to applicable Lanier Technical College (LTC) regulations. Students are referred to the LTC Catalog and Student Handbook for information regarding College procedures, academic regulations, and current College fees. Due to the cooperative educational relationship between many private and public healthcare agencies and LTC students, faculty and staff are required to comply with individual policies outlined in the legal agreements for each institution. These include conduct and dress codes as well as compliance with essential skills, insurance, confidentiality, and academic requirements, and others.

Disability Services

At Lanier Technical College the quality of your educational experience is our top priority. The Coordinator of Disability Services is the primary contact for all Lanier Tech students with disabilities. This office assists students with disabilities to effectively utilize resources they may need, and helps them work with instructors and staff to implement appropriate and reasonable accommodations and services. Disability Services is dedicated to providing equal opportunity to participate in the College's curriculum, programs, and activities. Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, Disability Services will evaluate and accommodate those students who are significantly impacted by a condition that is considered disabling, including learning disabilities, physical disabilities, psychiatric disorders, and others.

In order to establish eligibility for accommodations, students must contact the Coordinator of Disability Services. The student is responsible for requesting services.

It is the policy of Lanier Technical College to make reasonable accommodations that assist people with disabilities as they participate in programs and activities at the college. Reasonable accommodations are determined on a case-by-case basis according to each student's individual medical documentation. Accommodations will be made to the extent that these accommodations do not sacrifice or compromise the integrity of an educational program, lower the academic standards, or produce undue administrative burdens. Lanier Technical College strives to provide, within reason, appropriate resources, services and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences and career opportunities.

Steps to take in order to obtain special classroom accommodations:

1. Choose a certificate, diploma, or degree program that you wish to pursue. Programs are listed under the "Academic Programs" tab on the home page.
2. Apply to Lanier Technical College by submitting a completed application for admission. For additional Admissions Information or to apply, visit: https://www.laniertech.edu/admissions/
3. Once accepted into Lanier Technical College, the student must make an appointment to meet with Allison Haynes, Coordinator of Disability Services. The student must provide recent (within the past three years) medical and/or psychological evaluation(s) stating and describing his/her disability and any classroom accommodations recommended by the doctor.
4. Register for classes.
5. Student MUST drop off or email a copy of their course schedule to Allison Haynes before classes start. Please make sure that the schedule includes the following:
    o Class Name (ex: Introduction to Computers)
    o Class Number (ex: SCT 100)
    o Instructor's Name (ex: John Smith)

    NOTE: Student MUST repeat steps 4 and 5 every term in order to continue receiving accommodation(s).

    The form to request accommodations may be found [here].

Inquiries concerning the application, policies, and practices of the American with Disabilities Act for Lanier Technical College may be addressed to the following:

Veronica Bowermaster
Coordinator of Accessability Services
Lanier Technical College
2535 Lanier Tech Drive
Gainesville, GA 30507
vbowermaster@laniertech.edu | 770-533-7003 | 678-989-3133 *fax*

Mission, Purpose, Values, & Philosophy

LTC Mission Statement

Lanier Technical College, a unit of the Technical College System of Georgia, serves as the foremost workforce development resource for Banks, Barrow, Dawson, Forsyth, Hall, Jackson, and Lumpkin counties by providing
- career-technical education programs, offered through traditional and distance delivery methods, leading to associate degrees, diplomas, and technical certificates of credit;
- customized business and industry training and economic development services;
- continuing education for technical and professional development; and
- adult education services.

ASN Program Mission Statement

The Associate of Science in Nursing (ASN) Program serves our community by preparing entry-level nursing graduates to meet the evolving healthcare needs of a diverse population, and by integrating the essential values of caring, integrity, excellence, empathy, holism and ethical and patient-centered care. The ASN program is committed to transforming individuals into dedicated, professional, critical thinkers whose basis of care is founded upon current scientific evidence.

Upon successful completion of the ASN program, graduates will be eligible to sit for the National Council Licensure Examination (NCLEX-RN); this is a standardized exam that each state board of nursing utilizes to determine if a candidate is prepared for entry-level nursing practice as a Registered Nurse.

ASN Program Purpose Statement

The purpose of the ASN Program is to provide the learner with the necessary knowledge, skills, and attitude to practice competently and safely as an entry-level Registered Nurse in a variety of acute and long-term care settings.

Values of the ASN Program

In executing the Lanier Technical College ASN Program Mission Statement, faculty members will exemplify these values by modeling:

Professional Behaviors

Compassionate Nursing Practices

Encouragement of Lifelong Learning

Promotion of Competent, Innovative Best Practice

Teamwork

Supportive Learning Environment

Mutual Respect

Critical Thinking

Philosophy of the ASN Program

Lanier Technical College's Associate of Science in Nursing (ASN) faculty embrace the College's mission by preparing students to take the nursing licensure examination and by encouraging self-fulfillment through lifelong learning and the continued pursuit and development of professional competence.

We believe that Nursing students must assume accountability and primary responsibility for participating in and completing prescribed learning experiences. Nursing education is a process that takes place in a culture of respect, excellence, and support. Faculty facilitate learning by assisting the student with problem solving, the implementation of critical thinking, and maintaining scholarship in nursing theory, clinical practice, and nursing education and research.

The faculty views each student as a unique individual with special abilities, needs, and goals, and will continuously strive to provide an environment that assists students in realizing their full potential. By incorporating our governing bodies' standards, and the values and criteria promoted by the Quality and Safety Education for Nurses (QSEN) project, the ASN program faculty at Lanier Tech endeavor to prepare graduates with the nursing knowledge, assessment, critical thinking skills, and empathetic attitudes necessary to continuously improve the quality and safety of the healthcare systems in which they work.

Lanier Technical College's Associate of Science in Nursing (ASN) program faculty believes that nursing as a profession is constructed upon the foundation of the metaparadigm (concepts) of the discipline, as defined by nursing innovators and theorists. The metaparadigm of nursing represents the areas that are the most universal basis of nursing practice, or the elements of nursing. These concepts are: *person*, *environment*, *health*, *nursing, and nursing education*.

Person: The individual receiving nursing care, who holds three domains of being - mind, body, and spirit - that are influenced by the concept of self and who is unique and free to make choices; this may include the patient's family and friends and the community. The nurse must consider how the person defines family when planning care (Watson). Each human being is a unique and complex individual; all persons are recognized as having intrinsic value, inherent worth, and free will.

Environment: Environment represents a dynamic factor that influences one's health and the delivery and quality of nursing care. A social environment with social definition and meaning; being situated, as defined by a person's engaged interaction…an understanding of the situation; a person's environment is also comprised of internal and external factors. (Benner).

Health: This state of being is a dynamic, ever-changing state, influenced by biological, socio-cultural, spiritual, psychological, environmental, and developmental factors. "Well-being" and "being ill" are recognized as different ways of being in the world; health is defined as what can be assessed, while well-being is the human experience of health or wholeness. The state of well-being is culturally defined, valued, and practiced (Benner/Leininger).

Nursing: Nursing is a caring art, based on scientific principles; nurses possess specialized abilities to promote and restore health, prevent illness or enable a peaceful, dignified death. The nurse is the manager of care and advocates for optimal client outcomes. The nurse works in collaboration with other disciplines of the healthcare team to provide patient-centered care, and to promote good health and well-being of the person, society, and environment. The relationship among providers of healthcare corresponds to protecting, enhancing, and preserving the person's dignity, humanity, wholeness, and inner harmony (Watson)

Nursing Education: The Associate of Science degree nurse is introduced to the practice of Nursing, with focus on the application of nursing science, humanities, life sciences, nursing theory, and the utilization of evidence-based research. Clinical practice that takes place in an environment conducive to learning is imperative; mentorship of learners is strategic and guided by clinical expertise. The teaching/learning process is a dynamic, mutual transaction of inquisitive, scholarly, evidence-based knowledge. It involves the use of innovative technology and informatics, and warrants accountability of clinical reasoning.

Healthcare is continuously fluctuating; therefore, the nurse/nursing student must engage in life-long learning to deliver high quality care grounded in evidence and compassion.

Benner, P., & Wrubel, J. (1989). *The primacy of caring: Stress and coping in health and illness*. Menlo Park, CA: Addison-Wesley.

Leininger, M. (2002). Transcultural nursing: Concepts, theories, research, and practice. New York: McGraw-Hill. (Original work published in 1978.)

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Watson, J., & Smith, M. (2002). Transpersonal caring science and the science of unitary human beings: A transtheoretical discourse for nursing knowledge development. International Journal of Advanced Nursing, 37(5), 452-461.

Watson, J. (1988b). Nursing: Human science and human care. A theory of nursing (2nd printing). New York: National League for Nursing. (Original work published in 1985.)

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ASN Program Organizational Chart

State Board of the Technical College System of Georgia

Greg Dozier

Commissioner of the Technical College System of Georgia

Tim McDonald

President of Lanier Technical College

Donna Brinson

Vice President of Academic Affairs

Dr. Deanne Collins

Dean of Allied Health

Sharon Parker

Academic Affairs Secretary, Allied Health Department

Leanna Valentine

Associate of Science in Nursing Program Director/Instructor

ASN Program Administrative Assistant

ASN Program Clinical Coordinator/Instructor

ASN Program Instructors

Chain of Communication in the ASN Program:

1. Program faculty member, adjunct, lab or clinical instructor*

2. Program Director

3. Dean of Allied Health

the preferred method of contacting a faculty/staff member or clinical instructor is via their Lanier Technical College email address; likewise, students should always communicate using their LTC student email address. Clinical instructor contact information is available from your course coordinator.

Faculty/Staff/Administration Contact Information:

Susan Amos, MSN-Ed, FNP-C
ASN Program Instructor
samos@laniertech.edu
678-341-6602

Eileen Macdonald, MSN-Ed, RN
ASN Program Clinical Coordinator & Instructor
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678-341-6625

Christine Bray
ASN Program Administrative Assistant
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Leanna Valentine, MSN, RN, CEN
Program Director & Instructor
lvalentine@laniertech.edu
678-341-6662

Dr. Deanne Collins
Dean of Allied Health
dcollins@laniertech.edu

770-533-6924

Donna Brinson
Vice President for Academic Affairs
dbrinson@laniertech.edu
770-533-6921

Program Outcomes

1. **The Program demonstrates a pass rate of no less than 80% of all first-time takers on the licensure exam.**
   Licensure Examination Pass Rate: Expected Level of Achievement will be at or above 80% for all first-time test-takers within one calendar year of the graduation date, as established by the ACEN criteria and the Georgia Board of Nursing (GBON).

2. **The Program demonstrates evidence of students completing the nursing program to be 60% or higher.**
   Program Completion Rate: Expected Level of Achievement not less than 60% as established by LTC ASN faculty. The decision to adopt the 60% benchmark was influenced by the College three-year (AY2020 - AY2022) retention rate, based on the IBM Cognos trend data acquired from TCSG, which was not less than 68.2% as the College Benchmark.

3. **The Program demonstrates evidence of a 90% or higher of graduates achieving job placement as a RN within 6-12 months of graduation.**
   Job Placement Rate: Expected Level of Achievement not less than 90% within 12 months of graduation. This ELA is established after reviewing the AY2017 TCSG report on Unduplicated Graduates and Placement, which showed a total placement average of 97.8% in the field of study, or related, and the Perkins Benchmark of 90% as recorded in the SRTC Perkins FY2017 Local Improvement Plan Graduate Placement Measure.

End-of-Program Student Learning Outcomes (EOPSLOs)

EOPSLOs are used to organize curriculum, guide the delivery of instruction, direct learning activities, and to evaluate student progress. Each course within the ASN Program consists of course requirements, learning objectives, course content, and a course calendar. The course syllabus outlines instructional methodologies, learning experiences and learning domains (psychomotor, cognitive, and affective) to facilitate learning, and demonstrate achievement of the EOPSLOs.

The Associate of Science in Nursing (ASN) EOPSLOs, developed by the ASN faculty, organize the curriculum, guide the delivery of instruction, and direct learning activities. The EOPSLOs are based on established professional nursing standards, guidelines and competencies as outlined by the Quality and Safety Education for Nurses (QSEN) project. Upon completion of the ASN program:

Upon completion of the ASN program, graduates will:

	EOPSLO	Means of Assessment
1	Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care [**Patient-centered Care**]	**a. Direct Assessment:** 100% of graduates will achieve a group score of 80.7% or greater on the ATI Comprehensive Predictor examination QSEN competency category "Patient-Centered Care" **b. Indirect Assessment:** 100% of graduates will achieve a minimum score of 3 out of 4, or "satisfactory" in all areas of the Patient-Centered Care portion of the Level IV- Med-Surg III Clinical Evaluation Tool.
2	Function effectively as a member of the nursing team, and within inter-professional teams, to achieve quality patient	**a. Direct Assessment:** 100% of graduates will achieve a group score of 80.7% or greater on the ATI Comprehensive Predictor examination QSEN competency category "Teamwork and Collaboration".

EOPSLO		Means of Assessment
	care. [**Teamwork and Collaboration**]	**b. Indirect Assessment:** 100% of graduates will achieve a minimum score of 3 out of 4, or "satisfactory" in all areas of the Teamwork and Collaboration portion of the Level IV- Med-Surg III Clinical Evaluation Tool.
3	Integrate best current evidence with clinical expertise for delivery of optimal health care. [**Evidence-Based Practice**]	**a. Direct Assessment:** 100% of graduates will achieve a group score of 80.7% or greater on the ATI Comprehensive Predictor examination QSEN competency category "Evidence-Based Practice". **b. Indirect Assessment:** 100% of graduates will achieve a minimum score of 3 out of 4, or "satisfactory" in all areas of the Evidence-Based Practice portion of the Level IV- Med-Surg III Clinical Evaluation Tool.
4	Use data to monitor the outcomes of care processes, and to continuously improve the quality and safety of health care systems. [**Quality Improvement**]	**a**. **Direct Assessment:** 100% of graduates will achieve a group score of 80.7% or greater on the ATI Comprehensive Predictor examination QSEN competency category "Quality Improvement". **b. Indirect Assessment:** 100% of graduates will achieve a minimum score of 3 out of 4, or "satisfactory" in all areas of the Quality Improvement portion of the Level IV- Med-Surg III Clinical Evaluation Tool.
5	Minimize risk of harm to patients and providers through both system effectiveness and individual performance. [**Safety**]	**a**. **Direct Assessment:** 100% of graduates will achieve a group score of 80.7% or greater on the ATI Comprehensive Predictor examination QSEN competency category "Safety". **b. Indirect Assessment:** 100% of graduates will achieve a minimum score of 3 out of 4, or "satisfactory" in all areas of the Safety portion of the Level IV- Med-Surg III Clinical Evaluation Tool.
6	Use information and technology to communicate, manage knowledge, mitigate error, and support decision- making. [**Informatics**]	**a**. **Direct Assessment:** 100% of graduates will achieve a group score of 80.7% or greater on the ATI Comprehensive Predictor examination QSEN competency category "Informatics". **b. Indirect Assessment:** 100% of graduates will achieve a minimum score of 3 out of 4, or "satisfactory" in all areas of the Informatics portion of the Level IV- Med-Surg III Clinical Evaluation Tool.

(Derived from the QSEN Institute Pre-Licensure KSAS at *http://qsen.org/competencies/pre-licensure-ksas/*)

ASN Conceptual Framework

The Lanier Technical College ASN program's conceptual/curriculum framework is based upon the following learning theories and professional competencies:

- ❖ Kolb's Learning Styles & Experiential Learning Cycle: Concrete Experience, Reflective Observation, Abstract Conceptualization, Active Experimentation
- ❖ QSEN Competencies (Pre-Licensure KSAS)
- ❖ Patricia Benner's Nursing Theories of Learning & Skills Acquisition (based on Dreyfus Model of Skill Acquisition)
- ❖ Behaviorism (learning is a change in observable behavior, due to prior conditioning)
- ❖ Constructivism (understanding the way to do something by practicing the skills)
- ❖ Social Learning (new behaviors can be acquired by observing and imitating others)

http://sydney.edu.au/education_social _work/learning_teaching/ict/theory/constructivism.shtml

http://www.exploratoruim.edu/education/ifi/constructivist-learning

http://www.ncbi.nlm.nih.gov/pmc/articles/PMC4355834

http://currentnursing.com/nursing_theory/patricia_benner_from_novice_to_expert.html

Nursing Theory

Benner's From Novice to Expert – 5 Levels of Nursing Experience

Benner's From Novice to Expert Application to Learning, (based on the Dreyfus Model of Skill Acquisition), recognizes that nursing practice today requires long-term and ongoing career development; this, in turn, requires an understanding of the differences between the novice and the experienced nurse. This model can be generalized to nursing education, and, as such, it provides a framework for the learning activities and course delivery across the LTC ASN curriculum. Upon entry into the ASN program, students are "novice students". As the student advances through the ASN program, they will reach the level of "proficient/expert student", and, upon entry into practice as a Registered Nurse, the student will be a novice once more.

