



NURSING STUDENT HANDBOOK



SOUTHERN VERMONT COLLEGE
DIVISION OF NURSING HANDBOOK
2011-2012

The policies as stated in the Southern Vermont College *Nursing Student Handbook* are subject to change. The Division of Nursing will, however, make every effort to notify schools, students, and prospective students of significant changes.

This *Handbook* is intended to provide general information about the Division of Nursing. The information in the *Handbook* is current as of the time of publication, but may change over time. Questions about the details of specific policies should be directed to the faculty of the Division of Nursing, who will be happy to respond to your inquiries.

Statement of Non-Discrimination: The Division of Nursing of Southern Vermont College, in accordance with Federal and State laws and regulations, does not discriminate on the basis of race, color, creed, religion, national origin, sexual orientation, sex, age, veteran's status or handicap, in regards to treatment, access to, or employment in its program or activities. In compliance with the Americans with Disabilities Act (ADA), individuals with disabilities requesting accommodations should contact the Office for Students with Disabilities. The telephone number is 802-447-6360.

The Nursing Student Handbook is revised annually in August prior to the start of the fall semester. Students are accountable for the current policies each year.

SOUTHERN VERMONT COLLEGE
Nursing Student Handbook
Table of Contents

Philosophy of the Division of Nursing.....	3-4
Program Outcomes.....	5-6
Nursing Programs.....	7
Admissions.....	7
Pre-Nursing Students.....	7
Transfer Students.....	7
LPN Students.....	8
Bachelor of Science Degree.....	11-13
Matriculation.....	13
Progression.....	14
Grading.....	14
Division of Nursing Probation.....	14
Readmission.....	14
Appeal.....	15
Graduation.....	16
Clinical Experiences.....	16
Appearance/Demeanor.....	16-17
Clinical Assignments.....	17
Attendance.....	17
Evaluation.....	18
Failure.....	18
Drugs and Alcohol.....	19
Preparation.....	19
Classroom Policies.....	20
Attendance.....	20
Behavior.....	20
Exams.....	20
Papers.....	20
Outcome Exams.....	20
Statement of Ethical and Legal Behavior with Signature Sheet.....	21-22

Handbook Signature Sheet.....24

**Philosophy of the Southern Vermont College
Division of Nursing**

The Southern Vermont College Nursing Program, as an integral part of its parent institution, is dedicated to the pursuit of higher learning grounded in the arts, sciences, and humanities. The philosophy and curricular focus of the SVC Nursing Program emphasizes the ethic of care, critical thinking, and a spirit of inquiry in education, practice, service, and research.

The nursing faculty believes nursing is a professional discipline with academic and practice dimensions. The nursing faculty values scholarship and academic integrity and seeks to foster professional involvement and life-long learning in students and graduates. The essence of nursing is grounded in the meaning of caring. The nursing faculty believes that caring exists in authentic relationships through which all persons are respected and nurtured. Within these co-created relationships, caring opens the possibility of transformation, inviting growth, healing, and wholeness of persons, families, and communities. In the reflective practice of nursing and nursing education, a caring environment affirms diversity in ways of being and ways of knowing.

Nurses provide care for patients in the context of their environment. Nurses believe that through self-awareness and self-reflection, they can come to better understand their own purpose in life and help their patients to develop a deeper understanding of themselves. The Nursing faculty is committed to the maturation and growth of each student. The Institute of Medicine (2010) in their report on the future of nursing education states, “In addition to necessary skill sets, nursing education needs to provide students with the ability to mature as professionals and to continue learning throughout their careers” (p. x). One of the faculties’ goals is to help students to become self-directed learners, in that they are able to assess their own learning needs and work with the faculty to meet those needs. The Nursing Division believes that teaching and learning are collaborative processes which foster inquiry, dialogue, self-knowledge, and evolution of thought in a caring environment. The expectation is that graduates are capable of fulfilling their inherent potential both personally and professionally, through the educative process and become lifelong learners.

The framework for the curriculum is based on the American Nurses Association (ANA) Standards of Practice. According to the ANA (2010), professional practice includes knowledge from social and behavioral sciences, biological and physiological sciences, and nursing theories. In addition, nursing practice incorporates social values, professional autonomy, a sense of commitment and community, and a code of ethics. The ANA defines nursing as the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (ANA, 2010, p. 1)

This definition asserts the prominence and importance nursing holds in providing health care to our global community in accordance with nursing values. Values identified as essential within the nursing profession include caring, holism, honesty, integrity, ethical behavior, and a commitment to evidence-based practice. Through service-learning experiences, students are

given the opportunity to develop a sense of community and commitment of service to others, which the Nursing Faculty believes is the foundation of all nursing practice.

References: American Nurses Association (2010). *Nursing Scope and Standards of Practice*, (2nd ed.). Silver Spring, MD: American Nurses Association

Institute of Medicine (February 2010). *A Summary of the February 2010 Forum on the Future of Nursing: Education*. Retrieved May 25, 2011 from Institute of Medicine Web site: http://www.nap.edu/catalog.php?record_id=12893

