PREFACE

The Manual for Nursing Students is provided for all students enrolled in the Motlow Associate Degree Nursing Program. It includes rules, regulations, policies, and procedures for the program and resource materials to be used by the student throughout the program.

*The student should keep this manual as a ready source of information throughout the two-year program. Information in this manual is subject to change as directed by accrediting agencies, college administration personnel, and nursing faculty. If revisions, additions, or deletions are made, students will be notified of the change. The student is required to sign a copy of the contract page of this manual and submit it to the faculty team coordinator by Friday of the first full week of Fall Semester course or upon any subsequent readmission to the program.*

INTRODUCTION

The nursing program functions within the general policies, purposes, and standards of Motlow State Community College and is especially concerned with meeting the educational and health care needs of the community. The four semester curriculum provides learning opportunities which emphasize the application of the nursing core competencies which are professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care of a diverse client population. Clinical activities are provided in campus classrooms, area hospitals, extended care facilities, and other health and community agencies. While the majority of the clinical experiences are located within the college’s eleven county service area, additional travel is sometimes required. Students completing this program will be awarded an Associate of Applied Science (AAS) degree. Articulation with a baccalaureate program of study is supported. The MSCC Nursing Program is approved by the Tennessee Board of Nursing (TBON) and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

TBON  [http://www2.state.tn.us/health/Boards/Nursing/](http://www2.state.tn.us/health/Boards/Nursing/)  
665 Mainstream Drive, 2nd Floor  
Nashville, TN 37243  
800-778-4123  
615-532-5166

ACEN [http://www.acenursing.org](http://www.acenursing.org)  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
404-975-5000
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GLOSSARY FOR THE ASSOCIATE DEGREE NURSING PROGRAM

Campus Nursing Laboratory (CNL) - a classroom situation utilizing simulated patient care situations to teach and practice cognitive, affective, and psychomotor skills.

Classroom Clinical Lab (CCL) – Lecture time on a clinical day in a campus classroom covering material that directly prepares the student for clinical experiences. (Ex: Health Assessment)

Clients – individuals who interact with health care providers usually as a result of a response to an actual or potential health problem.

Client Advocate – a nurse who assumes responsibility for informing, involving, supporting and protecting clients.

Clinical Field Experience (CFE) – Patient care activities in a clinical setting

Community – The people and the social systems of a defined locale

Concept Map- a diagram of client problems and interventions. Organizes data to aid the student in seeing relationships among problems and prioritizing interventions.

Critical Thinking- a higher order thinking skill that employs the cognitive skills of analysis, evaluation, inference, explanation, and self-regulation.

Culturally Congruent Care- “care that fits the people’s valued life patterns and set of meaning which is generated from the people themselves, rather than based on predetermined criteria.”

Culturally Competent Care- client care that bridges cultural gaps in caring, works with cultural differences, and enables clients and families to achieve meaningful and supportive care.

Developmental Levels- the progression of a person from birth to death (life span), include changes in the physical, psychosocial, psychosexual, cognitive, moral, and professional realms.

Course Outcomes- Qualities and characteristics students should demonstrate at a designated time in the curriculum. Competencies are the specific indicators of the outcomes.

Ethics- a personal or professional system of moral beliefs by which particular actions is judged to be right or wrong.

Evidence-based Practice- nursing practice based on data from research that demonstrates that the care is appropriated and successful. Ask the question, “Are the interventions achieving the expected outcomes?”

Health Promotion- activities directed toward attaining, maintaining or enhancing individual health, well-being or safety.

Holistic Care- Care that looks beyond isolated client problems and recognizes the broader picture of a client’s needs.

Nursing Care Plan- a written plan of care that gives all caretakers the information they need to help clients achieve outcomes in a timely way. The plan is based on the nursing process.
Nursing Process- a problem-solving approach to nursing care that includes five interrelated steps; serves as a critical thinking model for nursing.

- **Assessment**: Continuously collecting data about health status to monitor for evidence of health problems and risk factors that may contribute to health problems.
- **Diagnosis**: Analyzing data to clearly identify actual and potential health problems, risk factors, and strengths.
- **Planning**: Determining desired outcomes (specific, observable client responses) and identifying interventions to achieve the outcomes.
- **Implementation**: Putting the plan into action and observing client responses.
- **Evaluation**: Determining how well the outcomes have been met and deciding whether changes need to be made. Looking for ways to make things better.

Outcomes- an objective (measurable) criterion for measuring goal achievement.

**Program Student Learning Outcomes** - the knowledge, skills, and critical thinking that students develop by the end of the program to attain the graduate core competencies in the workplace.

- **Professional Behaviors**: Student will demonstrate professional behaviors in manner and conduct while caring for clients and interacting with peers and colleagues. These behaviors include practicing within the legal, ethical and regulatory frameworks of the nursing profession and taking accountability for nursing care provided.
- **Communication**: Student will utilize therapeutic communication during interactions with clients, families, and members of the healthcare team using oral, written and electronic forms in order to promote client safety.
- **Assessment**: Student will perform a physical and psychosocial assessment on all clients, taking into account cultural, spiritual, and growth/development factors.
- **Clinical Decision Making**: Student will integrate theory content, psychomotor skills, and critical thinking while using the nursing process to make clinical decisions for safe and effective client care.
- **Caring Interventions**: The student will demonstrate competence and caring to help clients reach their maximal level of health.
- **Teaching/Learning**: The student will perform a learning needs assessment on all clients from which a teaching plan is developed, implemented, and evaluated.
- **Collaboration**: Collaborate with other members of the healthcare team to achieve client and organizational expected outcomes.
- **Coordination and Management**: Manage individual clients and group of clients using the skills of prioritization, collaboration, delegation, and supervision.

**Therapeutic Communication** - an interactive verbal and non-verbal process between the nurse and client that assists the client to cope with change, develop more satisfying interpersonal relationships, and integrate new knowledge and skills.

**BIBLIOGRAPHY FOR GLOSSARY**


MISSION STATEMENT OF THE COLLEGE

Motlow State Community College is a public, multi-campus college offering certificates, associate degrees, and flexible learning pathways for early transfer, college preparation, and workforce training. Students are prepared for employment, career advancement, and four-year College or university transfer. The College serves an eleven-county area comprised of full-time, part-time, traditional, and non-traditional age students from diverse socio-economic populations with disparate educational and cultural backgrounds. The College offers high quality accredited educational programs and a variety of support services emphasizing and promoting student success.

PURPOSE STATEMENTS OF DEPARTMENT OF NURSING

The Associate Degree Nursing Program of Motlow State Community College (MSCC) supports the mission of the college by:

• assisting students as they prepare to be safe, competent, and caring health care providers
• encouraging students’ awareness of and participation in the local and expanded community as learned and contributing citizens
• preparing knowledgeable nursing graduates for meeting present and future health needs of the communities in which they will serve
• supporting students’ development of self-understanding and self-growth in the process of becoming a registered nurse
NURSING PROGRAM PHILOSOPHY

Nursing is a scholarly profession and practice-based discipline and is built on a foundation of knowledge that reflects nursing’s dual components of science and art. The interaction between the knowledge of nursing and the art of nursing provides the link that mandates care to be compassionate and caring.

Nursing is the unique application of knowledge and skills to provide diagnosis and treatment of human responses to actual and potential health problems. The nurse utilizes the steps of the nursing process (assessment, analysis and diagnosis, planning, implementation, and evaluation) as the foundation of clinical decision-making. The nurse uses critical thinking to integrate objective and subjective data with best practice methods to prioritize care and evaluate outcomes.

Nursing’s focus is reflected in the meta-paradigm of nursing which identifies human beings (client/patient), the environment, health, and nursing as areas of interest.

Human beings (client/patient) are the recipients of nursing care. The client/patient is seen as a unique being with spiritual, cognitive, physical, and emotional, and cultural dimensions. The client/patient may be an individual, family, group, community, or population and may seek nursing care related to disease prevention, health promotion, or health maintenance as well as illness and end-of-life care.

Environment refers to the total of all factors and processes, internal and external. The environment is ever-changing and affects health in both negative and positive ways.

Health is a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity.

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy of individuals, families, groups, communities, and populations.

NURSING PROGRAM OUTCOMES

Motlow State Community College offers a nursing major for those students desiring to pursue a career as a registered nurse. The nursing program provides students with learning opportunities to acquire the knowledge, skills, and critical thinking needed to meet the health care needs of the communities in which they will work.