Expert
Has intuitive grasp of the situation and zeroes in on the accurate region of the problem

Proficient
Perceives situations as wholes, rather than in terms of aspects

Competent
Begins to recognize patterns and determine which situations may warrant attention

Beginner
Can demonstrate marginally acceptable performance

Novice
No Experience
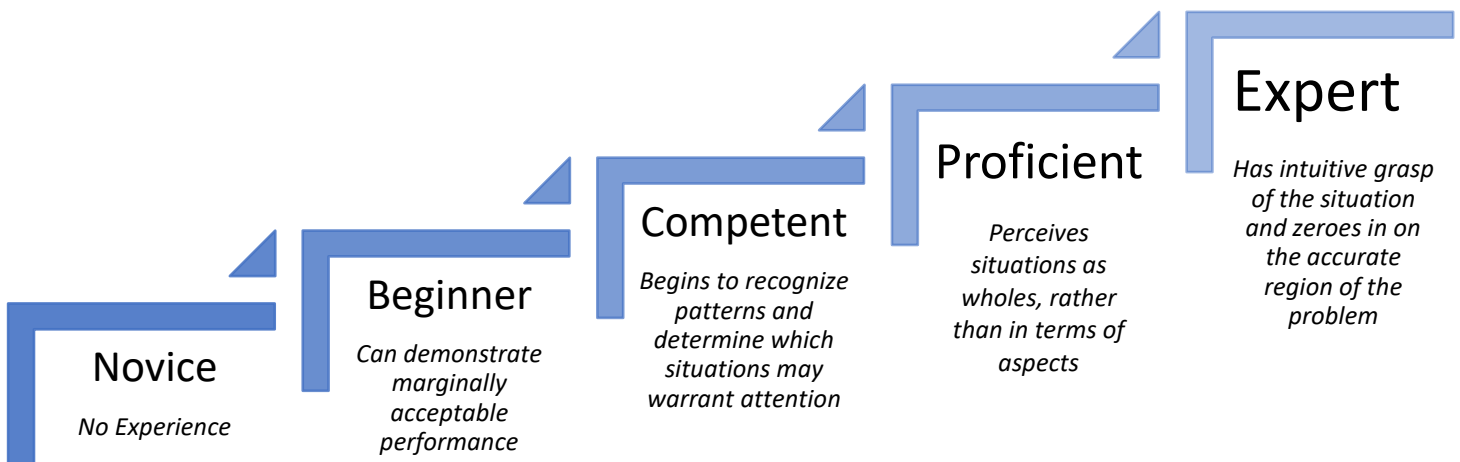
Benner's From Novice to Expert Application to Learning

Benner adapted the Dreyfus Model of Skill Acquisition specifically to learning in Nursing.

Stage	Descriptive Characteristics	Strategies for Preceptors
Stage 1: Novice (Student)	• Limited exposure to conditions • Rule governed behaviors • Limited understanding of concepts	• Offer opportunities with stable patients • Forecast expectations • Provide clear directions for standard measurements (vital signs, fluids, etc.) • Review findings • Teach procedural knowledge
Stage 2: Advanced Beginner (New Graduate)	• Licensed/sense of professional responsibility • Excited, enthusiastic, fatigues easily, general anxiety common • Still has not seen a lot of clinical situations. Team experiences • Absorbs info from colleagues, patients, and families as "fact"	• Stay calm • Enhance performance capabilities • Provide new scenarios and help with new procedures • Forecast expectations (drainage/meds, etc.) • Review subtle changes/trends • Debriefing and answer question
Stage 3: Competent RN (2-3 years in nursing)	• Developing skill and competency based on past experiences • Time of heightened planning • Try to avoid unexpected outcomes • Situational anxiety (more appropriate)	• Encouraging follow through on "hunches" • Encourage independent thinking • Understand emotional roller coaster +/- outcomes…identify this phase • Help with reflections and debriefings
Stage 4: Proficient	• Situations guide a nurse's response • Ability to synthesize pts. Not just data	• Keep individual engaged and challenged

Stage	Descriptive Characteristics	Strategies for Preceptors
RN (usually 5 years or more in nursing)	• Higher level of confidence • Practical grasp/perceptions attuned	• "Stay open to corrections" try not to confound situations with argument • There are "teachable moments" • Encourage for growth
Stage 5: Expert RN	• Solid technical foundation • Practical wisdom ("phronesis") • Demonstrates critical thinking skills • Seek out problem solving/utilizes resources	• Serve as resources • Articulations of knowledge • Self-improvement through sharing • Continually learning
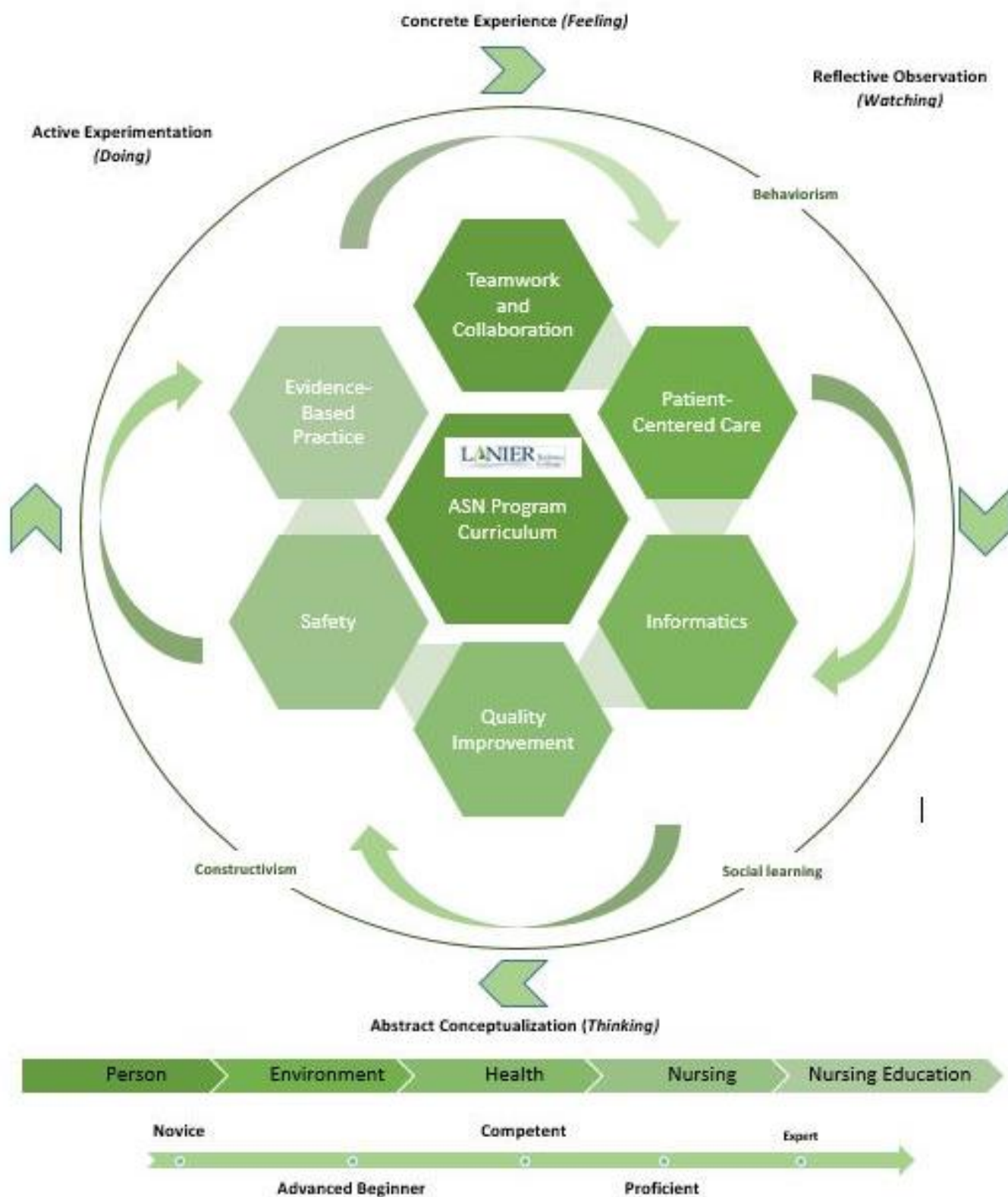
Bloom's Taxonomy

Bloom's Taxonomy contains six categories of cognitive skills, ranging from lower-order skills that require less cognitive processing to higher-order skills that require deeper learning and a greater degree of cognitive processing. These cognitive processes and their corresponding key words are used by the faculty when examinations are created in the ASN program; the items are written at the appropriate levels of cognitive ability, depending on the level of the learner. ATI also uses Bloom's Taxonomy when creating their examinations, and they are leveled accordingly.

Increasing Complexity →

- Evaluation
- Synthesis
- Analysis
- Application
- Comprehension
- Knowledge
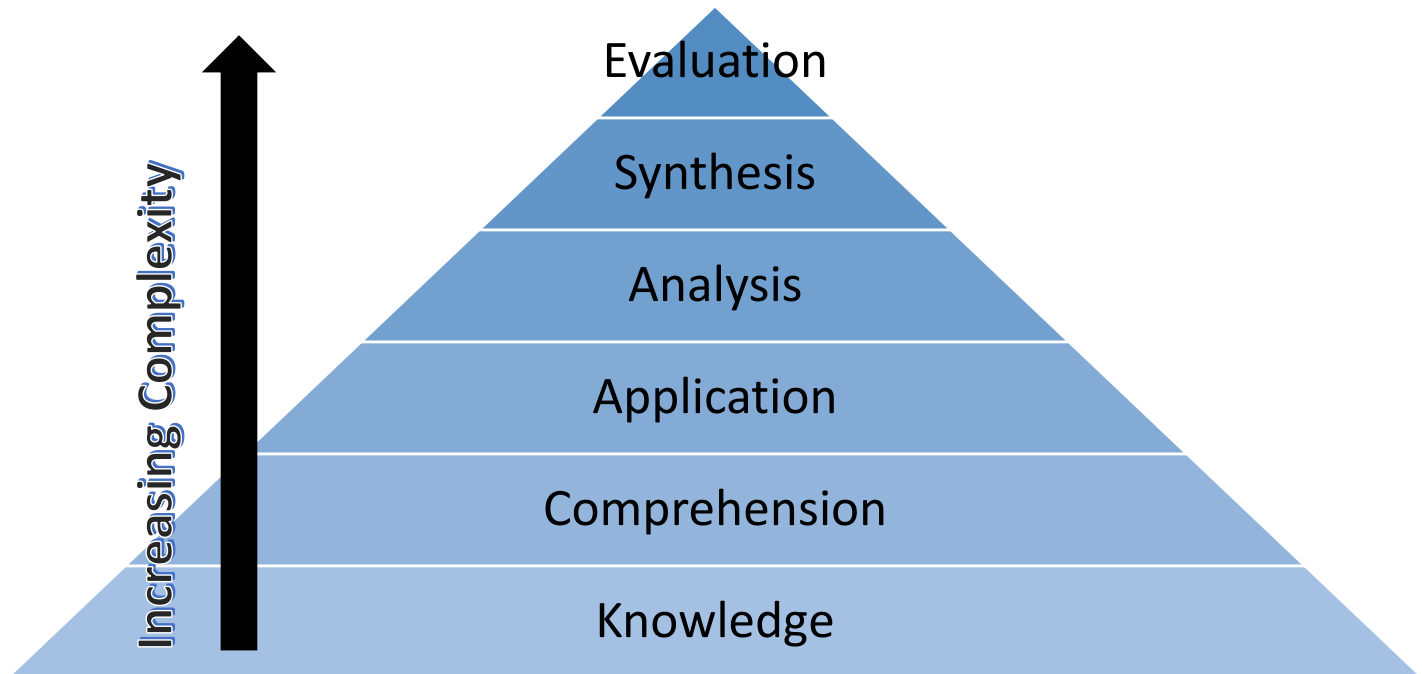
Knowledge: foundational cognitive skill; memorization of specific pieces of information like facts and definitions
Comprehension: demonstrate understanding of the meaning of information that they encounter; paraphrasing
Application: ability to use acquired knowledge to solve problems, identify connections and relationships
Analysis: examining and breaking information into components; determining how parts relate, making inferences
Synthesis: building a structure or pattern from diverse elements; putting parts together to form a whole
Evaluation: making judgments about the value of ideas or materials, validity, or quality, of work
https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4511057/

Scholarship

The ASN Program faculty at Lanier Tech value scholarship as critical to the advancement of nursing knowledge and practice. With this in mind, the ASN Program has adopted the definition of scholarship provided by the American Association of Colleges in Nursing (AACN):

"Scholarship in nursing can be defined as those activities that systematically advance the teaching, research, and practice of nursing through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods." (AACN).

Core Standards for Associate of Science in Nursing (ASN) Program

Lanier Technical College's Associate of Science in Nursing Program recognizes that nursing, an incredibly rewarding profession, is also a mentally, intellectually, and physically demanding profession. Graduates are expected to incorporate basic abilities and achieve competencies throughout their education, with or without

reasonable accommodation. The Southern Regional Education Board (SREB) provided the following sample Core Performance Standards. Under the ADA, nursing programs cannot base admission, acceptance or continued enrollment on the core performance standards. These standards provide cognitive, sensory, affective and psychomotor performance requirements that are essential in a nursing program, such as the ASN Program at Lanier Technical College. The ASN Program at Lanier Technical College has adapted these standards, and may amend this list based on the identification of additional standards or criteria for nursing students.

Core Performance Standards

Requirements	Standards	Examples (not inclusive)
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	Identification of cause-effect relationships in clinical situations Use of the scientific method in the development of patient care plans Evaluation of the effectiveness of nursing interventions Synthesize knowledge, problem solve; invoke short and long-term memory
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	Establishment of rapport with patients/clients and colleagues; maintain professionalism at all times; capacity to engage in successful conflict resolution; Peer accountability
Communication	Communication adeptness sufficient for professional verbal and written interactions with others.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions, and patient/client responses. Participates in patient conferences, interpretation of nursing actions and patient/client responses.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about patient's room, work spaces and treatment areas Administration of rescue procedures-cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care; exhibit ability to sit, stand, move, and walk safely. Demonstrate ability to write, grasp, pick up, or manipulate small objects.	Calibration and use of equipment; therapeutic positioning of patients; ability to bend, stoop, reach for objects, maintain balance, write legibly, manipulate syringes
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to hear monitoring device alarms and other emergency signals Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in patient care	Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpitate in physical examinations and various therapeutic interventions
Mental Health Status	Maintain focus, demonstrate emotional intelligence in stressful situations and respond to needs of others	Manage own emotions, respond appropriately in crisis situations, adapt to change readily, and maintain therapeutic boundaries
Olfactory Sense	Detect odors, unusual smells, or smoke	Assess odors during physical assessment, wound care, and detect odor of smoke or other smells related to burning (e.g. equipment with burning wires, or motor parts)
Reading	Ability to read and comprehend written or typed materials	Read and comprehend policies and procedures, and read medication orders, progress notes

Requirements	Standards	Examples (not inclusive)
Mathematical Ability	Ability to use arithmetic, recording devices and reading/recording of numerical information, take measurements	Calculate drug dosage calculations; convert to metric system, read monitoring equipment, record numerical assessment/monitoring data (e.g. sphygmomanometer, Dinamap, pulse ox, telemetry)
Physical Stamina	Exhibit physical strength and endurance appropriate to professional nursing roles throughout assigned shifts	Lift, move, or transfer patients, support patients while walking, work complete shifts, and conduct BLS/CPR
Physical Health Status	Maintain physical health consistent with employment responsibilities and commitments	Monitor own health needs; practice self-care to maintain optimal level of health

Adapted from Southern Council on Collegiate Education for Nursing (SCCEN). (2008). The Americans with Disabilities Act: Implications for Nursing Education. Atlanta

The above performance standards are not all-inclusive, but are examples of the abilities that each ASN student must possess to complete the ASN program requirements. If you believe you may require an accommodation, please contact the Disability Services Coordinator, Allison Haynes, at (770) 533-7003. In addition, applicants and students with disabilities seeking accommodations under the ADA are encouraged to view the Department of Education Office for Civil Rights document, titled Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities (US Department of Education. September 2007).

Technical Competencies Encountered in the ASN Program

Working Environment – Works inside well-lighted, ventilated patient care areas; will spend the majority of time in patient care areas. Potential risks include sharp instrument injury, infection from contaminated equipment and personnel, exposure to communicable diseases, and strains due to handling heavy objects.

OSHA Risk Factor - Category I – The chance of exposure to blood and other body fluids is high and is an integral component of the clinical experience. The course exposes the student to noxious smells, potentially toxic or non-toxic; these may be gases, vapors, mists, and liquids; or to latex which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or localized reaction on the skin. The nursing student (and instructors) are required to take appropriate precautions to prevent exposure to potentially dangerous substances or risks.

Other Essential Behaviors – Ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol and/or other substances. Student must accept accountability for actions as a student in the Registered Nursing program and as a developing professional Registered Nurse.

Program Evaluation

Student feedback is an integral part of the continued improvement of the ASN Program. Students are encouraged to provide objective, open, and honest evaluations through the nursing program and after graduation. The following methods of gathering student feedback will be employed:

Course Evaluation

Students will have the opportunity to provide constructive feedback on each of their courses at the end of the semester via an online survey. All responses are anonymous unless the student chooses to self-identify in submitted comments. Students are welcome to provide constructive criticism. Results are considered during instructor evaluation and are used to determine areas for change and improvement. Final grades must be entered before course evaluations will be reviewed by course instructors.

