Columbia State Community College
Department of Nursing

Nursing Student Handbook
2025-26

Columbia State hereby reaffirms the policy of the Tennessee Board of Regents that Columbia State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by Columbia State Community College. The following person has been designated to handle inquiries regarding non-discrimination policies:

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Preface

Welcome to the Nursing Program at Columbia State Community College! The faculty and staff are delighted that you selected Columbia State's Nursing Program!

The Nursing Student Handbook contains the guidelines, policies, and procedures for students enrolled in the Nursing Program. The intent of this handbook is to facilitate student success throughout student progression within the Nursing Program. The program policies in this handbook are extensions of the Columbia State Community College Student Handbook's guidelines. The information in the Nursing Student Handbook is subject to change as directed by accrediting agencies, college administration, nursing faculty, and the Tennessee Board of Nursing. Should revisions occur, students will receive notification in writing. All students will sign a copy of the contract page of this manual and submit it to the Nursing Department.

The purpose of the Nursing Program at Columbia State Community College is to prepare, through a collegiate environment of academic rigor, entry-level nurses who will demonstrate the knowledge and skills required to provide safe, competent, patient-centered care as registered nurses (RNs) and life-long learners. Each student who successfully completes the planned learning activities in the Nursing Program's curriculum earns the Associate of Applied Science (AAS) degree as a Graduate Nurse. The Columbia State Graduate Nurse is eligible to apply to the Tennessee State Board of Nursing (TBON) for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

We look forward to working with you and wish you a successful journey through the Nursing Program! As a nursing student, you should keep this manual as a ready source of information.

Linda Oakley, MSN, RN
Interim Nursing Program Director

Program Approval and Accreditation

The course of study involves a curriculum that is approved and implemented in accordance with requirements set forth by:

Tennessee Board of Nursing (Rules and Regulations 1000-01-.09 -.12)
State of Tennessee
Department of Health
Health Related Boards
Tennessee Board of Nursing
665 Mainstream Drive, 2nd Floor
Nashville, TN 37243
(615) 532-5166

Accreditation Commission for Education in Nursing (ACEN)
(A copy of the publication is available to students for review in the Nursing Program Director's office.)
Accreditation Commission for Education in Nursing
3390 Peachtree Rd. NE, Ste. 1400
Atlanta, Georgia 30326
Phone: 404-975-5000
Fax: 404-975-5020
www.acenursing.org

Columbia State Community College is accredited by:
The Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4500

Columbia State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate degree. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033- 4097 or call 404.679.4500 for questions about the accreditation of Columbia State Community College, or by using information available on SACSCOC's website www.sacscoc.org.

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Nursing Program

Mission Statement

In accordance with the mission statement of the college, the Nursing Department serves humanity by providing a basic nursing education program that prepares graduates to become successful registered nurses who are compassionate, professional, self-motivated critical thinkers, able to assess their own strengths and weaknesses and gain the respect and support of their communities. In carrying out this mission, faculty continually strive to practice what they teach.

Philosophy

Nursing is the application of knowledge and skills to help individuals, sick or well, adapt to their health needs. The individual is a unique being of intrinsic worth and dignity, a unified whole, possessing an interrelatedness of experiences derived from biological, psychological, sociocultural and spiritual needs in response to the environment. The practice of nursing is an art and a science. The registered nurse extracts from a knowledge base comprised of evidence-based and intuitive knowledge to select nursing actions. Nursing actions are directed toward assisting individuals to attain and/or maintain optimum health throughout the life span.

The Associate Degree Nurse is a generalist whose practice encompasses the interrelated roles of provider of care, manager of care and a member within the discipline of nursing. As a provider of care, the Associate Degree Nurse gives direct nursing care to individuals with imminent health needs, with consideration of their relationship within a family, a group and a community. As a manager of care, the nurse coordinates care for groups of patients in acute, intermediate and long-term care settings. Delegation, collaboration, organization, accountability, advocacy and respect for other health care workers characterize this role. The Associate Degree nurse adheres to and fosters professional codes of conduct. This practice is characterized by a commitment to professional growth, continuous learning and self-development.

Nursing education involves mature learners who are self-motivated, goal-directed and view the learning experiences of the program as a means of achieving goals. Learning is an ongoing process, which is progressive, cumulative, and is evidenced by behavioral change.

Nursing is an applied discipline and the nursing student must assimilate and apply information from the humanities, psychosocial sciences, nursing science, and physical sciences in providing nursing care for individuals. While the responsibility for learning rests primarily with the learner, it is the responsibility of the faculty member to provide an environment and experiences, which promote learning and goal achievement. Opportunities in the clinical setting provide for the application of knowledge and acquisition of skills. Learning experiences are directed toward growth of independent thought and critical thinking.

The nursing curriculum combines general education and nursing education courses to provide the student with scientific knowledge, technical and interpersonal skills. The curriculum is planned to progress from education at the basic and familiar level to one of increased depth in knowledge and skill.

Program Outcomes

1. **Performance on Licensure Exam:** the annual NCLEX-RN pass rate for first time takers will meet accreditation and state requirements. (ACEN: 80%; TBON: 80%)
2. **Program Completion:**
    a. Forty-five percent (45%) of all students who begin in the first NRSG course in the traditional option will complete the AAS in Nursing curriculum in 4 academic semesters.
    b. Forty-five percent (45%) of all students who begin in the first NRSG course in the LPN-to-RN Career Mobility option will complete the AAS in Nursing curriculum in 3 academic semesters.
    c. Sixty percent (60%) of all students who begin the first NRSG course in the traditional and LPN-to-RN Career Mobility options will complete the program within one hundred-fifty percent (150%) of the program length. (traditional: 6 semesters; LPN-to-RN:4 semesters)
3. **Job Placement Rates:** Eighty-five percent (85%) of the program graduates will be employed six to twelve months post-graduation.

Framework

The conceptual framework of the nursing program evolves from the philosophy and is based on three major concepts—**basic needs**, **stress-adaptation,** and the **nursing process**.

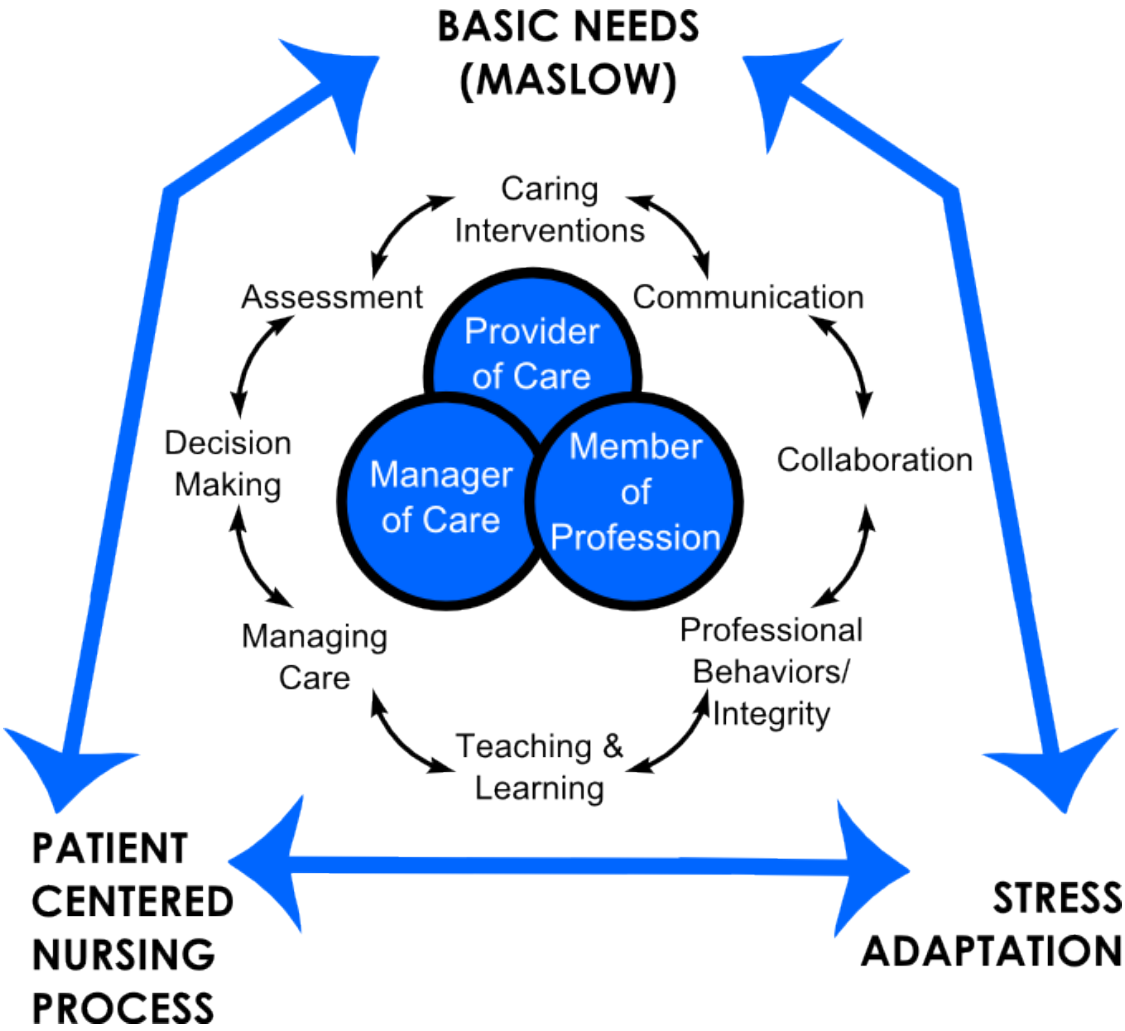
Each individual is a unique being of intrinsic worth and has basic needs that must be fulfilled in order to function at the optimum level of health. These basic human needs are requirements common to all human beings regardless of age, sex, race or culture. This faculty accepts Maslow's theory, which organizes needs into five basic areas that are ordered in a hierarchy of relative priority. This priority goes from physiologic to safety and security, love and belonging, self-esteem and self-actualization needs. This theory recognizes that while all needs are present at all times, the individual focuses on satisfying those needs lower on the hierarchy before striving for those on the higher levels. As lower level needs are satisfied, the awareness of higher-level needs emerge and efforts are then directed toward meeting these higher-level needs.