Motlow Nursing Program Outcomes:

- Graduates are prepared to perform the graduate core competencies for associate degree nurses in the delivery of care in their workplace.
- Graduates are prepared to write the National Council Licensure Examination –Registered Nurse (NCLEX-RN).
- Graduates to contribute to the supply of registered nurses in the Motlow College’s eleven county service area.
General Program of Study

Prerequisites to the MSCC Nursing Program that must be completed before starting the Nursing Program

- BIOL 2010 Anatomy and Physiology I 4 Credit Hours
- BIOL 2020 Anatomy and Physiology II 4 Credit Hours

(Students may choose to take ENGL 1010; BIOL 2230; PSYC 1030; SPCH 1010, ARTA, MUSA, or THEA 1030, and ENGL 1020 prior to admission along with BIOL 2010/BIOL2020)

Program of Study after Admission to the Nursing Program

<table>
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<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
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<tr>
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<td>NURS 1410</td>
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<tr>
<td>Courses</td>
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<tr>
<td>SPCH 1010</td>
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<td>NURS 2410</td>
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<tr>
<td>ENGL 1020</td>
<td>3</td>
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</tbody>
</table>

Total Hours including prerequisites: 66 Credit Hours

*NURS 1070, Dosage Calculation, is a required NURS course that may be taken before acceptance into the Nursing Program. As a required NURS course, students must make a grade of C or higher. A grade of D or F will be counted as one failed attempt in a nursing course upon acceptance into the Nursing Program.
LPN-RN Program of Study

Prerequisites to the MSCC LPN - RN Nursing Program:
These must be completed before starting the Nursing Program

<table>
<thead>
<tr>
<th>DEPT.</th>
<th>NO.</th>
<th>COURSE</th>
<th>HRS.</th>
<th>COMPLETE</th>
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<tr>
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<tr>
<td>BIOL</td>
<td>2020</td>
<td>A&amp;P II</td>
<td>4</td>
<td></td>
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<tr>
<td>BIOL</td>
<td>2230</td>
<td>Microbiology</td>
<td>4</td>
<td></td>
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<tr>
<td>ENGL</td>
<td>1010</td>
<td>ENGLISH COMP I</td>
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<tr>
<td>PSYC</td>
<td>1030</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

(Students may choose to take ENGL 1020; SPCH 1010, and ARTA, MUSA, or THEA 1030 prior to admission)

Program of Study after Admission to the Nursing Program
Summer Semester

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>NURS 1350</td>
<td>7*</td>
</tr>
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</table>

*Upon completion of NURS 1350, the student will receive credit for seven credit hours for NURS 1350 and is granted an additional 13 semester hours for NURS 1410, NURS 1400, and NURS 1070, and NURS 1420.

Fall Semester

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>SPCH 1010</td>
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</tr>
<tr>
<td>NURS 2410</td>
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</tr>
<tr>
<td>ENGL 1020</td>
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<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
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<td>NURS 2130</td>
<td>1</td>
</tr>
<tr>
<td>NURS 2420</td>
<td>9</td>
</tr>
<tr>
<td>ARTA, MUSA or THEA 1030</td>
<td>3</td>
</tr>
</tbody>
</table>

| 15 | 13 |

Total Hours including prerequisites: 66 Credit Hours
LPN TRANSITION COURSE

Licensed Practical Nurses (LPN) with a current Tennessee license may apply to the nursing program and enroll in NURS 1350, LPN to RN Transition. Students who pass NURS 1350 with a grade of “C” or better may then proceed to NURS 2410, Nursing Care III.

Students who do not pass NURS 1350 with a grade of “C” or better may re-apply to the nursing program either as LPN Transition students (enroll NURS 1350) or as generic students (enroll NURS 1410, Nursing Care I).

Components of Clinical Courses: NURS 1410, NURS 1420, NURS 2410, and NURS 2420

Theory:
The theory or didactic component of the course provides the student with the theoretical framework for the nursing practice. Classes are presented via ITV on Mondays and Wednesdays. Lectures may originate from the Moore County, McMinnville or Smyrna campus. (Adobe Connect may be used at faculty discretion.)

CNL: Campus Nursing Lab
Campus nursing labs provide the student the opportunity to learn assigned skills and participate in simulations in a controlled environment under faculty guidance. All students will be assigned to a CNL group that will meet at scheduled times during the semester.

CCL: Classroom Clinical Lab
At times during the semester, the student may have a Classroom Clinical Lab (CCL) where content needed for client care will be presented. Most CCLs will be held on the Moore County Campus.

CFE: Clinical Field Experience
The clinical experience provides the student with hands-on application of skills and knowledge taught in nursing course in a health care agency. Students will be assigned to a Tuesday, Thursday or Friday clinical group with a clinical instructor. Clinical dates are on the course calendars.

AUDITING A COURSE

Any nursing student desiring to audit a Motlow nursing course may do so contingent upon classroom space available and approval by the Director of Nursing Education. The Motlow College policy regarding auditing a course will be followed. (See Motlow College Student Handbook) Re-admission students are not required to audit the nursing course prior to re-entry. This may be recommended by the nursing faculty on an individual basis.
NURSING PROGRAM ENRICHMENT COURSES

Students awaiting admission into the program or students in the program who may need additional courses to complete a full load may enroll in the following enrichment courses. While these courses are not in the nursing program of study and will not count toward the requirements of the nursing program, the material contained in these courses complement the material presented in the different nursing courses and may meet some requirements for a B.S. in nursing at other TBR 4-year institutions.

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>BIOL 1110</td>
<td>General Biology I</td>
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<td>BIOL 1120</td>
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<tr>
<td>INFS 1010</td>
<td>Computer Applications</td>
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<td>INFS 1240</td>
<td>Word Process Applications</td>
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<tr>
<td>BUS 2910</td>
<td>Career Preparation</td>
</tr>
<tr>
<td>CHE 1110</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>EDU 2110</td>
<td>Psychology of Human Development and Learning</td>
</tr>
<tr>
<td>ENGL 2030</td>
<td>Experiencing Literature</td>
</tr>
<tr>
<td>ENGL 2130, 2230, 2310</td>
<td>Literature Survey Courses</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>American History I</td>
</tr>
<tr>
<td>HIST 2020</td>
<td>American History II</td>
</tr>
<tr>
<td>HPE 2320</td>
<td>First Aid and Safety</td>
</tr>
<tr>
<td>HPE 2230</td>
<td>Principles and Therapeutics of Nutrition</td>
</tr>
<tr>
<td>MATH 1710</td>
<td>College Algebra/Pre-Calculus I</td>
</tr>
<tr>
<td>MATH 1530</td>
<td>Elementary Statistics</td>
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<td>MATH 1630</td>
<td>Finite Math</td>
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<tr>
<td>NURS 1050</td>
<td>Medical Terminology</td>
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<td>PSYC 2130</td>
<td>Life Span Psychology</td>
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<tr>
<td>SOCI</td>
<td>Any Course</td>
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ORGANIZATION OF THE CURRICULUM

The curriculum for the Motlow State Nursing Program reflects the program philosophy and is structured around the NLN core competencies for the associate degree nurse. Course learning outcomes and clinical activities in the curriculum contribute to meeting program student learning outcomes.

These competencies are operationalized to Program Student Learning Outcomes (PSLOs). As defined by the National League for Nursing (NLN) Council for Associate Degree Programs (2000), the program’s curriculum is intended to promote development of core competencies basic to the practice of the Associate Degree Nurse:

1. **PROFESSIONAL BEHAVIORS:**
   Student will demonstrate professional behaviors in manner and conduct while caring for clients and interacting with peers and colleagues. These behaviors include practicing within the legal, ethical and regulatory frameworks of the nursing profession and taking accountability for nursing care provided.

2. **COMMUNICATION:**
   Student will utilize therapeutic communication during interactions with clients, families, and members of the healthcare team using oral, written and electronic forms in order to promote client safety.

3. **CARING INTERVENTIONS:**
   The student will demonstrate competence and caring to help clients reach their maximal level of health.

4. **CLINICAL DECISION MAKING:**
   Student will integrate theory content, psychomotor skills, and critical thinking while using the nursing process to make clinical decisions for safe and effective client care.

5. **ASSESSMENT:**
   Student will perform a physical and psychosocial assessment on all clients, taking into account cultural, spiritual, and growth/development factors.

