DURHAM TECHNICAL COMMUNITY COLLEGE
1637 LAWSON STREET
DURHAM, NC 27703

ADN HANDBOOK 2016
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INTRODUCTION

Dear Student:

Welcome to the exciting world of nursing and the Associate Degree Nursing (ADN) program at Durham Technical Community College (Durham Tech). We are very glad to have you here and are excited about your joining us in a profession that we love. We want you to succeed. Every lesson plan, assignment, and activity has been developed with your success in mind. We will work together to make this an exciting and productive program.

Nursing courses are different from other courses you have taken. The first nursing course, NUR 111, consists of three parts: (1) class, (2) laboratory, and (3) clinical. In the classroom portion, you will learn about the profession of nursing as well as nursing assessment and management of patient care. In the laboratory portion, you will learn how to do psychomotor skills such as physical assessment, medication administration, and sterile technique. You will be expected to demonstrate competency for each skill. In the clinical portion, you will have the opportunity to apply what you have learned in the classroom and laboratory in a clinical setting with the assistance of a nursing instructor. Subsequent nursing courses contain both classroom and clinical components. For NUR 111, you will receive eight (8) semester hours credit upon successful completion of that course. The course requires 16 contact hours. That is the equivalent of almost four to five regular college courses. This means you need to spend as much time preparing for this one course as you would preparing for four to five college courses.

In NUR 111, you will attend class twice a week for a total of four (4) hours, lab twice a week for a total of six (6) hours and clinical for six (6) hours. The remaining semesters contain nursing courses that total 10 to 12.5 credits and average 22 contact hours a week. You will be inundated with papers, handouts, notes, readings, and other assignments. We recommend that you get organized early and stay organized. Keep important papers for reference throughout the nursing program. Do not get behind: it is easier to “keep up” and almost impossible to “catch up.”

Each nursing course will assist you to build on your knowledge of nursing and clinical expertise for your future career. It is important that you gain a good foundation in the first nursing course and continue to build on your knowledge as you progress through each course.

Best Wishes!

Sincerely,
The ADN Faculty
INFORMATION ABOUT THE ASSOCIATE DEGREE NURSING PROGRAM

The Associate Degree Nursing (ADN) program at Durham Technical Community College is approved by the North Carolina Board of Nursing and has received accreditation from the Accreditation Commission for Education in Nursing (ACEN). The program is designed to prepare students for careers in the nursing profession. The five-semester ADN program provides the knowledge and skills necessary to function effectively in all areas of the profession.

The Associate Degree Nursing program graduates may be eligible to take the National Council Licensure examination (NCLEX-RN), which is required for practice as a registered nurse. Program graduates are awarded the Associate in Applied Science degree.

General Purpose of the ADN Handbook

The purpose of this handbook is to provide the Associate Degree Nursing student with relevant information regarding the Durham Tech Associate Degree Nursing requirements, professional standards, policies, and procedures. These guidelines have been developed by the nursing faculty and are updated periodically.

Accountability

The student who fails to read the ADN Handbook, the Durham Tech Catalog and Student Handbook, the course syllabus, and/or other official college publications will not be excused from any regulation, requirement, and/or deadlines set forth in these publications.
GENERAL EDUCATION LEARNING OUTCOMES (GELOS)

Consistent with the college’s mission, the Student Learning and Instructional Services Division facilitates and encourages life-long learning throughout the college community.

We define learning as the intentional process of acquiring knowledge or skills. The process requires the engagement of the learner and leads to a demonstrable change in the way the learner relates to his or her environment.

The college ensures that its graduates have acquired the knowledge and skills necessary for future academic, technical, or professional success. Graduates will also demonstrate the following attributes:

• The ability to communicate clearly, effectively, and respectfully both orally and in writing;

• The ability to recognize cultural differences among peoples, to develop tolerance for differences, and to act appropriately with individuals of varying cultures;

• The ability to contribute positively to the academic and workplace environment by demonstrating expected behaviors (e.g. integrity, demeanor, attendance, punctuality) and by working with others to solve problems;

• The ability to learn how to learn and to possess critical thinking and problem-solving skills necessary in an ever-changing environment;

• The ability to recognize ethical dilemmas and to identify possible solutions.

The Student Learning and Instructional Services Division believes that as learning occurs, changes begin within the person and transcend to interpersonal relationships, groups, community, and to the greater global environment.
MISSION AND PHILOSOPHY

Mission

Durham Tech’s Associate Degree Nursing program’s mission is “to foster an environment of scholarly excellence that prepares diverse student populations to be nursing leaders that are compassionate, professional, self-motivated critical thinkers, who will improve the health and wellness of local, national, and global communities.

Philosophy

The Associate Degree Nursing program supports the mission of the NC Community College System and the mission of Durham Tech. The faculty is committed to providing accessible high-quality nursing education to meet the diverse and changing health care needs of the service area and to promoting the development of qualified students prepared for the professional role of registered nurse at the entry level. Graduates of the program may be eligible to take the National Council Licensure Examination (NCLEX-RN). The philosophy of the Associate Degree Nursing program is derived from the faculty’s beliefs about the individual, environment, health, nursing, practice, and education of the Associate Degree nurse.

The faculty of the Durham Tech Associate Degree Nursing program believes in a culture of holism and affirms the human person as an individual who is a complex, multidimensional, unique, and significant being possessing inherent value and worth and who is also a member of a family, community, and a culturally diverse society. All individuals have dynamic physiological, psychological, socio-cultural, spiritual, and developmental needs that contribute to health, quality of life, and achievement of potential. Each individual has a right to access health care and information that will assist him/her to participate actively in his/her health care in order to achieve the highest level of wellness possible. All individuals should be cared for, respected, nurtured, understood, and assisted within the context of their environment. Patient centeredness must be the focus of providing and managing nursing care. Nurses must use their skills and knowledge to enhance human flourishing for their clients, for their communities, and for themselves.

The individual interacts constantly with a changing environment that consists of both internal and external forces. These forces vary throughout the lifespan and have the potential to cause stress in the individual. Adaptation to the environment requires the individual to change throughout the lifespan. The organization’s systems and the individual’s characteristics influence how well the individual is able to adapt to his or her environment. Considering both the context and the environment, the nurse can assist the individual to alter aspects of the environment and to utilize innate and learned coping mechanisms to adapt to these stressors.

Health is an ever-changing state of mental, physical, and spiritual well-being. It exists on a continuum from optimal wellness to illness and ends in death. The individual’s needs for health care are determined by his/her position on the continuum. Each individual’s health is based on his/her cultural perceptions and beliefs of health and illness and on the ability to adapt to internal and external environmental forces. To the extent of their capabilities, individuals are responsible for and capable of identifying, learning, and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness, or achieve a dignified death.

Nursing is a profession that combines the science and the art of integrating and assimilating knowledge and skills to deliver client-centered, culturally competent, and holistic care. Knowledge and skills are derived from biological, sociological, and behavioral sciences and from information technology. These skills and knowledge provide the foundation from which nursing judgment occurs. Nursing judgment enables the nurse to integrate the art of nursing with the scientific foundation for nursing practice.
utilizing the nursing process. Incorporating a spirit of inquiry, evidence-based practice, and good communication skills, the nurse functions autonomously and collaboratively with interdisciplinary teams to assist individuals to reach their maximum health potential. The goals of safe and quality client outcomes, promotion of wellness, prevention of illness, restoration of health, or assistance in achieving a dignified death are assured through this teamwork approach.

The graduate of the Associate Degree Nursing program at Durham is prepared to meet the educational competencies defined by the National League for Nursing (2010) and the Nursing Practice Act of North Carolina. Valuing diversity and incorporating caring, holism, ethics, patient centeredness, excellence, and integrity, the graduate helps to create a work culture directed toward meeting the health care needs of individuals throughout their lifespan. The graduate incorporates concepts of quality and safety, relationship-centered care, and teamwork into clinical practice to achieve client goals and outcomes and organizational outcomes.

Nursing education at the associate degree level is a process that develops professional behaviors, professional identity, and judgment necessary to function in the role of the entry-level nurse. The concept-based nursing curriculum is predicated on a balance of evidence-based nursing theory and practice, general education, and the sciences in an environment conducive to adult and collaborative learning. The Associate Degree Nursing program at Durham Tech provides an education that progresses from simple to complex and addresses the changing health care needs of the individual, significant support person(s), and community. Through these educational experiences, with the utilization of information technology, evidence-based practice, cost-effective strategies, and quality improvement measures, students will have the opportunity to develop critical thinking and problem-solving skills.

Learning is a life-long, continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance excellence in personal and professional development. Teaching and learning are parts of an interactive process between teacher and learner. The responsibility of the faculty of Durham Tech Associate Degree Nursing program is to facilitate the student’s understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible and accountable for actively participating in learning experiences and for developing the knowledge, skills, abilities, and professional behaviors necessary to provide quality, client-centered nursing care.
EDUCATIONAL OUTCOMES AND ORGANIZING FRAMEWORK

The educational outcomes of the Associate Degree Nursing program incorporate National League for Nursing competencies for Graduates of Associate Degree Nursing Programs and standards established by the North Carolina Board of Nursing. These educational outcomes are the organizing framework for the Associate Degree Nursing curriculum.