Health is a dynamic process whereby the individual continually adapts to stressors in the internal and external environment in an attempt to achieve and maintain optimum health. **Stress** is a state produced by a change in the individual's internal or external environment that threatens the dynamic equilibrium and evokes a response in the individual. Any stimulus that causes stress in an individual is considered to be a stressor. **Adaptation** is the response of the individual to stress. Adaptations to stressors may result in altered functions. Stress and adaptation may be viewed at various levels—from the basic cellular level to the total organism level as well as family, group and community levels. Stress is constant, as are adaptive responses. Thus, through a complex series of interrelationships, the individual functions as a unified whole. The individual has the capacity and the responsibility to determine health care needs and influence the state of wellness by increasing knowledge and altering behaviors. Successful adaptation to stressors results in optimum health. Adaptive responses may result in altered functions and health problems.

It is the function of nursing, through the nursing process, to assist individuals to adapt to internal and external stressors, to satisfy their basic needs and to maintain and/or attain optimum health. The nursing faculty considers the nursing process in terms of the five steps of assessment, nursing diagnosis, planning, implementation and evaluation. Critical thinking is necessary for the application of the nursing

process and embodies an attitude of inquiry and presupposes an adequate knowledge base that is necessary for safe decision making and **clinical judgment**.

The framework of the Columbia State Community College associate of applied science in Nursing program is illustrated in the following diagram. Central to the Associate Degree Nurse are the three roles of Provider of Care, Manager of Care, and Member of the Discipline of Nursing. In order to fulfill these roles, the Associate Degree Nurse must apply eight central competencies. Each of these central competencies is inter-related to each other and the three roles. Application of the central competencies occurs through using a patient-centered nursing process to assist patients in stress adaptation in satisfying basic needs. The eight central competencies are identified in the nursing curriculum and achieved through the instructional process. Within this process are specific content threads that are congruent throughout the curriculum. These have been identified as: safety, cultural diversity, ethics and nutrition.



Major Concepts: Basic Needs, Stress-Adaptation, and the Nursing Process.

Threads: safety, cultural diversity, ethics, and nutrition.

End-of-Program Student Learning Outcomes (SLO)

Upon successful completion of the program, each graduate will be able to:

1. **Practice** within the ethical, legal and regulatory frameworks of nursing and standards of **professional nursing practice**.
2. **Communicate** effectively using verbal, nonverbal, and written techniques including information and technology.
3. Analyze subjective and objective **assessment** data to identify actual or potential health alterations.
4. Evaluate outcomes of clinical **decisions** implemented to provide safe and effective evidenced-based nursing care.
5. Evaluate the effectiveness of **caring interventions** that incorporate principles of dignity, diversity, safety and knowledge.
6. Evaluate the effectiveness of the implemented **teaching** plan to meet the learning needs of patients, families, and/or groups.
7. **Collaborate** when planning, implementing, and evaluating care.
8. **Manage care** through effective use of prioritization, delegation, informatics and resources.

Glossary

Adaptation - A response to stress that may have a positive result of maintaining or improving health or a negative result of altered function.
Basic Needs – Requirements to maintain life, promote physical and spiritual development and achieve and maintain optimum health.
Clinical Judgment – The quality that results from the consistent use of critical thinking in reaching decisions that determine nursing interventions. This is evidenced by the decisions made and interventions planned and implemented in clinical situations—actual or simulated.
Community – Community is the extended environment, including the cultural orientation of an individual or population that impacts well-being. Focus is on the continuity of care within the community designed to meet the needs of people as they move between and among health care settings. The Associate Degree nurse networks with this extended environment to assist patients or populations to meet optimum wellness.
Critical Thinking – A dynamic process that embodies an attitude of inquiry and presupposes a knowledge base that promotes consideration of all factors related to the situation under study. It involves reasoning that uses a number of intellectual skills. It is conceptualized as a purposeful, disciplined, self-directed quality that is necessary in the application of the nursing process and in making sound clinical judgments that are defensible.
Evidence-Based – Actions, processes, or methodologies that are grounded in and flow from the translation of substantive and current research.
Health – The individual's physiological and psychosocial state. It is a dynamic process, which continually changes as the interaction between the individual and his/her internal and external environment changes.
Individual – A unique biopsychosocial being of intrinsic worth who functions as a unified whole.
Manager of Care – One who controls, directs, conducts, guides, or administers, by utilizing principles such as authority, accountability, and delegation applied at many levels to provide nursing care for one or several patients and to guide others in the care of larger numbers of patients.
Nursing – The application of knowledge and skills to help individuals as total beings, sick or well, meet their health needs.
Nursing Process –The application of scientific problem solving consisting of 5 steps: (1) assessment (2) nursing diagnosis; (3) planning; (4) implementation; and (5) evaluation.
Optimum Health – The most positive state of well-being for each individual, which is comprised of the amount or degree of adaptation that is most favorable to physiological and psychosocial functioning.
Program Outcomes - Indicators that reflect the extent to which the purposes of the nursing education unit are achieved and by which program effectiveness is documented. Program outcomes are measurable, consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission and goals. Examples include but are not limited to: licensure pass rates, program completion rates, and job placement rates.
Stress – A state produced by change in the internal or external environment that threatens a person's dynamic equilibrium and evokes a response in that individual.
End-of-Program Student Learning Outcomes (EPSLOs) – Statements of learner-oriented, practice-ready expectations written in measurable terms that express the knowledge, skills, or behaviors that students should be able to demonstrate upon completion of the nursing program, regardless of the nursing

program option. EPSLOs must be consistent with standards of contemporary nursing practice; driven by established professional standards, guidelines, and competencies; provide the framework for all curricular matters; and represent the point of transition from being a student to being an entry-level practitioner for the chosen level of nursing education.

Course Student Learning Outcomes (SLOs) – Statements of learner-oriented expectations written in measurable terms that express the knowledge, skills, or behaviors that the students should be able to demonstrate upon completion of the course. SLOs must be consistent with standards of contemporary nursing practice. SLOs must be aligned with and linked to the EPSLOs; have a single, measurable action; support students' achievement of the EPSLOs and program outcomes; typically progress from simple to complex as students advance through the nursing program of study; and organize, guide, and direct course curricular matters such as, but not limited to, the inclusion of content, learning activities, selection of practice learning experiences, evaluation methodologies, and selection of practice learning environments.

ANA Standards of Professional Nursing Practice

Standards of Practice

Standard 1	Assessment	The registered nurse collects pertinent data and information relative to the healthcare consumer's health or the situation.
Standard 2	Diagnosis	The registered nurse analyzes the assessment data to determine actual or potential diagnoses, problems, and issues.
Standard 3	Outcomes Identification	The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
Standard 4	Planning	The registered nurse develops a collaborative plan encompassing strategies to achieve expected outcomes.
Standard 5	Implementation	The registered nurse implements the identified plan.
Standard 5A	Coordination of Care	The registered nurse coordinates care delivery.
Standard 5B	Health Teaching and Health Promotion	The registered nurse employs strategies to teach and promote health and wellness.
Standard 6	Evaluation	The registered nurse evaluates progress toward attainment of goals and outcomes.