6. **TEACHING:**
   The student will perform a learning needs assessment on all clients from which a teaching plan is developed, implemented, and evaluated.

7. **COLLABORATION:**
   Collaborate with other members of the healthcare team to achieve client and organizational expected outcomes.

8. **COORDINATION AND MANAGEMENT:**
   Manage individual clients and group of clients using the skills of prioritization, collaboration, delegation, and supervision.

HESI COMPETENCY EXAMINATIONS

Health Education Systems, Inc. (HESI) provides critical thinking, computerized exams for nurses. These computerized competency exams are administered to students at selected points in the nursing sequence and at the completion of the program. Costs for the HESI exams are included in the program costs each semester. The campus Student Testing Center administers the exam during scheduled days each semester; students self-register to take the scheduled competency exam(s) through MyMotlow.
RETENTION STANDARDS

Students must meet the following academic criteria for retention in the nursing program:

- Maintain a cumulative GPA of 2.0
- Make a grade of “C” or better in all required nursing courses
- Achieve satisfactory performance in both theory and clinical (campus nursing lab and clinical field experience) portions of nursing courses with a clinical/lab component
- Complete the prerequisite nursing courses and general education courses for NURS 1410, NURS 1420, NURS 2410, and NURS 2420 as outlined in the Catalog and Student Handbook.
- Complete BIOL 2230(Microbiology) as required within the course of study or, if taken before acceptance to the nursing program, within five years prior to entering the nursing program.

Failure to meet these criteria may hinder progression in the program. Readmission policies will apply.

Students who receive grades of “D” or “F” in any two NURS courses in the program of study are ineligible for admission/readmission to the Motlow Nursing Program.

Students must meet performance criteria for retention in the nursing program. The Core Performance Standards of Admission and Progression developed by the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing and adopted by all nursing programs in the Tennessee Board of Regents system include:

- Critical thinking ability sufficient for clinical judgment
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
- Communicative abilities sufficient for interaction with others in verbal and written form
- Physical abilities sufficient to lift 50 pounds, move from room to room, and maneuver in small spaces
- Gross or fine motor abilities sufficient to provide safe and effective nursing care
- Auditory ability sufficient to monitor and assess health needs
- Visual ability sufficient for observation and assessment necessary in nursing care
- Tactile ability sufficient for physical assessment

In addition to SREB core performance standards, it is necessary that Motlow Students are able to exhibit the following abilities:

- **Smell**: Detect odors sufficient to maintain environmental safety and client needs
- **Behavior**: Mental and physical ability to demonstrate good judgment in decision making in order to maintain safety and security of clients and to behave appropriately with clients, staff, students, and supervisors.
- **Accountability and responsibility**: Ability to understand and abide by legal and ethical standard

Because the college seeks to provide a reasonably safe environment for nursing students, nursing faculty, and for the patients entrusted to their care, a student may be required, during the course of the program, to demonstrate his/her physical and/or emotional fitness to meet the requirements of the course. Such essential requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness.
The nursing faculty may recommend for a nursing student to seek physical and/or psychological testing if the student is unable to meet the performance criterion. The cost of this testing/counseling will be the responsibility of the student. The student reserves the right to self-identify and request accommodation through the Office of Disability Services.

In compliance with the American with Disabilities Act, students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program. Students seeking accommodation(s) for a physical or learning disability should follow the policy and procedures set forth in the Motlow College Catalog and Student Handbook. The Director of Disability Services is located on the Moore County campus in Crouch Center, Room 1042, 931-393-1765.

**CLINICAL AGENCY REQUIREMENTS**

In order to participate in clinical experiences, students must meet clinical agency requirements. Completed forms and documentation serve as proof that the student is meeting these requirements. The following is a summary of the clinical agency requirements which must be met by the MSCC nursing student:

- Proof of MMR and Varicella immunity
- Proof of Hepatitis B immunity
- Proof of current CPR for Healthcare Provider (American Heart Association ONLY)
- Current physical examination
- Criminal Background check
- Urine drug screen
- Current Tuberculin skin test (2-step TB skin test for first year/LPN-RN students)
- Current liability insurance (policy must be renewed yearly) and proof of purchase
- Proof of personal health insurance coverage

**FORMS AND DOCUMENTATION**

At the beginning of each Fall Semester of the nursing program, the student will complete and submit the Nursing Student Handbook Contract Page to the appropriate Level Coordinator. At the beginning of Fall Semester of the first year, or upon transfer or readmission, the following items will be completed by each student and retained in the student’s file until graduation:

- Emergency Notification
- Current Physical Examination
- Valid Criminal Background Check Report
- TBR Authorization for Release of Student Information and Acknowledgement for Criminal Background Checks
- Hold Harmless Agreement for School Activities
- Permission to Release Information and Display Student Work
- Consent to Drug/Alcohol Testing

In addition, prior to attending any clinical activity* students must have
• Signed agreement to abide by the Standards of Safe Clinical Practice
• Proof of annual Tuberculin skin test (2-step TB skin test for first year students/LPN-RN students)
• Proof of current liability insurance and proof of purchase
• Proof of current instruction in American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers
• Proof of health insurance coverage (second year students)

*The student is responsible for completing and uploading all necessary documentation to the myrecordtracker.com by the date specified. Students who do not have current documentation verifying clinical requirements will not be allowed to attend clinical field experiences.

PHYSICAL EXAMINATION AND MEDICAL RELEASE FORMS

Each student entering the nursing program will be required to undergo a complete physical exam. All physical examination forms, including proof of required immunizations, are due by an assigned date in the year when the student is entering or re-entering the nursing program.

• This exam may be performed by a certified nurse practitioner, physician, or physician’s assistant (see physical form for requirements).
• Readmit students who have been out of the MSCC nursing program for six (6) months or longer are required to obtain a repeat physical exam.
• NOTE: Students are required to have a Tuberculin skin test EVERY year.

Any student experiencing a change in health status (surgical procedure, pregnancy, delivery, or disabling illness, a physical injury that requires a sling/brace/casting, etc.) is required to provide written documentation from the health care provider that clearly identifies the student limitations/restrictions, expected time frame, and the student’s ability to participate in all program activities. When the student’s health issue is resolved, the student must have the health care provider sign the Release to Return to Clinical Activity Form. The form is submitted to the Level Coordinator. This form states that the student is able to attend and participate in clinical/skills lab experiences and if there are any continuing restrictions.

• A Release to Return to Clinical Activity Form is available online on the nursing clinical courses’ D2L site.
• The Director of Nursing and Allied Health may request an updated physical or mental health examination before the student returns to a patient care facility.

NOTE: Truthful and full disclosure on these forms is for the student’s safety. Falsification and/or exclusion of information may result in disciplinary action by the college.

INSURANCE REQUIREMENTS

PROFESSIONAL LIABILITY INSURANCE

All nursing students are required to maintain current professional liability insurance coverage ($1,000,000-$3,000,000). Information on how to purchase liability insurance will be given to first year students during orientation for fall semester. A copy of the policy face sheet including coverage amount
and expiration date must be uploaded to myrecordtracker.com by the assigned due date. Students must upload proof of payment.

- It is the responsibility of all returning students, readmit students and transfer students to be sure that their liability insurance is current and a copy of the policy face sheet is in the nursing office.
- No student will be allowed to participate in a clinical field experience unless proof of insurance has been submitted to the nursing office. It is the student’s responsibility to monitor when his or her policy needs to be renewed.

PERSONAL HEALTH INSURANCE

Personal health insurance is required by some clinical facilities utilized beginning in the second semester of the nursing program. Students will have to show proof of health insurance coverage to attend the clinical facilities in My Record Tracker.

The student will bear financial responsibility for any medical or mental health treatment needed during the student’s educational experience at Motlow State Community College.

DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS

All of the clinical facilities to which MSCC nursing students are assigned require students to complete urine drug screens and criminal background checks to participate in clinical rotations. Therefore, all students are required to obtain a urine drug screen and a criminal background check after acceptance to the Nursing Program. Students are responsible for the costs of all drug screens and criminal background checks.

SUBJECT: CRIMINAL BACKGROUND CHECKS

REQUIRED DRUG SCREENING FOLLOWING ADMISSION

Obtaining a drug screen is required by all clinical agencies as a method to assure client safety. Students will be required to sign an Authorization for Release of Student Information and Acknowledgement (Appendix 03-H), which expressly authorizes disclosure of information.