Clinical Evaluation

At the conclusion of every clinical rotation, students will have an opportunity to complete an anonymous online survey to evaluate the clinical site and clinical instructor. Results are reviewed by the Clinical Coordinator and shared with the clinical affiliate as appropriate.

Exit Survey

At the end of the nursing program, student feedback will be gathered via an anonymous survey. The program faculty will review the results of the exit survey to determine program strengths and areas for improvement.

Graduate Survey

Six to twelve months post-graduation, students will be sent an anonymous online survey to both their personal and student emails. The results of the survey will be reviewed by the program faculty to determine achievement of program outcomes.

Student Role in ASN Program Governance

Class President

At the beginning of each cohort, ASN students will nominate and elect a class president. The class president will attend regular faculty meetings, serve as a spokesperson for the class, assist with communication between faculty and the class, and aid in organizing class activities, including the pinning ceremony.

Meeting Attendance

Students will be invited to attend regular ASN Program faculty meetings, where they will share their ideas and provide feedback. In addition to the class president, one to two volunteers will be selected to attend each program meeting, with the goal of allowing each student to attend at least one meeting. Volunteers will be responsible for obtaining suggestions from their classmates in advance of the meeting in order to share that information with faculty. Representatives will also be responsible for conveying a summary of the meeting to their classmates.

ASN Program Code of Ethics for Nursing Students

The ASN Program Code of Ethics has been adapted from the National Student Nurses' Association (NSNA) Code of Ethics. Originally developed in 1975 and most recently revised in 2017, the NSNA Code of Ethics has been a standard for moral and ethical conduct for more than forty years

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student while caring for human beings in a variety of health care environments.

The Code of Ethics is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code of Ethics for Nursing Students

As students involved in clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments, we pledge to:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.

8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is a full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgement.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical illness.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations per school grievance policy.

National Student Nurses' Association. (2018, March 28). *Code of Ethics.* https://www.nsna.org/nsna-code-of-ethics.html

Disciplinary Action Policy and Procedure

Students who violate the Code of Ethics, breach classroom, laboratory, or clinical policies and procedures, or demonstrate any other problematic behavior may be subject to disciplinary action and/or possible dismissal from the ASN program.

Minor violations, (i.e. repeated tardiness, absences, classroom disruption, etc.), will require the student to complete a Disciplinary Student Improvement Plan (SIP). This document encourages the student to reflect on the cause of the problem, create a plan for improvement, and implement the plan. The student will meet with the referring faculty member to discuss the Disciplinary SIP and will follow up with the faculty member after a designated interval to assess progress. See Appendix I for a sample SIP.

Major violations (i.e. safety or confidentiality errors at clinical/lab, harassment or violence towards faculty, classmates, or patients, academic dishonesty, etc.) or repeated minor violations resulting in multiple Disciplinary SIPs may be subject to Lanier Technical College's Student Disciplinary Procedure and/or possible dismissal from the ASN program. The resulting proceedings may result in disciplinary sanctions, including course failure and/or expulsion.

Students are responsible for reviewing Lanier Technical College's Code of Behavior in the Student Handbook here for a full description of disciplinary proceedings and sanctions. *Students who receive three (3) or more academic or discipline-related SIPs will receive a written warning outlining a remediation plan, and/or terms of possible dismissal from the program. If the student does not meet the objectives outlined in the written warning and/or if substandard performance persists, the student will be dismissed from the ASN program.*

Student violations that warrant termination or expulsion from a clinical site will result in failure of the clinical rotation for the nursing course, failure of the course, and dismissal from the ASN program.

Documentation of all policy violations, disciplinary actions, and sanctions will be maintained in the student's ASN Program file in a secure location.

Degree Awarded and Licensure Eligibility

All program graduates are eligible to receive the Associate of Science in Nursing (ASN) degree, apply for licensure as a Registered Nurse by the Georgia Board of Nursing (GBON), and to sit for the NCLEX-RN licensure exam.

All graduates will be responsible for applying for licensure through the GBON. At the time of this writing, the following items are required to be submitted/completed in order to apply for licensure:

- Completed online or paper application
- Application fee $40 + $10 processing fee
- Completed criminal background check through COGENT Systems
- Registration with Pearson Vue to sit for the NCLEX (Registration fee $200)

These requirements are determined by the GBON and are subject to change. The GBON is the best source for the most accurate and up-to-date information regarding licensure and fees.

Successful completion of all ASN program requirements does not guarantee that the student will be eligible to sit for the NCLEX-RN® (licensure examination) and/or will receive a Registered Nursing (RN) license. For more information regarding RN licensure, you may contact the Georgia Board of Nursing at 844-753-7825.

After the graduate is authorized by the GBON to sit for the NCLEX-RN, they must schedule a testing date through Pearson Vue. Finally, the graduate will sit for the licensure exam. Candidates receive official exam results approximately six weeks after testing, or they may elect to purchase the "Quick Results Service" to obtain unofficial results two days after the exam.

A graduate who passes the NCLEX-RN and receives licensure by the Georgia Board of Nursing (GBON) will become a Registered Nurse and may use the initials "RN" after his or her name.

Associate of Science in Nursing (ASN) Academic Requirements

LTC ASN course requirements guide the learning process and ensure that students meet the course specific learning objectives. Course requirements may include any combination of examinations, quizzes, projects, written assignments, lab skills, practical examinations, clinical performance evaluations, and/or behavioral expectations.

Quizzes, assignments and exams may be formative and summative assessments of student comprehension. Each course syllabus identifies the course specific requirements.

The following grading scale is used for all Lanier Technical College students:

Letter Grade	Point Range	Quality Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 or below	0

Requirements for ASN Program Students:

- To graduate, you have an overall grade of "C" (2.0 GPA).
- **Must successfully demonstrate all critical clinical & safety skill items on lab practical exams and skills check-offs. If these skills are not performed satisfactorily in two attempts, the student will be released from the ASN program.**
- Must attain a minimum final grade of "C" or better in all ASN program-specific (RNSG prefix) core courses; students who score below a minimum grade of "C" in *any* of the RNSG prefix courses will be dismissed from the program.

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- **Students must achieve a unit test grade average of 70% or higher in Nursing Fundamentals and each Medical-Surgical Nursing course; the course coordinator will calculate this percentage before administering the final exam. Students must achieve a final exam grade of 70% or higher to be successful in these classes and to progress in the ASN program. If these requirements are not met, the student will not be successful in the nursing course and will be dismissed from the ASN program. *If performing poorly and failure appears imminent, students are encouraged to withdraw from the course before the last day of the semester with a grade of 'W', per the current LTC withdrawal policy.***
- Must earn a "Satisfactory" in the lab and/or and clinical component of each course. Students who score "Unsatisfactory" in lab and/or clinical will not be allowed to progress in the ASN Program.

Transfer students seeking admission to the ASN Program at Lanier Technical College after a course or clinical failure from another college's ASN Program will be subject to the same policies as first-time ASN students.

A student returning for a second attempt in the ASN program will be admitted based on seat availability and after meeting the competitive admissions requirements (see the "ASN Readmission Policy" for full criteria)

Please be aware that, at any time, the Associate of Science in Nursing Program may have additional requirements or constraints placed on it by the accrediting body or licensing agency. Students will be made aware of any additional requirements or constraints by program faculty.

ASN Readmission Policy

Students who were unsuccessful in the ASN Program due to course failure or withdrawal are eligible to submit the Readmission Application form *after two calendar years from dismissal* to be considered for readmission to the ASN Program. Students planning to reapply to the LTC ASN program are responsible for checking the Lanier Technical College ASN webpage for application submission deadlines and current requirements. Students may also contact the ASN department for further questions regarding the readmission process.

Readmission is not guaranteed and is contingent upon space availability. The student will be required to meet current admissions and curriculum requirements in effect at the time of application submission. Students who are readmitted in the first semester are required to complete all first-semester courses and clinical requirements. Any student who has been terminated from the LTC ASN Program for disciplinary reasons is not eligible for readmission.

If a student fails a course or withdraws from the ASN Program in semester one, they must reapply to the program through the traditional ASN admissions process to be considered for readmission (and will not be eligible to submit a Readmission Application form). Returning students will qualify for admission based on the current admission requirements, after the traditional cohort is ranked and accepted.

If a student is readmitted into the ASN Program, all current program and clinical requirements must be met at the time of readmission in order for the student to be eligible to attend clinical rotations and to progress in the program. Returning students are required to successfully complete the final exam and the appropriate skills competencies from the last course that they passed in the LTC ASN course sequence beyond the first semester. Any returning students selected for readmission from the waitlist will be required to complete readmission testing in an allotted timeframe, as outlined by the ASN Program faculty.

LTC Course Withdrawal Policy

Official Withdrawals

Each semester, students' class schedules become official upon payment of required tuition and fees (either by the student or by the award of financial aid). Students who drop a course during the drop/add period will be removed from the class roster, and the course will not be reflected on the student's academic record.

Thereafter, students may officially self-withdraw using Banner Web from any or all classes on their schedule through the final class day (before the final exam period) of each term or part of term for which the student is registered and receive a "W" for the class. The "W" grade is not computed in the student's grade point average but does count as attempted hours for the term when determining financial aid eligibility. The drop/add period and final class day for each term or part of term are indicated on the academic calendar available at Academic Calendar — Lanier Technical College. No withdrawals will be processed after the "W" period ends. Students who do not officially withdraw from classes will be assigned grades earned.

Unofficial Withdrawals

Any student that receives all "Fs" or a combination of only "Fs" and "Ws" in a given term may be considered an "unofficial withdrawal." Unofficial withdrawals are those students who cease participating in classes during the withdrawal period without officially self-withdrawing from class. Faculty must enter the last date of academic activity in class for students who earn an "F" as a final grade for the class. If the last date of academic activity is before the midpoint of the term or if the instructor cannot determine the last date of academic activity, the midpoint of the term (50%) will be used as the date of withdrawal.

Students receiving federal student aid (Pell, SEOG, etc.) who completely withdraw from all courses during a given period of enrollment and may be required to return funds to Lanier Technical College and/or the US Department of Education.

Last Date of Academic Activity Appeal

If a student disagrees with the last date of academic activity submitted by an instructor, an appeal for reconsideration of the last date of academic activity (LDAA), along with the supporting documentation, must be submitted no later than the end of the first instructional week of the term immediately following the semester in which the LDAA is being contested. Consideration will not be given to any request submitted after the deadline.

Procedure for Submitting the Last Date of Academic Activity Appeal

Requests for reconsideration must be submitted in writing along with cause-specific supporting documentation to:

Office of the Registrar at registrar@laniertech.edu

Acceptable forms of documentation include but are not limited to the following:

- Exams

- Dated computer-assisted instruction or assignments (e.g. Blackboard)

All documentation will be verified by the instructor and/or dean. The student will be notified by student email of the status of their appeal when the completed file has been reviewed.

Please note that academic grievances are addressed through the Academic Grade Appeal Procedure.

ASN Degree Program Course Sequence

Term	Course	Lecture Credits	Lab Credits	Clinical Credits	Total Credit Hours
1 (pre-reqs)	**ENGL 1101 – Composition & Rhetoric** (Pre-Req: Test Scores)	3			3
	BIOL 2113 – Anatomy & Physiology I (Pre-Req: Regular Admission, Co-Req: ENGL 1101 + BIOL 2113L)	3			3
	BIOL 2113L - Anatomy & Physiology I Lab (Co-Req: BIOL 2113)		1		1
	PSYC 1101 – Introduction to Psychology (Pre-Req: Regular Admission for Engl/Read)	3			3
	MATH 1111 – College Algebra (Pre-Req: Test Scores)	3			3
					Total: 13
2 (pre-reqs)	**Core Area IV: Humanities/Fine Arts Elective*** (Pre-Req: Test Scores)	3			3
	BIOL 2114 – Anatomy & Physiology II (Pre-Req: BIOL 2113 + 2113L, Co-Req: BIOL 2114L)	3			3
	BIOL 2114L - Anatomy & Physiology II Lab (Co-Req: BIOL 2114)		1		1
	ENGL 1102 – Literature & Composition (Pre-Req: ENGL 1101)	3			3
	BIOL 2117 – Introductory Microbiology (Pre-Req: BIOL 1111 + lab/BIOL 2113 + lab, Co-Req: BIOL 2117L)	3			3
	BIOL 2117L – Introductory Microbiology Lab (Co-Req: BIOL 2117)		1		1
					Total: 14
3 Fall – 15 wk	**RNSG 1515 – Nursing Pharmacology** (Pre-Req: Program Admission, Co-Req: RNSG 1540)	2	2		4
	RNSG 1540 – Nursing Fundamentals (Pre-Req: Program Admission, Co-Req: RNSG 1515)	4	1	2	7
					Total: 11
4 Spring – 15 wk	**RNSG 1550 – Medical-Surgical Nursing I** (Pre-Req: RNSG 1515 + 1540, Co-Req: RNSG 1560)	4	1	2	7
	RNSG 1560 – Mental Health Nursing (Pre-Req: RNSG 1515 + 1540, Co-Req: RNSG 1550)	2		1	3
					Total: 10
5 Summer – 8 wk	**RNSG 2510 – Medical-Surgical Nursing II** (Pre-Req: RNSG 1550 + 1560, Co-Req: RNSG 2520)	2		2	4
	RNSG 2520 – Maternal-Child Nursing (Pre-Req: RNSG 1550 + 1560, Co-Req: RNSG 2510)	3		2	5
					Total: 9
6 Fall – 15 wk	**RNSG 2250 – Medical-Surgical Nursing III/Transition to Practice** (Pre-Req: RNSG 2510 + 2520)	3		5	8
					Total: 8
					Total Program Hours: 65

Grading Procedure for the ASN Program

The nursing course grading system objectively measures a student's mastery of knowledge and its application related to the practice of nursing. A theory grade is determined from content examinations, assignments, and the comprehensive final exam in each course. All classroom assignments and examinations must be completed satisfactorily and by the assigned time/deadline.

The final course grade will be determined from the theory component of the course; in addition, the student must earn a satisfactory grade ("S") in the skills lab/skills checkoff's and in the clinical setting to pass the

course. Course syllabi and the clinical evaluation tool(s) list the behaviors and skills that are evaluated. The clinical evaluation tool is given to the student in each class that has a clinical component. When the clinical grade is passing ("S"), and the skills lab component is passing ("S"), a letter grade for each course will be established from the theory component, according to the below scale.

Any graded evaluation will be rounded two decimal places (hundredth). Final course grades will be rounded to a whole number; 0.5 and above will be rounded up.

Theory/Classroom Grading Scale

Grade	Numeric Score	Quality Points
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
D	60 - 69	1
F	0 - 59	0
W	Withdrawn	Not Computed
I	Incomplete	Not Computed
TR (A, B, C, M)	Transfer	Not Computed
AU	Audit	Not Computed
AC (A, B, C)	Articulated Credit	Not Computed
IB	International Baccalaureate Credit	Not Computed
S	Satisfactory	Not Computed
U	Unsatisfactory	Not Computed

Failing Grades

A failing grade in the ASN Program, *which is any overall course grade of less than 70%*, will prevent a student from progressing in the Associate of Science in Nursing Program. **The student must attain a minimum unit exam average of 70% in Fundamentals and in each Med-Surg ASN course and a final exam grade of 70% or higher, resulting in a grade of "C" or higher, to be eligible to continue in the ASN course sequence**. Refer to the *Requirements for ASN Program Students* section for further details.

Lanier Technical College Academic Regulations

Please refer to the LTC Catalog and Student Handbook for information and policies related to Academic Regulations.

ASN Program Grade Appeals

The process for the Grade Appeal Procedure at Lanier Technical College can be found at the Grade Appeal Procedure page in the LTC Catalog and Student Handbook. Direct communication regarding the grading practice and/or standards of grading should occur between the faculty member/instructor and student, including review of the syllabus and program handbook. If communication between the faculty member and the student does not resolve the grade issue, the student will follow the Grade Appeals Process.

The Lanier Technical College Catalog and Student Handbook may be viewed in their entirety at the Lanier Tech webpage here.

Missed/Late Assignment & Examination Policies

These policies apply to each course in the ASN Program. Students are expected to be present for all course examinations, quizzes, assignments, and other activities. All assignments are to be submitted by their posted

due dates. If a student is more than 15 minutes late to an exam, they may not be allowed to take the exam with the class.

Missed Examination Policy

It is unacceptable for a student to miss an exam, which may then allow them extra time to study the test material. This is not fair to other students, who arrived to the classroom to take the exam at its' scheduled date/time. Students are responsible for knowing examination administration dates, and must be present to take all scheduled examinations on the date/time the exam is scheduled. However, if a student misses an exam due to extenuating circumstances, the below procedure must be followed.