Standards of Professional Performance

Standard 7	Ethics	The registered nurse integrates ethics in all aspects of practice.
Standard 8	Advocacy	The registered nurse demonstrates advocacy in all roles and settings.
Standard 9	Respectful and Equitable Practice	The registered nurse practices with cultural humility and inclusiveness.
Standard 10	Communication	The registered nurse communicates effectively in all areas of professional practice.
Standard 11	Collaboration	The registered nurse collaborates with the healthcare consumer and other key stakeholders.
Standard 12	Leadership	The registered nurse leads within the profession and practice setting.
Standard 13	Education	The registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.
Standard 14	Scholarly Inquiry	The registered nurse integrates scholarship, evidence, and research findings into practice.
Standard 15	Quality of Practice	The registered nurse contributes to quality nursing practice.
Standard 16	Professional Practice Evaluation	The registered nurse evaluates one's own and others' nursing practice.
Standard 17	Resource Stewardship	The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, financially responsible, and used judiciously.
Standard 18	Environmental Health	The registered nurse practices in a manner that advances environmental safety and health.

Source: American Nurses Association (ANA). (2021). *Nursing scope and standards of practice* (4th ed.). Silver Spring, MD: ANA.

Academic Support Services Available for Students

- Belonging and Student Resources: The Office of Belonging and Student Resources is involved in the recruitment, retention, and graduation of underserved, underrepresented and underprepared students across the College in collaborative work with students, faculty, staff, administration and the community of programs, events, activities, and services for the continued development of the one college hailed to be the place "we belong." Functions of the office include outreach efforts, meeting students, monitoring student progress, serving as liaison with other campus services, and developing and coordinating activities related to student success, community resources and academic goals attainment. Contact information is listed the College Catalog and Student Handbook.
- Advising: All students have an assigned faculty advisor. Refer to the advising website for questions related to advising prior to the selection of a major or admission into the nursing program. The Health Sciences personnel assign faculty advisors to students entering the Nursing Program. Advisors are available in person, via email, via video conferencing, or by telephone. Nursing faculty individually assist nursing students with information about academic and program requirements, academic planning and scheduling, course registration, filing for intent to graduate, and post AAS education.
- Career Development: Students have access to Career Development and Choice of Major Services for a variety of online services and resources related to career planning or job search. Through Career Development and Choice of Major Services students have access to the latest technology and information tools. From every campus, students can access the Internet for their career planning and job search needs. Job postings from employers in the College's service area are posted and updated on a regular basis.
- Counseling Center: The Counseling Center at Columbia State offers free, confidential, short-term counseling from licensed counselors available Monday – Friday, 8 am – 4 pm. Counselors are trained to identify and provide therapy for crisis management, anxiety, depression, trauma, grief and loss, and general mental well-being. For concerns needing longer treatment, the counselors will work with students to connect with appropriate community referrals.
- Disability Resource Center: The Disability Resource Center provides, plans, and facilitates reasonable individualized accommodations enabling students with a documented disability to participate and achieve their goals. Information regarding the Disability Resource Center is located in the *College Catalog and Student Handbook*, the *Nursing Student Handbook*, and each nursing course syllabus. Students needing accommodations must contact the Disability Resource Center and provide official documentation. Provisions are made in a variety of ways including special testing arrangement, classroom accommodations, or other individualized accommodations.
- Financial Aid: The College offers a comprehensive program of financial aid in the form of scholarships, part-time employment on campus, grants, loans, and veteran's benefits. Columbia State places a major emphasis upon financial need, academic achievement, character, and promise of future success. The Financial Aid Office or the administrative offices on any of the Columbia State extended campuses has information about the various financial aid benefits.
- Testing Services: The Testing Services Office personnel are responsible for the administration of the ACT, ACCUPLACER, High School Equivalency Test, and various other group tests that are

used to assist students in planning their program of study. Testing Services also provides proctoring services on the Columbia, Clifton, Franklin, Lawrence, and Lewisburg campus to support Distance Education, the Tennessee e-Campus, and ADA proctoring needs.

- Tutoring and Learning Center: The Tutoring and Learning Center (TLC) provides academic assistance through tutoring in person during daytime and early evening hours; virtually on days, evenings, and weekends, depending on tutor availability; and by online tutorials, the Charger Online Writing Lab (OWL) accessed through Online Campus, and online tutoring services. The centers are located on the Williamson (Admin 323) and Columbia (Finney Library, Room 124) Campuses; tutoring is available at all campuses. The TLC is open Monday – Friday from 8 AM – 4 PM.

Tuition, Fees, and Related Program Costs

The nursing program shall not charge fees or cause the student to incur any costs except those specifically designated in the college catalog or in the estimated cost sheet for nursing students (see next page).

The college shall assess and collect prevailing rates for tuition and application (refer to the College Catalog, Nursing Student Handbook, and current semester schedule).

The program faculty shall also review the estimated costs specific to nursing for the purpose of maintaining reasonable fees. The student is responsible for all costs incurred related to travel to and from clinical assignments, uniforms required for clinical rotations, identity badge, supplies, textbooks, and parking. Transportation to and from the clinical assignment is the sole responsibility of the student. Columbia State assumes no liability for personal injury or property damage within the facilities and during the route to and from these facilities.

Medical malpractice insurance coverage is required for students in the nursing program. Group malpractice coverage is purchased in conjunction with registration for nursing courses. For policies governing student withdrawal and refunds of tuition and fees, please refer to the college catalog and course schedules.

Health insurance is required for students to participate in clinical activities. Each student is individually responsible for the cost of maintaining health insurance during the program.

Policies governing student withdrawal and refunds of tuition, fees, etc. shall be consistent with those of Columbia State Community College (reference college catalog and/or each semester schedule).

Estimated Nursing Program Fee List (subject to change)

Tuition – In-state approximately $185.00 per semester credit hour (estimated), for 4 semesters; based on 67 credit hours; subject to increase depending on legislation	$12,395.00
Health Science Academic Course Fee $25 per semester credit hour ($25 x 39 Nursing credit hours)	$975.00
Program Services Fee for four semesters ($20 per semester)	$80.00
Student Activity Fee per semester for four semesters ($3 per semester)	$12.00
Technology fee $116 per semester (estimated) for four semesters	$464.00
Facilities Fee ($22 per semester) for four semesters	$88.00
Malpractice Insurance $15 per year	$30.00
Physical examination (pre-admission)	Variable, up to $300.00+
Vaccinations required by clinical facilities	Variable
*Books/Supplies $600/ semester [A]	$2400.00
Uniforms	Approximately $300.00
CPR Course (pre-admission)	$73.00
Criminal Background Check and 10 panel Drug/Alcohol Screen[B] (required)	Approximately $81.50
Fingerprint & background check[C]	$37.15
NCLEX Application Fee	$200.00
School pin (optional)[C]	$40.00-$200.00
Individual picture and class composite (includes State Board picture)[C]	$50.00
Travel expenses[D]	Variable

Fees are subject to change without notice.

A. Represents average costs. Expense is greatest during the first semester of the program.
B. Affiliated clinical training sites require each incoming nursing student to undergo a criminal background examination and a drug screen. Any of the affiliated clinical sites may deny a student clinical access due to the results in the criminal background check and/or drug screen. A student prohibited from an affiliate healthcare facility entrance is subsequently unable to complete the mandated clinical hours for the Nursing Program. Thus, a student without the ability to fulfill the clinical elements of the nursing courses is unable to meet the standards for nursing education in accordance with those of the Accreditation Commission for Education in Nursing (ACEN), the Tennessee Board of Nursing (TBON), and the Columbia State Nursing Program. More information is available from the Nursing Program Director.
C. Purchased in the last semester of the nursing program.
D. Transportation to and from clinical agencies including parking fees is the responsibility of the student. Travel to clinical facilities outside the campus/center area is required. Columbia State assumes no liability for personal injury or property damage during the route to and from these facilities and during the clinical experience within these facilities.

*Required equipment includes stethoscope, blood pressure cuff, bandage scissors, & penlight.

Program of Study for the AAS in Nursing

The Columbia State Nursing Program:

- Offers entry into the practice of Nursing by preparing students for writing the National Council Licensure Exam (NCLEX-RN) in order to obtain the title of Registered Nurse (RN).
- Offers the opportunity to gain knowledge and skills to function in a beginning staff nurse position.
- Offers courses on the Columbia & Williamson campuses.

Students gain nursing experience in clinical facilities at area hospitals and various health agencies throughout the community. The length of the Nursing Program is four academic semesters.

Curriculum

Students in the pre-nursing curriculum may take non-nursing courses in any sequence. Students without course credit must take the non-nursing courses as co-requisites with the specified nursing courses in each semester. Students enrolled in nursing must complete all course requirements by the semester as indicated.

Course schedules and lecture/clinical/lab credit and clock hour requirements vary by semester.