PROCEDURE:

The student will:

1. Within three months prior to beginning the program or upon transfer/readmission, submit to a background check when required by a clinical facility. The check will be conducted by an approved vendor, after admission to the nursing program and prior to beginning clinical rotations, at the student’s expense.
2. Obtain results of the background check. If the student receives a report which contains a disqualifying prior criminal action which he/she believes is not accurate, the student can appeal the findings to the vendor.
3. If a conviction occurs within the time a student is enrolled nursing program, the student will be required to submit to a background check.

Students who receive a report indicating a possible disqualification will be required to:

1. Meet with the Director of Nursing & Allied Health.
2. Provide the detailed report to a designated person at the healthcare facility to which the student is assigned for clinical rotation in order to determine if attendance will be allowed. The report/information will be submitted according to the facility contract. This must be completed at least one week prior to starting clinical rotation.
3. Submit a signed document from the facility indicating acceptance or rejection of student’s participation in a clinical rotation to the Director of Nursing or Level Coordinator. If not meeting directly with the facility, the decision from the facility will be sent directly to the Director of Nursing. A copy of the document will be placed in the student’s file.

If a facility determines not to allow a student to use the facility for a clinical rotation based upon a positive background check, the student will be unable to complete the clinical component of the nursing course. The student will not be reassigned to another facility.

The Director of Nursing and Allied Health will:

1. Ensure that students who have not submitted to a background check prior to clinical rotations will not be allowed to attend.
2. Direct students with reports which indicate a positive criminal background to submit information to the healthcare facility according to contract specifications.
3. Inform a student with a positive criminal background check that if the facility to which the student is assigned refuses to allow the student to participate, he/she will not be able to complete the clinical component of the nursing course. The student will be advised that he/she may withdraw from the program. If the student does not withdraw, he/she will not be able to pass the course in which he/she is currently enrolled and will receive an “F” grade for the course at the completion of the academic term.
4. Conduct an exit interview with the student, according to Policy No. 03-06.

Revised in consultation with TBR 07/13.
UNPROFESSIONAL BEHAVIOR RELATED TO
ALCOHOL, DRUGS, OR OTHER CONTROLLED SUBSTANCES

Motlow State Community College prohibits the unlawful possession, use, or distribution of any illicit drugs or alcohol on the campus property or on institutionally owned, leased, or otherwise controlled property or as part of any activity of MSCC. (MSCC Policy No 5:03:00:00). Nursing students are expected to be aware of and abide by the Motlow Drug-Free Schools and Communities Act Amendment of 1989 as outlined in the MSCC Catalog and Student Manual.

IMPLICATIONS FOR NURSING:
Students in the Nursing Program have chosen to prepare for a career which will place them in situations where there is special concern relative to the possession of use of drugs, alcohol, and/or controlled substances. In the nursing profession, there are major problems relative to employability, licensure, and professional ethics for anyone involved in the possession, use, or sale of controlled substances.

Tennessee Board of Regents nursing programs must maintain a safe, efficient environment for students and must provide for the safe and effective care of patients while students are in a clinical setting. The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in this setting, poses an unacceptable risk for patients, colleagues, the institution, and the clinical affiliate.

Therefore, students in the nursing program are strictly prohibited from:

- The unlawful use, possession, distribution, sale, and/or manufacture of alcoholic beverages, any drug or controlled substances (including stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana).
- Being under the influence of any drug or controlled substance, or the misuse of legally prescribed or over-the-counter drugs or public intoxication on property owned or controlled by the institution; at an institution sponsored event; on property owned or controlled by an affiliated clinical site.
- Being in violation of any term of the MSCC Drug-Free Campus/Workplace Policy or the General Regulations on Student Conduct and Disciplinary Sanctions in the MSCC catalog and student manual while engaged in any clinical experience.

If a student in the nursing program appears to be under the influence of alcohol or drugs, functions in any impaired manner, or exhibits inappropriate behavior in the classroom or clinical setting, the student will be directed to proceed with immediate drug screening. Due to the safety and security of patients, colleagues, clinical affiliates, and students, and the sensitive nature of nursing programs, it is not discriminatory to require drug testing.

Students holding a license to practice in a health related field who are found to be in violation of the Drug-Free Campus/Workplace Policy will be reported to the Tennessee Board of Nursing. Action taken against a license may prevent the student from completing the nursing program.
UNPROFESSIONAL BEHAVIOR RELATED continued:

PROCEDURE:

If a student in a nursing program appears to be under the influence of alcohol or drugs, functioning in any impaired manner, exhibiting inappropriate behavior in the classroom or clinical, or demonstrating any unprofessional conduct or negligence, the faculty or clinical affiliate representative responsible for that student, using professional judgment, will remove the student, document the circumstances and report the alleged violation immediately.

A student suspecting a peer of substance abuse in a clinical setting should immediately contact the clinical instructor.

1. In the clinical setting, the instructor will:
   a. Remove the student from caring for any patient
   b. Contact the Director of Nursing & Allied Health who will discuss the situation with the Office of Student Services and legal department
   c. After receiving approval from the Director, instruct the student to proceed with immediate drug screening according to the facility policy

2. In the classroom or campus lab setting, if a student exhibits behaviors which suggest or confirm the possession or use of alcohol or a controlled substance, the instructor will:
   a. Notify the Director of Nursing & Allied Health who will discuss the situation with the Office of Student Services and legal department
   b. After receiving approval from the Director, instruct the student to proceed with immediate drug screening

Should substance testing of a student be required, the student will bear the costs of such testing. Refusal to submit to Drug and Alcohol Testing and/or a positive test will result in the student receiving an “F” in the clinical course in which the student is enrolled. The student will meet with the Director of Nursing & Allied Health for an exit interview.

A student may be subject to further disciplinary sanctions by official administrative officers of the college should any of the above situations occur.

CPR CERTIFICATION REQUIREMENTS

All nursing students are required to maintain current certification in American Heart Association (AHA) Basic Life Support (BLS) For Healthcare Providers (HCP) during enrollment at Motlow State Community College. This instruction includes adult, child, and infant CPR, airway management, and the use of an AED. There are numerous facilities offering this course throughout Motlow’s 11-county service area. The student must make sure that the certification is through the American Heart Association.

Arrangement for CPR renewal for readmission students and second year students is the responsibility of the individual student. No nursing student will be permitted to participate in a clinical experience without proof of BLS for Healthcare Provider certification. A copy of a current BLS for HCP card must be maintained in the student’s clinical data.
STANDARDS OF SAFE CLINICAL PRACTICE

During enrollment in the Motlow State Community College Nursing program, all students, in all clinical activities, are expected to practice according to the Standards of Safe Clinical Practice. Failure to abide by these Standards will result in disciplinary action, which may include clinical failure.

PROCEDURE:

1. Students receive a copy of the Standards of Safe Clinical Practice (Appendix 03-I) at the beginning of NURS 1410 Nursing Care I, NURS 1420 Nursing Care II, NURS 1350- LPN to RN Transition, NURS 2410 Nursing Care III, and NURS 2420 Nursing Care IV (courses with a clinical component). Students who readmit or transfer into the program will receive a copy as part of the admission procedure.

2. The Standards of Safe Clinical Practice will be reviewed with all students at the beginning of clinical courses. At that time, students will be required to sign a statement that they have read and understand the Standards. This statement will be kept in the student’s file during the student’s enrollment in the MSCC Nursing Program.

STANDARDS OF SAFE CLINICAL PRACTICE

The Standards of Safe Clinical Practice uphold the following beliefs: The provision of safe, competent nursing care is dependent on the student’s knowledge, skills, and critical thinking, along with the integration of the following six components in the delivery of client care: patient-centered care, team work and collaboration, evidenced-based practice, quality improvement, safety, and informatics.

Therefore, I acknowledge that I will uphold these standards in my delivery of nursing care while a student at Motlow State Community College.

Patient-Centered Care

I will:
1. Come prepared to clinical settings by knowing about my client’s needs including physical, cultural, ethnic, spiritual, and social.
2. Be able to elicit client values and needs and utilize them in the plan of care, plus communicate the needs to other members of the health care team.
3. Respect and value the client’s personal values, preferences, and needs and seek to learn from each client encounter.

Teamwork and Collaboration

I will:
1. Practice within the boundaries of the student nursing role.
2. Demonstrate the application of previously learned skills and principles in providing nursing care. Initiate request for help when needed. Communicate/delegate appropriately to members of the health care team.
3. Acknowledge my own potential to be a team member and contribute to the shared decision-making to achieve quality client care.