Program Outcomes

American Nurses Association Outcome	ADN Program	BSN Program
Standard 1 Assessment —The registered nurse collects comprehensive data pertinent to the healthcare consumer’s health and/or the situation.	Demonstrate psychomotor and health assessment skills in structured healthcare settings.	Conduct comprehensive health assessments on individuals and communities across the health and illness continuum.
Standard 2 Diagnosis —The registered nurse analyzes the assessment data to determine the diagnosis or the issues.	Analyze assessment data to formulate and prioritize nursing diagnosis for patients and families across the lifespan.	Use a holistic approach to prioritize nursing diagnosis for health promotion and disease prevention.
Standard 3 Outcome Identification —The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.	Use the nursing process to promote health outcomes for individuals and families throughout the lifespan in structured healthcare settings.	Use the nursing process to promote health outcomes for vulnerable patient populations in a variety of healthcare settings.
Standard 4 Planning —The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.	Integrate concepts of nursing, the humanities, and the social, biological, and physical sciences when planning nursing care for individuals and families throughout the lifespan. Apply principles of teaching and learning to promote health of individuals and their families.	Create a plan for health promotion and disease prevention of individuals and communities. Evaluate principles of teaching and learning to promote the health of diverse populations.
Standard 5 Implementation —The registered nurse implements the identified plan.	Demonstrate critical thinking skills in making decisions while providing nursing care for individuals and families. Demonstrate cultural competency through modification of therapeutic nursing interventions for	Demonstrate clinical reasoning in the implementation of holistic plans to address simple and complex health situations.

	individuals and families.	
Standard 6 Evaluation —The registered nurse evaluates progress toward attainment of outcomes.	Consistently evaluate therapeutic nursing plans of care for individuals, families, groups, and communities to attain optimal outcomes.	Revise therapeutic nursing plans of care for individuals, families, groups, and communities to attain optimal outcomes.
Standard 7 Ethics —The registered nurse practices ethically.	Demonstrate behaviors of professionalism, accountability, and leadership according to the legal and ethical standards of the profession.	Function as a member of the profession by consistently demonstrating accountability and leadership according to the ethical and legal standards of the profession.
Standard 8 Education —The registered nurse attains knowledge and competency that reflects current nursing practice.	Discuss the role of reflective and professional development activities that promote and improve nursing care.	Value the role of professional continuous engagement in lifelong learning.
Standard 9 Evidence-based Practice and Research —The registered nurse integrates research findings into practice.	Implement evidence-based research into nursing practice.	Revise nursing practice standards to ensure integration of current evidence base.
Standard 10 Quality of Practice —The registered nurse contributes to quality nursing practice.	Utilize effective written, verbal, and electronic communication techniques with individuals and families as well as members of the healthcare team to improve quality patient outcomes.	Advocate for high quality nursing care for patients, families, and communities across the lifespan through participation in nursing and healthcare policy development at the institutional level.

Nursing Degree Programs

Southern Vermont College offers two academic nursing programs: the Associate Degree in Nursing and the RN completion program for the Baccalaureate of Science in Nursing Degree. As these programs prepare an individual for professional careers, the academic requirements are rigorous and require dedication to the classroom and clinical laboratory assignments and expectations. It is recommended that students limit their non-academic and personal commitments to other responsibilities during the course of study. The Division of Nursing has specific and select academic policies. Please consult this document, *Nursing Student Handbook* for details at www.svc.edu/academics/divisions/nursing/index.html, for grading, progression and retake policies, as these are different than the general college requirements.

Associate Degree in Nursing (ADN) Program

Graduates of the Associate's degree in nursing program are eligible for endorsement by Southern Vermont College to sit for the NCLEX national licensure exam. For details, contact the Vermont State Board of Nursing at National Life Building, North FL2, Montpelier, VT 05620-3402; by telephone at 802-828-2396; or via the Internet at www.vtprofessionals.org/opr1/nurses.

Students must complete all ADN program requirements including Nursing courses within four years of initial matriculation into Nursing courses (courses designated by the letters *NU*).

Admission to Associate's Degree in Nursing Program

The Admissions Office is responsible for the admission process. The Division of Nursing works collaboratively with the admissions office and is available for consultation with students. All students applying for admission to Southern Vermont College must meet the standard College admission requirements and the Division of Nursing requirements. Completion and clearance from a national criminal database must be submitted prior to entering NS-236 Anatomy & Physiology (A&P) II. The Division of Nursing will provide the Web site and access information for the database.

Nursing Program Requirements for Entrance

Admission to the pre-Nursing courses requires SAT scores of 500 verbal and 500 math and completion of high school biology and chemistry courses with a minimum grade of "C".

Nursing majors are considered pre-Nursing until completion of the prerequisite Ns-235 A&P I and Ns-236 A&P II science courses with grades of C+ or Higher completed within the past five years. The student must have grades of C or higher in English Composition and College Algebra courses. The cumulative GPA must be a minimum of 2.8.

Transfer Students

Transfer students must meet the college admission criteria and Division of Nursing requirements. Transcript review by appointment with the Chair of Nursing is recommended. Nursing courses completed at other nursing programs will not be accepted as nursing transfer credits.

Licensed Practical Nurse (LPN) Students

Licensed Practical Nurses (LPNs) must meet the general college admission criteria and may seek advanced placement in the associate's degree in Nursing program by receiving a score of 50 percent or higher on the National League of Nursing Practical Nursing Achievement Test. This examination assesses understanding of fundamental nursing concepts. The name of this test may change so please verify with the Divisional Chair prior to payment. Successful completion of the test allows for advanced placement beginning with Nu200 Nursing II.

An applicant seeking advanced placement status should contact the Division of Nursing Chair for testing information and must successfully complete the examination prior to the start of the spring semester for the academic year he or she is seeking admission. All other degree requirements must be completed in order to obtain an associate's degree in Nursing.