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

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

3. Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, to question underlying assumptions, and to offer new insights to improve the quality of care for patients, families, and communities.
PROGRAM OUTCOMES

Consistent with the mission and goals of the college and with the educational outcomes of the program and National League for Nursing Criteria, the following outcomes have been selected by the faculty to assist in measuring the quality and effectiveness of the program:

1. Meet educational needs of eligible nursing applicants in the service areas of the college, primarily Durham and Orange counties;

2. Demonstrate a cohort retention rate at or above the state average for ADN programs;

3. Graduate classes that pass the NCLEX-RN with a minimum three year average of 95 percent of the national pass rate on the first writing;

4. Graduate students who...
   a. become employed in nursing
   b. practice registered nursing that reflects the educational outcomes of the program and of the National League for Nursing
   c. verbalize reasonable satisfaction with their program of learning
   d. demonstrate satisfactory nursing practice to their employers

5. Improve the graduation rate of minority students;

6. Graduate students who contribute to nursing and health care of individuals through employment in local clinical agencies;

7. Graduate students who continue professional development activities; and

8. Maintain full approval from the North Carolina Board of Nursing, accreditation from the Accreditation Commission for Education in Nursing (ACEN) and meet standards of the college and other regulatory agencies such as the NC Community College System (NCCCS) and the Southern Association of Colleges and Schools (SACS).
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<tr>
<th>NAME</th>
<th>OFFICE TECH (Building 9)</th>
<th>PHONE EXTENSION</th>
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<tr>
<td>Mark Hand, PhD, RN, CNE</td>
<td>9-201D</td>
<td>8094</td>
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<tr>
<td>Assistant Dean Nursing, Program Director ADN</td>
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<tr>
<td>Kimberly Robertson, BA</td>
<td>9-201</td>
<td>8107</td>
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<tr>
<td>Program Assistant</td>
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<tr>
<td>Lois Ballen, MSN, CNM, RN</td>
<td>9-126B</td>
<td>8095</td>
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<tr>
<td>Instructor</td>
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<tr>
<td>Johnnie Bratton, MSN, RN</td>
<td>9-222B</td>
<td>8040</td>
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<tr>
<td>Instructor</td>
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<tr>
<td>Lesley Chaffin, MSN, RN</td>
<td>9-201C</td>
<td>8101</td>
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<tr>
<td>Clinical Coordinator, Instructor</td>
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<tr>
<td>Stephanie Dawson, MSN/Ed, RN</td>
<td>9-215</td>
<td>8097</td>
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<tr>
<td>Instructor</td>
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<tr>
<td>Joy Hansen, MSN, RN</td>
<td>9-128B</td>
<td>8116</td>
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<td>Instructor</td>
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<tr>
<td>Barbara Jackson, MSN, RN</td>
<td>9-222A</td>
<td>8126</td>
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<tr>
<td>Instructor</td>
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<tr>
<td>Ashley Martin, NP, MSN, RN</td>
<td>9-126A</td>
<td>8092</td>
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<td>Instructor</td>
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<tr>
<td>Jemma Superville, NP, MSN, RN</td>
<td>9-220A</td>
<td>8133</td>
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<tr>
<td>Instructor</td>
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<tr>
<td>Denise Walz, MSN/Ed, RN</td>
<td>9-126A</td>
<td>8105</td>
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<tr>
<td>Instructor</td>
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ADMISSION REQUIREMENTS

Associate Degree and LPN to ADN Track Nursing programs have a limited number of spaces for admissions each year. Due to the limited spaces, admission to the programs is gained by a competitive admissions process (for nursing programs).

Allocation of Points for Admission

Spaces in the nursing program will be offered to students based on the following point system with students having the highest number of points being offered seats first.

In case of a tie in the number of points, initial date of application to the program will be used as a basis for offering seats.

If a student is not offered a seat in the nursing program and wishes to be considered for the next year, the student must reapply.

Points will be awarded for:

- Quality points for grade in BIO 168: A = (4 x 4 credits) = 16, B = 12, C = 8
- Quality points for grade in BIO 169: A = (4 x 4 credits) = 16, B = 12, C = 8
- Completion of the following courses with an A, B, or C.
  - ACA 122 1 point (or waiver)
  - ENG 111 3 points
  - PSY 150 3 points
  - PSY 241 3 points
  - BIO 271 3 points
- Resident of Durham or Orange County 5 points

* The applications packet must be submitted to the nursing admissions counselor (in the Admissions, Advising and Enrollment Support Office) by February 1 for admission to the fall nursing course sequence.

**Application to the Associate Degree and LPN to ADN Track Nursing programs does not guarantee admission.
PROGRAM REQUIREMENTS

Health Requirements

The Student Medical form is required by clinical agencies for students to be able to participate in clinical experiences. The Associate Degree Nursing program will indicate to students when these forms are to be completed. It is expected that the student will submit an honest and accurate record. Omissions, whether intentional or not, are in violation of the college’s Academic Honesty policy. Any student found in violation of this policy will not be permitted to participate in clinical and may be dismissed from the college.

Once the Medical form is completed and submitted to the program, the student is responsible for notifying the program in writing of ANY changes to the Medical form within five (5) business days of the change. Failure to follow these procedures will lead to the student’s inability to participate in clinical.

Students should follow these guidelines when completing the Student Medical form:

- Refusal to obtain required immunizations (or titers) may result in the inability to progress or dismissal from the program.

- This form should be completed no more than seven (7) months before the student begins the clinical program by the physician/physician’s assistant/nurse practitioner who is familiar with the student and his/her medical history.
  - If you are being treated for any medical or mental health condition that requires continued treatment or monitoring, you MUST have the physician who is treating you complete the medical part of the form.
  - If you are not being treated currently for a medical condition, you may have any physician complete the medical part of the form.

- Be sure that the physician completes the section marked * for students admitted to Health Sciences Programs and that he/she SIGNS (not a stamp) and dates the form.

- The Immunization Record is extremely important. To avoid problems completing this information, first read the Guidelines for Completing Immunization Record in your medical form packet. If you have any questions, please refer them to the clinical coordinator for the nursing program.

- If the student has been out of the program for greater than one year, the Medical form must be completed again.

When the Student Medical form is complete, the student should make a copy for his/her personal record and SIGN this form which is to be submitted with the original Medical form to the program. Please contact the Clinical Coordinator for the program if you have any questions.

I am submitting this completed Medical form and attest that it is true and complete to the best of my knowledge. I understand that if anything on this form changes while I am a student in the health program, I must notify the program director in writing within five (5) business days of the change.

__________________________________________  _____________________________
Student Signature                                      Date

Student Name (Print) ___________________________________

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ESSENTIAL SKILLS FOR ADMISSION AND PROGRESSION

Physical and Psychological Requirements

By law, a prospective nursing candidate must demonstrate the physical and psychological ability to provide safe nursing care. With this legal requirement as a guide, every prospective student must assess his or her ability to provide safe and competent nursing care prior to choosing nursing as a career. To understand the physical and psychological qualifications needed for successful nursing, the essential abilities have been listed below.

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<th>Qualifications</th>
<th>Standard</th>
<th>Examples of Necessary Activities</th>
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| Critical Thinking | The nursing student must possess critical thinking ability sufficient for problem solving and clinical judgment. | • Identify cause-effect relationships in clinical situations  
• Assess risks and provide for patient safety  
• Consider multiple priorities and make effective decisions quickly  
• Develop and evaluate Nursing care plans. |
| Interpersonal Skills | The nursing student must possess interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. | • Establish helping relationships with patients, families, significant others, and the interdisciplinary health care team.  
• Demonstrate caring behaviors |
| Communication | The nursing student must possess communication abilities sufficient for interaction with others in verbal and written form. | • Communicate relevant, accurate, and complete information in a concise and clear manner both verbally and in writing to patients and health care team members.  
• Utilize information technology to support and communicate the planning and provision of care. |
| Mobility | The nursing student must possess physical abilities sufficient to move from room to room and maneuver in small spaces. | • Move around in patient rooms, workspaces, and treatment areas  
• Administer cardiopulmonary resuscitation.  
• Stand, squat, reach above head, lift, push, pull  
• Walk the equivalent of five (5) miles daily at work. |
| Motor Skills | The nursing students must possess gross and fine motor abilities sufficient to provide safe and effective nursing care. | • Calibrate and use equipment, e.g. administer injections, insert catheters, manipulate intravenous equipment, and position and transfer patients. |
| Hearing | The nursing student must possess auditory ability sufficient to monitor and assess health needs. | • Hear monitor alarms, emergency signals, and patient communication.  
• Auscultate sounds (Blood pressure, breath and heart sounds). |
<p>| Visual | The nursing student must possess visual ability sufficient for observation and assessment necessary in nursing care. | • Observe patient/client responses; see a change in skin color, read the scale on a syringe. |</p>
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<tr>
<th>Qualifications</th>
<th>Standard</th>
<th>Examples of Necessary Activities</th>
</tr>
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<tbody>
<tr>
<td>Tactile</td>
<td>The nursing student must possess tactile ability sufficient for physical assessment.</td>
<td>• Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of catheters, palpate a pulse.</td>
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<td>Weight Bearing</td>
<td>The nursing student must possess the ability to maneuver/move 40-50 pounds, weekly and sometimes daily.</td>
<td>• Position patients and move equipment.</td>
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<tr>
<td>Emotional</td>
<td>The nursing student must possess emotional stability sufficient to maintain composure in stressful situations.</td>
<td>• Cope effectively with stress in the workplace.</td>
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<td>• Cope with client and colleague emotions calmly.</td>
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<td>• Receive corrective feedback calmly.</td>
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<td>Environmental</td>
<td>The nursing student must possess the ability to tolerate environmental stressors.</td>
<td>• Adapt to variations in work schedules</td>
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<td>• Work safely with chemicals used in health care settings.</td>
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<td>• Work in areas that are close, crowded or noisy.</td>
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1. These are the essential skills that a student must possess in order to progress satisfactorily through the nursing curriculum. Should a prospective student have a pre-existing condition which prohibits his or her ability to perform one or more of these skills it is highly advised that the student pursue professional assistance for an evaluation of career suitability. Campus resources are available to assist with this process. For more information, contact the Career Planning and Placement Center in Counseling Services at 919-536-7207, ext. 1400. Students who have a disability which may impact upon the ability to provide nursing care may want to contact Disability Services at 919-536-7207, ext. 1413.

2. To verify a student’s ability to provide essential nursing care during clinical training, a physical examination is required of all students. This examination will be documented by a physician/nurse-practitioner/physician’s assistant on the form provided by the Nursing Faculty during the mandatory orientation.

3. Subsequent yearly TB screening is required. Participation in clinical is contingent upon negative documentation and/or appropriate medical treatment and clearance.

4. Although it is not required, students are highly encouraged to be vaccinated for Hepatitis B prior to clinical rotation in nursing courses.