Evidence-based Practice

I will:
1. Utilize reliable sources to develop client’s plan of care.
2. Develop an individualized plan of care incorporating the client’s values and clinical expertise/evidence.
3. Recognize my own limitations of knowledge and clinical expertise and seek to continuously improve clinical practice.

Quality Improvement

I will:
1. Discuss how nursing and other members of the health care team affect the outcomes for the clients and families.
2. Identify potential/actual risks for the client and how they may affect client outcomes.
3. Recognize the need for continuous quality improvement as an essential part of nursing care.
Standards of Safe Clinical Practice Cont’d

Safety
I will:
1. Describe factors that create a culture of safety.
2. Use technology effectively and develop strategies to reduce risk of harm. Comply with instructional and institutional policies and procedures on implementation of nursing care.
3. Consider own role in preventing errors.

Informatics
I will:
1. Explain interrelationship of information and technology skills for the provision of safe client care.
3. Protect confidentiality of client’s health information.

STUDENT E-MAIL ACCOUNTS

All Motlow students have a student email account. This can be used as your primary source of email while a student at Motlow or it can be an email used only for school-related business. It is imperative that this email account is checked daily because administrative information is distributed to students in this way. Students should make sure that their email accounts are emptied regularly so that they do not become full and cannot receive communications.

PROCEDURE:

1. From the Motlow homepage, click on the “Student e-mail” tab at the top center of the page. This will take you to an instruction page.
2. Read the instructions, and then click on link to student email as directed.
3. Enter user ID and password.
   MSCC Student e-mail is NOT the same as the MSCC Online e-mail (D2L).
MOTLOW WEBSITE: IMPORTANT LINKS

There are 4 online sources of information and documents which students will need to use. They are accessible on the Motlow Website Homepage (http://www.mscc.edu)

NURSING PROGRAM LINK

To reach this link from the homepage, click on Academics at the top of the page. Click on Departments, then Nursing/Allied Health. http://www.mscc.edu/nursing/index.aspx

MY MOTLOW

MY MOTLOW is used primarily for accessing transcripts, financial aid information and registration.

LIBRARY

Clayton-Glass Library has electronic databases and e-books which are easy to access. Articles from the syllabus can be retrieved and printed by utilizing one of several online databases.

MSCC Online/D2L (found under Quick Links)

This tab provides a direct link to Desire to Learn (D2L). D2L is the platform that is used by all the TBR schools to provide online courses and any course where online access to information is desired. Nursing courses are loaded onto D2L at the beginning of the semester. D2L cannot be accessed for a course until it is open, usually the first day of class.

D2L is a great tool to enhance the information received in on site lectures. Instructors can post information about the course as well as lecture handouts, learning activities, and reserve articles. Test grades are recorded and posted there and are accessible with a password.

ACCESSING INFORMATION ONLINE

USING THE COMPUTER TO FIND INFORMATION

Online sources of information can be a convenient and effective way of obtaining information for assignments and material you can use in class and CFE. All internet sources are NOT created equal! ANYTHING can be placed on the internet, scholarly information as well as poor or INACCURATE information. Wikipedia® is NOT a reliable source. Do not use it.

Several journals have articles available online. Some charge a fee to allow access to the full text of the article. Clayton-Glass Library at Motlow has several online databases which provide FREE access to nursing literature. There are HELP sources on the linked sites and the Motlow Librarians are HAPPY to assist you.
SOME DATABASES AVAILABLE THROUGH CLAYTON-GLASS LIBRARY LINK:

- Health Source
- Cumulative Index of Nursing and Allied Health Literature (CINAHL)
- STAT! Ref (full text books)
- Nursing & Allied Health Comprehensive
- Health and Wellness Resource Center
- Health Reference Center Academic

ADOBE ACROBAT READER

In order to be able to view, read, and/or print articles, the computer being used must have a software program called Adobe Acrobat Reader. All of the college’s computers have this. A free download for a home computer is available at [http://www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

HOW TO ACCESS ONLINE JOURNALS THROUGH MOTLOW DATABASES:

- Go to MOTLOW Homepage ([http://www.mscc.edu](http://www.mscc.edu))
- Select Library; Select DATABASES and link to one of the databases provided
- If asked for a username and password
  - The username is the same as campus email username
  - The password is the same as your email/computer login password
- Enter keywords/publications
- CHECK FULL TEXT when that option is given

ACCESSING D2L

Instructions:

- On the Motlow Website Homepage ([http://www.mscc.edu](http://www.mscc.edu)) click on the MSCC Online tab.
- Log into D2L with your username and password
  - Username is first initial of first name, last name and first 4 digits of your birth date entered in lower case with no commas or periods
  - The password is the same as your email/computer login password
- The NURS course(s) in which you are registered will be listed.
- Click on the NURS course to go to the course homepage. There will be several tabs across the top of the page including ones for course content, discussions, grades, and e-mail.
D2L: PRINTING HANDOUTS/ARTICLES/CHECKING MAIL

PRINTING LECTURE HANDOUTS:

- Click on the “course content” tab. Each content area is listed as well as the lecture handouts and learning activities for that content area.
- Microsoft Office PowerPoint is required on your computer in order to be able to view and print the lecture handouts that are in PowerPoint format. All campus computers have PowerPoint. If you do not have PowerPoint on your home computer, you can go to the Microsoft website and download a PowerPoint Viewer for no charge at the following web address: http://www.microsoft.com/downloads (office and home applications).
- Once you have opened the lecture handouts the easiest way to print is to right click on the lecture slide. The print screen will appear. On the bottom left choose what to print. Scroll down and print HANDOUTS (if you print SLIDES you will get 1(one) per page and use a LOT of paper!). Choose how you want the handout to appear (3 slides per page, 6 slides per page). Six slides per page is a good layout. Click print.

PRINTING DATABASE ARTICLES

- Most journal articles listed on the syllabi are available on the Clayton-Glass Library databases.
- Click on the desired article.
- If the article will appear in “.pdf.” Format, print that version. On your home computer you must have Adobe Acrobat Reader to view format. To download this software free of charge see page 24.
- To print the article, click on the print icon just above the article, not the icon at the top of the screen.

NOTE: If you access a journal article and a blank page comes up, hit enter. On some of the articles, a blank page went in before the first page of the article. This is true only on some articles. Please contact a faculty member if having difficulty accessing articles.

CHECKING EMAIL AND RECEIVING INFORMATION ON THE DISCUSSION BOARD

- Students should check D2L for their clinical nursing courses every day. Although these courses are not “on line” D2L is used for communication and information. Instructors will post class notes, announcements, syllabi information, and lecture notes on D2L.
- When you log in to D2L and have unread e-mail or a posting under “discussions”, you will see a message under “Updates” on the upper right hand side of the login page and course homepage.
- Your course instructor(s) will let you know what kind of communications will be sent on D2L. If you need to get in touch with an instructor quickly, the best way is by phone, NOT D2L.
EVALUATION OF NURSING (NURS) COURSES

Specific evaluation criteria for each course are included in the course syllabus. Grades for all nursing courses are calculated as follows:

\[
\text{Total earned points} = \frac{\text{Grade in percent}}{\text{Total possible points}}
\]

The grading scale for all nursing courses is as follows:

- **A** = 90%- 100%
- **B** = 80%- 89%
- **C** = 75%- 79%
- **D** = 70%- 74%
- **F** = 69% and below

Satisfactory completion of any nursing courses requires a minimum theory grad of 75%.

EXTRA CREDIT

The possibility of earning extra credit points will be addressed in each course syllabus. In general, the following policies apply:

- A maximum of 10 extra credit points may be offered to students in one nursing course.
- The student may earn all or a portion of the available extra credit points.
- Extra credit points will be added to the total earned points, but not included in the total possible points.
- Extra credit opportunities are not guaranteed with each nursing course.

EVALUATION OF CLINICAL NURSING COURSES

Clinical nursing courses are composed of a lecture or theory component and a clinical component which includes Campus Nursing Lab (CNL) and Clinical Field Experience (CFE). The theory grade in a clinical course is determined according to the stated grading scale. CNL and CFE are graded as pass/fail. The student must satisfactorily complete both theory and clinical requirements for each clinical course in order to proceed to the next course in the nursing sequence.