Readmission to a Nursing Program

Readmission to a Nursing program is based on faculty review of application for admission and space available. Students must meet the current admission criteria. (*Nursing Student Handbook at www.svc.edu/academics/divisions/nursing/index.html.*)

Program of Study-Associate Degree in Nursing

<u>General Core Requirements Nursing</u>	<u>24 credits</u>
Quest for Success: The First Year Experience (3 cr)	
IT150 Fundamentals of Academic Computing (3 cr)	
English Core (6 cr)	
Humanities Core Elective (3 cr)	
Ma105 or Ma120 Algebra (3 cr)	
Py150 Introduction to Psychology (3 cr)	
Sociology Core (3 cr)	
<u>Science Core Nursing</u>	<u>12 credits</u>
Ns235 Anatomy and Physiology I with Lab (4 cr)	
Ns236 Anatomy and Physiology II with Lab (4 cr)	
Ns240 Microbiology with Lab (4 cr)	
<u>Major Requirements</u>	<u>36 credits</u>
Nu150 Nursing I (9 cr)	
Nu200 Nursing II (9 cr)	
Nu210 Nursing III (9 cr)	
Nu250 Nursing IV (9 cr)	
<u>Total Credits</u>	<u>72 credits</u>

Recommended Course Sequence-Associate Degree in Nursing Program

<p>First Year – Fall 13 credits</p> <p>Fy100 Quest for Success 3 credits Ns235 Anatomy & Phys. I w/Lab 4 credits Computer Core 3 credits</p>	<p>First Year – Spring 13 credits</p> <p>Ma120 College Algebra 3 credits Ns236 Anatomy & Phys. II w/Lab 4 credits Py150 Psychology 3 credits</p>
---	---

English Core 3 credits	English Core 3 credits
Second Year – Fall 13 credits	Second Year – Spring 13 credits
Nu150 Nursing I 9 credits Ns240 Microbiology w/Lab 4 credits	Nu200 Nursing II 9 credits Nu235 Pharmacology Elective* 2 credits Nu299 Pathophysiology Elective* 2 credits
Third Year – Fall 12 credits	Third Year – Spring 12 credits
Nu210 Nursing III 9 credits Sociology Core 3 credits	Nu250 Nursing IV 9 credits Humanities Core 3 credits

***Nu299 Pathophysiology(2) & Nu235 Pharmacology(2) - Prerequisite Ns235 & Ns236**

**Pharmacology is a recommended elective course but is not required for the ADN Degree. Students may enroll in up to 16 credits per semester of 300-level, non-clinical Nursing course courses that fulfill the requirements for the BSN program.*

In 2012-2013, Southern Vermont College will implement its new 4x4 curriculum.

Simply stated, most courses will be four (4) credits, and a standard full-time load will be constituted by four (4) of these courses (4x4). The key feature of the new curriculum is a more progressive pedagogy, called “laboratory learning.” What laboratory learning will mean is that, in every class, there will be co-learners. Professors will facilitate opportunities for students to learn from each other, but everyone in every class will be teaching and learning. During academic year 2011-2012, a number of 4x4 courses will be offered, and, unless otherwise approved by an advisor, the Divisional Chairperson, and the Provost, a student may register for up to two of these courses during the year. For some students, therefore, this will mean that the number of credits they earn in 2011-2012 may exceed by up to two credits the number of credits they have earned in previous years at SVC.

ADN Curriculum Plan

	<i>Fall</i>	<i>Spring</i>
<u>Year 1</u> 26 credits	Fy100 Quest for Success (4) Ns235 Anatomy & Phys. I with Lab (4) English Core (4)	Ma120 College Algebra (4) Ns236 Anatomy & Phys. II with Lab (4) English Core (4) Nu101 Introduction to Nursing Care (2)
<u>Year 2</u> 24 credits	Nu150 Nursing Fundamentals (8) IT 150 Fundamentals of Academic Computing (4)*	Nu200 Psychiatric Nursing (4) Nu201 Medical Surgical Nursing (4) Sociology or Psychology (4)*
<u>Year 3</u> 24 credits	Nu210 Maternal Child Health Nursing (4) Nu250 Adult Health (4) Ns240 Microbiology with lab (2) Nu235 Pharmacology (2)*	Nu230 Pediatrics (4) Nu251 Adult Health Practicum (4) Humanities Core (4)*

*Nu299 Pathophysiology(2) & Nu235 Pharmacology - Prerequisite Ns235 & Ns236 Total 76

Transition Plan for Students as of 2011-2012

	<i>Fall</i>	<i>Spring</i>
Year 1 Students		Nu101 Introduction to Nursing Care
Year 2 Students	Nu150 Nursing I <i>Old Curriculum</i>	Nu200 Nursing II <i>Old Curriculum</i>
Year 3 Students	Nu210 Nursing III <i>Old Curriculum</i>	Nu250 Nursing IV <i>Old Curriculum</i>

*Nu299 Pathophysiology (2) & Nu235 Pharmacology- Prerequisite Ns235 and Ns236

*Nu235 Pharmacology is an elective course for students in the old Curriculum

Students as of 2012 –2013

Year 1 Students		Nu101 Introduction to Nursing Care <i>New Curriculum</i>
Year 2 Students	Nu150 Nursing Fundamentals <i>New Curriculum</i>	Nu200 Psychiatric Nursing <i>New Curriculum</i> Nu201 Medical Surgical Nursing <i>New Curriculum</i>
Year 3 Students	Nu210 Nursing III <i>Old Curriculum</i>	Nu250 Nursing IV <i>Old Curriculum</i>