First Missed Exam

- In the event of an emergency, and there are extenuating circumstances that result in a student missing a unit examination, the student must provide a written explanation to the Course Coordinator on or before the date the exam is administered. The Course Coordinator may decide when the student can come to campus to make up the exam. The student must accommodate the instructor's schedule, and the exam must be made up within one calendar week.
- The student is solely responsible for contacting the designated faculty member within two business days to obtain the make-up date/time.
- Make-up exams must be completed within one week of the original scheduled exam date, or the student will receive a grade of zero on the missed examination.
- Make-up exams cannot be given prior to the scheduled class testing date. All make-up exams are given *after* the class as a whole has tested.
- An alternate format examination may be administered, at the instructor's discretion.

Second Missed Exam

- If a second unit exam is missed, the student must provide a written explanation to the Course Coordinator and the Program Director, on or before the date that the exam is administered.
- This information will be brought before a faculty panel (made up of ASN Program Director, Course Coordinator, and one other faculty member) for discussion.
- If the faculty panel decides that the student has demonstrated a pattern of behavior in terms of attendance or missed assignments, (tardiness, missed exams in multiple classes, etc.), then the student may be assigned a grade of zero for the second missed exam, and a Student Improvement Plan (SIP) must be completed. Upon a second missed exam, the student may or may not be successful in the course, and subsequently, in the program.
- Further disciplinary action may occur if a student misses scheduled quizzes, skills check-offs, or examinations repeatedly, up to and including dismissal from the program.
- **The final exam CANNOT be missed**. If the final exam is missed, a grade of zero will be issued for the exam.

Classroom Assignments/Quizzes

Course assignments and quizzes will not be accepted after the due date/time; students will receive a grade of zero for any late assignment/quiz. Specific courses may have their own policies regarding the submission of assignments. It is the student's responsibility to become familiar with any course specific rules by reviewing each course syllabus.

Clinical Assignments

Students who do not submit required clinical paperwork (to include immunizations) on time will receive an unsatisfactory (U) for that clinical experience, and, as a result, will not be eligible to attend clinical, and will not be successful in the course. Clinical assignments will not be accepted late; students will receive a grade of zero for any late assignment. It is the students' responsibility to ensure electronic submissions are uploaded

appropriately into Blackboard, or the designated portal/folder. At times, in-person submission of paper documents may be warranted and required.

Assessment Technologies Institute (ATI) Resources

The ASN Program at Lanier Technical College utilizes study materials and testing resources from Assessment Technology Institute (ATI). ATI offers multiple resources designed to enhance student academic and NCLEX success. ATI study materials and testing resources are incorporated into each course. ATI examinations are administered in multiple courses, and an ATI RN Comprehensive Predictor® examination will be administered in the last semester of the ASN Program. The RN Comprehensive Predictor® contains 150 scored items and is intended to measure a student's readiness for the NCLEX-RN®. ATI offers assessments and remediation activities. Online practice testing and proctored testing over major content areas in nursing are available. These tools, in combination with the nursing program content, assist students to be more thoroughly and efficiently prepared, as well as increase one's confidence and familiarity with nursing content.

ATI Requirements

ALL students must purchase the ATI package from the LTC Forsyth Campus bookstore by 5pm of the last day of the first week of class every semester. This may be purchased on the online LTC Bookstore webpage, or in person. Any students who do not purchase the required ATI package before the end of the first week of class will not be able to progress in the ASN Program.

Students will be required to complete ATI assignments on their personal computers, both in the classroom and at home. Therefore, it is important that all students have reliable access to the internet at home, along with a laptop or mobile device that can support the ATI platform. ATI technical requirements can be viewed here.

ATI Assessments

Threaded throughout the Program's curriculum are learning resources designed by Assessment Technologies Institute (ATI). These comprehensive resources offer multiple assessment and remediation activities and are designed to not only enhance preparation for the NCLEX®, but also help students gain critical thinking skills and an inclusive knowledge base for practice as entry-level nurses. There are standardized non-proctored practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation. All of this information will be thoroughly outlined in each course syllabus.

Active Learning Templates/Remediation

Active Learning Templates/Remediation is a process of reviewing content in an area that was not learned or not fully understood as indicated on an assessment. It is intended to help students review important information to be successful in courses, and on the NCLEX-RN®. The student's individual performance profile will contain a listing of the topics to review. From the test results, each student will remediate these topics to review by using a focused review, which contains links to ATI review modules, media clips and active learning templates.

Usually, the student is responsible for reviewing this information on his or her own as indicated in each course syllabus, and must do so until a level of proficiency is reached, as per the ATI structure. The instructor has access to detailed information about the timing and duration of time spent in assessments, focused review, and tutorials for each student. Some non-proctored tests may require ALTs to be completed and submitted as a part of the course grade. This information, along with any associated assignments, will be used to assess the student's engagement in remediation. Specific ATI remediation information will be thoroughly outlined in each course syllabus. Refer to individual course syllabi and/or to the specific course coordinator for further details.

ATI Comprehensive Predictor

The purpose of the ATI Comprehensive Predictor® is twofold: first, to provide students and educators with a numeric indication of the likelihood of passing the NCLEX-RN® at the student's current level of readiness; second, to guide remediation efforts based on the exam content missed. Recommendation for remediation is achieved by providing a list of topics related to missed items in the individual and group score reports. In the below table, each student's individual score, expressed as percent correct, is associated with a probability of passing the NCLEX-RN®. The relationship between the Comprehensive Predictor scores and probability of passing the NCLEX-RN® rests on these assumptions:

- The students taking the assessment are at or near completion of an RN nursing program, and are about to sit for the NCLEX-RN®. Students who still require a significant amount of instruction before taking the licensure examination may be expected to under-perform on the Predictor.
- The probability of passing the NCLEX-RN exam refers to students' first NCLEX-RN attempt after taking the Predictor. After repeated attempts, it is expected that most students will eventually pass the NCLEX-RN, but these attempts are outside the realm of the Predictor.
- The typical expectations of students taking a standardized test are met (e.g., students are motivated to perform, no cheating has occurred, the test is given under standardized conditions in a proctored environment).

Expectancy Table of Individual Percent Correct Scores and Predicted Probability of Passing NCLEX-RN

RN Comprehensive Predictor® 2016 Individual Score	Predicted Probability of Passing the NCLEX-RN®
80.0% - 100.0%	99%
77.3% - 79.3%	98%
74.0% - 76.7%	96% - 97%
72.0% - 73.3%	94% - 95%
70.0% - 71.3%	91% - 93%
68.7% - 69.3%	89% - 90%
66.7% - 68.0%	84% - 87%
65.3% - 66.0%	80% - 82%
63.3% - 64.7%	73% - 78%
60.0% - 62.7%	59% - 71%
54.0% - 59.3%	31% - 56%
0.0% - 53.3%	1% - 28%

www.atitesting.com

ATI Testing Policy

A combination of ATI Content Mastery Series practice and proctored assessments may be used in each course and will equal no more than 10% of the course grade. Students are required to complete ATI Content Mastery Series practice assessments as assigned by the course instructor. Students are also required to complete an ATI Focused Review after each assessment, which contains links to ATI books, media clips, and active learning templates (ALTs). As part of the Focused Review, the student may be required complete an active learning template for each topic missed. When required, practice exam remediation packets are due prior to the proctored exam. At the course instructor's discretion, students may not be admitted to the ATI proctored exam without completing the practice exam and the remediation. The following sample ATI policy may be used in the ASN Program curriculum (please refer to the individual course syllabus for further information and specific details):

PRACTICE ASSESSMENT	
4 points	

Complete Practice Assessment A
Remediation = 2 points:
   • Minimum 1 hour Focused Review on initial attempt
   • For each topic missed, complete an ALT
	Complete Practice Assessment B
	Remediation = 2 points:
	   • Minimum 1 hour Focused Review on initial attempt
	   • For each topic missed, complete an ALT

STANDARDIZED PROCTORED ASSESSMENT			

Level 3 = 4 pts
Remediation = 2 points:
   • Minimum 1 hour Focused Review
   • For each topic missed, complete an ALT
	Level 2 = 3 pts
	Remediation = 2 points:
	   • Minimum 2 hour Focused Review
	   • For each topic missed, complete an ALT
		Level 1 = 1 pt
		Remediation = 2 points:
		   • Minimum 3 hour Focused Review
		   • For each topic missed, complete an ALT
			Below Level 1 = 0 pt
			Remediation = 2 points:
			   • Minimum 4 hour Focused Review
			   • For each topic missed, complete an ALT

10/10 points	**9/10 points**	**7/10 points**	**6/10 points**

The Customized Live NCLEX Review is typically a two or three-day live review led by an experienced Nurse Educator and designed to improve competency on topics that need additional instruction to pass the NCLEX. Each review is formatted based upon class performance on the ATI Comprehensive Predictor.

The review is highly interactive and closely aligned with the NCLEX blueprint. Students incorporate critical thinking and test taking strategies as well as delegation and prioritization to hone their skills and prepare for the NCLEX. Upon completion of the review, students receive a customized, individual study plan as well as the Comprehensive NCLEX Review Book to continue their prep and carry them to test day.

WHAT TO EXPECT:

- Focused instruction by a Nurse Educator with at least 5 years teaching experience and a minimum of a master's degree in nursing, as well as experience with ATI products and knowledge of the current NCLEX Detailed Test Plan
- Online access to over 510 new questions, including alternate test item formats with detailed rationales
- Interactive teaching strategies and games to make learning fun and ease test-taking anxiety
- Continued support from instructors and individualized study plan developed for each attendee to use for final preparations before taking the NCLEX

A student will not graduate or be recommended to the Board of Nursing to sit for the NCLEX-RN until the student has successfully completed all program requirements, including the in-person ATI NCLEX-RN review course. The NCLEX-RN review course will be given in the last semester of the program. All students are required to be present for the ATI NCLEX-RN review course. All students must make arrangements to be present for *all three days* of the review course.

Swift River

Swift River is an online learning solution that is designed to help nursing students obtain clinical replacement hours, improve clinical practice, improve NCLEX scores, build confidence and skills, and increase clinical learning experiences when traditional opportunities are scarce. In addition, SwiftRiver is an excellent in-class and lab learning resource that provides immediate feedback with real-time scoring and correct-answer rationales.

Swift River is a supplemental resource, which may be used by the ASN Program to enrich the classroom/lab environment, for graded/ungraded assignments, or to replace in-person clinical hours with "virtual clinical." The ASN Program strives to provide as many face-to-face clinical experiences as possible. Virtual clinical assignments are used strictly to enhance the traditional, in-person clinical experience or as necessary to replace clinical hours lost due to site cancellations, emergencies, or extenuating circumstances. The decision to utilize a virtual replacement solution is at the sole discretion of the clinical coordinator, program director, and program faculty. This resource is available as college funding permits.

Testing Procedures for ALL Examination Administrations

Personal Belongings

- All personal belongings will be relocated to another part of the testing room; belongings include but are not limited to bags, backpacks, books, food, drink, cell phones, and smart watches. **Turn off all electronic devices before putting them away**.
- Students should have **nothing** on their desks, except for items approved by the course instructor, such as papers handed out for recording test results, a pencil, and/or calculators, etc.

Disruption of Testing Environment

- All cell phones/electronic devices will remain OFF during the testing period, and placed in a safe location near the instructor or test proctor. Phones/electronics may be collected and locked in a secure location in the testing area at the instructor's discretion.
- There will be **no** conversation between students or disruption of the testing environment during the testing period.
- Students who disrupt the testing environment by talking, with vibrating/ringing electronic devices, or with any other distracting behavior, may be asked to leave the testing environment. This may result in a missed exam, and/or a grade of zero on the exam, at the instructor's discretion.
- Students completing the test before the time is up may quietly leave the room after following the course instructor's directions for turning in their exam materials. There is to be no gathering at the classroom door or in the hallway outside the door.
- If a collaborative review is offered, students planning to participate may remain quietly in the classroom until the exam is completed or break and remain outside the room (quietly) until the review begins.

Breaks & Tardiness

- Only one student at a time may leave the room if a restroom break is needed and must be approved by faculty.
- Students who arrive late to an exam may only receive the remaining time available to complete the test; there will be no extended time allowed.

Written Examinations

- Keep exam booklet/paper in a face down position until directed by the instructor to begin the exam.
- Students should write their name on the answer sheet and/or on the test booklet.
- All answer sheets will be turned in to the instructor when the testing period is over.
- Only answers marked on the official answer sheet will be included in the calculated grade.
- Students will need a writing utensil. Scratch paper will be provided by the instructor if needed, and must be turned in with the answer sheet before exiting the room; the students' name should also be written on the scratch paper (all pages).
- Once the test answer sheet is submitted, corrections cannot be made.

Electronic Examinations

- Exams will often be administered electronically. The following additional rules apply to electronic exam administration:
  - Students are **required** to present a photo ID (driver's license, Lanier Tech student ID, passport, etc.) to take all proctored ATI exams. Students who do not have their photo ID will not be permitted to test, which may result in a missed exam and/or a grade of zero.
  - Students may ONLY view the webpage/website where the test is located (ATI, Blackboard, etc.)
    - Students may not open any additional windows or webpages/websites during the examination or collaborative review.
    - In most cases, when available, a locked browser software will be used to ensure a secure test taking environment.
    - If a student persistently opens additional windows or webpages/websites during the test, they will be asked to leave the testing area, and they will receive a grade of zero for that test.

Breach of ANY of the above policies will be considered academic dishonesty and will result in a grade of ZERO for that particular examination grade and possible further disciplinary action.

Unit and Final Examination Policies for ASN Courses

Medical Surgical Courses

Students must have a 70% or higher unit test average to be eligible to take the final exam in the course; the course coordinator will calculate this percentage before administering the final exam. In addition, students must achieve a final exam grade of 70% or higher to be successful in the class and to progress in the ASN program. If these requirements are unmet, the student will fail the nursing course and be dismissed from the ASN program. If unsuccessful, students are encouraged to withdraw from the course before the last day of the semester with a grade of "W," as per the current LTC withdrawal policy.

Fundamentals Course

Students must have a 70% or higher on unit tests and final exam average in the course. Also, students must achieve a final exam grade of 70% or higher to be successful in the course. These two conditions must be met to progress in the ASN program. If these requirements are unmet, the student will fail the nursing course and be dismissed from the ASN program. If unsuccessful, students are encouraged to withdraw from the course before the last day of the semester with a grade of "W," as per the current LTC withdrawal policy.

Note: The Nursing Pharmacology, Mental Health Nursing and Maternal-Child Nursing courses do not observe the above unit and final examination policies. Please refer to the course syllabus for course grading details.

Incomplete Exams

Should a student fail to complete the exam during the timeframe allotted for the examination:

- Only answers that are completely and clearly recorded on the answer sheet will be included in grading.
- Any unanswered questions/omitted answers will be counted as incorrect answers.

Exam Remediation/Review

- If a student scores less than a grade of 70% on any exam, it is expected that the student will either meet with the appropriate faculty member for exam remediation, or attend an exam review session.
- **Students will have until the administration of the subsequent exam to review an exam, *unless stated otherwise in the course syllabus*.**
- Review will occur only during scheduled/designated exam remediation times and/or sessions. Examinations will not be available for review after the designated period, as outlined in this procedure, or as determined by a faculty member.
- The student may make an appointment with the course faculty member during available office hours to review the test after in-class test review has taken place (only until the date of the next course examination).
- Students may NOT "drop-in" to a faculty member's office to conduct test review without an appointment; a pre-arranged time is REQUIRED.
- ATI testing will provide each student with updated testing information online; ATI remediation is also available to students online.

Exam Review Session Guidelines

At the faculty's discretion, a post-examination review session may be offered; **this does NOT apply to the final exams**. **Student participation in exam review is strongly encouraged, but not mandatory.**

- Students are provided with clarification and rationales for correct answers; this may be done by the faculty member, or via the computer, if a computerized examination is administered.
- During exam review sessions, no note taking is allowed. This includes photos from phones, tablets, smartwatches, etc. Students may review their text or classroom notes but may not create any notes, reminders, lists, or pictures of the exam.

- In-class review of any final exam will NOT occur in any class.

Clarification on what exam review sessions are and what they are not:

- Exam review sessions are:
  o Exam review sessions are conducted by nursing faculty to provide students with an opportunity to improve understanding of the content and facilitate test-taking skills.
  o Exam review sessions are strongly encouraged but voluntary, and are not part of any course or college requirements.
- Exam review sessions are *not*:
  o Exam review sessions are not an opportunity to advocate for different answers on an exam or additional points. Each exam is statistically evaluated and peer reviewed prior to scores being posted.
  o Exam review sessions may not be available for every exam. The selection of an exam for review is at the discretion of the course instructor and solely for the benefit of student understanding.
  o Exam review sessions are not a time to discuss a perceived discrepancy in recorded Blackboard grade. Inquiry of this type should be made via email to the course instructor, who will schedule a time for the student to review the answer sheet.

Failure to adhere to these expectations may result in the loss of exam review privileges at the faculty's discretion.

Post Test Analysis
- The course faculty will review each test, carefully scrutinizing statistical analysis of individual test items, as well as other significant issues prior to posting test grades.
- Decisions to exclude or keep a test item(s) are at the discretion of the course faculty members.