CAMPUS NURSING LAB (CNL) EVALUATION

RETURN DEMONSTRATIONS

Evaluated skills are demonstrated by the lab instructor and the student is provided with critical elements required for successful return demonstration of each skill. Students will receive a numerical grade for the skill demonstrations. A CNL rubric is provided to students.
CLINICAL FIELD EXPERIENCE (CFE) EVALUATION

CLINICAL EVALUATION TOOLS AND DESCRIPTORS OF CLINICAL BEHAVIOR

The clinical field experience evaluation is based on the Clinical Evaluation Tool and Exit Clinical Outcomes for each course. The student will be evaluated on each observed clinical outcome each clinical day. Student behaviors will be graded as Satisfactory (S), Needs Improvement (NI), or Unsatisfactory (U).

S-Satisfactory:

- Student meets the clinical outcome.
- Student seeks appropriate guidance, validation, direction, and supervision.
- Student performance is efficient and completed in a reasonable time frame.

NI-Needs Improvement:

- Student requires repeated assistance to meet clinical outcome.
- Student behaviors manifested are incorrect but caused no harm because instructor/staff person intervened with questions, data, and/or further instruction.
- Student performance is inefficient, not completed within a reasonable time.

U-Unsatisfactory:

- Despite repeated assistance student does not meet the clinical outcome.
- Student behaviors manifested are unsafe and have potential for causing harm.
- Two grades of “U” on a Clinical Evaluation Tool will result in a clinical failure.

UNSATISFACTORY (U) EVALUATION IN CFE

A student receiving a “U” in a clinical outcome during a CFE will not attend subsequent CFE until a conference with the Level Coordinator and/or the Director of Nursing & Allied Health has been completed and a remediation plan has been discussed with the student. The student may be asked to leave the clinical area at the time the “U” is awarded if the instructor deems that the student is unsafe or unable to provide care.

If the “U” is awarded due to a situation or incident in which the clinical instructor determines that a student’s behavior endangered or could have endangered the health and safety of clients, peers, faculty of the college or staff of a clinical facility, a single grade of “U” on a clinical evaluation tool may constitute a clinical failure. In this situation, the faculty of the Nursing Department and the Director will convene to discuss the occurrence and determine the academic outcome. The student will be notified of the faculty decision.
UNSUCCESSFUL CNL/CFE and WITHDRAWAL GUIDELINES

A nursing student is allowed a maximum of two attempts to complete the nursing program. If a student does not pass a nursing (NURS) course (exception: NURS 1050), or the theory, CNL, or CFE component of a clinical nursing course, then the student has incurred a failed attempt in the program.

If a student is unsuccessful in the CNL or CFE portion of a course PRIOR to the withdrawal date, the student will be allowed to withdraw from the course with a “W”. NOTE: The student has incurred a failed attempt in the nursing program. If the student does NOT complete the withdrawal from the course by the withdrawal date, the student will be awarded an F in the course. Faculty will not withdraw the student. The student must complete this step.

If a student is unsuccessful in the CNL or CFE portion of a course AFTER the withdrawal date, the following will occur:

- If the student is unsuccessful in CNL or CFE, the student will be awarded an “F” in the course, regardless of the theory average.

Course attendance following an unsuccessful performance in CNL or CFE:

1. **Course Attendance:** If a student is unsuccessful in CFE or CNL in a clinical course, the student will no longer be allowed to attend CNL or CFE. If the failure occurs before the drop deadline, the student has the option to continue to attend theory presentation until the college official drop deadline but will not take any exam or submit any assignment. If it is after the drop deadline, the student may continue to attend theory presentation until the end of the semester but will not take any exam or submit any assignment.

2. **Student Appealing Grade:** During the appeal process, the student will:
   a. Be allowed to attend theory and CNL content presentation.
   b. Not perform any CNL returns or attend CFE unless the student’s appeal is granted; at which point the student will be given the opportunity to make up any course requirements.
   c. Be allowed to take any quizzes or exams; however, if the appeal is denied, the student’s grade at the time of the CFE or CNL failure will be the exit grade.

NOTIFICATION OF GRADE DEFICIENCIES

Students must complete nursing courses with a grade of “C” or better. In nursing courses with a clinical/lab component, students must demonstrate satisfactory performance in the clinical area and skills lab in order to successfully meet course outcomes and pass the course. Students must maintain a cumulative grade point average (GPA) of 2.0 or greater to remain in the current nursing sequence in the program of study. Any student who is not passing or in danger or not passing the course currently being taken will be notified in writing that there is a clinical and/or theory deficiency.
FORMAL PAPERS

Guidelines for content and distribution of total possible points will be addressed in the course syllabus. The following general rules apply:

- Papers are to be submitted according to the due date as noted in the syllabus or determined by the instructor. Tardy papers will have 5% of total points deducted from the earned points per day.
- Assignments must follow the directions in the course syllabus for online submission.
- Students are encouraged to keep a copy of all work submitted in case of lost or misplaced work.
- All papers are written using APA format and bibliographical style. Accuracy of the required writing style will be part of the evaluation process of the paper. The APA website (http://apastyle.apa.org/) is a recommended resource for APA style.
- Bibliography resources must have a five year currency unless special permission is obtained from the instructor.
- Plagiarism is not tolerated. The nursing department adheres to the Motlow College policy on Academic and Classroom Misconduct as stated in the Motlow College Catalog and Student Handbook.

GUIDELINES FOR EXAMINATIONS/QUIZZES

Students should follow the examination guidelines in each course syllabus. The following general guidelines apply to all examinations:

- Students should bring a number 2 pencil.
- A calculator will be provided.
- CELL PHONE USE IS STRICTLY PROHIBITED DURING AN EXAMINATION.
- NO HATS OR CAPS may be worn during an examination.
- Attendance at all exams is MANDATORY. Students unable to attend an exam must notify the Level Coordinator PRIOR to the beginning of the exam. A voice mail message may be recorded.
- All make-up exams are scheduled through the Testing Center.

EXAM (TEST) REVIEW

There will be a scheduled opportunity for exam review following each test except the final exam. The schedule for exam review will be determined by the faculty in each course and announced to students at the beginning of the course. The review session will not be held until all students have taken the exam. Students who have scheduled classes at the time of exam review should make arrangements with the Level Coordinator or other faculty member to review the exam in the faculty member’s office within one week. Review of course tests outside the scheduled opportunity will be allowed according to course policy. Exam material may not be recorded in any manner. To review a final examination, a student should contact the Level Coordinator to schedule a meeting.
POSTING OF GRADES

Neither individual test grades nor final course grades can be given over the telephone or to another student by nursing faculty or the nursing secretary. This is a college and state Board of Regents policy. Grades are posted on D2L in most classes.

COUNSELING FORMS

A counseling form will be completed by nursing faculty or adjunct clinical instructor in the event of any situation with a student which requires a disciplinary action, remediation or a need for documented communication occurs. Examples of uses for this form may include but are not limited to:

- Student at risk of failure in a course
- Unusual occurrence in the clinical area.
- Performance which does not pass a CNL return demonstration.
- Request for skills remediation in the CNL from a clinical instructor.

The student will be given an opportunity to read over the form and comment in the section provided and will receive a copy of the form. The carbon copy will be placed in the student file if a hard copy of the form is used. If an electronic copy of the form is used, it will be sent to the student via D2L. The student will review the counseling form, complete the section for comments as indicated, type his/her name and date, and return it to the instructor via D2L. A copy of this will be placed in the student’s file.

DISCIPLINARY CODE

INSTITUTION POLICY

The Board of Regents of the State University and Community College System of Tennessee has general regulations on student conduct and disciplinary sanctions. These are in the Motlow State Community College Catalog and Student Handbook.

DEPARTMENTAL POLICY

The nursing student, as a person in training who will assume responsibilities expected of all licensed members of the nursing profession, is obligated to act in accordance with professional ethics and the rules and regulations of the nursing profession as defined by the Tennessee Board of Nursing. Departmental disciplinary action may address situations that occur in the classroom, laboratory, hospital, or other areas of clinical assignment. Institutional disciplinary action may be taken in other situations which might have impact on the nursing program or on the student’s enrollment in the nursing program. The following pages describe academic and clinical misconduct and outline procedures for letters of reprimand, probation, dismissal from the program, and the student appeal process.
ACADEMIC AND CLINICAL MISCONDUCT

Academic classroom and clinical misconduct in the Motlow State Community College Department of Nursing is defined as:

- Violations of the rules and regulations of the College.
- Any form of academic dishonesty, including but not limited to, plagiarism and cheating.
- Violations of the Tennessee Nurse Practice Act, Rules and Regulations governing the practice of registered nurses. This includes, but is not limited to, behaviors of honesty, accountability, trustworthiness, reliability, and integrity.
- Failure to adhere to the Nurses Code of Ethics, published by the American Nurses Association.
- Failure to abide by the Standards of Safe Clinical Practice Policy.