*Nu299 Pathophysiology (2) & Nu235 Pharmacology - Prerequisite Ns235 and Ns236

*Nu235 Pharmacology is an elective course for students in the old Curriculum

Students as of 2013 –2014

Year 1 Students		Nu101 Introduction to Nursing Care <i>New Curriculum</i>
Year 2 Students	Nu150 Nursing Fundamentals <i>New Curriculum*</i>	Nu200 Psychiatric Nursing <i>New Curriculum</i> Nu201 Medical Surgical Nursing <i>New Curriculum*</i>
Year 3 Students	Nu210 Maternal Child Health Nursing <i>New Curriculum</i> Nu250 Adult Health Nursing <i>New Curriculum</i> Nu235 Pharmacology <i>New Curriculum*</i>	Nu230 Pediatric Nursing <i>New Curriculum</i> Nu251 Adult Health Nursing Practicum <i>New Curriculum*</i>

*Nu299 Pathophysiology (2) & Nu235 Pharmacology - Prerequisite Ns235 and Ns236

Total Credits: 50 Credits

Alternative Science Option

Anatomy and Physiology is a rigorous science course. For students who view science as a challenging course, the Nursing faculty strongly recommends an alternative course sequence for meeting the science requirements. A student may choose based on learning needs to complete Ns120 Human Biology in the first semester. The second semester, in the spring, the student may complete Ns235 Anatomy and Physiology I. In the summer, the student may complete Ns236 Anatomy and Physiology II. The student, upon successful completion of this sequence is eligible to enter the Nursing I class on schedule with the start of the fall semester, their sophomore year. The student has a greater chance of success with the Anatomy and

Physiology courses and a strong foundation in science. This Human Biology course counts as an elective towards the baccalaureate degree in Nursing. *(Students are encouraged to consult their advisors about this option and other options the College provides for success in Anatomy and Physiology.)*

Bachelor of Science in Nursing Degree Programs

Southern Vermont College offers the Bachelor of Science Degree in Nursing (BSN) program to graduates of Associate Degree and Diploma Programs of Nursing. The Bachelor of Science degree in Nursing assists the registered professional nurse to continue to develop expertise in the field of nursing, supports the professional responsibility of lifelong learning and career development. The course of study enhances the RNs ability to approach care of the individual and groups of patients with a comprehensive and holistic plan of care. The BSN degree broadens the nurses' ability to contribute to the complexity of health and prevention of the community and/or facility in which they are working. Further development of interpersonal skills prepares the professional nurse to be an advocate for patient care, efficiently interact with the interdisciplinary team, prepare patient teaching plans, and problem-solve.

Students may continue course work for completion of the BSN degree immediately following completion of the Southern Vermont College Associate's Degree in Nursing program. Students who have already completed the associate's degree in Nursing prior to initial matriculation at SVC and have a current RN license can complete the Bachelor of Science degree in Nursing in two years of full-time study. Students must complete 69 credits from the SVC associate's degree requirements (Fy100 Quest for Success is not required for the baccalaureate degree program), followed by an additional 51 baccalaureate credits and must take a minimum of 39 of the 51 credits at SVC.

Graduates of accredited nursing programs are awarded 36 transfer credits for Nu150, Nu200, Nu210 and Nu250. Graduates of diploma programs or non-accredited nursing programs are required to take the National League for Nursing Mobility Profile II examinations. Upon successful completion of the examinations, the student is awarded 36 credits for Nu150, Nu200, Nu210 and Nu250. Nursing courses at the 300-level or higher must be taken within four years of graduation in order to count toward the BSN degree. Nu360, Nu400 and Nu450 require 90 hours of clinical with a preceptor nurse. It is not recommended that a student take on responsibilities requiring a substantial time commitment while enrolled in these courses.

Program of Study

All students must complete the College Core requirements for both the ADN and the BSN programs. A minimum of 69 credits are required for the associate's degree program and an additional 51 credits for the baccalaureate program. A minimum of 39 of the 51 baccalaureate credits must be taken at SVC.

Nursing Degree Progression

Students must receive a passing grade in the clinical and lecture portion of Nursing courses in order to receive a passing grade for the course. A student who fails the clinical portion but has a passing grade in the lecture portion will be considered to have failed the course and will receive a grade no higher than a 'C'.

A student who fails to complete successfully one Nursing course (clinical or classroom portion) may repeat the course once. A student who fails to complete successfully the repeated course or fails a second nursing course is dismissed from the program. Standardized national examinations may be used within select courses to further evaluate and promote success with the national licensing exam (*Nursing Student Handbook at www.svc.edu/academics/divisions/nursing/index.html*).

Clinical Site Experience

Clinical learning experiences are designed to assist the nursing student to develop in the professional role and integrate learned skills and abilities. Students are required to provide their own transportation to and from their designated clinical sites. Each student must arrive on time at a variety of chosen clinical sites and conduct themselves according to the contents of this handbook. Failure to comply with clinical guidelines may result in failure or dismissal from the clinical site and in some cases dismissal from the program.