Academic Remediation

Students with an examination grade of 70 or below, or with an overall grade of less than a 70 in any course, will be required to complete a Student Improvement Plan (SIP). This is NOT a Disciplinary SIP and will not be used to initiate any disciplinary action. Note that the instructor may choose not to require a SIP if the failing course grade is a result of the first course exam.

The SIP will encourage the student to reflect on the cause of the academic problem, develop a plan for improvement, and implement the plan. The student will meet with the course instructor to discuss the SIP and will follow up at a designated interval to assess progress.

Resources that are available to all ASN students for academic remediation and may be included in the student's SIP are as follows:

- **Exam Review and/or Remediation:** Students may attend an exam review session and/or schedule a meeting with the course instructor for exam remediation. See specific policies on exam review in the section above.
- **Open Skills Labs:** Open labs are offered multiple times for all ASN students. Unless referred, attendance at open lab is not required, but provides students with an excellent opportunity to improve clinical and lab skills. If referred, a student will be required to attend open lab to improve a specific skill.
- **Lanier Tech Tutoring:** Lanier Tech offers tutoring services for English/Reading and Math at the Forsyth campus Student Success Center. Students are strongly encouraged to take advantage of these services if they need additional support in these areas. See Lanier Tech's Tutoring page for additional information.

See each course syllabus for course-specific remediation policies.

Communication

Students are expected to check Blackboard and their student email daily for updated course information, assignments, schedule changes, etc. Therefore, it is important that students have access to a computer and internet connection. Students should not rely on checking Blackboard or email via unsupported devices, such as smartphones or tablets. Attempting to complete assignments on unsupported devices may result in failure of that assignment.

Email

The primary method of contact between all ASN Program faculty, staff, and students is via Lanier Tech email. Each student is responsible for checking their Lanier Tech email at least once daily for updates. Students should include their student ID in all email communication with Lanier Tech faculty and staff.

Communication preferences and methods may vary by course and instructor. Review each course syllabus carefully for specific guidelines.

Technology

Laptops

All ASN Program courses integrate a variety of technologies into the classroom, including ATI, Blackboard, and online publisher resources. Therefore, students are required to bring a personal laptop to class when directed to do so by their course instructor.

Student laptops should meet the following minimum requirements:

- **Supports ATI:** see ATI's technical requirements page here
- **Supports Blackboard:** see Blackboard's technical requirements page here
- **Wi-Fi Capable**
- **Webcam and Microphone:** to meet ATI's minimum proctoring requirements

Suggested specifications:

- Processor i5, i7, or equivalent
- Memory 8GB RAM or higher
- Hard drive 500GB or larger
- DVD Drive either internal or external

Blackboard

Blackboard is a Learning Management System (LMS) that is used throughout the ASN curriculum to assign and grade coursework, conduct online lectures, communicate with students, and more. Students are responsible for ensuring that they can sign into Blackboard. Technical issues can be resolved by visiting Lanier Tech's Blackboard Help page here.

Essential ASN Program information and important updates will be conveyed via the ASN Program General Information Blackboard Organization page. Students are responsible for checking the General Information page and individual course pages regularly for announcements.

Technical Issues

Technical issues with student email, Blackboard, Bannerweb, or any other Lanier Tech systems should be directed to the IT Helpdesk here.

Classroom Policies and Procedures

ASN Classroom Attendance

The ASN curriculum is progressive, with course content and learning objectives increasing in difficulty each semester; therefore, 100% attendance is expected. Persistent absences may result in a students' inability to meet the course objectives. If absent from class, students are solely responsible for viewing Blackboard announcements, handouts, lecture notes, etc. Students must review each course calendar regularly and should not make personal or work plans that conflict with academic obligations.

Lanier Technical College strongly believes that students cannot learn if they are not present in class and other course related learning activities. However, Lanier Tech does not have an official classroom attendance policy, and attendance is not taken for classroom meetings. The ASN Program <u>does</u> have a clinical attendance policy; please check each course syllabus for details about the clinical attendance policy.

Classroom Tardiness

Punctuality is essential in the healthcare field. In order to successfully meet course objectives, it is important that every attempt be made to come to class and arrive on time. Class starts at the scheduled time. If the student is greater than 10 minutes late, in-person or virtual, the student may not be allowed into the classroom, lab, or simulation; this will be at the instructor's discretion.

Participation Grades

Instructors have the right to give unannounced quizzes/assignments, which are classified as participation grades, that may account for 5 – 10% of the student's overall grade in each course. Students who miss an unannounced quiz or assignment will receive a grade of zero. In-class participation grades may not be made up.

Classroom Etiquette

In order to maintain an environment conducive to learning and to promote order, the following is a summary of proper classroom etiquette, which must be followed by all students. Any behavior that creates discomfort in your classmates is inappropriate as it interferes with their right to participate in the learning process and may cause animosity to develop. Furthermore, many of the behaviors to be presented may be viewed by the instructor as disrespectful and possibly offensive.

Start of Class

- An instructor entering a classroom is usually a sign that class will begin (unless he or she arrives early to prepare the room).
- At the scheduled start time of a class, students are expected to be seated and ready for lecture.
- Students are not allowed to bring other family members or children into the classroom, computer labs, or skills labs (unless they have received permission to bring family members to participate in lab).

Classroom Preparation

- Students should be prepared for class and/or lab.
- Any required handouts or notes will be available on the online course website.
- It is the students' responsibility to print any handouts prior to class and bring to class; students are allotted a limited number of pages to print without charge each semester, which may be done in the library.

Mobile Devices

- Students are allowed to have cell phones and other mobile devices in the classroom environment as long as they are not causing a disruption in the learning process.
- Students may keep phones on silent or off mode during class. Phones may also be placed on "vibrate mode" during class, as long as the sound of the vibration is not disruptive.

- No texting or use of social media is allowed during class at any time. If any student abuses the cell phone privilege, the student will be asked to leave the classroom.
- Regular abuse of the classroom cell phone privilege will result in the entire class having to turn off all cell phones, and the phones will be collected and placed in the front of the class, near the instructor.

Asking Questions

- Questions enhance the learning process and provide opportunity to elaborate on concepts discussed. Questions usually benefit the entire class when they are relevant to the materials being presented and are a vital component of the learning process.
- If you have a question during class, raise your hand and wait for the instructor to recognize you. It is considered extremely discourteous to the instructor and other students to interrupt a lecture unless the instructor has acknowledged your question. Again, this is done so by the raising of your hand.
- If another student asks a question, please feel free to add to the discussion, but do so in turn. Do not attempt to talk over another student or the instructor.
- If you wish to ask a question, do so in a genuinely curious or inquisitive manner. Asking questions in a respectful manner promotes clarification of materials presented, generates relevant discussion, and opens the door to beneficial communication. Challenging or argumentative tones do nothing to promote scholarly discussion and adversely affect the learning process. Repetitive interruptions during class, and/or telling personal stories related to the content are not conducive to an effective learning environment.
- **Do not ask questions of another student or talk to other students when an instructor is speaking. This is rude and distracting to the instructor and other students in the class. Save personal conversations for break or until after class has completed**.
- **Do not whisper to each other during the lecture. It is rude and disruptive to those around you.** It is also a sign of disrespect for the instructor. You may be more interested in what you have to say than what the instructor has to say, but those around you may want to listen to the lecture.

Breaks

- A class break will be given once per hour of class time, unless students agree to forego a break. The length of the break will generally be about 10 minutes in duration. Breaks will be given when there is a logical point to break, rather than at a specific time.
- When it is time to begin class again after a break, students are expected to be back and seated on time.

Eating and Drinking in the Classroom

- It is the policy of the program that food and beverages (of any type) preferably be consumed outside of the classroom in appropriate, designated areas.

Mutual Respect and Appropriate Boundaries

- Respect the opinion of others in the class, even if you disagree with them. This is key to a professional demeanor and the academic environment.
- Sharing of ideas and opinions is healthy but telling other students how to behave or what they should do is inappropriate.
- If you disagree with the way a test or quiz was worded or graded, you should email or make an appointment with the course instructor. The classroom is not an appropriate arena to dispute a test/quiz question.
- Reacting angrily with loudness and sarcasm to quizzes, tests, and program activities destroys the classroom atmosphere and is unacceptably rude. The instructor & fellow students deserve basic courtesy.
- Rudeness, threats, or any other abusive or inappropriate conduct in or outside the classroom will not be tolerated. Such conduct is not conducive to a learning environment and violates the rights of

others. It is the instructor's responsibility to ensure that a conducive learning environment is maintained at all times.

- It is not appropriate to continually ask, "Do we need to know this for the exam?" Lecture materials are selected with a purpose in mind.
- It is considered rude, highly offensive, and distracting for students to make annoying noises during lectures. This includes heavy sighing, yawning, sleeping in class, or other overt expressions of boredom. Such behaviors distract the instructor and create a classroom environment that is not conducive to learning. You will be asked to go home and marked as absent for the class period. Repeat offenses will result in program dismissal on the grounds of disruptive behavior.

Grades and Other Personal Information

- Students have, above all else, a right to privacy. It is highly inappropriate to ask other students test scores or grades on assignments. If a student wishes to share this information, they will volunteer it. Asking students how they score on an examination places them at a disadvantage, creates an awkward situation, and violates their right to privacy.

Conclusions:

If these guidelines are violated, the student's behavior(s) will be addressed, and the student will be asked to complete a Disciplinary SIP. If the inappropriate behavior(s) persist, the student disciplinary process will be followed, which could result in possible dismissal from the program. Any behaviors interfering with another student's rights will not be tolerated.

Please govern yourselves accordingly with respect for yourself, your fellow students and your instructors. Display a professional demeanor at all times while demonstrating common courtesy. All students are expected to behave in an appropriate manner to guarantee that everyone may benefit from their educational experience.

Social Media

Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types.

Principles of Social Networking

- Students must not transmit or place online individually identifiable patient information.
- Students must observe ethical patient-healthcare provider boundaries.
- Students should understand that patients, family members, colleagues, institutions, and employers might view postings.
- Students should take advantage of privacy settings in online platforms, and seek to separate personal and professional information online.
- Students should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
- Students should participate in developing institutional policies governing online conduct.

Tips to Avoid Problems with Social Media

- Always remember: standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the healthcare provider-patient or student-clinical facility relationships.
- Maintain professional boundaries with the use of electronic media; online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, family members, clinical facilities, faculty, cohorts, and peers, even if they are not identified.
- NEVER take photos or videos of patients or clinical facilities on personal devices, including cell phones.

- Promptly report a breach of confidentiality or privacy to the instructor.

(Adapted from ANA social media policy)

Laboratory Policies and Procedures

Laboratory practice augments classroom instruction by teaching skills necessary for the application of theory to practice. The following instructional methods may be used in the laboratory setting: demonstration, supervised practice, individual practice, simulation, independent viewing of assigned resources, student videotaping, computerized instruction, skills check-offs, and role-playing.

Clinical/Lab Interaction Expectation

Students may be required to apply touch to other classmate(s) while learning assessment skills how to apply/place medical devices. If a student is uncomfortable with this, they should make an appointment with appropriate course faculty to discuss their concerns immediately. Students will be expected to perform similar actions while in a clinical environment and for skills demonstration prior to applying them in the clinical setting.

Laboratory Safety Policy

It is the intent of the faculty and administration in the ASN Program to provide a safe learning experience for all students.

The following policies and procedures are established to provide instructions in maintaining safety for students, staff and faculty while using the nursing laboratories (hereby referred to as "lab(s)". These policies and procedures shall be adhered to by all concerned. Any breach of any of the policies and procedures set forth below may result in disciplinary action, including completion of a SIP. Repeated and/or serious offenses may result in dismissal from the ASN Program.

General Guidelines

1. All lab doors are locked unless occupied by faculty and/or students during class or practice.
2. Students should always practice safe and appropriate techniques while in the lab.
3. Any misconduct occurring during lab should be reported to the appropriate course instructor immediately.
4. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.
5. Students should inform course coordinators of physical disabilities, recent injuries, illnesses, surgeries, and latex sensitivities/allergies as soon as possible so that necessary precautions may be taken in the laboratory and clinical settings. Medical clearance from a physician and permission of the lab coordinator and/or course instructor(s) may be needed before students with aforementioned concerns will be allowed to participate in clinical experiences.

Infection Control

1. Universal precautions will be followed at all times (Refer to Blood Borne Pathogen Exposure Control Plan) when there is exposure or potential exposure to blood or body fluids.
2. Eating and drinking are not permitted in the laboratory spaces.
3. Gloves are to be worn by students and faculty during any potential contact with blood and body fluids.

Physical Space

1. All cabinet doors will be closed when not in use.
2. The work spaces, floors, beds, counters and desk areas will be kept clean.
3. Malfunctioning equipment will be reported to the appropriate faculty member.
4. Laboratory doorways will be clear at all times.

5. The lab and supplies will not be used to provide medical treatment for students, staff, or faculty.
6. Unauthorized individuals are not allowed in the labs at any time.

Dress Code
1. Students are not permitted to wear shorts or open-toed shoes in the lab environment due to the risk for sharps injury.
2. Students may be required to adhere to the clinical dress code for certain lab activities. Course instructors will notify students of any additional dress code requirements prior to the assigned lab.
3. Students that are not appropriately dressed for lab will not be allowed to enter the lab or participate in lab activities.

Medications and Fluids
1. Placebos (candy pieces, commercially prepared PRACTI-med and water) will be used for simulation of oral/topical medications.
2. IV fluids with expired dates may be used for practice and demonstration only.
3. Students are not permitted to take or administer any medications/fluids used in the lab.

Sharps Safety
1. All drawers with needles will be locked at the end of a lab session and containers, bags or equipment with needles will also be secured.
2. Needles provided for practice of injection are used in the lab only when the teaching assistants or faculty are present. Students must demonstrate safety precautions while properly utilizing needles during practice.
3. Needles will never be recapped after use. Used needles are to be disposed of the sharp's containers provided throughout the lab space.
4. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
5. Injection practice will only occur on the manikins or practice injection pads provided in the lab.

Electrical Safety
1. Wet materials may not be used around electrical outlets or equipment.
2. Faculty and students are responsible for reporting to the appropriate faculty/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
3. No electrical cords will be left in the pathway of walking traffic.

Ergonomics
1. Students will be instructed in principles of body mechanics prior to practice.
2. Students and faculty should use caution when lifting and should not lift equipment, manikins, or other students without assistance. When transporting manikins, stretchers and wheelchairs should be used.
3. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.

Injury
1. Any incident occurring in a course related lab or clinical must be reported immediately to the faculty and/or lab coordinator. The student accident report form must also be completed.
2. A faculty member will assess the student/staff and administer first aid as needed
3. The student may be directed to the appropriate agency, or personal physician depending upon the nature of the injury. Campus Security may be called to assist in transporting a student to a health care agency or call 911 depending on the severity of the injury.
4. The faculty member will follow up with the student within 3 working days. A copy of the incident report and a written follow up report will be kept in the student's file.

Laboratory Maintenance

Cleaning and Maintenance of the Lab and Equipment
1. It is the responsibility of all those who use the lab to keep equipment and the physical space clean.
2. Students are responsible for the following activities during the final 15 minutes of every lab session:
   a. Return supplies and equipment away to their designated areas.
   b. Wipe down all surfaces with disinfectant wipes.
   c. Make beds.
   d. Place soiled linens in the appropriate bins.
   e. Plug in all equipment with batteries.
   f. Any other duties as assigned by supervising faculty/staff member.
3. Equipment located in the skills lab will be thoroughly cleaned by laboratory assistants as needed. The protocol for cleaning equipment is directed by the product manufacturer. Linen on beds will be changed and laundered when soiled, after extensive use, and at the end of each academic year.
4. The lab equipment will be kept in good working condition. Any faulty or broken equipment should be reported immediately to the appropriate faculty member.

Sharps and Biohazard Disposal
1. Potential infectious wastes are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines.
2. Sharps disposal is handled by a professional disposal service. Notify a faculty member if a sharps container is full so it can be disposed of and replaced.
3. Sharps containers are for sharps only! Gauze, alcohol pads, bandages, and any other such items are disposed of in the trash, not the sharps container.
4. Never reach into a sharps container to retrieve an item.

All students will complete LTC Emergency Care Plan/Environment Hazard Training annually; this is a requirement.

Special Care of Manikins and Task Trainers
1. Manikins and task trainers are only to be cleaned with approved solutions. If you do not know what to clean an item with, ask the supervising faculty/staff member before proceeding.
2. Betadine should never be used on manikins or task trainers. It will permanently stain these items.
3. No pens or markers are allowed at the beside of manikins at any time. Pencils are permitted if needed.
4. Report any damage or malfunction of equipment to the appropriate faculty member immediately.

Lab Skills Competency Testing

Lab skills competency testing will be graded as "Satisfactory" or "Unsatisfactory." Any student who receives an unsatisfactory lab grade will earn a course grade of "D" and will not be successful in the ASN Program. If the student's final course grade is 69 or below, the student will earn a grade of "F," regardless of lab performance.

Every skills competency will be graded based on a detailed rubric that delineates the points and/or actions required to obtain a passing score. Many skills competencies involve critical safety steps (i.e. identifying the patient) which, if missed, will result in automatic failure of that skill. The skill's rubric will clearly state which steps are considered critical.