5. Occasionally, a student may experience a change in the status of these requirements while progressing through the curriculum. Should this occur, the student is required to notify the clinical faculty, and the student will be provided with referrals for professional assistance. Each student will be given the opportunity to meet clinical objectives within a reasonable amount of time as determined by the Program Director in consultation with a helping professional.
However, a student may be denied continued enrollment in the Associate Degree Nursing program until any identified issue is resolved. Should the issue remain unresolved after a reasonable period of time, the student may be dropped from the course.

6. Likewise, all students completing the Associate Degree Nursing Program and applying to take the National Council Licensure Examination to become a Registered Nurse (RN) must sign an affidavit of physical and mental competency to safely practice nursing in North Carolina. The North Carolina Board of Nursing provides forms.

I have read and agree that I can perform these essential skills necessary for nursing.

NAME (Print) ________________________________ DURHAM TECH ID # ________________

SIGNATURE ________________________________ DATE __________________________
EXPECTATIONS OF STUDENTS ENROLLED IN HEALTH TECHNOLOGIES PROGRAMS

Scope: These expectations apply to students enrolled in any Health Technologies (HT) program at Durham Technical Community College.

Justification: A career in a health-related field requires frequent work with patients, vulnerable populations, confidential medical records and/or proprietary information and data. In preparation for this requirement, Health Technologies students will be required to adhere to a common set of ethical standards and principles that promote professionalism and civility.

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

Ethical Behavior: Ethical behavior is defined as behavior that is in accordance with the accepted principles of right and wrong that govern the conduct of a profession (definition adapted from The American Heritage® Medical Dictionary). Each profession represented in the HT Department has a code of ethics; students should refer to their profession’s code for more information.

I, ____________________________, a student in the ________________________ Program at Durham Technical Community College, affirm to:

• Be a model of civil and ethical behavior in the classroom, on campus, and during all interactions with fellow students, faculty, staff and clinical affiliates.
• Do to others as I would want done to me and offer help to others as appropriate.
• Observe all course attendance policies. I will attend class, arrive on time, and stay for the required time period. If I must miss class, arrive late, or leave early, I will contact the instructor before the occurrence.
• Maintain professional appearance in the clinical setting and during campus activities.
• Use “polite” language (such as “please”, “thank you”, etc.).
• Address all faculty, college administrators, and adult patients by their title and surname (i.e. Mr., Ms., etc).
• Demonstrate respect for all persons through the following:
  o Using helpful, not hurtful language;
  o Maintaining an appropriate voice tone and volume;
  o Discussing policies, ideas, and issues, not people; and
  o Not participating in any way in the harassment, defamation, or disrespect of a student, instructor, clinical preceptor, program director, or college administrator.
• Be part of the “solution”, not the problem.
• Speak to others as I would want to be spoken to and more specifically as follows:
  o Ensuring clear communication during a discussion by using techniques of understanding (repeating what was said, asking questions, etc.).
  o Maintaining a civil tone. I will use assertive, not aggressive communication skills.
  o Engaging in professional use of email and other written communication.
• Not monopolizing conversations and giving others an opportunity to speak and express their views.

• Utilize appropriate channels of communication if questions or concerns arise.

• Value and respect the differences in others and reject discrimination and prejudice.

• Protect confidentiality of fellow students and patients. Confidential information should not be shared for any reason and to share this information is considered a serious breach of ethics. Patient information must only be shared within the confines of appropriate clinical practice and in accordance with the current HIPAA regulation.

• Protect confidentiality of proprietary information, records, and data. In addition, I will adhere to any confidentiality agreements that I have signed to participate in a clinical setting.

• Facilitate a safe environment in the classroom and during meetings with fellow students and faculty/staff where ideas can be shared honestly, openly, and respectfully.

• Attribute work and ideas appropriately and refrain from plagiarism.

• Respect physical property in the classroom, on campus, and in clinical settings.

• Express disagreement or dissatisfaction with respect and in a manner that is free from emotion. Furthermore, my words and actions will
  o Promote dispute resolution, and
  o Arrive at consensus if possible.

• Accept constructive criticism as follows:
  o Be attentive and listen before responding; and
  o Provide counter comments that are free of a defensive attitude.

• Follow formal meeting procedures (i.e. Robert’s Rules of Order) if appropriate for the situation and if requested by the facilitator.

• Hold my fellow classmates and myself accountable when these guidelines are not followed.

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

Failure to follow these expectations may result in disciplinary action including program dismissal as outlined in the college policies, course syllabus, and/or Student Handbook.

I have read and agree to abide by these expectations.

Name ____________________________________

Signature ________________________________ Date ________________

References:
National Civility Center, retrieved June 4, 2008.
Johns Hopkins University (n.d.). Dr. Forni’s Civility Website, retrieved June 4, 2008.
Kansas State University (2007, October 5). Principles of Community.
PROFESSIONAL BEHAVIOR – STUDENT CONDUCT

At all times, ADN Nursing students are expected to follow the policies listed below.

All students are expected to conduct themselves in a professional manner whether on campus or at a clinical site. Students may be dismissed from the program for violation of the Durham Tech Student Code of Conduct.

In addition:

A. All students are to adhere to the policies of the hospitals, of clinical areas, and of Durham Tech as they pertain to the dress code, professional conduct, and tobacco-free campus.

B. Incoming telephone calls or visitors for students shall not be allowed to interrupt a class session or clinical experience unless it is an emergency. Messages may be taken at 919-536-7200, ext. 8107. Cell phones and pagers must be on “silent” mode.

C. Children may not be brought to class, to lab, or to the clinical facilities.

D. All student grievances will be directed through an identified line of authority. See the Student Grievance Procedure.

STUDENT CODE OF CONDUCT

Durham Tech has an obligation to maintain a safe and orderly educational environment for students, faculty, staff, and visitors. The intent of the Student Code of Conduct is to protect the rights and safety of all individuals on campus.

DRUG AND ALCOHOL POLICY

Problems with substance abuse are extremely complex. Substance abuse on campus can impact the safety and well-being of faculty, staff, and students. Therefore, it is the policy of Durham Tech that the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited on college premises and is prohibited as part of college-sponsored activities. Any student violating the Drug and Alcohol Policy will be subject to disciplinary action.

TOBACCO-FREE CAMPUS POLICY

Employees, students, visitors, and contractors are prohibited from using tobacco products at any time on college property as well as on any spaces where college-sponsored or college-related activities are held, including during non-instructional and non-service hours. View the Tobacco-Free Campus Policy.

SEXUAL HARASSMENT POLICY/TITLE IX

Durham Tech does not tolerate sexual harassment in any form and restricts intimate relationships between faculty and staff members and students over whom the college employee has control or influence. The college further prohibits internal interference, coercion, restraint, or reprisal against any student or employee who files a grievance concerning an occurrence of alleged sexual harassment. View the Sexual Harrassment Policy and Title IX information.
APPROPRIATE USE OF COMPUTING RESOURCES POLICY

Durham Tech provides a variety of computing resources to employees, students, and our community. Restrictions or limits placed on use of college computing resources are intended to protect the resources; to maintain the integrity of the networks; and to comply with appropriate policies, laws, and regulations. Persons using college computer resources are expected to use these resources responsibly. For more information, consult the Appropriate Use of Computing Resources Policy and Procedure.
ADN AND LPN TO ADN PROGRAM REQUIREMENTS

CRIMINAL BACKGROUND CHECK AND DRUG SCREEN

The Joint Commission on Accreditation of Hospitals and Health Care Organizations is the organization that accredits our clinical agencies. This organization has passed a regulation requiring agencies to obtain criminal background checks and drug screens, not only on employees, but also on students. Students are required to complete a criminal background check and drug screen through the vendor used by Durham Tech prior to entry in the nursing program. This must be completed by June 5th of the year you begin clinical courses. Students will be responsible for the cost of the criminal background check and drug screen. The criminal background check and drug screen will be reviewed by agencies for appropriateness to the clinical site. If the agency determines that the background check is unacceptable, the student will not be permitted to participate in clinical and, therefore will not be able to meet ADN or LPN to ADN course objectives. Should this occur, the student would not be able to progress in the ADN or LPN to ADN program. The substance testing must be conducted within the specified period prior to the student’s beginning his or her clinical rotation and when probable cause for such testing occurs. Once a student starts and stays continuously, the student would only be tested for cause. If there is a break in service, and there are more than 12 months since students were last at a selected agency, they must be retested.

Clinical students may be expected to pay for drug screening as a condition of attending a clinical rotation if it is required by the healthcare agency.

CPR

Students must maintain current CPR certification from the American Heart Association for Health Care Providers, which includes CPR for infants, children and adults. It is the student’s professional responsibility to keep this current. Expired CPR certification will make the student ineligible to attend clinical.

HEALTH INSURANCE

Students must maintain active health insurance while enrolled in the Associate Degree Nursing program. Submission of evidence of health insurance is required at the time of enrollment in the program and at any time that the student’s health insurance coverage changes. Below is a list of suggested websites where information can be found about health insurance for students. Durham Tech does not recommend any particular insurance company because everyone’s situation and needs are different.

- HTH Travel Insurance
- International Student Insurance
- ISO Insurance
- eStudent Insurance
- COMPASS Benefits Group
- Trawick International Student Insurance
- The Harbor Group
- Collegiate Risk Management
- Cultural Insurance Services International
- Community College Student Insurance
- Blue Cross Blue Shield of NC
MALPRACTICE INSURANCE

Clinical agencies require all students to have malpractice insurance coverage. The cost of this insurance ($16) is automatically added to the tuition bills in the student’s first semester and is renewed yearly.

ANTICIPATED COSTS

View the full list of miscellaneous fees.