<u>Associate in Nursing Degree Requirements</u>	<u>69 credits</u>
<u>General Core Requirements BSN</u>	<u>12 credits</u>
Ec200 Macro-Economics (3 cr)	
Ev200 Environmental Issues (3 cr)	
History and Politics (3 cr)	
Philosophy/Ethics (3 cr)	
<u>Major Requirements</u>	<u>30 credits</u>
Ma202 Statistical Methods (3 cr)	
Nu300 Topics in Professional Practice (3 cr)	
Nu310 Nursing Research (3 cr)	
Nu350 Health Assessment (3 cr)	
Nu360 Nursing Care of Communities (6 cr)	
Nu400 Management of Care (6 cr)	
Nu450 Leadership (6 cr)	
Electives 9 credits	
<u>Total Credits</u>	<u>120 credits</u>

Recommended Program Sequence—BSN Completion

<p>First Year – Fall 12 credits</p> <p>Ma202 Statistical Methods 3 credits Nu300 Topics in Prof. Practice 3 credits Nu350 Health Assessment 3 credits Philosophy/Ethics 3 credits</p>	<p>First Year – Spring 15 credits</p> <p>Ec200 Macro-Economics 3 credits Nu310 Nursing Research 3 credits Nu360 Community Care 6 credits Elective 3 credits</p>
<p>Second Year – Fall 12 credits</p> <p>Nu400 Management of Care 6 credits Environmental Core 3 credits Elective 3 credits</p>	<p>Second Year – Spring 12 credits</p> <p>Nu450 Leadership 6 credits History and Politics 3 credits Elective 3 credits</p>

RN-BSN Curriculum Plan

	<i>Fall</i>	<i>Spring</i>
<u>Year 1</u> 26 Credits	Nu300: Topics in Professional Practice (4) Nu350 Health Assessment (4) Ec200 Macro-Economics (4)	Nu310: Nursing Research (2) Ev200 Environmental Issues (4) History/Politics Elective (4) Elective (4)
<u>Year 3</u> 24 Credits	Nu360 Nursing Care of Communities (4) Philosophy/Ethics (4) Elective (4)	Nu400 Leadership & Management for Quality Healthcare Systems (8) Ma202 Statistical Methods (4)

Transition Plan Students as of 2011-2012

	<i>Fall</i>	<i>Spring</i>
<u>Year 1</u> Students	Nu300: Topics in Professional Practice (3) <i>Old Curriculum</i> Nu350 Health Assessment (3) <i>Old Curriculum</i>	Nu310: Nursing Research (3) <i>Old Curriculum</i>
<u>Year 2</u> Students	Nu400 Management of Care (3) <i>Old Curriculum</i>	Nu450 Leadership (3) <i>Old Curriculum</i> Nu360 Nursing Care of Communities (3) <i>Old Curriculum</i>

Students as of 2012 – 2013

<u>Year 1</u> Students	Nu300: Topics in Professional Practice (4) <i>New Curriculum</i> Nu350 Health Assessment (4) <i>New Curriculum</i>	Nu310: Nursing Research (2) <i>New Curriculum</i>
<u>Year 2</u> Students	Nu360 Nursing Care of Communities (4) <i>New Curriculum</i>	Nu400 Leadership & Management for Quality Healthcare Systems (8) <i>New Curriculum</i>

Students as of 2013 – 2014

<u>Year 1</u> Students	Nu300: Topics in Professional Practice (4) <i>New Curriculum</i>	Nu310: Nursing Research (2) <i>New Curriculum</i>
<u>Year 2</u> Students	Nu360 Nursing Care of Communities (4) <i>New Curriculum</i>	Nu400 Leadership & Management for Quality Healthcare Systems (8) <i>New Curriculum</i>

Matriculation

1. Students are considered matriculated into the Nursing program when they enter their first Nursing class. These classes have a Nu designation.
2. Students must complete the associate degree program in four years, or they may be required to retake successfully completed courses.

Progression

1. Students must obtain a C+ or higher for all courses in the Nursing Science Core and the Nursing Major Core and maintain a GPA of 2.8 or higher in order to progress in the nursing program.
2. Within the Nursing Core, students may repeat one course one time only. Within the Science Core, each course may be repeated one time and only at SVC or per Science Faculty review in order to progress in the nursing program.

Grading

The Grading Scale for the Nursing Division is consistent with the *SVC Catalogue*

A	=	100-93	=	4.0
A-	=	92-90	=	3.7
B+	=	89-87	=	3.3
B	=	86-83	=	3.0
B-	=	82-80	=	2.7
C+	=	79-77	=	2.3
C	=	76-73	=	2.0
C-	=	72-70	=	1.7
D	=	69-60	=	1.0
F	=	Below60	=	0.0

Division of Nursing Probation

1. Any student who has failed a Nursing course will be put on Nursing Division probation. This will necessitate that the student meet with the chair of nursing and the lead instructor of the class that the student intends to repeat.
2. A learning/behavioral contract will be drafted and signed by all parties. This contract will specify a certain number of contacts between the lead instructor and student as well as a consultation by the Success Center.
3. Periodic review of the student's adherence to the provisions of the contract will be conducted.

Readmission to a Nursing Program

Readmission to a nursing program is based on faculty review of application for admission and space availability. Students must meet the current admission criteria.

Students who have left the program in good standing

1. Students who have left in good standing and have not filed a Leave of Absence Form should contact the Admissions Office and complete a Reentry Form.
2. Upon Submission of the Reentry Form, students should contact the Nursing Division for advisement and revision of their curricular plan. Students who have completed a Leave of Absence Form should also contact the Nursing Division for advisement.

3. Students may need to retake successfully completed Nursing courses if the time between starting the Nursing program and their estimated graduation date is longer than four years for the associate degree program (six years for the baccalaureate degree program).