PROCEDURE:

1. Misconduct occurring in an evaluated activity will be treated as an academic issue. The violation will impact the student’s evaluation and may result in failure of the course.
   - If the violation occurs in a clinical setting, the student will receive an unsatisfactory (U) evaluation. A second unsatisfactory evaluation during a course will result in a clinical failure and, therefore, failure of the nursing course.
   - If the violation occurs in a classroom setting, the student will receive a zero for the assignment or exam.
   - If the violation occurs during an evaluated return demonstration in the skills lab, the return demonstration will be considered unsatisfactory. If this occurred during a student’s final attempt at a return demonstration, it would result in a campus lab failure, and, therefore, failure of the nursing course.
   - The student has the right to an academic appeal of a grade received in a nursing course. Procedures of the department and the college will be followed as outlined in the Motlow State Community College Catalog and Student Handbook (Academic Appeal of a Grade).

2. Academic misconduct occurring in a setting in which the student is not being evaluated may result in any of the following consequences:
   - A counseling form will be completed and signed by the student and faculty member. The student receives a copy and a copy goes in the student’s file. The course coordinator is notified of the incident.
   - A letter of reprimand is written and placed in the student’s file.
   - The student is placed on probation.
   - The faculty recommends the student’s dismissal from the nursing program.

LETTER OF REPRIMAND: PROCEDURE

1. The Director of Nursing & Allied Health writes the letter of reprimand documenting the academic misconduct.
2. The Director meets with the student, presents the letter, signs it, and has the student sign it. If the student refuses to sign the letter of reprimand, the Director will have him/her sign a statement that the information in the letter has been given to the student.
3. One copy of all documents goes to the student and one to the student file.
PROBATION

Probation in the nursing department is defined as a specific period of time during which a student has a chance to correct behaviors that violate rules of the institution, the Nurse Practice Act and its Rules and Regulations, the Nurses Code of Ethics, or the Standards of Safe Clinical Practice. A written notice of probation should include:

- Reason for probation
- Duration of the probationary status
- Any remediation that needs to occur
- Condition(s) for having probationary status lifted

PROBATION PROCEDURE:

1. The decision to place a student on probation is made by a Faculty Probation Committee composed of the Director of Nursing & Allied Health, the level coordinators, and the faculty member who brings forth the allegation of misconduct.
2. The Director gives the student written notification of his/her probationary status. A copy of the notification is given to the student and one copy is placed in the student file.
3. At the end of the student’s probationary period, the Faculty Probation Committee meets to determine if the conditions for termination of probation have been met.
4. The student is notified in writing by the Director when the probation is lifted. A copy of the notification is placed in the student’s file and a copy is given to the student.
5. If a second incident of academic misconduct occurs while the student is on probation, the full faculty will convene to determine whether the probationary status will be extended or the student will be recommended for dismissal from the nursing program. The student has the right to present his/her explanation of events to the full faculty who, in turn, may question the student.
6. No witnesses are allowed to speak for the student.
7. If the faculty recommends extended probation, the incident will be referred to the Faculty Probation Committee and the procedure for placing a student on probationary status will be followed.
8. If the student is recommended for dismissal from the nursing program, the Policy for Recommendation of Dismissal should be followed.

RECOMMENDATION FOR DISMISSAL

Recommendation for dismissal is reserved for situations in which the faculty determines that a student’s behavior endangers the health and safety of patients, peers, or staff/faculty of the college or a clinical facility.

PROCEDURE:

1. Recommendation for dismissal requires a secret ballot vote of the faculty and must be a unanimous decision.
2. The recommendation is submitted in writing to the Assistant Vice President for Student Affairs.
3. The student is notified of the right to appeal the decision according to the Motlow State Community College procedures found in the Student Catalog and Handbook.
FAILURE TO PROGRESS, TERMINATION, OR WITHDRAWAL 
FROM THE NURSING PROGRAM-EXIT INTERVIEW

Students who exit the nursing program due to failure to progress in the program of study, termination from the program due to academic or disciplinary reasons, or withdrawal for any reason must have an exit interview and complete an Exit Interview Form in order to be eligible for readmission into the program. It is the student’s responsibility to arrange a meeting with the Director of Nursing & Allied Health and complete the form prior to the end of the semester. Those students who fail a course or exit the program at the end of the semester must complete the exit interview no later than six weeks following the end of the semester. This exit interview is mandatory; no student will be considered for readmission unless a completed Exit Interview Form is on file. In the Director’s absence, the student should meet with the Level Coordinator. The completed Exit Interview Form will be maintained in the student’s file.

ACADEMIC APPEAL OF A GRADE

PROCEDURE:
1. The appeal process should begin with the student contacting the instructor to try to resolve the issue(s) in question within five business days after the course grade has been awarded.
2. If the student and instructor cannot resolve the issue(s), the student should then contact the Level Coordinator within five business days of the attempt to resolve the issue(s) with the instructor. The Level Coordinator will speak with the student and involved instructor.
3. If the issue(s) cannot be resolved at the Coordinator level, the student may then submit an appeal to the Director of Nursing & Allied Health within five business days of the attempt to resolve the issue(s) with the Level Coordinator. The appeal should include a written statement identifying the causes of concern and reasons for appeal, steps that have already been taken to resolve the appeal, and documentation that provides rationale for the appeal.
4. The Director of Nursing will review the appeal, perform whatever investigation is deemed necessary, and notify the student of the decision in writing within ten business days.
5. Should the student, after following the above procedure, feel that circumstances warrant further appeal, the student may appeal in writing to the Assistant Vice-President of Academic Affairs within five business days of the Director’s decision. The Assistant Vice-President of Academic Affairs will review the appeal, conduct any investigation deemed necessary, discuss the issue(s) with the student, and notify the student of the decision in writing within ten business days.
6. Should the student, after following the above procedure, feel that circumstances warrant further appeal, the student may appeal in writing to the Vice-President of Academic Affairs within five business days of the Assistant Vice-President of Academic Affairs’ decision. The Vice-President of Academic Affairs will review the merits of the case and will notify the student, the instructor, and the Assistant Vice-President of Academic Affairs, in writing, of the response of the appeal within ten business days. The decision of the Vice-President of Academic Affairs is final.

This policy addresses the academic appeal of a grade for nursing students. Any student wishing to file a complaint rather than an appeal will follow MSCC Policy No. 3:00:00:06, available through the Motlow website.
READMISSION TO THE NURSING PROGRAM

Students, who withdraw from the nursing program after successfully completing at least one semester of the program, may apply for readmission within 2 years of their withdrawal date. If a student withdraws from the program in the first semester or fails NURS 1410/NURS 1400 and desires to re-enter, the student must submit a new application and undergo the selection process for acceptance into the nursing program. Students who withdraw or fail NURS 1420, NURS 2410, and NURS 2420 may be eligible for readmission and may re-enter the course in which they were enrolled at the time of withdrawal or failure.

Readmission occurs on a space available basis.

To be considered for readmission, the STUDENT must:

1. Complete an exit interview and submit an Exit Interview Form by the end of the semester in which the failure, termination, or withdrawal occurred. If the student exited the program at the completion of a semester, the interview and form must be completed no later than six weeks following the end of the semester.
2. Submit a written request to the Director of Nursing Education three months prior to the term of desired admission. Included in the request should be an explanation of factors that contributed to the unsuccessful initial attempt and actions taken to enhance chances for success if the opportunity for readmission were to be granted.
3. Have a GPA of 2.0 or higher at the time of readmission.
4. Observe the 2 year currency on last nursing course completed and 5 year currency on all science courses completed.

Students not selected for admission/readmission will be so notified by letter/e-mail from the Office of Nursing Education in a timely manner (The early August for NURS 2410 and the first week of December for NURS 1420 and NURS 2420). Students may apply again by resubmitting a request to enter the program and following the aforementioned entry requirements/criteria.