Costs of the Associate Degree Nursing and LPN to ADN Track programs include the following items:

**Uniforms:** (It is recommended that students purchase 2 uniforms.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female top/pants</td>
<td>Approximately $35-40 (2 recommended): $70-80</td>
</tr>
<tr>
<td>Male top/pants</td>
<td>Approximately $35-40 (2 recommended): $70-80</td>
</tr>
<tr>
<td>White lab coat</td>
<td>Approximately $25-30</td>
</tr>
<tr>
<td>Warm-up jacket</td>
<td>Approximately $30-35</td>
</tr>
</tbody>
</table>

**Accessories:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scissors</td>
<td>$4-5</td>
</tr>
<tr>
<td>Stethoscope (dual-head)</td>
<td>$20 – 100 (depending on type)</td>
</tr>
<tr>
<td>Watch (sweep second hand)</td>
<td>$15-25</td>
</tr>
</tbody>
</table>

**Lab Supplies:**

Lab supplies packet for approximately $110 will be added to tuition for NUR 111 & NUR 214.

**Liability (Malpractice) Insurance:** $16/year will be added to tuition for NUR 111 for generic students and to NUR 214 for students in the LPN to ADN Track.

Tuition for Legal Residents of North Carolina

Effective January 1, 2016, tuition for legal residents of North Carolina is $76 per credit hour or a maximum of $1,216 for students enrolling fall, spring, or summer semesters for 16 or more credit hours. Tuition is subject to change by the NC General Assembly. High school students enrolling in Durham Tech classes are exempt from tuition charges. View the [Tuition and Fee calculation chart](#).

**How Much Do Credit Courses Cost per Semester?**

It is important to prepare for the cost of college — including course tuition, fees, and books. Here’s an example of two students’ cost estimates for attending Durham Tech and paying the in-state tuition rate. One student is taking 12 credit hours, and another student is taking 16 credit hours per semester.
In-State Tuition Rate* (Per Credit Hour): $76

Multiply by Credit Hours Taken: \( \times 12 \) \( \times 16 \)

Tuition Amount: $912 $1,216

Add Student Administrative Fee*: $67 $67

Tuition* and Fees* for One Semester: $979 $1,283

Estimate for Book Costs: + $500 $650

Estimate for Tuition*, Fees*, and Books: $1,479 $1,933

* Tuition and fees are subject to change.

Testing Fees: cost varies

Health Insurance Costs: Cost varies (to be purchased by student – REQUIRED FOR ALL HEALTH TECH PROGRAMS)

Parking Fees at clinical agency: Cost varies ($0-12/week)

Transportation costs: cost varies

Graduation Fee: $15 (Applying for graduation)

Graduating students participating in commencement pay a $20 graduation regalia fee for their caps, tassels, gowns, and graduation announcements. This fee is subject to change.

For graduation, students will need funds to cover graduation fees, NCLEX-RN application fee (approximately $310), passport pictures, nursing pin ($40 - $80), notary fees, and pinning ceremony.

Tuition for Out-of-State Students: Effective January 1, 2016, tuition for out-of-state residents (persons who have NOT maintained domicile in the state for at least the 12 previous months) is $268 per credit hour or a maximum of $4,288 for students enrolled fall, spring, or summer semester for 16 or more credit hours. Tuition is subject to change by the N.C. General Assembly. View the Tuition and Fee calculation chart.
**ASSOCIATE DEGREE NURSING PROGRAM**  
**STUDENT ACHIEVEMENT OUTCOME DATA**

### Associate Degree Nursing Program NCLEX-RN Pass Rates

**ELA:** Three year mean pass rate will be at or above the national mean for the same three year period

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Candidates</th>
<th>Number that passed</th>
<th>Durham Tech Percentage</th>
<th>State Percentage</th>
<th>National Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>67</td>
<td>pending</td>
<td>pending</td>
<td>pending</td>
<td>pending</td>
</tr>
<tr>
<td>2015</td>
<td>35</td>
<td>30</td>
<td>86%</td>
<td>90%</td>
<td>85%</td>
</tr>
<tr>
<td>2014</td>
<td>59</td>
<td>52</td>
<td>88%</td>
<td>86%</td>
<td>82%</td>
</tr>
</tbody>
</table>

### Three year Trends on NCLEX-RN Pass Rate

<table>
<thead>
<tr>
<th>Three Year Period</th>
<th>Durham Tech Pass Rate Mean Percentage</th>
<th>National Pass Rate Mean Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2015</td>
<td>84%</td>
<td>80%</td>
</tr>
<tr>
<td>2012-2014</td>
<td>85%</td>
<td>82%</td>
</tr>
</tbody>
</table>

### Program Completion by Academic Year

**ELA:** 56 percent of students in the nursing program will complete the program requirements on-time according to the course sequence.

<table>
<thead>
<tr>
<th>Admitted Year</th>
<th>Number of students admitted</th>
<th>Number of students completed on-time</th>
<th>Completion rate</th>
<th>Program Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>58</td>
<td>pending</td>
<td>pending</td>
<td>Generic ADN</td>
</tr>
<tr>
<td>2016</td>
<td>32</td>
<td>pending</td>
<td>pending</td>
<td>LPN-RN</td>
</tr>
<tr>
<td>2015</td>
<td>57</td>
<td>pending</td>
<td>pending</td>
<td>Generic ADN</td>
</tr>
<tr>
<td>2015</td>
<td>32</td>
<td>31</td>
<td>97%</td>
<td>LPN-RN</td>
</tr>
<tr>
<td>2014</td>
<td>60</td>
<td>36</td>
<td>60%</td>
<td>Generic ADN</td>
</tr>
</tbody>
</table>
**Employment After Graduation**

**ELA:** 90 percent of graduates will obtain job placement as a registered nurse within one year after graduation (June 1-May 30)

<table>
<thead>
<tr>
<th>Graduation Year</th>
<th># of graduates</th>
<th>Percent Employed with 6-12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>36</td>
<td>pending</td>
</tr>
<tr>
<td>2015</td>
<td>35</td>
<td>95%</td>
</tr>
<tr>
<td>2014</td>
<td>59</td>
<td>93%</td>
</tr>
</tbody>
</table>
The following plan of study is the standard curriculum for the program. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. If accepted students do not enroll for three successive semesters, they must contact Admissions and Enrollment Services to determine if readmission is necessary.

### Hours

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Class</th>
<th>Lab</th>
<th>Clin</th>
<th>Credit</th>
<th>Grade</th>
<th>Semester</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL SEMESTER 2016</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACA 122 College Student Success</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 168 Anatomy &amp; Physiology I^GE</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111 Writing and Inquiry*^GE</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 150 General Psychology^GE</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NUR 111 Intro to Health Concepts</td>
<td>4</td>
<td>6</td>
<td>6</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPRING SEMESTER 2017</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 169 Anatomy &amp; Physiology II^GE</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 241 Developmental Psychology^GE</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 112 Health-Illness Concepts</td>
<td>3</td>
<td>0</td>
<td>6</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NUR 114 Holistic Health Concepts</td>
<td>3</td>
<td>0</td>
<td>6</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>NUR 212A Health System Concepts</td>
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<td>3</td>
<td>2.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUMMER TERM 2017</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BIO 271 Pathophysiology</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FALL SEMESTER 2017</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 112 Writing/Research Disciplines^GE</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>NUR 113 Family Health Concepts</td>
<td>3</td>
<td>0</td>
<td>6</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NUR 211 Health Care Concepts</td>
<td>3</td>
<td>0</td>
<td>6</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NUR 212B Health System concepts</td>
<td>1.5</td>
<td>0</td>
<td>3</td>
<td>2.5</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPRING SEMESTER 2018</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 213 Complex Health Concepts</td>
<td>4</td>
<td>3</td>
<td>15</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities Elective^GE</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS REQUIRED FOR AAS DEGREE** 70
* ENG 070, ENG 080, ENG 090, ENG 090A or DRE 096, 097, 098; MAT 050, MAT 060, MAT 070 or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 may be required based on placement test results.

Humanities Electives: ART 111, ART 114, ART 115, ART 117, DRA 122, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 251, ENG 252, ENG 261, ENG 262, FRE 211, GER 211, HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, ITA 211, MUS 110, PHI 215, PHI 240, POR 211, REL 110, REL 211, SPA 211, SPA 212

Note: Students must pass the computer competency test OR complete CIS 110 or CIS 113 before graduation.

GE Fulfills the general education requirements for this degree.

V.A. Students: An approval signature from the V.A. Office is required before registering. Some courses may not be certifiable.
The following plan of study is the standard curriculum for the program. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. If accepted students do not enroll for three successive semesters, they must contact Admissions and Enrollment Services to determine if readmission is necessary.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Class</th>
<th>Lab</th>
<th>Clin</th>
<th>Credit</th>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA 122 College Student Success</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 168 Anatomy &amp; Physiology</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111 Writing and Inquiry</td>
<td>3</td>
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<td>0</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 150 General Psychology</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 214 Nursing Transition Concepts</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Students on this plan of study will be accepted in Spring 2016 to begin in Summer 2016.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Class</th>
<th>Lab</th>
<th>Clin</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 221 LPN to ADN Concepts I</td>
<td>6</td>
<td>0</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>BIO 169 Anatomy &amp; Physiology II</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>4</td>
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<tr>
<td>PSY 241 Developmental Psychology</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112 Writing/Research Disciplines</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Class</th>
<th>Lab</th>
<th>Clin</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 223 LPN to ADN Concepts II</td>
<td>6</td>
<td>0</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>BIO 271 Pathophysiology</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS REQUIRED FOR AAS DEGREE** 49

*ENG 070, ENG 080, ENG 090, ENG 090A, or DRE 096, 097, 098; MAT 050, MAT 060, MAT 070 or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, may be required based on placement test results.

*Fulfills the general education requirements for this degree.

Humanities Electives: ART 111, ART 114, ART 115, ART 117, DRA 122, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 251, ENG 252, ENG 261, ENG 262, FRE 211, GER 211, HUM 110, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, ITA 211, MUS 110, MUS 112, PHI 215, PHI 240, POR 211, REL 110, REL 211, SPA 211, SPA 212
HUMANITIES ELECTIVE: 3 hours:

1. This plan is formulated to show the actual courses (10) and hours (49 SHC) LPN to ADN students will be taking.

2. LPN to ADN students who successfully complete the Mandatory Orientation and all the courses on this plan of study with a C or better, will be awarded block transfer credit for 25 hours of LPN nursing classes. Thus, LPN to ADN students who complete this degree will graduate with 74 hours.