Students dismissed from the College on academic grounds

1. Students who have been dismissed from the College because of academic reasons must follow the College policy regarding readmission articulated in the *Southern Vermont College Student Handbook*.
2. In addition, these students must meet all of the criteria for initial admission into the Nursing programs.
3. Students may have to retake successfully completed nursing courses if the time between starting the Nursing program and their estimated graduation date is four years for the associate degree program (six years for the baccalaureate degree program).

Students dismissed from the College for disciplinary reasons

1. Students who have been dismissed from the College because of disciplinary reasons must follow the College policy regarding readmission articulated in the *Southern Vermont College Student Handbook*.
2. In addition, these students must meet all of the criteria for the initial admission into the Nursing programs.
3. Students may have to retake successfully completed nursing courses if the time between starting the Nursing program and their estimated graduation date is four years for the associate degree program (six years for the baccalaureate degree program).
4. Students must be cognizant of whether the action resulting in dismissal has affected their ability to obtain licensure before returning to the Nursing program.

Appeal Process

Students are able to appeal any decision made by the Nursing Division. The procedure for any appeal is as follows:

1. Students must submit a formal appeal in writing to the Chair of the Nursing Division no more than one month after the incidence for which the student is seeking an appeal.
2. The Chair of the Nursing Division will review the appeal and try to resolve the appeal.
3. If the student is not satisfied with the decision made by the Nursing Chair, the student can appeal according to the policy in the College Catalogue.
4. All members of the Nursing faculty will excuse themselves from the committee deciding the appeal. The Chair of the Nursing Division will provide information to the committee about the ethical/legal and professional regulations that impact the decision made by the Nursing Division.

Graduation Requirements for 2012

1. Students who have met all of the College's requirements for graduation and successfully completed all of the Nursing program's requirements will be eligible for graduation.
2. The associate degree student will have completed 72 credits for graduation. The baccalaureate degree student will have completed 120 credits for graduation.
3. In addition to the graduation ceremony, the Nursing Division will host a Pinning Ceremony which will recognize all of the graduating Nursing students.

Clinical Experiences

Appearance/Demeanor

It is expected that students will conduct themselves in a professional manner when in uniform, representing Southern Vermont College and when on the grounds of the clinical facility. Communications with clients, other students, the instructor and other health care staff will be respectful at all times. Confidentiality will be strictly maintained. The College and facility dress code will be met. Professional conduct is defined by the Vermont State Board of Nursing Code for Professional Conduct. The website link is:

<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=03&Chapter=005&Section=00129A> see appendix

Dress Code and Hygiene for Clinical Areas

The general intent of this code is to present a professional appearance and attitude to our patients and co-workers. All students are expected to maintain an appropriate professional appearance and attitude at all times. This is extremely important and has a direct effect on patient confidence and the public's impression. Nursing students are a reflection on the Nursing program and the clinical site.

Each student will have as a standard part of his/her uniform:

- | | |
|---------------------------|--|
| 1. Name badge | 3. Stethoscope |
| 2. Watch with second hand | 4. Bandage scissors or trauma scissors |

Students are expected to be well groomed and properly attired for each clinical experience. Students who are not properly attired may be sent home, and the day will be considered a clinical failure day. Students should wear the designated student uniform, which includes white pants, green polo shirt, white lab coat and clean, white closed shoes. The uniform must be purchased from the designated company.

1. In some instances, the clinical facility may provide students with specific attire, such as in obstetrical areas.
2. Psychiatric/Mental Health and community clinical rotations require students to wear washable professional attire (no jeans, athletic clothing or open shoes are permitted).
3. Hair should be neat and clean. If the student's hair is shoulder length or longer, it must be tied back or kept off the shoulders.

4. Fingernails should be kept short and well trimmed so as to not cause damage to patients, with only clear polish permitted. No artificial nails are permitted.
5. Jewelry should be kept to a minimum. Visible jewelry for body piercing other than for ears is not permitted. For the student's own safety, no dangling earrings are permitted.
6. Visible tattoos are not permitted; the uniform must cover them.
7. A stethoscope, a watch with a second hand and bandage scissors are considered essential items and students are expected to have them with them every clinical day.
8. When a clinical site has a dress code more restrictive than this policy, the student is expected to adhere to the more restrictive code. Nursing faculty will inform students of any clinical site-specific requirements not listed here.
9. Appropriate personal hygiene must be practiced and conducive to patient care.
10. Males must be clean shaven or have neatly trimmed beards/ mustaches.
11. Use of perfume or cologne is **not** permitted due to patient and/or co-worker allergenic sensitivity.
12. No gum chewing or smoking is permitted.

Name Tag/ Student Identification

1. Student ID Badge must be worn at all times.
2. Each student is to have an acceptable identification badge. If the facility does not require their specific name badge, the college identification badge should be worn.

Clinical Assignments

Clinical instructors are responsible for making clinical assignments. The clinical instructor will provide information on the level of preparation expected. Developing skill competency is an important part of the clinical experience. The student and instructor will review the skills required for the assignment and determine if the student will perform them and whether or not supervision is required during performance of the skills. The student must follow the instructions of the clinical instructor. Failure to do so may result in a clinical failure day. If at any time the student is uncertain as to how to proceed with an assignment, the instructor must be contacted. **Client safety is always a priority.**

Clinical Attendance

It is expected that students will attend and be punctual for all scheduled clinical sessions. Clinical work is critical to developing the necessary skills to practice as a nurse. If a student is unable to attend a scheduled clinical because of illness or emergency, he or she must contact the clinical instructor directly. This call should be placed before the beginning of the shift so that proper arrangements can be made for the care of client(s) in the assignment. Students should NOT give the message to another student. In addition, the student must e-mail the lead faculty member of the course to report the absence. This should

follow the call to the clinical instructor. Failure to make the proper notification may result in a clinical failure for the day.