Skills competency testing may vary in length and time. Each student is expected to demonstrate competency in all required skills, but actual testing may only include a portion of the required skill. Each student's competency testing may not be identical, but will be equivalent in scope for all students in the course. The precise format of skills competencies is at the course instructor's discretion. Students should review each course syllabus for details on skills competency evaluation.

Students will have a maximum of two attempts to pass any skills competency. After a failed first attempt, the student will have an opportunity obtain instructor feedback and to remediate the skill in open lab. The second attempt will be evaluated by a different ASN faculty member. Students that are not successful on their second attempt will not progress in the ASN Program.

Clinical Policies and Procedures

Clinical, Simulation, & Required Skills Labs Attendance Policy

Mastering clinical skills is necessary in order for students to achieve success in the ASN program; therefore, attendance at clinical rotations, critical laboratory skills activities, and simulations is required. Attendance will be taken and punctuality will be strictly enforced for all of these activities. Students will not be successful if they are unable to acquire critical clinical skills in the clinical environment. The clinical evaluation policy is outlined in detail in each course syllabi, and discussed at length at the beginning of each semester.

Faculty will maintain an attendance record for all of their required skills labs, simulations, and clinical rotations. However, students are also expected to keep a record of their own attendance and to communicate discrepancies to the appropriate faculty member as soon as they are discovered. **It is inappropriate to wait until the end of the semester to address attendance discrepancies.**

Clinical/Simulation Attendance Policy

In courses with a clinical component (RNSG 1540, RNSG 1550, RNSG 1560, RNSG 2510, RNSG 2520, and RNSG 2550), students are permitted to miss **a maximum of one clinical day per course per semester**. Clinical days may vary in length depending on course and semester. **One missed clinical day, regardless of length, will constitute the student's single allowed clinical absence in any given course**. Simulation experiences that constitute clinical hours are also subject to this policy. If a student is absent for a simulation experience that will be counted towards clinical hours, it will be considered a clinical absence. Students are not required to complete a make-up clinical assignment for a single absence. However, if the clinical instructor cancels clinical due to illness or unforeseen events, students will be provided with a make-up clinical assignment to complete by the established deadline.

Students who miss more than one clinical day in any course will be awarded an "unsatisfactory" clinical evaluation grade, resulting in a final failing course grade. Students who fail any course will not be permitted to progress in the ASN Program.

A student who misses more than one clinical day and has extenuating circumstances may request an attendance review by the nursing faculty. Requests for the review must made in writing by the student to the clinical coordinator or director within one week of the absence. The student may submit any supporting evidence (i.e. a doctor's note) to the clinical coordinator or director for consideration during attendance review.

The attendance review will consist of the clinical coordinator, program director, and at least one additional faculty member, who will consider the student's extenuating circumstances, attendance record, disciplinary record, options for make-up, and any other relevant information. The attendance review will result in one of the following outcomes:

- The student will be awarded an "unsatisfactory" in clinical, which will result in a failing grade being awarded for the final course grade.
- The student may be allowed to make-up the missed clinical time, at the discretion of the program faculty. Due to the strict nature of clinical scheduling, three options for make-up exist:
  1. If time and space allow for make-up during the current course, the student will be allowed to make-up the time. The student will still be responsible for completing and submitting all clinical assignments as noted on the course syllabus. The student will be awarded the course grade according to the syllabus at the end of the course.

2. The student may be allowed to complete an alternate clinical make-up assignment, such as a virtual simulation through ATI or an in-person simulation, at the discretion of the clinical coordinator. The student will still be responsible for completing and submitting all clinical assignments as noted on the course syllabus. The student will be awarded the course grade according to the syllabus at the end of the course.
3. If time and space are not available for a make-up day, and/or an alternate assignment is not possible, the student may be awarded an "I" (incomplete) for the course grade. The student will be allowed to schedule make-up time prior to the next course offering. At the completion of the make-up, the student's grade will be awarded according to the course syllabus.
   - Note that ASN Program courses are progressive, and the student will not be allowed to register for the next course in the sequence prior to obtaining a grade of "C" or higher in the pre-requisite courses. Thus, the student will not be able to register for the next course until the "I" grade is resolved and a formal course grade is awarded.

Clinical/Simulation Tardiness

It is expected that students will arrive on time and stay the entire scheduled time for on-campus (simulation) and off-campus clinical. The following table outlines the policies for on-campus and off-campus tardiness:

	On-Campus Clinical (Simulation)	Off-Campus Clinical
Definition of late/tardy	The clinical schedule will indicate the start time of each on-campus clinical experience. The student is late if they arrive after the start time of the indicated on-campus clinical.	A student is late if they arrive after the scheduled start time as noted on the clinical schedule.
Consequences	Once the on-campus clinical door is closed, the student may not enter. The student will accrue absence time for the entire on-campus clinical.	Once the report has begun, the student must leave and will accrue absence time for the entire off-campus clinical day.
Tardy	Not an option. Once the door is closed, the student will not be allowed to participate in the on-campus clinical.	If the student arrives after the clinical start time but before report begins, the student will be allowed to stay. The tardy will be noted in the student's record.
Make-Up	Not an option.	Not an option.

Notification of Clinical Absence

In the event of an absence, the student is required to notify the clinical coordinator AND clinical instructor via email at least one hour prior to the start of the clinical.

For precepted clinical rotations, students are responsible for notifying the clinical coordinator AND clinical site/preceptor at least one hour prior to the start of clinical. To contact a clinical site/preceptor, the student must use the preferred communication method for that site/preceptor. When communicating with a clinical site/preceptor, the student should:

- Identify themselves by name, program, and school
- Notify the site/preceptor of the absence
- Make note of the name and title of the person contacted and the time of the communication

If the student fails to notify the appropriate person(s) at least one hour prior to an absence, that absence will be recorded as a "No Call No Show" (NCNS). Any NCNS will result in a mandatory Disciplinary SIP.

Inclement Weather/Emergency Procedures

Students can learn about Lanier Tech closures through the Lanier Tech website and college alert system (eALERT). It is highly recommended that all ASN students sign up for eALERT to receive text message alerts about potential, developing, or existing emergencies affecting Lanier Tech.

If class, lab, or clinical is cancelled, delayed, or opens late due to inclement weather or any other emergency, all missed time must be made up. The preferred make-up method is online lecture and/or assignments. The course instructor will notify students about how missed class and lab time will be made up. Refer to each course syllabus for specific policies and details.

Clinical time that is lost due to college closure will not be counted against the student's attendance requirement and will be made up at the clinical coordinator's discretion. Preferred methods of making up clinical time include virtual simulation and on-campus clinical. The clinical coordinator will notify students regarding how and when missed clinical time will be made up.

Clinical Affiliates

The nursing faculty at Lanier Technical College are continuously engaged in seeking new clinical sites in order to afford students the best opportunities for clinical experiences that may enhance nursing education. The ASN Program Clinical Coordinator and/or faculty reserve the right to change clinical times and locations; these may differ from schedules offered at registration. This is necessary to accommodate the needs of clinical affiliates and to provide the best educational experience for the student.

Clinical Onboarding

Clinical affiliates reserve the right to refuse/revoke any student's clinical rotation for any reason, including but not limited to background check findings, drug screen results, and demonstrated unsafe behaviors. Completion of the nursing program is contingent upon satisfactory completion of clinical experience components; therefore, student attendance at all clinical facilities is mandatory throughout the program. Any student refused admission to a clinical affiliate will be dismissed from the nursing program. Access to the clinical affiliate handbook and/or guidelines will be posted in the appropriate Blackboard course and will be available at the clinical site.

Criminal Background Check

In the interest of patient safety, and to comply with the requirements of clinical facilities and the Georgia Board of Nursing (GBON), all students in the Lanier Technical College Associate of Science in Nursing Program are required to complete a criminal background check prior to participating in a clinical experience at a clinical site. Affiliated clinical sites require a criminal background check and toxicology/drug testing as part of the onboarding process.

- These procedure requirements continue throughout the program; therefore, if a student is suspected or convicted of criminal activity at any time during the nursing program, and a clinical site refuses student attendance, the student may be unable to complete the required course satisfactorily.
- Each clinical facility has the right to prevent any student from participating in clinical experiences at the facility in the event that a student's criminal background check is not acceptable.

Note: Those who have been arrested or convicted of a crime involving moral turpitude or a crime violating federal or state law relating to controlled substances or dangerous drugs may not have access to clinical sites. If clinical placement is not possible because of the criminal record, the student will not be able to progress in the clinical component of the ASN courses, and henceforth will not be successful in the ASN Program.

Drug (Toxicology) Screening

Affiliated clinical sites for nursing will require drug/toxicology testing as part of the onboarding process and may request a drug screen for any student without warning if suspicious or problematic behavior is

demonstrated. If any clinical affiliate refuses to allow a student to participate in clinical experiences, for any reason, the student will not be able to progress in the program.

Advantage Students

Students are required to obtain a background check and drug screen through Advantage Students. Students are required to purchase the "Student Package," which is currently priced at $81.95. This process must be completed no more than 60 days prior to the first clinical rotation Therefore, it is important that the Background Check & Drug Screen be completed within the following time frame: **July 1 through August 1**

Students should share their results with the following entities: Lanier Technical College, WellStar Health System, Northeast Georgia Health System, and Northside Hospital

If Advantage Students notifies you of any issue with your sample (the most common is "dilute urine") then you must resubmit your sample according to their instructions.

You may find additional information on the ASN Program's General Info Page on Blackboard, and on the Advantage Student webpage: https://www.advantagestudents.com/

Clinical Documents

Students are expected to maintain current records that are required by the clinical affiliates and/or by the ASN program, in order to uphold clinical facility requirements. **Any clinical document or requirement that is turned in late or is expired will result in missed clinical time that cannot be made up.** All clinical documentation will be managed electronically via ACEMAPP.

Any document, including immunizations, CPR certification, or other form, which will expire during a scheduled clinical rotation, must be renewed before that rotation begins. Updated documents will be due in ACEMAPP no fewer than 30 days prior to the start of the clinical rotation.

ACEMAPP

ACEMAPP is a secure, online, clinical rotation matching, student onboarding, and document storage solution for clinical sites, schools, and consortiums. See https://acemapp.org/ for a complete description. Students are required to use ACEMAPP for clinical onboarding purposes.

To get started with ACEMAPP:

1. You will receive a welcome email in your student email account with a link to sign in to ACEMAPP
2. Complete your student profile
3. Pay for your ACEMAPP account ($50) within one month of receiving your welcome email

You will find complete instructions for using ACEMAPP on the ASN Program's Blackboard General Information page, and/or these instructions will be made accessible to you by the ASN Clinical Coordinator.

Clinical Clearance Form

After being selected for the ASN Program but prior to participating in any clinical rotations, all students must be "cleared for clinical" by their healthcare provider using the Clinical Clearance Form. By completing the Clinical Clearance Form, the healthcare provider attests that the student is capable of meeting the performance standards of the ASN Program. This form must also be completed in the event the student misses class, lab, or clinical hours due to illness. **The clinical clearance form must be physically or electronically submitted to both the Clinical Coordinator <u>and</u> the Director by 2:00 pm the day before your next clinical day, UNLESS this falls on a weekend, during a college closure, or a holiday. IF this day should fall on a weekend, college closure, or holiday, the clinical clearance form must be submitted by 2:00 pm on the business day prior to your next clinical day. Please refer to the LTC Academic Calendar for a complete listing of college closures and holidays. After the clinical clearance form is submitted, you MUST receive email confirmation of clinical clearance before you can return to clinical.**

Clinical Clearance Forms must adhere to the following guidelines:
- Forms must be completed in full in order to be accepted
- Signatures/stamps will only be accepted from physicians, nurse practitioners, and/or physician assistants. Clearance obtained from chiropractors is not accepted
- Complete all forms in blue or black ink and retain a copy for your records
- For newly admitted students, the form must be dated **no earlier than June 1ˢᵗ** of the year of entry into the ASN Program

Immunization Information
- **Measles, Mumps, Rubella (MMR):** Students must submit proof of one of the following
    a. 2 Dose Series (if born after 1957) **OR**
    b. 1 Dose (if born before 1957) **OR**
    c. Positive Titer
        i. Must demonstrate immunity to Rubeola and Rubella
        ii. If negative, then must provide proof of booster vaccine
- **Varicella (Chicken Pox):** Students must submit proof of one of the following
    d. 2 Dose Series **OR**
    e. Positive Titer
        i. If negative, then must provide proof of booster vaccine
- **Tetanus, Diphtheria, and Pertussis (TDAP):** Students must submit proof of one of the following:
    f. 1 Dose Series **OR**
    g. 5 Dose Series DTaP **OR**
    h. 4 Dose Series DTaP (if fourth dose given on/after age 4) **OR**
    i. Positive Titer
    j. *Note: For all series, booster must have been received within last 10 years.*
- **Hepatitis B:** Student must submit proof of one of the following
    k. 3 Dose Series **OR**
    l. Positive Titer **OR**
    l. Declination Form
        i. Inside orientation packet or can be obtained from health department or physician's office
- **Tuberculosis:** Per facility requirement
- **Flu shot annually (administered in the fall semester)**

*This list is subject to change, depending on the clinical site requirements.

COVID-19 Vaccination
The ASN Program does not require the COVID-19 vaccination. However, if a clinical partner requires proof of a COVID-19 vaccine/vaccination series for students attending clinical rotations, the student must meet the requirements of the clinical site. Students should be aware that ALL clinical affiliates reserve the right to change their vaccination requirements at any time, and ASN Program students must meet facility requirements in order to attend rotations.

When there are changes to clinical facility requirements, students will be notified via email as soon as possible. Note that inability to attend rotations at a clinical partner facility, for any reason, may hinder a student's ability to meet the clinical objective requirements of the ASN Program, subsequently resulting in dismissal from the program with a grade of *F*.

Additional Documentation
CPR Certification
Current Basic Life Support Certification (BLS) for the Healthcare Professional from the American Heart Association is required. A copy of the front and back of the card must be provided, and **a current BLS card must be maintained throughout the nursing program**. NO other BLS cards will be accepted from any other

providers; *only AHA will be accepted*. Student must attend a course that includes face-to-face content; the ASN program will not accept BLS/CPR courses with solely online content.

CPR Certification must be kept current throughout the ASN Program. If a student's CPR certification will expire during a clinical rotation, the student must renew their certification before the rotation begins. CPR certifications that expire outside of a clinical rotation are due on or before the 15th of the month in which they expire.

Insurance

Please note that Lanier Technical College cannot assume financial responsibility for the actions of nursing students. However, LTC does have a group insurance policy that covers students enrolled in Allied Health programs while they are engaged in clinical activities related to their program of study. A copy of proof of Student Liability Insurance is kept on file at LTC. Students are strongly encouraged to maintain a personal health insurance policy throughout the length of the ASN Program.

Please note that LTC ASN students are *not* covered by the LTC Student Medical Professional Liability insurance policy when working as an employee in the clinical facility.