Sample Academic Plan with Non-Nursing General Educational Courses

Semester One	**Credit Hour**	**Semester Three**	**Credit Hour**
COLS 101 Columbia State College Success	1	BIOL 2230 Microbiology	4
BIOL 2010 Human Anat. & Phys. I	4	PSYC 2130 Develop Psych-Lifespan	3
PSYC 1030 Intro to Psychology	3	NRSG 2130 Pharmacology II	1
MATH 1530 Statistics	3	NRSG 2630 Medical-Surgical Nursing II	6
NRSG 1710 Nursing Fundamentals	7	NRSG 1320 Women's Health & the Childbearing Family	3
Total:	**18**	**Total:**	**17**
Semester Two		**Semester Four**	
BIOL 2020 Human Anat. & Phys. II	4	ENGL 1010 English Composition I or ENGL 1020 English	
NRSG 1120 Pharmacology I	16	Composition II	3
NRSG 1620 Medical-Surgical Nursing I	3	Humanities/Fine Arts Elective	3
NRSG 1340 Psych/Mental Health Nursing		NRSG 2140 Pharmacology III	1
		NRSG 2640 Medical-Surgical Nursing III	6
		NRSG 2240 Professional Practice	2
		NRSG 1330 Pediatrics	3
Total:	**14**	**Total:**	**18**
TOTAL CREDIT HOURS: 67			

*****Beginning Spring 2026 nursing students will take NRSG 1120 (Pharmacology I) in the 2nd semester, NRSG 2130 (Pharmacology II) in the 3rd semester, and NRSG 2140 (Pharmacology III) in the 4th semester in place of NRSG 1360 (Pharmacology).**

Credit/Clock Hour Requirements

One semester hour of classroom credit is based upon 750 minutes of class instruction per semester. The ratio of credit to clock hours for nursing clinical/laboratories is 1 to 3. One semester hour of clinical/laboratory credit is 2250 minutes (45 hours) per semester.

Semester One	**Credit Hours Per Semester**	**Clock Hours Per Week**
• NRSG 1710 Nursing Fundamentals	7 (4 lecture/3 clinical)	 4/9
Total:	**7**	**13***
Semester Two		
• NRSG 1120 Pharmacology I • NRSG 1620 Medical-Surgical Nursing I • NRSG 1340 Psych/Mental Health Nursing	1 6 (4 lecture/2 clinical) 3 (2 lecture/1 clinical)	1 4/6 2/3
Total:	**10**	**16***
Semester Three		
• NRSG 2130 Pharmacology II • NRSG 2630 Medical-Surgical Nursing II • NRSG 1320 Women's Health & the Childbearing Family	1 6 (4 lecture/2 clinical) 3 (2 lecture/1 clinical)	1 4/6 2/3
Total:	**9**	**16***
Semester Four		
• NRSG 2140 Pharmacology III • NRSG 2640 Medical-Surgical Nursing III • NRSG 1330 Pediatrics • NRSG 2240 Professional Practice	1 6 (4 lecture/2 clinical) 3 (2 lecture/1 clinical) 2	1 4/6 2/3 2
Total:	**12**	**18***

* Excludes expected preparation time and follow-up of the clinical experience.

Admission Requirements

Core Performance Standards for the Nursing Program

In compliance with the Americans with Disabilities Act, all applicants and admitted students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as outlined in the Tennessee Board of Regents (TBR) system and the Southern Council on Collegiate Education for Nursing. Please read the following Nursing Core Performance Standards for all TBR nursing programs (TBR policy 2:03:00:00).

SLO	Issue	Standard	Examples
Outcome 1	Communication	Communication abilities sufficient for interaction with others in verbal, non-verbal and written form	Assess health status, explain procedures, interventions, patient responses and communicate with health care team and faculty.
	Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual background.	Establish rapport with patients, peers, healthcare professionals and family.
Outcome 2	Critical Thinking	Critical thinking ability sufficient for appropriate clinical judgment and utilization of the nursing process.	Identify cause-effect relationship in clinical situation and revise/develop nursing care plan.
Outcome 3	Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces. Strength to perform patient care and assist with patient mobility, reach IV pole, etc.	Move around in patient's room, workspace, and treatment areas and administer cardiopulmonary procedures.
	Motor Skills	Gross and fine motor abilities.	Manipulate syringe and ampule, vial, calibrate and use equipment, assist with patient movement.
	Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signal, auscultate sounds, call system and cries for help.
	Visual	Visual ability sufficient for physical assessment and intervention.	Distinguish color and observe patient responses.
	Tactile	Tactile ability sufficient for physical assessment and intervention.	Perform palpation function of physical examination, e.g. insertion of IV catheter.
Outcome 4	Timeliness	Ability to be responsive within appropriate time period.	Complete assignments on time; report to assignments on time.

Self-Assessment According to Core Performance Standards

All students admitted into the Nursing Program shall self-assess their physical and mental capability to perform the essential functions of the program (outlined in the Core Performance Standards for Nursing Program). The Nursing Program Director shall abide by the requirements of section 504 of the Rehabilitation Act of 1974 while maintaining standards that ensure the protection of students and patients. The essential functions of the Nursing Program shall be those that are customarily practiced in accordance with the National League of Nursing Standards. Each student must determine his/her own ability to achieve the standards of the Nursing Program. After self-evaluation, any student requiring special accommodations to fulfill the Nursing Program's requirements should contact the Disability Resource Center to determine whether requested accommodations are reasonable.

Americans with Disabilities Act

All students who require special accommodations own the responsibility to notify the College's Disability Resource Center. Early notification is essential in order to provide ample documentation for the accommodations and so that course faculty are informed of each student's needs.

Columbia State hereby reaffirms the policy of the Tennessee Board of Regents that Columbia State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by Columbia State Community College.

Campus/Clinical Placement

Campus location assignment is subject to change during enrollment in the Nursing Program based on student enrollment numbers, clinical placements, and instructor availability.

Enrollment Requirements for Accepted Applicants

All students accepted into the nursing program must meet the following enrollment requirements.

Health Requirements

All Nursing students must provide evidence of good health by submitting the following to the Health Sciences Records Clerk prior to the enrollment in any nursing courses: (a) results of a completed Physical Examination, (b) verification of health insurance, and (c) these items:

ANY/ALL requirements set forth by clinical partners as a condition of facility access.	Clinical partner policies will be followed for all access requirements. Exemption requests MAY be an option for vaccines, including but not limited to the COVID vaccine. Program officials will provide instructions for requesting clinical partner approval of a vaccine exemption request, if required and available.
2 step TB Skin Test (date and results)	An initial two-step process to screen for previous exposure/infection from tubercle bacillus. Students must obtain an intradermal injection of purified protein derivative (PPD) with a negative reading 48-72 hours after the injection. Students must follow the same process within 2 – 3 weeks following injection #1.
Chest X-Ray (date and results)	**If any part of the initial 2-stepTB skin test result is positive,** a chest X-ray is required. A radiologist must analyze the X-ray and provide the report to the student or Health Sciences Records Clerk.
Influenza Immunization	Influenza season runs 10/1 – 4/1 each year. **You must have an influenza immunization.**
Tetanus/Diphtheria Booster	You must show proof of having had this booster within the past 10 years.

Documentation of immunity with vaccinations or titers as follows:

MMR vaccinations x2	**OR**	**Rubella (IGG) Titer (German Measles)** **Rubeola (IGG) Titer (Measles)** **Mumps (IGG) Titer**
Varicella vaccinations x2	**OR**	**Varicella Zoster (IGG) Titer**
Hepatitis B series	**OR**	**Hepatitis B Surface Antibody Titer**

Students without a completed Hep B series must begin the series and provide documentation. ***Continued enrollment in the program is contingent upon scheduled completion of the Hepatitis B immunization series as follows:***

- Dose #1 Day 0
- Dose #2 Day 30
- Dose #3 six months after the first dose

Students who fail to complete each dose in the series as directed and/or fail to provide documentation to the Health Sciences Record Clerk are

- Unable to attend clinical rotations
- Unable to continue in the program.

Students are encouraged to follow the series with a Hepatitis B Surface Antibody Titer completed at 60 days after dose # 3 to confirm immunity.

Students who decline vaccinations for medical or religious reasons must provide written documentation.

Drug and Alcohol Screen	Students must undergo a minimum **10 panel drug screen with an additional alcohol screen** within 90-days of the first clinical day. This can only be completed by obtaining a code from the Records Clerk.

Students with incomplete health records are unable to attend clinical and will earn an unsatisfactory. (See Clinical Absence section of this handbook.)

All current, readmitted, and transfer students must submit proof of an annual TB skin test. Some clinical affiliates require 2 TB skin tests within 3 months of participating in clinical activities in their facility.

Basic Life Support (BLS) Requirement

All students must submit copies of current Basic Life Support (BLS) Provider certification from the American Heart Association (AHA). BLS Certification must include in-person, on-site, 2-person CPR. 100% online courses do not meet requirements. Heartsaver CPR and First Aid cards will not be accepted. BLS classes are available through numerous providers and are periodically offered by Columbia State through the Workforce and Continuing Education Department office. Students must maintain certification continuously for the duration of program enrollment.

Criminal Background Check and Drug & Alcohol Screening

Affiliated clinical training sites require each incoming nursing student to undergo a criminal background examination and a drug screen. Any of the affiliated clinical sites may deny a student clinical access due to the results in the criminal background check and/or drug screen. A student prohibited from an affiliate healthcare facility entrance is subsequently unable to complete the mandated clinical hours for the Nursing Program. Thus, a student, without the ability to fulfill the clinical elements of the nursing courses, is unable to meet the standards for nursing education in accordance with those of the Accreditation Commission for Education in Nursing (ACEN), the Tennessee Board of Nursing (TBON), and the Columbia State Nursing Program. More information is available from the Nursing Program Director.