V.A. Students: An approval signature from the V.A. Office is required before registering. Some courses may not be certifiable.
Disabilities Services

Durham Tech provides disability accommodations and services designed to create equal access to the many aspects of education. Students have the opportunity to voluntarily self-identify with the college as having a disability or medical condition that may impact access to programs and activities.

Students with disabilities may achieve educational access through the effective use of accommodations or services such as individualized educational planning; support staff including note-takers and interpreters; assistive technology; alternative testing arrangements; and priority assistance during registration. Through a process of individual planning, students are encouraged to use their diverse abilities to succeed.

The law: Durham Tech is mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (amended in 2008) to provide appropriate and reasonable accommodations to students who qualify for services.

Who is eligible? These services are provided to students with a variety of disabilities including, but not limited to, attention deficit hyperactivity disorder, learning disabilities, psychological disorders, Asperger’s and other pervasive developmental disorders, blindness or low vision, deafness or hard of hearing, pregnancy, mobility, and chronic health issues.

Students interested in services or accommodations should visit the Disability Services web pages to learn more about the process, appropriate documentation, and the required impact statement. Student forms are also available there as well as in the Counseling and Student Development office, located in the Phail Wynn, Jr. Student Services Center, room 10-209.

Students with disabilities are encouraged to learn more about available services by calling a disability services staff member at 919-536-7208 or by emailing disability services.

The Center for Academic Excellence

The central program mission for the Center for Academic Excellence (CAE) is to provide curriculum students at Durham Tech with the academic support they need to be successful. CAE tutors and staff strive to do the following:

- Provide students with an alternative learning environment for individualized and small group tutoring sessions.
- Provide students with an opportunity to learn how to use technology resources and nurture their online learning experiences.
- Provide students with examples/models of clear communication.
- Provide students with referrals to advising and resources to help with life issues.
- Empower students to be proactive in achieving their academic success and to challenge them to become independent and critical thinkers.
- Collaborate with colleagues inside and outside the CAE to share best practices in tutoring, academic support, and general higher education.
Upswing Online Tutoring

In addition to face-to-face tutoring in the CAE, current Durham Tech students now have access to online tutors through Upswing. Use the same username and password that you use for WebAdvisor. Once you have logged in, use the search box at the top of the Upswing Virtual Learning platform to search for a tutor that can assist you in the subject area of your choice.

You can schedule an appointment with an online tutor to meet online. If a tutor is available immediately there will be a link next to the tutor profile saying “Get Tutored Now”. Having a computer that is equipped with a camera and a microphone is preferable but not necessary. There is a computer in both Wynn 10-308 and Orange County 108 equipped with a camera and microphone for student use.

Library Access

Durham Tech has an extensive collection of print sources as well as online database collections. Databases that can be accessed from off campus require authentication by way of a proxy server or username and password. When you click on a database link, you will see the Durham Tech Library proxy server page. Enter your WebAdvisor username and password to continue to the search screen. If you are unable to access a database, contact the library for assistance. The online catalogue and library hours are available on the library’s website. Librarians can be reached by telephone at 919-536-7211, ext. 1600 or by email at library@durhamtech.edu.

Computer Labs Locations and Hours

There are several computer labs on Durham Tech’s campus that students may use for educational purposes. Lab Monitors are on duty in several labs to assist with basic computer questions. All labs offer internet access. Labs will be closed on Durham Tech holidays.

Student IDs

- Students are required to present a valid Durham Tech Student ID before entering any campus lab.
- Students are required to go to the Campus Police and Public Safety office once a year to obtain an "Academic Year" student ID.
- Your student ID number is printed on your college ID. You will need your student ID number to access all campus resources including: using campus computer labs, accessing online courses in Sakai, registering for courses, checking out books, purchasing items from the bookstore, etc.

Lab Policies and Rules

- While in the lab, students must abide by Durham Tech's Appropriate Use of Computing Resources Policy and posted lab rules.
- NO food, drinks, or children are allowed in any campus lab.
- Loud talking is prohibited in any campus lab.
- Cell phones must be turned off or on vibrate while in any campus lab.

Lab Locations and Hours

Note: Computer labs open the first day of classes each semester unless otherwise noted. The computer lab schedule is posted on the Durham Tech website.
Library (ERC) Computer Labs:
- Upstairs lab: internet only; Downstairs lab: word processing/internet
- Upstairs lab is unavailable if a Library Orientation is in session

Tech Center Computer Lab, Room 9-225
- Open to students already enrolled in a Health Technology program.
- Students may not enter into the lab when an instructor has a class scheduled.

Center for Academic Excellence Lab, Phail Wynn, Jr. Student Services Center, room 10-301.
- Hours vary; please check the computer lab schedule.
GRADING SYSTEM

The college employs a letter grading system to evaluate the student's performance in meeting the stated objectives of the classroom, laboratory, and clinical setting.

The following letter grades, numerical equivalents, and grade points are used in the nursing program for ALL NUR courses beginning fall 2010:

In order to progress to the next Nursing course, a student must receive a minimum grade of C (80).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalency</th>
<th>Significance</th>
<th>Grade Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
<td>Excellent work</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>85 - 92</td>
<td>Good Work</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>80 – 84</td>
<td>Average Work</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>70 - 79</td>
<td>Below Average Work</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>Unsatisfactory Work</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete-Makeup Work Required</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal or Dropped by Instructor</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td>Audit</td>
<td>0</td>
</tr>
</tbody>
</table>

See the College Catalog for further explanation of grades.
ACADEMIC HONESTY

The Associate Degree Nursing Program adheres to the Durham Tech Academic Honesty Policy. This policy applies to nursing students in all areas of their participation in the program. Students are required to read the policy and to document their willingness to comply with this policy upon entry into the program.

In addition to the procedures described in the Academic Honesty Policy, any student in a clinical, practicum, or work placement setting (such as clinical in the Health Technologies programs) who commits any serious error, offense, or dishonesty which, in the opinion of the instructor, compromises the health, safety, or well-being of any child, patient, fellow student, or any other person may be immediately removed from the premises by the instructor or by other appropriate personnel. The instructor must provide the student with written notice within 24 hours of the incident. Written notice of the incident, together with all supporting material evidence, shall be provided to the program director clinical coordinator within three working days of the incident. The student may appeal the removal from a clinical, practicum, or work placement course in accordance with the provisions of this policy and any practicum, clinical, or work setting agreements, policies, or procedures that may apply.

STUDENT-FACULTY RESPONSIBILITIES

At Durham Tech, the student and the faculty member are obliged to meet a number of reciprocal responsibilities within the student-teacher relationship.

The student is responsible for arriving at all classes on time and preparing to participate in assigned work or activities; obtaining assignments from the faculty member before an absence whenever possible, so that work may be submitted upon returning; requesting to make up assignments missed due to legitimate absences (make-up assignments will follow procedures stipulated by the faculty member at the outset of the course); and seeking faculty assistance when clarification or additional assistance is needed to complete an assignment.

The college does not permit a student to attend class with a child or leave a child unattended on campus while attending class. The college is not responsible for students’ laptop computers, calculators, PDA’s, etc., if they are lost or stolen or if they are damaged due to electrical current variations while in use at the college.

The faculty member is responsible for being prepared for each class, starting the class on time, and providing a full period of effective instruction throughout the semester; providing students with complete information about the objectives and requirements of the course, including the resources available to students outside the classroom or laboratory; maintaining an accurate record of attendance for all students and consulting promptly with students on any attendance problems; and being available to students outside of class in the event additional assistance is needed in meeting course requirements.

Attendance

Durham Tech students are allowed one excused absence per class per term for a planned event or observance. Students who wish to use the excused absence must complete and submit an Excused Absence Notification form at least 14 calendar days in advance of the day of the scheduled absence. The instructor, in consultation with the student, will identify a deadline for submission of the work that is appropriate to the requirements of the class, but the deadline will be no later than one week after the day of the scheduled absence. View the Excused Absences policy and procedure.

Due to the intense and comprehensive nature of the curriculum, students are required to attend all scheduled classes, labs, and clinicals. It is understood that illness and/or emergencies may interfere with
the student’s ability to attend class. Students who miss 15 percent of the total course hours OR 15 percent of a component of the course (class, lab, or clinical), will receive an F for the course per Durham Tech’s attendance policy.

Due to the importance of clinical experience, all missed clinical hours will be made up per the clinical instructor by the end of the semester. If a student misses more than 15 percent of clinical hours, it will not be possible to make up the additional clinical time and the student will receive an F for the course. The student will, therefore, not be able to progress in the ADN program.

There will be no written letters/emails of explanation by any faculty given to any student who receives an F due to attendance nor will any faculty give a verbal explanation to any other school that should call and inquire about the student’s failure.

When absent, it is the student’s responsibility to obtain assignments and materials missed. Students who miss a test must contact the responsible instructor within 24 hours of the test. A make-up test may be a different test or format. All make-up tests must be completed within 24 hours of returning to school. Failure to notify the instructor or take the test within these time frames will result in a “0” for the test.

**Student Withdrawals, Faculty Withdrawals, and Class Absences**

Students may officially drop one or all courses prior to the 75 percent tuition refund deadline of each semester without the enrollment being shown on the transcript. The last date for students to withdraw with a refund and the last date to initiate a withdrawal with a grade of W are published in the Important Dates section of the website. During the traditional 16-week fall and spring semesters, the 60 percent date is ordinarily near the end of the tenth week of class or for an 8-week term, near the end of the fifth week. For irregular length courses, the last day students may withdraw with a grade of W is publicized by the instructor. Students making registration changes prior to the 75 percent tuition refund deadline may be eligible for a refund and must complete the necessary refund request process. Please review the refund procedures.

After the close of the drop period and prior to the 60 percent date in the semester, students may officially withdraw from one or all courses with a grade of W. To initiate an official withdrawal, complete an electronic withdrawal form. Use your WebAdvisor username and password to log in to the system. It is best to use Chrome, Firefox, or Safari to access the forms.