HIPAA (Health Insurance Portability and Accountability Act)

The ASN Program requires all students and instructors to appropriately safeguard the protected health information of patients/clients, in accordance with applicable provisions of the HIPAA Act of 1996. Protected Health Information (PHI) includes health information relating to:

- Names (Full or last name and initial)
- Addresses
- Dates (other than year) directly related to an individual
- Phone and Fax Numbers
- Email addresses
- Social Security numbers
- Medical record and account numbers
- Health insurance beneficiary numbers
- Certificate/license numbers
- Vehicle identifiers (including serial numbers and license plate numbers)
- Any patient photographic images and any comparable images

Students should consult clinical faculty if unsure. Students are not to, under ANY circumstance, leave the clinical site with PHI. If it is determined that a student fails to comply with HIPAA regulations, he or she may be subject to legal implications and is grounds for clinical failure and/or program dismissal. To adequately comply with HIPAA regulations
- Do not take any photographs at or outside clinical facilities
- Remove identifiable patient information in handwritten, computerized, or printed form from the clinical site(s)

Clinical Expectations

- It is the responsibility of the student to provide his or her own transportation to designated facilities. Facilities may be in various cities and counties in and around the LTC service area
- Student parking areas and regulations are provided by each facility and it is an expectation that all students abide by these policies
- Students practice in clinical areas under the direction and supervision of faculty, clinical instructors, and preceptors
- A student must not render any care when an ASN instructor is not present on the unit
- Students must not prepare or administer any medication without an assigned instructor or assigned preceptor/mentor present

- Photocopying, photography or any other reproduction of client clinical/agency documents is prohibited
- Smoking is not permitted during any clinical experience, including breaks. Violation will result in a Disciplinary SIP. A second offense can result in exclusion from the clinical area and possible clinical failure; the LTC Student Discipline Policy will be followed.
- The instructor/faculty reserve the right to exclude a student from clinical for having an offensive odor present on the uniform or lab jacket.
- Students are not to make or receive personal telephone calls while in the clinical setting. Students are NOT permitted to have cell phones or other electronic devices at any clinical learning activity, agency, or facility. If there is a family emergency, the family member can contact the ASN Clinical Coordinator or the LTC ASN Administrative Assistant's office (678-341-6671); the appropriate clinical faculty member (and thus the student) can be reached. Any violation of this policy will result in a Disciplinary SIP or further disciplinary action
- Mind altering substances, including narcotics and/or alcohol, are not to be consumed prior to the beginning of the clinical experience
- If a clinical instructor believes a student is under the influence of a mind-altering substance, the instructor may remove the student from the clinical area and, based on the clinical facilities' policy, request the student submit to a screening for drugs and alcohol at the student's expense. In the event a positive drug and/or alcohol screen, the student may be subject to disciplinary action and possible termination from the program
- Prior to leaving the clinical area, the student will complete all required documentation and give a report off to the supervisor (primary nurse, clinical instructor, etc.)
- Students understand, based on clinical agency availability, they may be required to attend clinical on any weekday, in the evenings, or on weekends
- Students may not possess any type of weapon on clinical agency property. No weapons allowed, even when their policy states, "no weapons allowed", despite possessing a personal concealed carry permit
- Students may not leave the unit or facility without the permission of clinical faculty. This includes going to your car, leaving the clinical site during lunch, or to complete any other activity during a break, or during a scheduled lunch time

Clinical Performance Standards

To be successful in the clinical setting, students must meet the performance standards outlined below:

Issue	Standard
Physical Stamina	Exhibit physical strength and endurance appropriate to professional nursing roles throughout assigned shifts. Ex: lift, move, transfer patients; perform CPR; work complete shifts
Mobility	Demonstrate physical abilities sufficient for movement from room to room and maneuver in small spaces
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care; exhibit ability to sit, stand, move, and walk safely. Demonstrate ability to write, grasp, pick up, or manipulate small objects
Hearing	Auditory ability sufficient for monitoring and assessing health needs
Vision	Visual ability sufficient for observation and assessment necessary in patient care
Tactile Sense	Tactile ability sufficient for physical assessment
Speech	Ability to speak clearly and be understood

Issue	Standard
Cognitive Function	Alert & oriented; able to maintain focus; can respond appropriately in stressful situations and attend to the needs of others

Adapted from Core Performance Standards for Admission and Progression of Southern Council of Collegiate Education for Nursing Prerequisites for Admission.

Failure to meet these performance standards constitutes a safety hazard to patients, employees, classmates, and/or to the student themselves. Therefore, any student that is unable to meet one or more of these standards will be prohibited from participating in clinical rotations. Likewise, if a student is "cleared for clinical" by their healthcare provider, but experiences a change in health status that would result in that student failing to meet one or more of the program's performance standards, then that student will be disallowed from participating in clinical rotations. Any student that suffers from an illness or injury that threatens their ability to perform appropriately in clinical will be required to obtain an updated clinical clearance form, signed by a qualified healthcare provider, before they can return to clinical.

Uniforms and Dress Code

Health professionals are considered some of the most highly trusted roles and therefore professionalism in dress, speech, and behavior is essential. The purpose of the dress code is to ensure safety of the student and patient, use of best practices, and maintenance of an overall professional appearance.

Student program uniforms and equipment must be purchased and worn as directed by faculty. When in uniform, students must meet all uniform guidelines at all times regardless of the setting. Uniforms are individualized in terms of scrub fit/style within the ASN program, but may include school patches, bandage scissors, stethoscope, pen light, watch with a second hand, (no smart watches or electronic communication devices of any kind are allowed in lab or clinical facilities), pen with black ink, official college nametag, and facility ID. The dress code applies to all lab and clinical experiences, including organized simulations. Uniforms are to be worn for all off-campus clinical experiences unless otherwise instructed, including the ASN nametag.

- Uniforms and shoes must be neat and clean: wrinkle-free, stain-free, odor-free, and are not to be worn to class or to other activities prior to being worn in the clinical area
- Excessive make-up, perfume, scented aftershave or other offensive odors (*includes any type of smoke odor*) are not acceptable; the student will be ejected from the class, lab, simulation, or clinical setting if the offensive odor is detected or overbearing.
- No artificial nails or nail polish including overlays, acrylics, or gels. Nails must be kept short and clean
- Hair must be neat, clean, and off the collar, either short or pinned up with neutral hair-colored clip/pins/narrow headbands (no bows or wide headbands, or any material of any kind is allowed on the head)
- No artificial eyelashes
- Established mustaches and/or beards are to be neatly groomed, trimmed, and clean; otherwise should be clean-shaven
- Engagement and/or wedding ring(s) and one pair of small stud earrings may be worn in the ear lobe with the uniform (studs worn in facial piercings are not allowed; they must be removed. Nose piercings and gauges must be filled with flesh-toned plugs
- Bracelets and necklaces are not allowed
- No gum or candy chewing
- No stethoscope covers allowed
- All visible tattoos must be covered with flesh colored bandage, dressing, or sleeve (or white long-sleeved t-shirt)
- The student must adhere to the clinical agency policies; if you need clarification consult your instructor

When in a clinical facility for college purposes other than clinical (i.e. getting badge, flu shot, patient assignments), students must wear professional dress clothes with a white lab jacket over clothing. Students

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must also wear the college-issued ID badge with college and clinical facility name. Exceptions may be made in certain circumstances and will be communicated via faculty. During all lab and simulation activities, students must wear their clinical uniform unless otherwise specified by faculty.

Student Conduct during Clinical/Simulation/Lab

Punctuality & Preparedness

A variety of clinical agencies provides clinical opportunities for students in the ASN Program. Students are notified each semester (as applicable) about the schedule of the clinical experience (this may include evenings, nights, and weekends) and any facility specific requirements. Clinical dates and times will vary based on the program and clinical facility availability. Laboratory experiences are subject to the same expectations and requirements of clinical experiences. Students are responsible for knowing their clinical, lab, and simulation schedule. If a student fails to attend a scheduled clinical, lab, or simulation activity, he or she may not be able to make up this time, and the experience could be lost. Students are to be prepared for each laboratory and clinical session and faculty may discharge students that are unprepared.

Code of Conduct

The Lanier Technical College ASN Program adheres to the LTC and the TCSG Student Conduct Codes during on or off-campus classes, labs, clinicals, or other program-related activities. Students may refer to the TCSG Procedure 6.7.2p2 Model Student Conduct Codes, for specific information regarding student Academic Misconduct and Non-Academic Misconduct.

Drug and Alcohol Policy

It is important to be aware of the TCSG Policy regarding Drugs, Alcohol, and Other Substances, which is:

Alcohol: students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. ***Students being in a state of intoxication on technical college Premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.***

Controlled substances, illegal drugs and drug paraphernalia: the technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

Smoking/Tobacco: the technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college Premises. Refer to the Lanier Technical College Tobacco Policy for specific details surrounding LTC policy.

Clinical Student Misconduct

Any student that is present at a clinical experience or program-affiliated function, who is observed to demonstrate any behavior that can be construed as abnormal, unusual or altered in any way, will be pulled aside, and asked to leave the site. The student's emergency contact will be contacted, and the student must depart the site with them. The Student Code of Conduct will be referred to, in terms of pursuing disciplinary action against the student. The Student Code of Conduct and Disciplinary Policy may be found in the LTC Catalog and Student Handbook. If the student appears to be impaired, they will removed from the site, and disciplined via the Student Discipline Policy; students may be asked to take a toxicology test, if warranted (via a urine and/or blood specimen).

Clinical Faculty Supervised Medication Administration & Skills

Medications must always be prepared and administered only under the direct supervision and presence of the Lanier Technical College nursing instructor in a faculty-supervised clinical experience. Students are expected to follow each of the rights of medication administration. Students evaluated as "unsafe" when preparing or administering medication by the Lanier Technical College faculty member will be removed from the clinical environment for the protection of the public. The student can continue to attend class and/or labs, but a failing grade would be earned in the course that is affected.

Students are never to perform any nursing skill, which requires the nurse provider to have completed certification and / or specialized training even if requested to do so with the supervision and assistance of the nurse provider (e.g. administration of blood products, or chemotherapy). A *provider* is defined as any Lanier Technical College nursing faculty member, clinical agency nurses, or other healthcare personnel in any facility.

Student Injury or Illness

The following procedure must be followed when students are injured or become ill during clinical:
- Arrange for immediate care of the student as necessary
- Notify the clinical coordinator immediately
- The student is responsible for any services rendered, and has the right to refuse care, but may be dismissed from the clinical experience at the discretion of the instructor
- The student is responsible for any follow-up and must obtain clearance prior to return to clinical
- Lanier Technical College is not responsible for any health costs incurred by students
- Complete an agency variance report according to agency policy, if appropriate/warranted
- Student and clinical faculty must complete written documentation of the occurrence for the student file

Personal Protective Equipment (PPE)

Students must adhere to PPE requirements, as dictated by the clinical facility/facilities during clinical experiences, and/or preceptorships. All students are required to wear N95 respirators/masks when present in any patient care area within any clinical facility. A surgical mask must be worn over the N95 if a student moves from one patient care area to another. The surgical mask must be removed and disposed of when leaving one patient care area (or patient room) to another one. Students are not required to wear a N95 when not in a patient care area, such as the cafeteria or lobby, unless the clinical facility should require it. A surgical mask is required to be worn when an N95 is not worn in a non-patient care area.

COVID-19 Exposure

Lanier Technical College's COVID-19 Exposure Policies and Procedures should be followed at all times. This information is subject to change, and students should refer to the College webpage and check their student email frequently to stay abreast of the most recent updates.

Exposure Control Plan (Excerpt)

See the ASN General Information page in Blackboard for the full text document. A copy of this document will also be posted in a conspicuous location in every nursing lab.

XI. POST-EXPOSURE FOLLOW-UP

    A. Should an exposure incident occur, contact designee in I.C., Tonya Brown, or Nancy Beaver at the following telephone numbers: Tonya Brown 770-533-6931; Nancy Beaver 770-533-7001.

    B. An immediate available confidential medical evaluation and follow-up will be conducted and documented by a licensed health care professional. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

        1. Document the routes of exposure and how the exposure occurred.

        2. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).

        3. For blood or OPIM exposure:

a. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's/student's health care provider.
b. If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
c. Exposure involving a known HIV positive source should be considered a medical emergency and post-exposure prophylaxis (PEP) should be initiated within 2 hours of exposure, per CDC recommendations.
d. Assure that the exposed employee/student is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
e. After obtaining consent, collect exposed employee's/student's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
f. If the employee/student does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

5. For airborne pathogen (tuberculosis):
a. Immediately after the exposure of covered employee or covered student, the responsible supervisor, the technical college or work unit Exposure Control Coordinator (ECC) and the authorized contact person at the clinical or work site shall be notified and should receive documentation in writing. Documentation of the incident is to be prepared the day of the exposure; on an Exposure Incident Report and Follow-Up Form for Exposure to Bloodborne/Airborne Pathogens (Tuberculosis); promulgated within 24 hours of the incident; and recorded in the Exposure Log.
b. The exposed covered employee/student is to be counseled immediately after the incident and referred to his or her family physician or health department to begin follow-up and appropriate therapy. Baseline testing should be performed as soon as possible after the incident. The technical college or work unit is responsible for the cost of a post-exposure follow-up for both covered employees and covered students.
c. Any covered employee or covered student with a positive tuberculin skin test upon repeat testing, or post-exposure should be clinically evaluated for active tuberculosis. If active tuberculosis is diagnosed, appropriate therapy should be initiated according to CDC Guidelines or established medical protocol.

Clinical Evaluation

Each student must receive a satisfactory clinical performance evaluation for all clinical components of the course; clinical will be graded as "Satisfactory" or "Unsatisfactory". If a grade of "Unsatisfactory" is attained in the clinical component of any course, this will result in failure of the course, and subsequently, failure of the ASN program (even if the student is passing the theory portion of the course). The student will not be successful in the program if he or she fails clinical.

Clinical Remediation

Students that demonstrate a lack of proficiency in any skill or deficiency in critical knowledge/judgement during clinical will complete the Student Practice Event Evaluation Tool (SPEET) with their clinical instructor. The SPEET will identify the type and nature of the error and any aggravating and/or mitigating factors. Errors that are classified as "Human Error" or "At-Risk Behavior" will be referred for skills lab remediation.

During skills lab, the student will be required to review and practice the skill until they are able to demonstrate the skill satisfactorily for an ASN faculty member. The student will not be allowed to practice the skill at clinical

until they are "checked off" by an ASN faculty member on that skill. This process must be completed within one week of the student's receipt of the SPEET or the student will not be allowed to return to clinical.

Students that receive a SPEET with an error classified as "Reckless Behavior" may be prohibited from returning to clinical, depending on the nature and circumstances of the error. Students that cannot participate in clinical rotations will not be successful in the ASN Program.

See Appendix II for a sample SPEET.

Required Materials

Note: All textbook, ATI, supply, and other material costs listed below are estimated based on current pricing. Costs are subject to change.

Books

The ASN Program requires several textbooks that may be purchased in either print or digital format. Students are encouraged, but not required, to purchase the ASN textbook package from the Lanier Tech Bookstore or the book publisher. Regardless of where textbooks are purchased, students are expected to have access to all required text on the first day of class, and must purchase books that active codes to allow the student to access thePoint (the online platform for the book publisher). Students will have multiple resources from thePoint that augment their learning experiences. The required textbooks are listed below.

Brunner & Suddarth's Textbook of Medical-Surgical Nursing, Fifteenth Edition
Janice L. Hinkle; Kerry H. Cheever
ISBN: 9781975161033

Fundamentals of Nursing: The Art and Science of Person-Centered Care, Tenth Edition
Carol Taylor; Pamela Lynn; Jennifer L. Bartlett
ISBN: 9781975168155

Maternal & Child Health Nursing: Care of the Childbearing & Childrearing Family, Ninth Edition
Silbert-Flagg
ISBN: 9781975161064
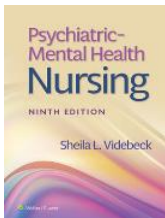
Psychiatric-Mental Health Nursing, Ninth Edition
Videbeck
ISBN: 9781975184773
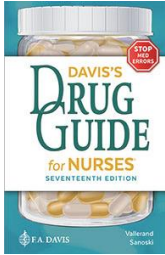
Vallerand & Sanoski
ISBN: 9781719640053

The Other End of the Stethoscope: 33 Insights for Excellent Patient Care
Marcus Engel
ISBN-13 978-0-972-0000-17

ATI Package

Students are required to purchase their ATI package at the beginning of each semester from the Lanier Tech bookstore by 5 pm of the last day of the first week of school. Students who do not purchase the ATI package by the established deadline will not be successful in the ASN program.

Supplies

The following supplies are critical to the student's academic career and future practice as a RN, thus the student should purchase quality items prior to the first day of class. Course and clinical instructors will provide students with specific directives regarding when to bring appropriate items to class/clinical. Required supplies are as follows:

- Stethoscope – must have bell and diaphragm; suggest good quality that you can clearly hear through
- Manual blood pressure cuff
- Pen light
- Watch with a second hand
- Bandage scissors
- Black pens/marker

Uniforms

Students are required to purchase a minimum of two scrub tops, two scrub bottoms, and two Lanier Tech ASN Student patches. The following guidelines must be adhered to:

- **Scrubs:** students may choose any style from the Cherokee brand in the color "**teal blue**" (not "teal"…these two colors are different in appearance). The scrub top and bottom must be in the same Cherokee brand *collection* (Cherokee Workwear, Cherokee Infinity, Cherokee Luxe, etc.). Scrubs must also be solid teal blue in color; no stripes, patterns, or color-blocking are acceptable. No other brands or colors are permitted.

- Examples of Cherokee teal blue color:
- **ASN Student Patches:** students must purchase two official ASN Student patches from the Lanier Tech bookstore. Patches must be affixed to the left shoulder of each scrub top.
    - Note: Patches are limited to two (2) per student at the Lanier Tech bookstore. You may adhere the patch with Velcro to the top so it can be transferred to new items as needed. However, please be sure all edges are firmly fastened so that there is no "peeling up" or "curling" of the edges. Take care to firmly affix the patch; they tend to peel up easily.
- **Scrub Jacket (Optional):** students may wear a short, white or teal blue scrub jacket over their required scrubs. No hoods are allowed. The scrub jacket must have the Lanier Tech ASN Student patch affixed to the left shoulder.
    - Note: Scrub jackets do not have to be Cherokee brand, but if it is a brand other than Cherokee and is teal blue, be sure that it is the same color as the uniform scrub color.

- Examples of lab coat/warm up jacket:
- **Shoes:** students may wear solid white or black leather shoes. Shoes must be made of a non-porous, non-penetrating, water-resistant material (closed toe, closed heel, must cover top of foot). Canvas shoes are not allowed. Shoes must be clean at all times; white shoe polish may need to be applied periodically if shoes become discolored, or scuffed.
- **Socks:** White or black socks must provide coverage for lower legs and feet during all clinical activities.
- **Undershirts:** A plain white or black undershirt must be worn under the scrub top. A long-sleeved white undershirt must be worn if tattoos are visible on the arms. Chest hair or cleavage should not be seen at or above the neck opening.
- Uniforms will be of sufficient length and size to ensure anterior and posterior skin coverage (NO SKIN SHOWING) during all clinical activities, including kneeling, squatting and bending over.