Continuation Requirements

All students must maintain the following to remain eligible for progression throughout the Nursing Program:

- Maintain a score of 75% (grade of C) or better in all nursing courses.
- Maintain satisfactory performance in clinical/laboratory assignments.
- Earn a grade of C or better in each science and math requirement.
- Maintain a minimum GPA of 2.00 for the semester.
- Maintain professional conduct in the classroom and clinical settings.
- Complete all co-requisite courses each term.

Students who fail to meet the continuation requirements as stated must withdraw from the Nursing Program and drop all nursing courses. Withdrawn nursing students may continue non-nursing courses at Columbia State. Withdrawn nursing students are unable to register for nursing courses without readmission to the program.

Withdrawal

It is the student's responsibility to officially withdraw from nursing course(s). Students who withdraw and desire readmission into the Nursing Program are required to follow the readmission requirements as designated in the current College catalog, including the completion of an Exit Interview.

Exit Interview

Students who fail/withdraw from any nursing course must complete an Exit Interview no later than 6 weeks following the end of the semester or the date of withdrawal. This exit interview is required for any student who is seeking readmission into the Nursing Program. *It is the student's responsibility to schedule this interview with a course instructor or Nursing Program Director.*

Readmission Requirements

Students who exit the program prior to second semester (Nursing II) are ineligible for readmission to the Nursing Program. A formal appeal based on extenuating circumstances will be considered for readmission into the first semester.

Only one readmission into the nursing program is permitted. Readmission to the program is unguaranteed**,** regardless of the reason for exit. Students are readmitted on a space available basis for each nursing course. Students who withdraw/fail from the nursing program and are seeking readmission within **three** years may be readmitted into the course in which they were enrolled at the point of exit. If **three** years or more elapse, all nursing courses must be repeated. An **Exit Interview** Form must be on file to be eligible for readmission. All extenuating circumstance appeals must be presented within one semester after the semester of exit.

Readmission Requirements

- A minimum cumulative college-level grade point average 2.0 or higher.
- A completed Exit Interview on file in the Health Sciences/Nursing Office completed no later than 6 weeks following the end of the semester of enrollment.
- Enrollment and repetition of all co-nursing requisite courses as delineated for the specific semester's academic plan.
- Readmission procedures as aligned in the College Catalog.

Policies Governing Classroom Instruction

Student Expectations

1. **Attend every class on time and as scheduled.** Class rolls are used to record student attendance (see the Columbia State College Catalog and Nursing Student Handbook). Regardless of the cause or nature of an absence, students are responsible for all class work covered or assigned during the absence. Students will notify the instructor prior to class and examinations when unable to attend class or an examination. Students are to take exams as scheduled.
2. Conform to college expectations for classroom behavior, conduct and academic integrity as described in the Columbia State Community College Catalog and Nursing Student Handbook.
3. Arrange for instructor assistance as deemed necessary by self-evaluation.
4. Read appropriate textbook sections and selected references prior to class attendance, use the campus resources as assigned, and keep current with class notes.
5. Participate in classroom discussions.
6. Use the nursing laboratory, Library, and Tutoring & Learning Center (TLC) for practice and references as assigned and/or as needed individually.
7. Use appropriate Drop-Add procedures as stated in the College Catalog.
8. Complete all written/oral examinations covering lecture material and assigned reading with a grade of 75% (grade of C) or higher.
9. Receive instructor's permission to record lectures.
10. Turn cell phones to the off or silent mode during class.

Technology Requirements

Nursing courses are web-enhanced, meaning there will be significant use of web technology to facilitate interaction and learning. Most testing is done through the online Learning Management System (LMS) and may require the download of exam-proctoring software. Each student is responsible for having a personal computer (Windows or Mac) for testing and possibly other online assignments. Tablets (iPad, Android devices, or Chromebook) are not acceptable. Students who do not have access to a personal computer or laptop may request a loaner laptop through the Technology Request Form within MyChargerNet. Students also have access to Microsoft Office (Office 365) for free by following instructions on the Information Technology page.

Nursing Courses via Video Conferencing Technology

The Nursing Program may use video conferencing technology for some courses, which combines two or more nursing classrooms in a computerized network within a digital system. Video conferencing permits students to attend on the Columbia and Williamson campuses simultaneously through interactive transmission and reception of audio, visual, and data signals, thus resulting in an integration of the two sites into a cohesive unit.

Each classroom is equipped with multiple television monitors, microphones, video cameras, and computers which manage and integrate all functions. An instructor will lecture from one site. The instructor will be able to see, hear and communicate with all students at all sites. Moreover, all students at other sites will be able to see, hear, and communicate with the instructor as well as with all other students at the other sites.

Student responsibilities are similar to other lecture courses. Students must take notes, participate in class discussions, ask questions, view visuals in class, and take exams. This technology permits use of a team-teaching approach which provides the student with a broader understanding of nursing. It also allows the faculty to make greater use of visuals in the lectures. Ceiling mounted microphones are available for students to ask questions at any time.

Media specialists and staff facilitators are available to ensure that equipment works properly or to provide information and instructions should a power failure occur. Nursing faculty will be available at the Columbia and Williamson sites for instructional and student support.

Grading Scale

A = 91 – 100%
B = 83 – 90%
C = 75 – 82%
D = 65 – 74%
F = below 65%

- In order to progress in the Nursing Program, students must earn an average grade of 75% or higher in each nursing course.
- On the first day of class, the instructor/s explain the specific method for weighting the course grade and provide course syllabi to students.
- In calculating the final grade, 0.500 rounds up to the next numerical grade and 0.499 rounds down to the next lower numerical grade if grades are calculated on a percentage basis.
- Some course grades are calculated on a point earned basis. The course syllabi will identify the number of points needed for each grade. The "C" grade is based upon 75% of the total possible points for the course.

Testing

Exam Administration

- Unit and final examinations are timed. Students should avoid arriving tardy in order to receive the maximum time allotted for the exam.
- Team instructors are present for all examinations.
- Respondus Lockdown Browser is used for all online nursing exams.
- Students submit exams and answer sheets upon exam completion/scheduled exam end-time and prior to room departure.
- Students will store cell phones and smart watches out of reach during all exams.

Exam Review

- Exam review will occur after all students complete the exam with the exception of final exams.
- Students with questions about grades are encouraged to notify the faculty in a timely manner. Students will notify faculty about any potential exam grade error within one week following the review date.

- Students with questions about the score accuracy should address the faculty in writing and provide documentation via email or by appointment.
- Note taking and/or tape recorders are prohibited during exam reviews.

Exam Make-Up Policy

- In the event of an unexcused absence on an exam day, the grade begins at 85%.
- Students must notify the course faculty prior to the exam with an explanation for the absence in order to qualify for an excused absence.
    - Faculty will determine whether the absence is excused.
    - Instructors may give students an alternate exam for the exam make-up.
    - Students will take make-up exams as scheduled by the instructor, preferably before returning to class or clinical. Students are responsible to make arrangements with the faculty for the make-up exam.
- If students fail to follow proper procedures, a grade of zero may be assigned for the exam score.

Exam Scores and Posting Grades

- Faculty will post exam grades at their discretion.
- If instructors use computer scantron forms and/or answer sheets, answers on the scantron/answer sheet will be used to calculate exam grades (regardless of what is written on the exam booklet).
- Exam materials are destroyed at the end of the grade appeal period (see College Catalog).

Accommodations

Students with testing accommodations will adhere to Testing Services Center guidelines (available at https://www.columbiastate.edu/testing-services/examinee-guidelines.html).

Dosage Calculation Competency

Accurate calculation of drug dosages is **critical** for safe administration of medications. Clinical drug dosage calculation exams/quizzes are integrated into the content and evaluation of all nursing courses. **Students who fail to meet the specified dosage calculation competency are unable to attend any further clinical assignments and must withdraw from the course.**

1. Each nursing course syllabus will specify the dosage calculation requirement for satisfactory performance/passing.
    a. The passing standard for Nursing 1 and Nursing 2 is 80%.
    b. The passing standard for Nursing 3 and Nursing 4 is 90%.
2. Instructors will provide calculation and rounding rules for all exams/quizzes:
    a. Round numbers at the **end** of the problem.
    b. Avoid trailing zeros and naked decimals:
        i. Correct: **4** **Incorrect: 4.0**
        ii. Correct: **0.12** **Incorrect: .12**
    c. Round to the nearest tenth as follows:
        i. If the last digit is = **> 5**, round **up** (1.57 = 1.6)
        ii. If the last digit is **< 5**, **drop** the number to the right (1.54 = 1.5)
    d. Round any number as follows (unless otherwise instructed):
        i. If **greater** than **1**, round to the nearest **tenth** (1.234 = 1.2)

ii. If **less** than **1**, round to the nearest **hundredth** (0.567 = 0.57)

e. Calculate intravenous infusions in either gtts/minute or mL/hour
   i. Round gtts/min to a whole number (21.4 = 21 gtts/min)
   ii. Round mL/hour to the nearest tenth (75.65 = 75.7mL/hour)
f. Round **capsules** to a **whole** number
g. Round **tablets** to the nearest **half** tablet (1 tab or 1.5 tab or 2 tabs)

Academic Integrity

Consistent with Columbia State Community College's and the Tennessee Board of Regents' (TBR) Policies, academic dishonesty is prohibited. Students must avoid disclosure to any individual or entity information from any exam's questions and content. Unauthorized possession, reproduction, or release of any examination material, without consent of the institution, is in violation of institutional and TBR policies. Any student's knowing discovery or attempt to determine the content of an exam prior to the instructor's release is in violation of institutional and TBR policy that can result in disciplinary action. See the Columbia State Community College Student Handbook for more information.