Students may receive a grade of F due to lack of attendance. Failure on the part of the student to withdraw officially from a course could result in a grade of F. Therefore, all students should refer to the instructor’s attendance policy included on the course syllabus, and students with questions or concerns should consult with their instructor.

Students with medical situations that necessitate requesting withdrawal from all credit courses past the normal deadlines should complete the Request for Medical Withdrawal form, attach appropriate documentation, and submit the form and documentation to Durham Tech’s Student Development, Communications, and Activities office. Withdrawal requests past the normal deadline will be recommended for approval only if the student provides appropriate medical documentation as specified in the procedure. The Student Development, Communications, and Activities office is located on Durham Tech’s Main Campus in the Phail Wynn, Jr. Student Services Center, room 10-209. For more information, call 919-536-7207, ext. 1413.

More information about Student Withdrawals, Faculty Withdrawals, and Class Absences can be found in the Attendance section of the College Catalog.
NURSING COURSE EXPECTATIONS

The nursing courses have three components: lecture, laboratory, and clinical. It is the expectation of faculty that upon enrolling in a course, the student is responsible for fulfilling the requirements of the course by regular attendance and completion of all course requirements.

Electronic Devices

Cell phones, tape recorders, and other electronic devices are permitted in the classrooms and labs under the following circumstances:

- Students who have received academic accommodations from the Disabilities Services coordinator may record content.
- Students must receive written permission from the instructor to record the class session.
- All recorded lectures or other classroom/lab activities must be erased at the end of the semester.
- Students listening to recorded class/lab sessions must do so in a secluded private area. The student must assure that the recording cannot be overheard by others.
- No cell phones or recording devices are permitted at students’ seats during exam or exam review sessions. If found, a zero will be received for that exam.
- Students are responsible for any electronic devices brought to class, clinic, or lab.

No cell phones or other devices may be used in place of a calculator or to listen to music or other recorded information during testing. Department-owned calculators will be supplied if required for the assignment. Any electronic devices for use in clinical must be approved by instructor.

Classroom Atmosphere

Classrooms are places for serious academic inquiry and for the practice of college-level thinking. In order to create a positive learning atmosphere for all students, please abide by the following classroom rules:

- **Cell phones/pagers:** Turn cell phones/pagers off during class and lab.
  
  Receiving or making a call during class will not be excused. Students may give the number of the security office (919-536-7255, ext.5500) to emergency contacts, and an officer will come and notify the student in class if there is an emergency. Cell phones are not permitted in the clinical area without prior instructor approval.
  
  Students who are expecting emergency telephone calls may leave their cell phones and pagers turned on provided:
  - The instructor is notified prior to the beginning of class, and
  - The student exits the classroom to accept the call, and the ringer is silenced.

- **Side conversations:** Questions are expected and welcome. However, please do not hold side conversations while the instructor or classmates are explaining something. Please ask the instructor first, not a neighbor, if there are any questions.

- **Language/respect:** Vulgar language/Verbal assault or attack is not allowed in the classroom. Also, students are expected to show tolerance and respect to faculty and all members of the class.
• Dominating the class conversation: Many subjects in the class will be open to group discussion. If the instructor feels anyone is dominating the conversation, he or she may ask that individual to allow others to voice their opinions so the class can address more perspectives. The best way to understand new concepts is to talk about them from different points of view, and allowing everyone the chance to participate is the best way to accomplish this goal.

• Attendance: Once students enter the room, they are expected to remain present for the full class period and not to leave without permission and only under extreme circumstances. It is distracting to the instructor and to classmates if students wander in and out of the classroom.

• Children: The College does not permit a student to attend class with a child or to leave a child unattended on campus while attending class.

Testing

Tests in the ADN program may utilize Scantron sheets. When a Scantron sheet are used, only answers on that sheet will be accepted. Answers marked on a student’s test booklet will not receive credit. Once an on-line test is submitted by a student, the answers are final.

If a student has a question about a test grade, the student has five working days from the posting of grades to contact the instructor. Appointments must be made via email. Grades will NOT be changed after that period.

Communication

All students receive a ConnectMail email address. Students are expected to know how to access Sakai. Students may obtain directions for accessing Sakai upon request. Students are expected to check their email and Sakai at least daily. Class announcements and/or correspondence will be posted on Sakai or emailed to students. Students are responsible for being aware of all information on Sakai.

Class

During the class component of the course, students will be exposed to a variety of learning methods. These methods will include, but not be limited to, lecture, group work, problem-based learning case studies, video presentations, and computer-assisted instruction. At times, the faculty will act in the role of a facilitator to the learning process assisting students to problem-solve client-care situations. Students are expected to actively participate in classroom activities as directed by the faculty.

Laboratory

The on-campus laboratory is an important part of the skills acquisition required of nurses and students are required to prepare as for any class or clinical assignment. Students are also encouraged to use the lab during open hours to review any skill which may be needed in the course of the clinical day. The lab is the place for practice; the clinical area is the place for performance. Students are not allowed to practice invasive procedures on other students.

Students will be required to wear scrubs for all laboratory experience.

Students must receive a grade of satisfactory in the laboratory component in order to pass the nursing courses.
Clinical Performance

Each week the clinical instructor will designate the level at which clinical objectives have/have not been met. The instructor makes this decision from observing the student’s performance, evaluation of written work, and input from the clinical staff. The student may view this weekly evaluation at any time. The student’s clinical evaluation will be reviewed with the instructor at midterm and at the end of the semester.

Guidelines

1. All objectives must be met with a “3” or “4” by the end of the semester.
2. The Just Culture Tool will be implemented for any behavioral issues, clinical errors, or mistakes made. Immediate progress/improvement must be made in the objective(s) within two weeks and maintained consistently (i.e. progress means conversion to a “1”, “2”, “3” or “4”), or the student will receive an F for the clinical experience.

NOTE: * Exceptions to above:

*Students may be removed from clinical immediately without being placed on clinical probation for the following. Students so removed from clinical will be unable to return to clinical and therefore will receive an F for the clinical component of the course. Failure in clinical means the student is unable to pass the course and will receive an F for the course. See course syllabus.

- Dishonesty
- Safety infraction(s) or serious error(s) which, in the judgment of the instructor, compromises the health, safety, or well-being of any child, patient, fellow student, or any other person
- Violation(s) of the Nursing Practice Act
- Breach of patient confidentiality
- Clinical agency determination that the student cannot return to the clinical area

KEY

<table>
<thead>
<tr>
<th>4</th>
<th>Exceeds Expectations. Performs primarily without cues.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Self-directed. Requires occasional cues.</td>
</tr>
<tr>
<td>2</td>
<td>Directed. Requires frequent cuing for proficiency, but is not unsafe.</td>
</tr>
<tr>
<td>1</td>
<td>Remedial. At risk for unsafe performance or safe only with direct supervision. Requires continual cuing.</td>
</tr>
<tr>
<td>0</td>
<td>Unsafe. Unable to perform even with continual cuing.</td>
</tr>
<tr>
<td>N</td>
<td>Student has not had the opportunity</td>
</tr>
<tr>
<td>Ort</td>
<td>Orientation</td>
</tr>
<tr>
<td>CT</td>
<td>Computer Training</td>
</tr>
</tbody>
</table>
Clinical Expectations

Students are expected to be in their assigned clinical locations, in appropriate attire, and prepared to begin clinical experiences on time. Tardiness in the clinical area is unprofessional and unsafe. Faculty understand unexpected life events do occur and it is the faculty’s discretion to determine the clinical assignment for that date. No show/No call is always unacceptable.

In the clinical area, the nursing faculty reserves the right to use its professional judgment in determining if a student is capable of performing nursing care satisfactorily. If the performance of the student is inconsistent with safe and effective care or if the student is not prepared, the student will be required to leave the clinical area immediately. Students need adequate sleep and preparation to deliver safe and effective care.

Students may not attend clinical if they are taking any medication (prescription, nonprescription, or illicit substance) that may impair the student’s ability to safely and competently practice nursing (see North Carolina Board of Nursing statement on positive drug screens at www.ncbon.org).

Specific instructions for each course regarding clinical assignments will be given at the orientation for the course. Students coming unprepared for clinical assignments will be sent home. Absences and/or tardiness adversely affect the student’s ability to meet the course objectives. Failure to complete clinical assignments within the allotted time may cause a failure for clinical/course.

Confidentiality

Students are required to respect and preserve the privacy, confidentiality, and security of confidential information. Violations include, but are not limited to, the following situations:

- Students are required to follow HIPPA regulations per facilities
- Identifying patient on clinical paper work
- Accessing confidential information that is not within the scope of duties
- Misusing, disclosing without proper authorization, or altering confidential information
- Disclosing to another person your sign-on code and/or password for accessing electronic confidential information, using another person’s password, or for gaining physical access to restricted areas in the clinical agencies
- Intentional or negligent mishandling or destruction of confidential information
- Leaving a secured application unattended while signed on in the clinical agency
- Attempting to access a secured application or restricted area in clinical without proper authorization or for purposes other than performing the role of an ADN student
Social Networking

Social networking sites, such as Facebook, blogs, Twitter, Instagram, and YouTube, can be helpful and beneficial for communicating and educating. However, they can create privacy concerns if patient information is shared inadvertently or without the appropriate authorization.

To ensure patient’s confidentiality/privacy, on personal networking sites/pages (Facebook, Instagram, Twitter, blogs, LinkedIn, YouTube postings, Instant Messaging, etc.), students cannot

• Post or discuss patients or any detail of their training activity at clinical agencies such as:
  - Discuss their day at work that includes events that happen on the unit or department, e.g., “I had a bad day because one of my patients died.”
  - Participate in any online conversation with patients or regarding patients

• Post or discuss or any Protected Health Information known as PHI
  - PHI includes the following information: identifying descriptors of patients (such as their name, medical record number, room number, sex, age, address, or location, etc.), information about their treatment or condition, pictures of patients, videos of patients, and diagnostic images of patients

• Communicate with specific patients about their condition/treatment even if the patient initiates communication online

• Communicate with the instructor, other students, friends, family, etc., about your training at clinical and patients

• As a reminder: even when not online, students cannot discuss patients or patient information with family, friends, or others not involved in the patient’s care

• State personal opinions as being endorsed by the college

• Use information or conduct activities that may violate Durham Tech academic policies or that may violate local, state, or federal laws, and regulations

• Post embarrassing, threatening, or harassing statements on either a personal page or site. Please review the Durham Tech Social Media Guidelines and Procedures.