1. Closure of SVC does not cancel Clinical. Cancellation of a clinical day is at the discretion of the clinical instructor in consultation with the Division Chair. Students will be contacted by the Division of Nursing in case of cancellation.
2. If a student becomes ill during a clinical day, it is up to the clinical instructor's discretion whether that day will be considered an absence.
3. Any student who has a serious illness/operation during the course of the semester will be evaluated by faculty on an individual basis to determine if the student is able to continue in the course.
4. Students missing more than one clinical day during the semester will fail the clinical portion of the course. After the first missed clinical day, the student will be issued a clinical warning and must meet with Nursing faculty to discuss the situation.

Clinical Evaluation

Clinical experiences are evaluated on a pass/fail basis. Students will receive regular feedback from the clinical instructor during the course of the semester and a formal written evaluation at midterm and at the end of the rotation.

Clinical Failure

Conduct that may result in clinical failure includes, but is not limited to:

1. The clinical instructor has the responsibility to determine unsafe practice or behavior which may result in clinical failure.
2. Unprofessional conduct.
3. Violation of facility or College safety rules/policies.
4. Any misrepresentation or falsification of data.
5. Performing a skill unsupervised without the instructor's permission.
6. Leaving the clinical area without permission/failing to return in a timely manner from meals or breaks.
7. Failure to notify the clinical instructor and Nursing Division of an absence from the clinical area.
8. Repeated tardiness.
9. Lack of preparation for the clinical assignment.
10. Inability to successfully complete the required evaluation elements for the rotation.

In the case of a grievous offense and breach of professional behavior, students may fail the clinical portion of the course as a result of one incident. The same steps would be taken regarding informing the student and providing written documentation. A student may fail the clinical component of the course based on attendance. If a student has more than one absence from the clinical area, the student may fail the clinical portion of the class.

Drugs and Alcohol

Possession, consumption and/or distribution of illicit drugs or alcohol in the clinical area are strictly forbidden and will result in immediate removal from the clinical area. This may be grounds for dismissal from the Nursing program. The Clinical instructor reserves the right to remove a student from clinical who he/she suspects is under the influence of any substance which may impair the student's performance in clinical.

Preparation for Clinical

Students must be prepared for their clinical rotation the first week of classes. Students are not permitted to attend clinical unless the following criteria are met. Schedules for clinical rotation will be issued the first day of class, along with directions to clinical sites.

Criteria for clinical preparation include

Current CPR-BLS (Basic Life Support) certification. All students must have a current certification of Health Care Provider CPR (includes infants, children, and adults). Proof of this certification must be submitted at least one month prior to the start of classes.

1. Completed health records. All students must have a completed health record submitted two weeks prior to the start of the semester. Thereafter the student must present evidence of TB testing (PPD) annually. The College Student Health Nurse maintains copies of the health records.
2. Uniform (See appearance/demeanor)
3. Equipment—stethoscope, watch with a second hand, and bandage scissors must be brought to clinical sites each time.
4. Clinical Notebook

Every student must maintain a clinical notebook for the duration of his/her clinical experience. Guidelines for that Notebook will be presented in class.

Additional Information Regarding the Nursing Program

The clock hour to clinical hour ratio: The clock hour to clinical hour ratio for the nursing program is 3 clinical hours to 1 credit hour.

In the Baccalaureate program, students may have preceptor-facilitated clinical experiences as defined by the course syllabus.

Classroom Policies

Attendance

Students are expected to be present, punctual, and participatory for **all Nursing classes**. It must be recognized that a great deal of material is covered in the class period; therefore, attendance is expected of each student for every class. The instructor will take attendance. If a student must miss a day, or a portion of a day, the student is obliged to call the Nursing Division and be granted prior permission. Students are responsible for any material covered. In the event that a student must leave during the class, the student must speak to the classroom instructor prior to his/her departure. A student will receive an academic warning if he/she has missed the equivalent of two classes or a significant part of two classes. A student may be withdrawn from the class.

Behavior

Students are expected to conduct themselves in a professional manner at all times. They need to be respectful of both the faculty and their peers. Cell phones, iPods and MP3 players are not permitted in class without specific approval by the instructor. Laptops are permitted in class for academic use. Personal use of laptop during class will result in a loss of that privilege. Interested students should consult the *Southern Vermont College Student Handbook* if they have additional questions regarding classroom behavior.

Exams

Students are expected to be present and punctual for all exams. In the event of an emergency, the student must receive **prior** permission from the instructor to reschedule the exam; however, an automatic five-point deduction will be given for all rescheduled exams. If at all possible, the make-up exam must be taken **prior** to the next class meeting. No electronic devices are permitted in the classroom during exams. Any student found in breach of this policy will receive an automatic grade of zero. **See Appendix**– signature required

Papers

The format for all papers will be the current American Psychological Association (APA) format. The Writing Center is available to assist students in the writing process and has available guidelines for the APA format. A student who is not able to submit a paper on the due date must speak to the instructor prior to the date on which the paper is due. The faculty member can grant an extension; however, an automatic five-point deduction will be given for all late papers. If the student does not speak to the faculty prior to the due date the paper will not be accepted. For cases in which the faculty suspects plagiarism, the faculty will follow the College's policy outlined in the *Southern Vermont College Student Handbook*. A description of what constitutes plagiarism can be found in the *Handbook* as well.