Course Grades

Final course grades are available online at the end of each semester in accordance with the dates in the College's Academic Calendar.

Policies Governing Clinical Instruction

The clinical component of the Nursing Program facilitates students' application of the didactic concepts and the refinement of clinical nursing skills. Students participate in learning activities for skill application and safe patient-centered care in the campus nursing laboratory and various affiliated healthcare facilities. Students must adhere to the following procedures and policies governing the clinical element of the Nursing Program.

Attendance

Students must attend all scheduled sessions in the clinical lab and the clinical facilities.

1. Students earn an unsatisfactory (U) when absent from lab and/or clinical unless the absence is excused due to extenuating circumstances. The faculty will determine whether an absence is excused following an evaluation of the situation, which may include a meeting with the faculty, the Nursing Program Director, and the student. The student will provide written documentation of the circumstances.
2. Students will follow these guidelines for any clinical absence:
    a. Students will notify the faculty prior to the absence from a clinical assignment.
    b. Students will phone the nursing office at 931-540-2599 or 931-540-2600 or email Nursing@ColumbiaState.edu and report the absence to the Health Sciences secretary.
    c. Students will complete a make-up clinical.
    d. Students will contact the clinical faculty to schedule a make-up of clinical hours and complete the scheduled clinical hours for the course.
    e. Students will submit clinical assignments in accordance with the faculty's deadline.
3. Students absent from clinical without a make-up clinical are unable to complete the didactic portion of the nursing course and are subsequently unable to progress in the Nursing Program.
4. Following an episode of illness, hospitalization, or childbirth, the student is responsible for contacting program officials and presenting a healthcare provider release to return to lab and clinical. The student is expected to discuss expectations for lab and clinical with the healthcare provider to ensure safety of self and others.
5. Faculty may request medical clearance at any time from a student following an absence from class attributed to health reasons.

Clinical Evaluation

Students must complete all clinical orientation requirements, clinical hours, and clinical paperwork at a satisfactory level by the assigned deadlines. Note: Some orientation dates may occur prior the onset of the semester.

Students must perform behaviors satisfactorily in accordance to the Clinical and Lab Evaluation Criteria for each nursing course.

Policies and Procedures for Clinical and Lab Evaluation

In order to complete the didactic portion of a nursing course with a clinical and/or lab component, students must earn a satisfactory clinical and lab performance. Students without satisfactory (S) in clinical or lab performance fail the course and fail to progress to subsequent nursing courses. Students earn a satisfactory performance by demonstrating the minimal behaviors that indicate achievement of the eight student learning outcomes (SLO's) as listed in the course clinical evaluation. The clinical instructor determines the final clinical rating as follows:

1. **Daily Clinical (formative) Evaluation form**: The clinical/lab instructors and students will conduct an evaluation of student performance for each clinical and laboratory day. In addition, students and instructors may arrange conferences at any time.

2. **Final (summative) Clinical Evaluation**: The clinical instructor will complete a final written evaluation for the entire clinical rotation. The instructor will review the written evaluation during a scheduled instructor/student conference at the end of the clinical rotation. The student will review and sign the evaluation form. The student will have an opportunity to make comments.

3. **Criteria for Evaluation**:
    a. The instructor assigns the clinical grade (S or U) based on evaluation of clinical behaviors as described in the course's clinical evaluation form.
    b. All students will adhere to the following expectations:
        i. Students are accountable to the clinical instructor and will remain in the assigned areas during clinical rotations at **all** times.
        ii. Students will perform in a manner consistent with the ANA's Standards and Scope of Nursing Practice (2021) and the ANA's Nursing Code of Ethics. (Please view: https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/).
        iii. Students will maintain patient confidentiality at **all** times and avoid the discussion of **any** patient information, clinical situation, or experience outside of the classroom setting.
            1. Students are unable to duplicate or copy items from the patient's clinical record.
            2. Students who breach confidentiality violate federal law and will undergo disciplinary action including possible prosecution. See: https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf
        iv. Students will comply with all policies of the institution, program, and/or clinical setting.
            1. Students shall maintain patient safety at all times.
            2. Students will administer medications according to the clinical agency's policies and procedures.
            3. Students will report suspected or confirmed equipment malfunction to the clinical instructor and/or appropriate nursing personnel.
            4. Students are **prohibited** from entering the clinical setting under the influence of any medication or substance (prescription or

nonprescription), which might impair judgment or compromise the safety of students, staff, and/or patients.

v. Students will participate in unscheduled learning experiences during any down-time in the assigned areas.
vi. Students will practice self-discipline and take actions to improve conduct when faculty identify unacceptable behaviors, conduct, or performance.
vii. Students will avoid chewing gum in the clinical setting.
viii. Students will avoid eating/drinking in patient care areas.
ix. Students will store cell phones **outside** of the clinical area in the off mode.

c. The following are **some** examples of satisfactory behaviors:

i. Completes patient assessment tool accurately on each assigned patient.
ii. Completes written nursing care plans satisfactorily.
iii. Completes other written reports and reactions.
iv. Demonstrates progress with newly-learned skills.
v. Demonstrates professional behaviors.
vi. Delivers safe nursing care.
vii. Demonstrates retention and refinement of previously learned skills.
viii. Identifies learning needs and seeks appropriate assistance.
ix. Participates in pre- and post-conferences.

d. The following are **some** examples of unsatisfactory behaviors:

i. Absenteeism.
ii. Arrives to clinical/lab impaired by alcohol and other substances.
iii. Demonstrates an unawareness of his/her learning needs and fails to actively seek assistance.
iv. Demonstrates behavior with the potential to jeopardize the patient's physical and/or psychological safety.
v. Demonstrates unpreparedness for clinical laboratory.
vi. Demonstrates unprofessional behavior as outlined in TN Board of Nursing "Unprofessional Conduct, Negligent Habits, or Other" rules, Section 1000-1-13.
vii. Fails to demonstrate progress with newly-learned skills.
viii. Fails to demonstrate retention and refinement of previously learned skills.
ix. Fails to attend any scheduled clinical session.
x. Fails to meet given deadlines for orientations and/or submission of documents.
xi. Fails to submit written assignments accurately and on time.
xii. Minimally participates in pre- and post-conferences.
xiii. Presents tardy for clinical and/or clinical laboratory.
xiv. Violates dress code policy for clinical/lab.
xv. Violates patient's rights (privacy, confidentiality, protection from injury, etc.).

Unsatisfactory Performance

1. The instructor will document any unsatisfactory student behavior in detail on the **Daily Clinical Evaluation** and **Unsatisfactory Clinical Behavior** forms. The instructor will subsequently conduct a conference with the student to review the documentation and discuss the behavior. At this time, the student has the opportunity to make written comments. Students will sign the **Daily Clinical Evaluation** and **Unsatisfactory Clinical Behavior forms** to indicate acknowledgement of the conference. The instructor will provide a copy of the evaluation forms to the student. The instructor will retain a copy of the forms for the student's clinical file.
2. Any student receiving **three** unsatisfactories (U) in clinical will earn an **unsatisfactory** for the clinical component of the nursing course and subsequently earn a **failing** grade for the course.
3. Any student receiving **three** unsatisfactories (U) in lab will earn an **unsatisfactory** for the laboratory component of the nursing course and subsequently earn a **failing** grade for the course.
4. For students enrolled in **NRSG 1710:** Any student receiving **three** clinical **unsatisfactories** in **one** student learning outcome or a total of **six unsatisfactories** from all **eight** student learning outcomes during the semester are unable to continue the clinical component.
    a. Students must drop/withdraw from the course.
    b. Students will earn a failing grade if the unsatisfactory in clinical occurs after the last date for withdrawal.

Grounds for Dismissal

Students are **prohibited** from the possession of alcoholic beverages or illegal drugs for personal consumption within the healthcare facility. Proof of violation of this policy will result in **immediate dismissal** from the healthcare setting **and** the Nursing Program (reference "Student Conduct in Health Science Programs" in the current College Catalog).