Estimated Program Cost

- Tuition/Fees: $5132 (this number represents ASN specific course tuition *only* + LTC fees)
- Books: $675
- Supplies (Stethoscope, BP cuff, penlight, bandage scissors): $100
- Assessment Technologies Institute (ATI) Complete Partnership: $750 - 825 per semester
- Uniform Costs: up to $300
- Background check & drug screen: $84.50

- AHA BLS CPR for Healthcare Providers (required & must remain current throughout the entire ASN program): $55
- Respiratory N95 Mask: $25
- CPR Mask: $9
- Liability Insurance: up to $40
- National Council of State Boards of Nursing (NCSBN) registration fee for NCLEX-RN: $200
- Georgia Board of Nursing (GBON) application fee: $40
- Immunizations*
  - *MMR vaccination: $64*
  - *Measles titer: $20*
  - *Mumps titer: $20*
  - *Rubella titer: $20*
  - *Varicella titer: $20*
  - *Hepatitis B titer: $20*
  - *Influenza vaccine may be required by certain clinical sites, annual: $25*
  - *Varicella vaccination: $117*
  - *TB test (blood test): $80*
  - *DTaP: $50*
  - *Tetanus vaccination: $20*
  - *Hepatitis B Series: $264*
  - *Twin Rx (Hep A& B): $163 for 3 shot series (this option may be chosen instead of the Hepatitis B series)*
  - *COVID vaccine may be required by certain clinical sites*
- Laptops will be required. ($800 approx.) Suggested specifications include:
  - *Processor i5 or i7*
  - *Memory 8GB RAM or higher*
  - *Hard drive 500GB or larger*
- Program Completion Pin: up to $125

TOTAL program cost: approx. $11,000**

* You may already have most of these immunizations. All costs are approximate costs & are subject to change.

**Program and licensure costs are estimated expenses based on current pricing. Immunization costs are variable in based on student's individual health history. Costs are subject to change and are not all inclusive. The student is responsible for living expenses, personal health insurance, clinical education expenses (including food, lodging and gas expenses etc.) and other associated costs.

Health and Safety Protocol

The following practices are essential in providing a safe environment for all students, faculty, and staff.

1. Do not come to campus/clinical if you are sick.
2. Do not come to campus/clinical if someone in your household is sick.
3. Do not come to campus/clinical if you have reason to believe that you or a member of your household may have been exposed to someone who is confirmed to have COVID-19. (Understand that there is a difference from being in contact with someone who may have COVID and being exposed to someone who may have COVID. If in doubt of the difference between contact and exposure, stay home and contact your instructor for more instructions.)
4. If you or someone in your household is being tested for COVID-19, then do not come to campus/clinical until you know the results of that testing.
5. If in doubt regarding any of the above, stay home and contact your instructor for further instructions.

When on campus:

1. Health screens will be done on all individuals accessing any Lanier Tech campus or instructional site. The health screens will include a body temperature check. The body temperature will be done either by a college employee using a touchless screening device or through a temperature screening kiosk device. No individual health record will be created.
2. Wash your hands frequently. When possible, wash your hands with soap and water for at least 20 seconds before rinsing. When it is not possible or practical to wash with soap and water, then use an alcohol-based (minimum of 60% alcohol) hand sanitizer to cleanse your hands.
3. Wear appropriate Personal Protective Equipment (PPE). This includes wearing a face mask at all times while on campus.

4. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.   If you have questions regarding a disability or accommodation, please contact Allison Haynes, Coordinator of Disability Services, Phone 770-533-7003, Fax 678-989-3133, email ahaynes@laniertech.edu
5. Practice social distancing. You should remain at least 6 feet apart from anyone while on campus.
6. If student lab work requires that students and/or instructors be closer than six feet to each other, then wear appropriate PPE. The specific PPE will always include a face mask but could also include other equipment (such as face shields, gloves, disposable gowns, etc.) based on the specific lab activity.
7. If you need to cough or sneeze, when possible, cough or sneeze into a tissue. Dispose of the tissue in a waste basket. Wash or sanitize your hands afterwards. If no tissue is available, then cough or sneeze into the inner bend of your elbow. Do not cough or sneeze into your hands. Wash or sanitize your hands afterwards.

Establishing and Changing Procedures

All student procedures of the ASN Program are developed and approved by the program faculty. Approved procedures are contained in the ASN Student Handbook, which is available to all students on the ASN Program Blackboard General Information page. Input from students is valued and considered when establishing or modifying procedures.

New or revised procedures will be reviewed and approved, modified, or denied by a majority vote of all ASN faculty. New and revised procedures will be incorporated into the ASN Student Handbook, which is published at the beginning of each semester.

Miscellaneous Information

Audiovisual Policy

Audiovisual records/photographs may be obtained while in the ASN Program and may be used only for educational purposes.

Experiences in the high fidelity simulation labs may be recorded. These recordings are for educational purposes and are the property of the college. No video recordings will be released to students or to any outside agencies. Students are expected to protect information related to the actions of peers during simulation and are expected to keep these experiences within the clinical group for learning purposes only. Students agree to report any violations of this policy to the simulation coordinator and/or nursing faculty.

Any viewing or publication outside of the classroom is unacceptable and unethical and may result in dismissal from the nursing program. Photography, videotaping, and/or audio recording is not permitted in the lab without faculty permission. Students should conduct themselves professionally as they would in any clinical setting.

Student Image/Photo Release

Lanier Technical College ASN Program may periodically update its' webpage, and/or provide the College with advertisement materials, work for publication, and presentations at conferences. Often faculty and staff take pictures of students to use for these purposes. Photos and/or video/audio recordings may be taken during classroom, laboratory, simulation, or Service-learning activities. At the beginning of the ASN Program, students will sign a General Release Form, waiving all claims to the photos, and releasing LTC of any liability related to the use of the photos. If this is NOT the wish of a student, the student may opt *not* to sign the form, and they must notify the ASN Program Director/Administrative Assistant immediately.

Address/Phone Number/Name Change

It is the student's responsibility to notify the LTC Registrar and the ASN Program Administrative Assistant (678-341-6071) of any changes in name, address, or telephone number. This will be the contact information used to

communicate with the student, and it is imperative that this information be updated as needed. Incorrect information can lead to significant delays in clinical placement and delivery of information from the school.

Privacy of Records

To safeguard private academic information, faculty will communicate only with the student. Family members, friends, spouses/partners, etc., of students are not to contact faculty members to address concerns re: a student enrolled in the Lanier Technical College ASN program. Office staff, faculty, office staff, and administration are required by law to protect the educational information of our students. To do otherwise is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA). If a student wishes for the ASN faculty and staff members to communicate with anyone other than the student regarding their academic information, the student must contact the Office of Student Affairs to request that a person or persons other than themselves may view their information. Proof of this permission must be presented to the ASN faculty or staff member. Detailed information about FERPA can be found in the Student Handbook, here.

Gifts of Appreciation

Faculty and are not allowed to accept gifts from students, but are always appreciative of written notes if students wish to thank faculty for their classroom or clinical experience.

ASSOCIATE OF SCIENCE IN NURSING (ASN) PROGRAM

Student Improvement Plan (SIP)

SIP Type: Check one	**Academic**	☐	**Disciplinary**	☐	*Explain:*

Student Name:		Faculty Name:	
Referral Date:		Meeting Date:	

Referral Details

Semester:		Course:		Exam/ Assignment/ Check-Off/ Other:	
Reason for Referral: (To be completed by student)					
Faculty Comments:					

Problem Identification

Student explanation of problem's etiology: (To be completed by student)	
Faculty comments (if applicable):	

Interventions

Student identified intervention(s): (To be completed by student)	
Faculty suggestions (if applicable):	

Goals

Student identified goal(s): (To be completed by student)	
Faculty suggestions (if applicable):	

Follow-Up

Scheduled follow-up date (if applicable):		**Type of follow-up:**	□ email □ phone □ in person

Additional Comments:

Acknowledgement:

The student acknowledges that this SIP has been developed to improve an identified performance or behavioral issue in the classroom, laboratory, and/or clinical setting. The SIP was completed, reviewed, and agreed upon by both the student and faculty member. The student's signature indicates that he/she understands the SIP and agrees to implement interventions above to improve performance/behavior and meet goals.

Student Signature:		**Date:**	
Faculty Signature		**Date:**	

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APPENDIX II: Student Practice Event Evaluation Tool (SPEET)

Student: _____ Preceptor/Instructor: _____ Location: _____ Date: _____

Event Description: _____

Criteria	Human Error	At Risk Behavior			Reckless Behavior		Score
	0	1	2	3	4	5	
General Nursing Practice	**No prior counseling** for practice related issues	Prior counseling for **single non-related issue**	Prior counseling for **single related issue**	Prior counseling for **same issue**	Prior counseling for **multiple related or non-related issues**	Prior counseling for **same or related issue with little/no improvement**	
Understanding Expected Based on Student Level	Has knowledge, skill, and ability. Incident was **accidental, inadvertent, or oversight.**	Task driven/rote learning. **Wrong action for this circumstance.**	Inadequate knowledge, skill, or ability. OR aware of safety issues but **cut corners**.	Failed to recognize **overall picture or priority**. OR failed to obtain sufficient info or consult before acting.	**Acted negligently**. OR failed to act according to standards. Risk to client outweighed benefit.	Knows or should have known correct action - **gross negligence or unsafe act**. No regard for patient safety.	
Internal Program or Agency Policies/ Orders	**Unintentional** breech. OR no policy/standard/ order available.	**Policy not enforced** OR cultural norm or common deviation. OR policy/order misinterpreted.	Cut corners or deviated from policy as a **time saver**. No evidence of a pattern of behavior.	Aware of policy but **ignored to meet others' expectations**. May indicate pattern or single event.	Disregarded policy/standard/ order for own **personal gain.**	**Maliciously disregarded** policy/standard/ order.	
Decision/ Choice	**Accidental/mistake/ inadvertent error.**	**Advantages outweighed risk.**	**Emergent situation** – quick response required	Non-emergent situation. Chose to act without weighing options or utilizing resources. **Used poor judgement.**	Prudent student would not have taken action. **Unacceptable risk** to patient/agency/ public. Disregard for patient safety	Conscious choice. Put own interest above that of patient/agency/ public. **Egregious choice.** Neglected red flags.	
Ethics/ Credibility/ Accountability	**Identified own error and self-reported.** Identifies opportunities for improvement and develops action plan for insuring incident will not be repeated.	**Admitted to error and accepts responsibility.** Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	**Acknowledged error but attributes to circumstances or blames others**. Cooperative during investigation. Demonstrates desire to improve practice	**Denies responsibility until confronted with evidence.** Reluctantly accepts responsibility. Made excuses or made light of error. Marginally cooperative.	**Denied responsibility despite evidence.** Indifferent to situation. Uncooperative or dishonest during investigation.	**Took steps to conceal error or failed to disclose error.**	
						Total Score:	

Criteria	Human Error	At Risk Behavior			Reckless Behavior		Score
	0	1	2	3	4	5	

Mitigating Factors – *Check all identified*		Aggravating Factors – *Check all identified*		Total Score Calculation	Points
Communication breakdown		Especially heinous, cruel, and/or violent		Criteria Score (from front page)	
Unavailable resources		Knowingly created risk for more than one client		Mitigating Factors	
Interruptions/distractions/chaotic environment		Threatening/bullying behaviors		Subtract	
Inappropriate supervision		Prior disciplinary action for practice issues		• 1 point for 1-3	
Inappropriate assignment		Other:		• 2 points for 4-6	
Policies/Procedures unclear				• 3 points for 7+	
Client factors				Aggravating Factors	
Non-supportive environment				Add 1 point for each	
Other:					
Total # mitigating factors:		**Total # aggravating factors:**		**Total Score:**	

Human Error	At-Risk Behavior	Reckless Behavior
# criteria in green: _____	# criteria in yellow: _____	# criteria in red: _____
If 3 or more criteria in green OR total score < 8	If 3 or more criteria in yellow OR total score 8 - 19	If 3 or more criteria in red OR total score 20 or greater
Action Plan: Discuss SPEET with student; Optional: Develop remediation plan with student	**Action Plan:** Discuss SPEET with student; Required: Develop remediation plan with student	**Action Plan:** Discuss SPEET with student; Required: Develop remediation plan with student. Recommend for disciplinary action.

Attestation: I attest that I have thoroughly reviewed this document, acknowledge my error or role in the event, and agree to complete remediation activities as assigned.

Student Signature: _____ Preceptor/Instructor Signature: _____ Date Reviewed: _____

Remediation Plan:

Student and clinical faculty will identify at least one concept to review and/or skill to practice based on the event/error identified in the SPEET. Student will have one week from the date of the SPEET to complete the assignments in the Remediation Plan. Concept-based assignments should be submitted to the Clinical Coordinator by the due date. If student error was skill-related, the student may not perform that skill in the clinical setting until they have been checked-off in the skills lab by an ASN faculty member. The student is responsible for scheduling check-off with a faculty member. Students that do not complete assignments on time will not be permitted to return to clinical.

Concept		Skill	
Concept(s):		Skill(s):	
Assignment:	1. Review each concept in textbook or ATI. 2. Complete an appropriate handwritten ATI Active Learning Template for each concept.	Assignment:	1. Review and practice skill in open skills lab for at least 2 hrs. 2. Check-off skill with ASN faculty member.

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Concept		Skill	
Due Date:		**Date of Check-Off:**	
Clinical Coordinator Signature:		**Faculty Member Signature:**	
Adapted with permission from the NCBON; https://www.ncbon.com/myfiles/downloads/education/program%20directors/just-culture-speet/just-culture-speet.pdf			

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ASSOCIATE OF SCIENCE IN NURSING (ASN) PROGRAM
Physical Examination Form

Student Name (Last, First)   **Date**

Address   **City**   **State**   **Zip**

Date of Birth   **Primary Phone**   **Secondary Phone**   **Email**
(Month/Day/Year)

Allergies

IMMUNIZATION INFORMATION:

Immunization/Test	Date of Administration/Result			
MMR	**Dose I**	**Dose II**	**OR Titer**	
Varicella	**Dose I**	**Dose II**	**OR Titer**	
TDAP/dTAP	**Date(s) of dose(s):**			
Hepatitis B	**Dose I**	**Dose II**	**Dose III**	**OR Titer**
	OR I choose to decline the Hepatitis B Vaccine at this time: (attach decline form)			
	Student Signature:		**Date:**	
Tuberculosis	**Per Clinical Requirement**		**Date:**	
COVID-19 Vaccine (Optional)	**Manufacturer:**	**Dose I:**	**Dose II (if applicable):**	

Copies of ALL titers, immunization records, lab test results, and/or any other pertinent documentation must be submitted along with this immunization form. **All supporting documentation must also be signed by a healthcare provider.**

Healthcare Provider's Name and Title (Print)

Healthcare Provider's Signature/Stamp   **Date**

Student Name (Last, First)   **Date**

HEALTHCARE PROVIDER INSTRUCTIONS: *Please review the essential duties to meet clinical requirements outlined below and check the appropriate boxes indicating the student's readiness to meet the physical and cognitive requirements of the ASN Program.*

Meets	Does Not Meet	Criteria
		Physical Stamina: Exhibit physical strength and endurance appropriate to professional nursing roles throughout assigned shifts. Ex: lift, move, transfer patients; perform CPR; work complete shifts
		Mobility: Demonstrate physical abilities sufficient for movement from room to room and maneuver in small spaces
		Motor Skills: Gross and fine motor abilities sufficient for providing safe, effective nursing care; exhibit ability to sit, stand, move, and walk safely. Demonstrate ability to write, grasp, pick up, or manipulate small objects
		Hearing: Auditory ability sufficient for monitoring and assessing health needs
		Vision: Visual ability sufficient for observation and assessment necessary in patient care
		Tactile Sense: Tactile ability sufficient for physical assessment
		Speech: Ability to speak clearly and be understood
		Cognitive Function: Alert & oriented; able to maintain focus; can respond appropriately in stressful situations and attend to the needs of others

(Adapted from https://www.sreb.org/publication/americans-disabilities-act)

HEALTHCARE PROVIDER ATTESTATION:

I, _____, have performed a physical examination on:

_____, and to the best of my knowledge, he/she is

capable of participating, without hazard, in clinical practice settings.

Healthcare Provider's Name and Title (Print)	

Healthcare Provider's Signature/Stamp	**Date**

Student Name (Last, First)	**Date**

STUDENT ATTESTATION:

I, the undersigned, attest to my ability to perform the essential duties to meet clinical requirements outlined above and affirm that I have no pre-existing medical or psychological conditions that would interfere with my ability to participate safely in clinical rotations. Furthermore, I give my permission to have my medical records released to the affiliating agency as requested.

Student Signature	**Date**

Note: *ASN student with disabilities that could interfere with the performance of essential duties should contact Lanier Technical College's Disability Services Office to discuss reasonable accommodations. Students who have questions regarding a disability or accommodation should contact:*

Allison Haynes
Coordinator of Disability Services
770-533-7003
678-989-3133 fax
ahaynes@laniertech.edu

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