Outcome Exams

The Division of Nursing uses the benchmark of HESI (Health Education Systems, Inc) tests. These nationally recognized standardized tests are used as graded components of courses. A minimum passing score may be required for select courses as defined by the course syllabus. These tests are designed as useful evaluation tools which also promote success on the national licensing exam.

SOUTHERN VERMONT COLLEGE
Division of Nursing
Statement of Ethical and Legal Behaviors

College Policies

Students in the Nursing programs should review College policies on Academic Integrity printed in the *Southern Vermont College Student Handbook*. Any student who has questions about the meaning or implications of these policies should discuss it with the Nursing Faculty or Division Chair immediately. Failure to read or understand these policies does not eliminate the student's responsibility to adhere to the printed standards.

Nursing Program

Students in the Nursing programs are held additionally to ethical and legal standards of conduct. Program, course, and clinical objectives address these standards which are an integral part of the profession of nursing.

Licensure Considerations

Individuals entering the Nursing programs need to be aware that their ability to practice nursing is not only contingent upon successful completion of the Nursing program but upon the ability to obtain a license. Questions asked applicants include the following:

1. Has any state, territory, or other jurisdiction denied your application for a license, certificate, or registration in any profession or occupation?
2. Has any state or federal licensing authority restricted, suspended, revoked or taken any other disciplinary action against your license, certificate, or registration that you hold or held in any profession or occupation?
3. Have you been convicted of a crime other than a minor traffic violation?
4. Do you have a physical or mental condition or disorder which in any way impairs or limits your ability to practice nursing with reasonable skill and safety?
5. Has your use of alcohol, drugs, or medications in any way impaired or limited your ability to practice nursing with reasonable skill and safety?
6. Are you currently participating in a supervised program or professional assistance program which monitors you in order to assure you are not engaging in the illegal use of controlled dangerous substances?

Answering yes to any of these questions may affect a person's ability to obtain a Nursing license in the State of Vermont. The student is responsible for determining additional licensure requirements of the state in which they plan to license.

Academic Situations

Students who plagiarize, cheat, fabricate data, or facilitate academic dishonesty are also considered in violation of ethical standards.

Clinical Situations

Students in the clinical area are held to very high ethical standards of honesty and integrity, both by the College and nursing profession. Omitting necessary treatments, assessments, and observations; misrepresentation of data; violations of client confidentiality; and theft of agency or client property are examples of unethical and/or illegal behavior.

If a faculty member has reason to believe that a student in the Nursing Program has violated academic or clinical standards of honesty, integrity, or professional conduct, the matter shall be treated in accordance with the procedures applicable to Academic Integrity as stated in the College's *Student Handbook*. Specifically, the stated procedures for informal investigation by the faculty member in question and/or hearing before the Academic Standards and Policy Committee are applicable.

A student found to be in violation of academic or clinical standards of honesty, integrity, or professional conduct may be subject to sanctions including a grade of zero for the assignment or the course in question, immediate removal from the class and/or clinical setting, and/or up to and including immediate dismissal from the Nursing program. A student may also be reported to legal authorities.

***Division of Nursing
Student Expectations - August 2011***

- ***Take responsibility for your own learning.***
- ***Actively participate in your opportunity to learn and teach.***
- ***Utilize college resources to be successful.***
- ***Arrive at class and lab early.***
- ***Communicate with faculty any changes in your ability to meet class/lab/assignment/test expectations.***
- ***Hold yourself and your fellow student to professional behavior.***
- ***Refrain from social network postings that may affect your professional image.***
- ***Seek first to understand.***

SOUTHERN VERMONT COLLEGE
Division of Nursing
Student Attestation

This handbook contains the philosophy, program outcomes, policies, and Statement of Ethical and Legal Behaviors of the Southern Vermont College Division of Nursing. The policies contained within this manual have been developed by the faculty of the Division of Nursing in conjunction with the students of the Nursing programs. Students need to familiarize themselves with these policies and sign the form which indicates an understanding of the policies of the Nursing Division. These policies are subject to change as the academic year progresses. Students are required to read, understand, and agree to comply with expectations as stated in this handbook as well as the Statement of Ethical and Legal Behaviors. Copies of this form will be placed in the student record.

I have read, I understand, and I agree to comply with the expectations and stated outcomes of the Southern Vermont College Division of Nursing and the Statement of Ethical and Legal Behaviors.

Date: _____

Signed: _____

Print Name: _____

Semester/Year: _____

**Sign and submit this form to the Division of Nursing Faculty.*

The policies as stated in the Southern Vermont College *Nursing Student Handbook* are subject to change. The Division of Nursing will, however, make every effort to notify schools, students, and prospective students of significant changes.

This *Handbook* is intended to provide general information about the Division of Nursing. The information in the *Handbook* is current as of the time of publication, but may change over time. Questions about the details of specific policies should be directed to the faculty of the Division of Nursing, who will be happy to respond to your inquiries.

Statement of Non-Discrimination: The Division of Nursing of Southern Vermont College, in accordance with Federal and State laws and regulations, does not discriminate on the basis of race, color, creed, religion, national origin, sexual orientation, sex, age, veteran's status or handicap, in regards to treatment, access to, or employment in its program or activities. In compliance with the Americans with Disabilities Act (ADA), individuals with disabilities requesting accommodations should contact the Office for Students with Disabilities. The telephone number is 802-447-6360.

The Nursing Student Handbook is revised annually in August prior to the start of the fall semester. Students are accountable for the current policies each year.