Any of the above behaviors will be grounds for disciplinary action and possible dismissal from the class/college. If you identify yourself as a DURHAM TECH Health Sciences student online, it should be clear that any views you express are not necessarily those of the institution. In the event that opposing views arise on a social media feed, exercise professional judgment.

While the Durham Tech Health Sciences Department does not regularly review content posted to social media sites, it shall have the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. The Durham Tech Health Sciences program does not tolerate content from students that is defamatory, harassing, libelous, or inhospitable to a reasonable academic/work environment. Social media may be used to investigate student behavior. Violation of any part of this policy may result in a course failure and a dismissal from the college.

Also students must refrain from “Friending” all full time faculty and part-time clinical instructors until after they have graduated!
Clinical Dress Code

Students must be appropriately attired per the instructor's judgment. The Durham Technical Community College student uniform is worn unless students are instructed otherwise. Solid white leather shoes which are closed and have flat rubber soles must be worn. Students may wear gray scrub jackets with Durham Tech patches while performing patient care. See clinical instructor for policies at assigned agencies/units. The Durham Technical Community College patch is sewn on the left sleeve. The student’s identification badge is part of the uniform and the student may not enter the clinical agency without it.

A student is representing Durham Tech when in uniform, whether in the clinical agency or elsewhere. Professional appearance and behavior is expected at all times.

In keeping with the "Exposure Control Plan for Blood Borne Pathogens," students may not wear uniforms on campus. It is also recommended that uniforms not be worn to any public area.

While in uniform, students may not chew gum or smoke, except in designated areas.

The female uniform consists of: sage green pants, green top with a Durham Tech nursing student insignia, white socks, and white, closed flat shoes. A short sleeve white t-shirt may be worn underneath the top if the student desires.

Scrub dresses or scrub suits are worn by students only in certain areas and at the instructor's discretion. Scrub suits must be covered by white laboratory coats when outside those areas.

The male uniform consists of sage green pants, green top with Durham Tech insignia, white shoes, and white socks. If the student has excessive hair on the chest, the student should wear a short sleeve white t-shirt under the top.

Students may wear a gray “scrub jacket” with a Durham Technical Community College nursing student insignia over the uniform top for warmth.

Students are to wear closed lab coats over neat professional clothing with the Durham Tech student identification when going to the clinical area. Sneakers and jeans are not professional clothing and may not be worn to the clinical area. Uniforms and lab coats should be pressed and wrinkle free.

Grooming

While in the clinical area, all students are required to maintain standards of dress and grooming which are consistent with professional conduct.

Hair should be clean and arranged or restrained so that it does not fall forward. Hairpieces are permitted if conservative, clean, and secure, and if no safety hazard is presented. Beads, combs, and other hair accessories must be conservative in nature and should be white in color.

Beards, moustaches, and sideburns must be kept neatly trimmed. In special areas, hair coverings and/or mask may be required.

Fingernails should be clean and cut so that they do not extend beyond the fingertips. Only clear fingernail polish is permitted. Some clinical rotations may require all nail polish to be removed. No artificial (acrylic/gel) nails may be worn to clinical since these are an infection hazard.

Tattoos must be covered.
Students are reminded to bathe daily, to wear deodorant, and may not use any perfumes/scented lotions or after shave while in the clinical area. Make-up should be conservative.

**Jewelry and Ornaments**

Necklaces, bracelets, and other non-functional ornaments **may not be worn** with the student uniform. Wedding rings, identification badges, wristwatches, and **one pair** of earrings may be worn in the ear lobe. Earrings must be round studs (gold, silver, or pearl) and conservative in style. No dangling earrings, facial jewelry, or tongue rings are allowed. No hats may be worn when in uniform.

Sunglasses may not be worn in the classroom or clinical area unless prescribed by a physician or optometrist.

Clinical agencies require affiliate Students must meet the same requirements as Employees. (TJC)

Refrain from wearing the following clothing which is considered unprofessional by the general public, and is inappropriate in a professional setting such as Duke University Hospital:

1. T-shirts, shorts, jogging and/or sweat suits, sweatshirts or sweatpants
2. Revealing clothes: short skirts, shorts, midriff shirts / blouses, halter tops, low necklines, tight-fitting, or see-through fabrics
3. Party/evening clothes: shiny fabrics, or clothes with sequins, glitter
4. Denim blue jeans, ragged and/or unhemmed clothes
5. Caps, hats, bandanas, or other headwraps that are not part of the uniform. (Religious head attire is permitted.)
6. Excessively tight or loose attire is considered unprofessional and is prohibited regardless of fashion trends
7. Avoid visible body piercings (except ear lobes) and faddish hair coloring (blue, green, purple, etc.) which are personal choices but do not convey a professional image
8. Tattoos are discouraged, but when present should be covered with clothing if possible. Examples include long sleeves, collars buttoned etc.
9. Refrain from using body fragrances such as sprays, perfumes, and colognes as they may be offensive and could cause discomfort/allergic reactions
10. Not use personal electronic devices such as CD’s, radios, MP3 devices and cell phones for personal use or entertainment during work hours

**Transportation**

Students are responsible for their own transportation to clinical sites and all other required activities. Car-pooling is highly recommended. Students are responsible for costs incurred.

**Clinical scheduling**

Clinical scheduling will vary from semester to semester depending on the availability of clinical sites. It may be necessary to attend clinical in the evening or on the weekend. It may also be necessary to do one 12-hour shift instead of two 6-hour shifts. When there is a need to have a clinical schedule that
varies from the usual two 6-hour day shifts, students will be asked to volunteer for this schedule. If there are not enough volunteers, the program director will determine a random method to decide which students will be assigned to an alternate clinical schedule. In order to progress in the program, the student whose name has been randomly selected must attend clinical on the alternate schedule. Please be aware that no student is guaranteed a straight day schedule throughout the program.

Outside Work

Because the nursing program is a demanding course of study, the student is encouraged to minimize outside work responsibilities and to seek information from the Financial Aid office (536-7209, ext. 1500) regarding available resources. It is recommended that students not work more than 20 – 24 hours per week in order to have adequate time to complete out-of-class assignments and to study.

Professional Behaviors

Professional Behaviors expected of all ADN students include but are not limited to the following behaviors:

- Arrive at the designated time
- Communicate respectfully with staff, instructor and peers
- Maintain appropriate voice tone and volume
- Address faculty and adult patients by their title and last name (i.e. Mr., Ms., etc)
- Show interest, ask questions, offer to help others
- Be attentive and listen before giving feedback
- Utilize appropriate channels of communication if questions or difficulties arise
- Exhibit calm behavior
- Maintain a positive attitude
- Acknowledge and respect another’s opinions and feelings
- Show consideration
- Maintain confidentiality of patients, faculty, and fellow students
- Accept constructive criticism
- If overwhelmed or stressed, take time out to put things in perspective
- Utilize instructor to assist in developing assertive (not-aggressive) communication skills
- Maintain professional appearance
PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct are based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

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

1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

AUDIT POLICY

Students who have been unsuccessful in a nursing course may be required, as part of their re-entry plan, to audit the previous nursing course or a part thereof. Auditing students will make an auditing agreement and are expected to meet all requirements of that agreement. Students may not audit a nursing course they have not taken.

STUDENTS WITH SPECIAL CONSIDERATIONS

Special considerations include the following:

1. Students who have failed the NCLEX-RN licensure examination.
2. Licensed individuals from other states or countries.
3. Individuals whose license has lapsed.
4. Students who enroll in a course with the intent of transferring to another nursing program.
5. Students enrolling in a course for job related skills (non-clinical only).

Students in the above categories will be assisted on an individual basis after a conference with the Associate Degree Nursing program director. Special documentation may be necessary.
PROGRESSION IN THE PROGRAM

EXPECTATIONS

Students in the Associate Degree Nursing program must be able to demonstrate competency in theory, laboratory, and clinical in order to graduate from the program.

Students in the Associate Degree Nursing program are required to meet Durham Tech’s academic standards and maintain a grade of C or better in ALL general education curriculum courses. The student must also achieve a minimum of a C (80) in NUR courses to progress to the next nursing course. Demonstrated competence at a safe level in laboratory and the clinical setting is required for progression in the Associate Degree Nursing program.

Students are expected to complete the nursing course sequence in five semesters. Students who start a course are expected to complete that course. If the student does not complete that course for any reason, the student must follow the Re-Entry process. The student may re-enter the nursing course sequence only ONCE (See Re-entry policy).

Because of the organization of the learning experiences in the Associate Degree Nursing program, each nursing course is offered a limited number of times during the academic year. Re-entry into the nursing course sequence is on a space-available basis and is limited to one time only.

It is the faculty’s responsibility to assess student academic and clinical performance. Students whose academic, laboratory, or clinical performance is determined to be unsatisfactory or whose behavior does not demonstrate the judgment and integrity essential for safe nursing practice can be recommended for dismissal from the program by the ADN program director.

RE-ENTRY POLICIES

When a student has not achieved the required C in a NUR course, the student is unable to progress in the nursing course sequence. In order to repeat the clinical course and continue with progression in the nursing program, the student must develop a re-entry plan with the ADN program director. Upon successful completion of the re-entry plan, the student will be eligible to re-enter the nursing course sequence on a space-available basis at the next offering of the course. Re-entry to the ADN Program is granted pending space availability. Spaces are not saved for re-entry students. Due to the number of students seeking a first admission, it is unlikely that a student will be able to re-enter NUR 111 if he/she has been unsuccessful in that course. Only ONE re-entry is permitted to the nursing course sequence in the ADN program. If more students wish re-entry than there are available spaces, students will be given preference based on overall academic and clinical performance in the nursing program.