General Health Requirements

Nursing Program personnel will provide students with general health and any facility-specific requirements for the clinical sites. Students will meet the health standards of the clinical affiliates. Students who fail to comply with the health requirements are prohibited from clinical. Failure to attend clinical results in failure to complete the mandated clinical hours for the Nursing Program. Thus, students without the ability to fulfill the clinical elements of the nursing courses are unable to meet the standards for nursing education in accordance with those of the Accreditation Commission for Education in Nursing (ACEN), the Tennessee Board of Nursing (TBON), and the Columbia State Nursing Program.

Infection Control Policy and Guidelines

Students are in direct contact with patients who are potentially colonized or infected with organisms that are transferable to others in the healthcare setting. This policy relates to Standard Precautions in accordance with the Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA). Blood and body fluids are deemed bio-hazardous. All students will adhere to the following actions to prevent transmission of pathogens.

Implementation

1. Students will use Standard and Transmission-Based Precautions in all clinical facilities.
2. Students will follow the facility-specific Infection Control policies.
3. Students who enroll in NRSG 1710 (Nursing Fundamentals with clinical) or enter the program by the LPN-to-RN Bridge track will receive instruction related to Standard and Transmission-Based Precautions prior to any clinical experience.
4. Students progressing through the nursing program will complete any Standard and Transmission-Based Precautions training required by clinical affiliates as a condition of clinical access. All nursing students will also be provided Standard and Transmission-Based Precautions education annually by program officials.
5. All students will use personal protective equipment to reduce the transmission of pathogens.
    a. Students will don gloves during the following procedures:
        i. Administration of eye drops
        ii. Administration of intramuscular, sub-cutaneous, intradermal, and intravenous (IV) injections
        iii. Bathing and linen changes
        iv. Conversion of IV access to a saline lock
        v. Discontinuing an IV / performing a venipuncture
        vi. Discontinuing a urinary catheter
        vii. Exposure to emesis, feces, wound drainage, urine, and vaginal fluids
        viii. Irrigation
        ix. Naso-gastric tube insertion and removal
        x. Oral care
        xi. Perineal care
        xii. Removal of vaginal or rectal packs
        xiii. Suctioning
    b. Students will don personal protective equipment (gowns, masks, and eye shields) when there a potential for exposure to blood, body fluids, secretions, and excretions.
    c. Students will don eye shields/goggles when there is the potential for splashing as in the following examples:
        i. Eye, catheter, wound irrigation
        ii. Individual faculty-deemed situations
        iii. Separation of tubes containing body fluid within the tube
        iv. Suctioning
        v. Tracheostomy care
    d. Students will use a ventilation barrier and/or bag-valve mask device for emergency cardiopulmonary resuscitation.
6. Students will use caution when handling sharps (needles, scalpel blades, broken ampules, and other sharp instruments) to prevent accidental injuries.
    a. Students will avoid capping contaminated needles by hand.
    b. After use, students will place disposable syringes/needles in the appropriate puncture resistant container.
7. Students will clean blood and body fluid spills promptly in accordance with the CDC and institutional infection control guidelines.
8. Faculty will monitor students' use of Standard and Transmission-based precautions.
    a. When any student breaches precautions, faculty will provide remediation for the student.
    b. Faculty will consider appropriate disciplinary action.

Exposure and Needle Stick Injury

1. Students will thoroughly wash hands or other body parts immediately following an accidental exposure with blood, body fluids, excretions, and secretions and/or contaminated needle stick.
2. Students will immediately report any exposure to blood, body fluids, secretions, and excretions (i.e. needle sticks, mucosal splashes, or contact with open wound drainage) to the clinical instructor.
    a. The clinical instructor and student will follow proper procedure in accordance to the healthcare facility.
    b. The clinical instructor and student will complete an incident report.
    c. The student and clinical instructor will notify the Nursing Program Director within twenty-four (24) hours of the incident.
    d. The instructor will recommend a follow up with healthcare provider if the student sustained a needle stick with a contaminated needle.

Inclement Weather

Faculty will cancel clinical if the College cancels classes due to inclement weather. Students will make up clinical hours as assigned by the clinical faculty. Students can obtain information about the College's operational status during inclement weather at 931-540-2515, through the college website (www.columbiastate.edu), on social media, and from local television stations. Students and employees are sent email notifications and may receive text alert messages through Charger Alerts.

Traveling in inclement weather is the student's decision. Any student who determines to avoid travel to a clinical facility during inclement weather will notify the clinical instructor. The student must arrange a make-up clinical with the instructor. Should the instructor cancel clinical, the instructor will be responsible for notifying students and the clinical facility.

Personal Appearance

1. Students will adhere to the Nursing Department dress code for all clinical sessions within the healthcare facilities.
2. Faculty will specify the guidelines for the mental nursing clinical experiences, the on-campus laboratory sessions, and the facility orientations.
3. Students who fail to comply with the dress code earn an unsatisfactory (U).
4. Faculty have the ability to dismiss students who are non-compliant from clinical.

Department of Nursing Dress Code

1. Students will secure hair:
    a. Off the neck and collar.
    b. Away from the face without hanging forward during nursing care.
    c. Neatly arranged in a naturally-occurring color.
2. Students with facial hair will maintain beards and mustaches neatly trimmed.
3. Students who don make-up will keep colors neutral and light.
4. Students will keep nails short with tips at the finger length or shorter **without** polish, false nails, or extensions.
5. Students will present to clinical without any jewelry.
6. Students with glasses will wear frames with clear lenses to allow for eye-to-eye contact.
7. Students will avoid using cologne, perfume, or strong-scented lotions.
8. Students will cover tattoos at all times.

9. Students will ensure the overall appearance and personal hygiene is neat, clean, and free of offensive odors at all times.
10. Uniform
    a. Females
        i. Navy uniform top with navy uniform pants or skirt. Uniforms must be neat, well fitted, and professional (covering the fissures of the breasts and buttocks). Undergarments must be non-visible. A black long-sleeved undergarment is permitted to cover a student's arms.
        ii. **Prohibited** garments are
            1. Stretch knit pants, tightly fitted pants, leggings, and sweats
            2. Capris
            3. Tightly-fitted shirts
    b. Male uniform:
        i. Navy uniform top with navy uniform pants within the guidelines as the female uniform.
        ii. A black undergarment is permitted to cover chest hair and/or arms.
    c. Uniforms must be clean and pressed and include the following:
        i. Bandage scissors
        ii. Black pen
        iii. Blood pressure cuff
        iv. Pants with length that avoids dragging the floor
        v. Penlight
        vi. Photo ID at all times in the clinical area on the left side of the uniform or lab coat
        vii. School of Nursing patch on left upper sleeve of uniform and lab coat
        viii. Skirts with knee or longer length
        ix. Standard black leather shoes or all black leather sneakers with closed toes and heels
        x. Stethoscope
        xi. Watch with a second hand.
        xii. Black hose in good repair with skirts
        xiii. Black socks (no ankle socks) with pants
    d. Navy lab coats may be worn over uniform while providing patient care, if the sleeves can be pushed or rolled upward.
    e. When attending clinical experiences with only a lab coat, adhere to the following:
        i. Clean and press the lab coat.
        ii. Wear professional attire underneath lab coat.
        iii. Keep the student identification present at all times on the left side of the lab coat.

Policies Relating to Reporting Incidents

Students must report any student injury or patient incidents that occur during clinical **immediately** to the on-site clinical instructor. The student and instructor will complete the facility- specific incident report and Columbia State Community College Nursing Department incident report. The student/clinical instructor will notify the Nursing Program Director within twenty-four hours.

If a student injury requires treatment, the student is responsible for all expenses.

Removal of Narcotics, Valuables, and Weapons from Patients

Valuables

The student will follow the policy in place at each clinical affiliate regarding the safekeeping of patient valuables (i.e., jewelry, wallets, purses, and money).

Narcotics/Weapons

The student will avoid any attempt to remove narcotics/weapons from a patient. The student will immediately notify the patient's nurse and nursing instructor. The student will act to ensure the safety of other patients, visitors, staff, self and others.

Student Conduct, Practices and Allied Health Programs

1. Students will avoid disclosure of students' and staff's addresses and telephone numbers.
2. Students with any grievance related to the Nursing Program will follow the chain of command and approach the appropriate instructor initially. Students without a satisfactory resolution will report the issue in writing to the Nursing Program Director.
3. Students are responsible to review the nursing website and Online Campus class homepage(s) regularly for announcements relating to program and departmental policy updates.
4. Students will avoid deceit of program faculty or clinical staff. Students involved in false accusations and/or the concealment of students' deceitful actions will undergo disciplinary action.
5. Students are to be familiar with the section about conduct and allied health programs in the current College catalog.

Pinning Ceremony

At the end of each semester, the Nursing Program honors the nursing graduates through a pinning ceremony. Student participation is contingent upon successful completion of all required nursing courses.

The following Pinning Ceremony guidelines are:

1. The Columbia State Nursing Program and the graduating class will sponsor pinning.
2. The class pinning representatives from the Columbia and Williamson campuses will work with the assigned faculty member to plan and coordinate the pinning ceremony.
3. The Nursing Program Director must approve all aspects of the pinning ceremony.
4. All student speakers/participants will submit speeches and presentations to the Program Director and assigned faculty member by the designated date for review.

Student Advisory Council

Each semester, students select class representatives who will serve as the Student Advisory Council to the Nursing Program. The council meets with the Nursing Program Director and/or faculty to communicate problems, concerns, and dialogue about the Nursing Program. This channel of communication relays information between all parties. A Student Advisory Council meeting will be held each semester; the meeting will be arranged and led by the Nursing Program Director while student representatives and nursing faculty members will be invited to attend.

Student Nurse Association

The Columbia State Community College Nursing Department sponsors one chapter of the Student Nurse Association (SNA) with faculty advisors for the Columbia and Williamson Campuses. The SNA faculty advisors hold the bylaws of the SNA's organizational structure. The purpose of the SNA is
- to assume responsibility for contributing to nursing education to provide the highest quality of health care,
- to provide programs representative of fundamental interests and concerns to nursing students, and
- to aid in the development of the whole person, his/her professional role, his/her responsibility for the health care of people in all walks of life.

Postings of the SNA's information and meetings are available on nursing bulletin boards at both locations and on the Columbia State Student Nurses Association website.

Student Grievance and Appeal Process

If a student believes the basis for a grade on an assignment or course grade is discriminatory, arbitrary, or capricious in nature, the student may appeal the grade. Please refer to the Grievance Procedure as outlined in the Columbia State Student Handbook.

Application for Licensure

Graduates of the Nursing Program will be eligible to write the National Council Licensure Examination-RN (NCLEX) for licensure as a Registered Nurse. Finger-printing and a current comprehensive criminal background check must accompany the licensure application. The Tennessee State Board of Nursing requires full disclosure of all legal offenses, **including expungements**. Another requirement is declaration of U.S. citizenship.

Security of Student Records

Columbia State will ensure that the availability and security of all student records is compliant with the Federal Family Education Rights and Privacy Act of 1974 (Buckley Amendment). The Nursing Program secures student records in the Nursing office. Clinical records are retained according to the current Tennessee Board of Regents Policy. Clinical files are destroyed ten (10) years following graduation.

Student Career Placement

Clinical affiliates often assist in providing placement for students. Faculty actively assist with student placement by providing student recommendations as requested from students, employers, and/or academic institutions. Students will make requests for faculty references in writing.

Policy Governing Advisory Committee

There is an Advisory Committee for the Nursing Program. This committee generally provides consultation to the program with items relative to program curriculum content, evaluation, revision, etc. (refer to Columbia State Community College's 01-04-00 Advisory Committee policy).

Grounds for Immediate Dismissal

Students who commit acts of misconduct that endanger the safety, health or well-being of another or have the potential to be hazardous, could result in an **immediate** dismissal from the Nursing Program. The following are **some** examples of actions that might result in an immediate exit from the clinical site and/or classroom with possible ineligibility for re-admission into the Nursing Program:

1. Academic dishonesty
2. Any clinical affiliate's refusal to permit a student's presence on the property
3. Failure to treat **all** patient information as confidential
4. Insubordination
5. Medication administration without the presence of the instructor or designee
6. Misrepresentation of oneself as a licensed Registered Nurse
7. Possession of alcohol or controlled substances on campus or in a clinical setting
8. Possession of illegal drugs
9. Unauthorized departure from clinical
10. Unprofessional or unethical conduct

In all cases, the Nursing Program will explain the student's right of due process and appeal as provided by Columbia State Community College and as outlined in the Columbia State Student Handbook.

Disclaimer Clause

The course offerings and requirements of the Nursing Program are continually under examination and revision. This Nursing Student Handbook presents the offerings and requirements in effect at the time of its publication. Students enrolled in the program will receive notice of any changes, additions, or revocations in writing.

Students must sign the following pages and submit forms to the Nursing Department.

COLUMBIA STATE COMMUNITY COLLEGE

Department of Nursing

Statement of Agreement: Academic Honesty/Confidentiality/Patient Simulation Lab/Photography Release

Consistent with Columbia State Community College and Tennessee Board of Regents policy, academic dishonesty is prohibited. I agree that I will not divulge any questions from examinations to any individual or entity. I understand that the unauthorized possession, reproduction, or disclosure of any examination materials including the nature and/or content of examination questions without consent of the instructor is in violation of institutional and TBR policy. I further understand that to knowingly discover or attempt to discover the content of an exam before an instructor reveals the content will result in disciplinary action (see College Student Handbook).

I understand that any information regarding a patient that is disclosed to me while I am in the role of a nursing student is confidential and protected by HIPPA federal laws. I agree not to disclose any patient information.

Students are expected to keep all events, procedures, and information used in conjunction with the Patient Simulation Lab strictly confidential. This includes patient history information obtained prior to the actual simulation experience, as well as information obtained and used during the scenario including pre and post conferences. I agree to not share information about simulation experience with other students.

I agree to allow Columbia State Community College to record and/or photograph my performance in the Patient Simulation Lab. I understand that the recordings may be shown in my classes for learning purposes or may be shown to faculty at Columbia State to assess the use of technology in the classroom.

By my signature below, I acknowledge that I have read, understand, and agree with the above and the contents of the Nursing Handbook. I agree to comply with all policies and procedures.

_____

(Student Signature)

_____

(Printed Name)

_____ _____

(Date of Birth) (Date)

COLUMBIA STATE COMMUNITY COLLEGE

Department of Nursing

I read and understand that affiliated clinical training sites require each incoming nursing student to undergo a criminal background examination and a drug screen. I understand that any of the healthcare facilities may deny my clinical access due to the results in the criminal background check and/or drug screen. If I am unable to attend a clinical site, I understand that I am unable to complete the clinical elements of the nursing courses and subsequently unable to complete the mandated clinical hours for the Nursing Program in accordance with those of the Accreditation Commission for Education in Nursing (ACEN), the Tennessee Board of Nursing (TBON), and the Columbia State Nursing Program.

_____ A_____

Print Name Student #

_____ _____

Signature Date

Universal Precautions

As part of the Nursing program at Columbia State Community College, all students are required to adhere to the principles of Universal Precautions to prevent the transmission of infectious diseases. Universal Precautions are a set of guidelines designed to minimize exposure to blood and other bodily fluids that may carry pathogens. The following outlines the responsibilities and expectations for students regarding Universal Precautions and necessary actions in the event of an exposure incident.

1. **Adherence to Universal Precautions:** All students are required to consistently follow Universal Precautions when interacting with classmates, instructors, patients, and clinical partners. This includes, but is not limited to:
    a. The use of appropriate personal protective equipment (PPE), such as gloves, masks, eye protection, and gowns, when there is a potential for exposure to blood or bodily fluids.
    b. Proper hand hygiene before and after patient care, contact with bodily fluids, or use of PPE.
    c. Safe handling and disposal of sharps and biohazardous materials.
2. **Reporting of Exposure Incidents:** Any exposure to blood or bodily fluids must be reported immediately to the course instructor, clinical preceptor, or clinical site supervisor. This includes exposure to a classmate's, instructor's, patient's, or clinical partner's blood or bodily fluids through needle sticks, cuts, splashes, or any other means.
3. **Mandatory Testing Following Exposure:** In the event a student is involved in an exposure incident where blood or bodily fluids may have put others at risk (classmate, instructor, patient, or clinical partner), the following steps must be taken:
    a. The student is required to undergo immediate testing for bloodborne pathogens, including but not limited to HIV, Hepatitis B, and Hepatitis C.
    b. Testing must be completed within 24 hours of the incident to ensure timely identification and management of any potential infection.
    c. The results of such tests will be handled in accordance with applicable privacy laws, and the confidentiality of the student will be maintained.
4. **Compliance with Clinical Site Policies:** Students are also required to adhere to the infection control and exposure protocols established by their assigned clinical sites. Any additional testing or reporting requirements specific to a clinical site must be followed.
5. **Refusal of Testing:** Refusal to comply with mandatory testing following an exposure incident will result in the immediate suspension of the student from clinical activities. Further refusal may lead to dismissal from the program, as it jeopardizes the safety of patients, instructors, clinical partners, and peers.
6. **Responsibility for Medical Expenses:** Students may be responsible for the cost of testing and any required medical follow-up, depending on the policies of the educational institution or clinical site. Health Sciences program students are required to have health insurance for such events.

7. **Acknowledgment of Policy:** All students entering a health sciences program must sign this policy statement to acknowledge understanding and acceptance of the requirements for compliance with Universal Precautions and testing in the event of an exposure incident.

By signing this document, I acknowledge I have read and understand the above policy regarding Universal Precautions and exposure to blood or bodily fluids. I agree to comply with these requirements to ensure the safety and well-being of classmates, instructors, patients, and clinical partners.

Student Name: _____

Signature: _____

Date: _____