The following are requirements for re-entry into the clinical course sequence:

1. Re-entry must be within 12 months of withdrawal or failure. Students must meet with the ADN Program Director within four weeks after the end of the semester in which the student has been unsuccessful.
   • At this meeting, the ADN program director will develop a re-entry plan with the student to identify areas of remediation to be completed before the second and final enrollment in clinical courses.
   • Students must complete the re-entry plan within the time frame established in the plan. The maximum amount of time for completing a re-entry plan is two semesters after the conclusion of the course or courses they did not complete successfully
1. If the student does not complete the re-entry plan and later chooses to return to the program, the student must reapply to the program and will be subject to the admission, progression, and dismissal policies in place at that time.

2. Students must complete all remaining required ADN general education courses and achieve a minimum of a 2.5 GPA in these courses to be considered for re-entry.

3. Students must complete the following steps:
   - Submit a new physical form signed by a doctor within three months of the time the student wishes to re-enter
   - Submit a copy of current CPR certification
   - Submit evidence of current listing on the NAI Registry
   - Obtain an updated Criminal Background check within two months before the re-entry date
   - Complete a skills check-off (all skills to date) in two attempts
   - Complete dosage calculation test with 90 percent accuracy in two attempts
   - Complete any and all other requirements contained in the re-entry plan

4. Repetition or auditing of NUR courses completed with a C or above may be necessary if there have been changes in course content or if the re-entry applicant had difficulty demonstrating the required skills for a course.

5. Since re-entry and readmission into the nursing program is on a space-available basis, re-entry and readmission to the ADN program will be limited to one time.

TRANSFER POLICIES

The following are requirements for transfer into the Associate Degree Nursing Program:

1. Students who have completed NUR courses at another college may be eligible for transfer into Durham Tech’s ADN program on a space-availability basis. Students who were previously enrolled in Durham Tech’s ADN program and wish to re-enter are given preference over students who wish to transfer from another school. Students also **MUST** complete at least 25 percent of their course work here at Durham Tech (17.5 credits).

2A. Transfer with Successful Completion of Previous Nursing Courses

   1. Submit an application to Durham Tech along with official transcripts and a separate application to the ADN Program. All applicants will be subject to the admission policies which are in place at the time the application is submitted.

   2. Set up an appointment with the Program Director to discuss previous nursing courses. Bring to the meeting sealed official transcripts along with course syllabus for previous nursing courses to determine nursing coursework transferability. All non-nursing courses will be evaluated for transferability by the Student Information and Records Department.

   3. To transfer a NUR course, the student must have achieved a C or better and the course must meet curriculum requirements. Students must also take a challenge exam for any NUR courses that they wish to attain credit for and successfully complete the test/tests with an 80 percent or better.

   4. Students must achieve a 58.7 percent composite score and a 69 percent reading comprehension score on the **ATI TEAS** test within the past three years.
5. The ADN Program Director will make the final decision and notify the student of acceptance or denial to the ADN Nursing Program.

2B. Transfer with Withdrawal or Failure of Previous Nursing Courses

1. If a student was unsuccessful in completing a nursing program at another institution, he/she is only eligible to apply to Durham Tech within 12 months of withdrawal or failure.

2. A student is determined to be ineligible to transfer into the ADN Program if they have had more than one re-entry into any nursing program (failure of more than one nursing course). The student would need to apply to the ADN Program and if admitted start with NUR 111.

3. Set up an appointment with the ADN Program Director to discuss previous nursing courses. Bring to meeting sealed official transcripts along with course syllabus for previous nursing courses to determine nursing coursework transferability. All non-nursing courses will be evaluated for transferability by the Student Information and Records Department.

4. To transfer a NUR course, the student must have achieved a C or better and the course must meet curriculum requirements. Students must also take a challenge exam for any NUR courses that they wish to attain credit for and successfully complete the test/tests with an 80 percent or better.

5. Students must achieve a 58.7 percent composite score and a 69 percent reading comprehension score on the ATI TEAS test within the past three years.

6. The ADN Program Director will make the final decision and notify the student of acceptance or denial to the ADN Nursing Program. Based on the ADN Program Director’s recommendations, a student success plan will be developed along with the student.

3. If the student is admitted, the student must meet all of the following requirements:

- Submit a Durham Tech physical form signed by a doctor within three months of the time the student wishes to re-enter.
- Submit a copy of current CPR certification.
- Submit evidence of current listing on the NAI Registry.
- Obtain an updated Criminal Background check from approved Durham Tech vendor within two months before the transfer.
- Complete a skills check-off (all skills to date) in two attempts.
- Complete dosage calculation test with 100 percent accuracy in two attempts.
GRADUATION

GRADUATION REQUIREMENTS

To be eligible for graduation, students must complete all courses and credit hours required in the plan of study under which they were admitted with a minimum grade point average of 2.0 (C). In addition, specified programs may require a grade of no less than C in some courses as designated in the appropriate program handbook.

Every academic year, each curriculum program produces a plan of study for students admitted in that specific year. A student who applies for readmission is accepted under the plan of study in effect at the time of readmission, not under the plan of study in effect at the time of the original admission. Students who change their curriculum program are also admitted to the new program under the current year’s plan of study.

Students should apply for their degree, diploma, or certificate one semester before their anticipated date of graduation using the graduation application form. For example, students should apply for graduation when they register for fall semester if they plan to graduate at the end of spring semester. Students must apply for graduation in order to have completion information recorded on their transcripts.

Candidates applying for graduation currently pay a graduation fee to cover the cost of the diploma and cover. No refunds are possible after the diplomas have been ordered. Students who wish to participate in the annual commencement exercises may purchase caps and gowns through the Counseling, Student Development, and Activities office. Graduating curriculum (college) students pay a fee for their caps, tassels, gowns, and graduation announcements. This fee is subject to change.

Associate Degree Nursing students are subject to the graduation requirements of the college. In addition, the candidate for graduation must have accomplished the following things:

1. Met the program and educational outcomes.
2. Received grades of C or better in all non-nursing curriculum courses and received grades of C (80) or better in all nursing courses.
3. Demonstrated physical and psychological ability to provide safe nursing care.
4. Cleared any outstanding obligation with the business office, library, or clinical facility.

LEGAL REQUIREMENT FOR NURSE LICENSURE

In the last semester of the second year, students will complete an application for licensure as a registered nurse by examination. The application for the examination for North Carolina contains questions as to whether the applicant has ever been convicted of a misdemeanor/felony excluding minor traffic violations. If the answer is "yes" the applicant is required to provide a detailed explanation. This question is asked because of legal requirements for becoming registered as a nurse in North Carolina. Similar requirements exist in other states. The North Carolina Board of Nursing also requires a criminal background check (including fingerprints) prior to granting a license to practice nursing.

The Nurse Practice Act, Article 9, Chapter 90 of the General Statutes of North Carolina states that the North Carolina Board of Nursing may deny an application for licensure if the Board determines that the applicant:
1. Has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing.

2. Has been convicted of or pleaded guilty or nolo contendere to any crime, which indicates the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public.

Prior to entering the Associate Degree Nursing program, students must speak with the program director if the above applies to them.
WEATHER INFORMATION

Inclement Weather Notices

In the event of inclement weather, Durham Tech will communicate a decision to delay opening or to close the college in the following ways:

- An announcement on the Durham Tech website.
- Announcements on the following local television stations: WTVD (ABC), WRAL (Fox), News 14 (TWC), WNCN (NBC), and WUVC (Univision)
- An announcement on the college’s main telephone number at 919-536-7200.

If classes are cancelled, classes will also be cancelled at all other college locations. From time to time, however, the college may cancel classes at a remote location and still operate on the main campus.

To the extent possible, the college will make a decision to remain open or closed by 6 p.m. the night before the anticipated weather event. The college will also attempt to make a decision regarding evening operations by 3 p.m. the day of the weather event. Please realize, however, that inclement weather can occur at any time; therefore, timetables regarding decisions to remain open or to close must remain flexible.

Make-up days will be scheduled according to the academic deans.

Do I Attend Class?

If the college is open, you are to attend your class if possible. You should use your best judgment if you believe you cannot travel safely between the college and your home.

In the event that the college closes early or delays opening, the beginning or ending time for your class on that day may have to be adjusted depending on the college’s decision to delay opening or to close the facilities.

According to state regulations, for any course scheduled to meet during the hours completely within the time frame that the college is delayed (for example, between 8 a.m. and 10 a.m. for a delayed opening at 10 a.m.) or closed, class time must be made up.

If the college’s opening or closing time does not include the entire class period, you are to attend for the shortened class time. For instance, if you have a 9:30 a.m. class and the college delays its opening until 10 a.m., plan on attending your class when the college opens at 10 a.m. and stay for the remainder of that class’s regular meeting time. If you have a class that begins at 1 p.m. and the college closes at 2 p.m., you should attend the class until the college closes.

The remainder of your classes that begin after a delayed opening will run at their normally scheduled times.

If you are using TriangleTransit, please note their adverse weather policy.
Clinical Policies Related to College Snow Closing Procedures

In the event of the implementation of the college's snow closing procedure, the Vice President of Instructional Services will contact the Dean of Health Technologies no later than 5:30 a.m. of the clinical day in question. The associate dean will immediately contact all Health Technologies clinical coordinators and/or program directors notifying them of the decision to cancel clinical training. Each program will, at that time, initiate its respective communication plan to notify clinical instructors, preceptors, and students. In general, if the college is closed due to inclement weather, clinical sessions will be cancelled unless a clinical assignment is located in an area unaffected by the weather conditions.

If the college announces a delayed start, day scheduled clinical classes for Associate Degree Nursing may be cancelled. All program directors and clinical coordinators will inform the clinical instructors and clinical instructors will, in turn, inform students where and when to report for class and clinical. On days of a delayed start, evening clinical sessions will be held. All students, as adult learners, must use their own discretion in traveling.

All clinical time missed due to the closing or delayed start of the college will be made up with appropriate activities as determined by the program director and faculty by the end of the semester's grading period.