The order of selection into the program for both readmission and transfer students will be:

1. MSCC students who withdrew with documented extenuating circumstances. Extenuating circumstances should be clearly stated on an exit interview form in the Director’s office.
2. Transfer students who meet the college’s admission and nursing program’s criteria.
3. MSCC students who failed their last NURS course or withdrew from the program for any reason, including low grades or disciplinary actions. The grade average in the NURS course at the time the student exited the program will be used to rank this group of students on the readmission list.
4. Transfer students with a history of academic failure or misconduct in the program from which they are transferring.

LIMITATIONS ON READMISSION

Students with documented failure in a clinical component (CNL/CFE) of a nursing course may withdraw from the course with a “W” prior to the last day to drop, but will be eligible for readmission only once. A student with a second withdrawal due to documented failure in CFE and/or CNL will not be readmitted to the nursing program. Students who receive grades of “D” or “F” in any two NURS courses in the program of study are ineligible for admission/readmission to the Motlow Nursing Program.
CONFLICT RESOLUTION GUIDELINES

If conflicts arise between students or students and faculty, it is important that the issue first be addressed openly and honestly between the parties involved. If the conflict cannot be resolved satisfactorily, a student can contact the Level Coordinator. If the conflict is with the Level Coordinator or is not resolved satisfactorily with the Level Coordinator, the student can discuss the issue with the Director of Nursing & Allied Health.

The faculty takes this procedure for conflict resolution very seriously. It is considered inappropriate student behavior to complain to a faculty member about another faculty member or a student unless the issue has been discussed with the parties involved first and an attempt made to resolve the conflict.

In instances of perceived sexual, racial, or other harassment, the student should follow the Tennessee Board of Regents guidelines which may be viewed from the Motlow Homepage on the Human Resources link.

STUDENT ATTENDANCE AT FACULTY MEETINGS

Student attendance at faculty meetings will be coordinated through the Director of Nursing & Allied Health. Class Officers or a class representative may request permission from the Director of Nursing & Allied Health to attend a faculty meeting or may request to speak at a faculty meeting.

STUDENT SUGGESTION POLICY

Motlow State Community College nursing faculty value student input into the program. Means by which a student can share suggestions are:

- Student evaluation of a course (each semester)
- Student evaluation of lab experience (each course, each semester)
- Student evaluation of clinical faculty and facility (each course, each semester)
- Student evaluation of program (final semester)
- Graduate questionnaire (within 1 year of graduation)
- Student representation at annual Nursing Advisory Council meeting
- Open surveys for each course on D2L
- Informal discussion between students and faculty
- Class Officer or representative attendance at designated faculty meetings.

USE OF AUDIO RECORDING DEVICES

Students are allowed to audio record lectures. Students may audio record class lectures only for their own personal study and are to comply with the following guidelines. The audio recording of lectures is not to disrupt the class in any way and, if it does become a disruption, the lecturer has the authority to not allow the recording of a lecture to continue.

Lecture content delivered in a classroom is a dynamic communication within which miscommunication can occur. While lecturers will seek to speak accurately, students may need to clarify lecture content with the lecturer. The lecturer will determine if it is necessary to post information on the discussion board.
Clarification of lecture content by the student must occur before testing and students may not use any part of a recorded lecture to justify an exam answer.

The permission to audio record is for lecture content as determined by the course syllabus and no recording is allowed during any form of exam review. Unauthorized recording is academic dishonesty as set forth in the Nursing Student Handbook and in the Motlow State Community College Catalog.

Guidelines for Recording Nursing Lectures

Level Coordinator/faculty must:

1. Identify at the start of the academic year the faculty who will allow students to audio record their lectures and update the form.
2. Communicate with students via the syllabus, D2L, and/or email the process of how students will access the form and how students will submit it.

Students must:

1. Sign Student Request to Audio Record Lecture form. The faculty names on the form indicate the faculty who grant permission for their lectures to be audio recorded. A faculty member has the authority to rescind the permission to record during the semester. If that occurs, students will be notified.
2. Not share lectures without the written consent of the instructor.
3. Treat all lecturers, faculty, and other students’ comments with respect.
4. Acknowledge that information in the audio recording is protected under Federal Copyright laws and may not be published or quoted without the expressed consent of the lecturer.
5. Treat any information discussed in the classroom concerning patient data as protected health information.

POLICY REGARDING ATTENDANCE/TARDINESS

Students are expected to regularly attend all classes for which they are registered. (See College Catalog and Student Handbook).

EXAMS:

- Unexcused absences from exam are not permitted and a grade of “0” will be awarded. No exams will be administered prior to the scheduled exam date. If a student must miss an exam due to illness or death in the family, the student should notify the nursing faculty level coordinator before the scheduled exam.
- Students who have an excused absence on scheduled examination day will make up the examination at the Testing Center. Students are expected to schedule a testing time within a week of their return to class.
- For students who are making up an exam, the faculty reserves the right to give an alternate exam oral or essay format.
- If a student has not completed the exam by the time test review for the class occurs, the student will not attend test review and will request an appointment to review the exam with the level coordinator or instructor after the exam is taken.
CCL/CFE:
• If an illness or emergency necessitates absence from Classroom Clinical Lab (CCL), the student is required to notify the Instructor prior to the scheduled CCL. It is the responsibility of the student to contact the CCL instructor to discuss making up missed material.
• If an illness or emergency necessitates absence from the Clinical Field Experience (CFE), the student is required to notify the clinical agency involved and the clinical instructor one (1) hour prior to the beginning of clinical on the day of the scheduled experience. Students should dial direct to the instructor’s home or campus voice mail and to the clinical location.
• Attendance at all CFE is mandatory. Any missed CFE will be re-scheduled on a designated make up day. Multiple CFE absences will require a decision by the faculty team regarding the student’s ability to continue in the current nursing sequence.

CNL:
• Attendance at all scheduled sessions of Campus Nursing Lab (CNL) is mandatory.
• If an illness or emergency necessitates absence from CNL, the student is required to notify the lab instructor prior to the scheduled CNL. It is the responsibility of the student to contact the CNL instructor to discuss making up missed material.

Failure to complete CNL and CFE attendance requirements as outlined in the course syllabi will place the student in jeopardy of clinical failure. No exceptions to the above standards will be made unless, in the opinion of the faculty team, extenuating circumstances warrant further considerations.

CLINICAL CONDUCT AND DRESS REQUIREMENTS
If, in the judgment of the clinical instructor, any of the following dress or conduct criteria is not met, the nursing student may be asked to leave the clinical area. The clinical instructor will notify the Motlow Director of Nursing Education immediately of any such occurrence.

CLINICAL CONDUCT
• Association with clients should be professional rather than social. Students may not date or visit, or contact the client after duty hours while client is hospitalized or outside the hospital/agency setting while in the nursing student role.
• Students may not visit any clinical agency as a nursing student other than the agency to which he/she is currently assigned.
• Students may not leave the clinical agency during the assigned clinical day except with instructor permission.
• Nursing students are required to use assigned clinical time in a business-like, professional manner. The learning experience time and requirements do not allow for idle standing in the corridors or nursing stations.
• MSCC students must adhere to the written policies of the agency to which they are assigned. Any other policies of the agency regarding nursing students will be honored by Motlow College.
• If questions about agency or school policy arise during the clinical field experience, the student is required to contact his/her assigned clinical instructor for instructions.
• See this handbook for substance abuse policies. Should substance testing of a student be required, the student will bear the costs of such testing.
CONFIDENTIALITY OF PATIENT INFORMATION

- All information regarding patient/clients at any health care setting is confidential. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 defines those who must comply with HIPAA law as all person involved with access to client information and Medical Records. This includes Motlow nursing students and instructors. Each clinical agency will have policy and procedure regarding HIPAA regulations.
- Under no circumstances may students divulge information about clients or their treatment modalities in these agencies nor destroy any portion of a client’s medical record, which is a legal document. This is a breach of ethics and the law and may be the cause for college disciplinary action or legal action.
- No portion of the client’s records may be photocopied and removed from the clinical facility.

CLINICAL DRESS

The Motlow uniform and identification badge should be worn only when the student is on a clinical assignment for the nursing program. The student may not wear the Motlow uniform for employment purposes in an agency. The uniform may not be worn into any agency other than the agency to which the student is currently assigned. There may be special requirements for clinical dress in the psychiatric clinical setting and outpatient settings. Specifications about dress and appearance are listed on the following pages.

- The MSCC student nurse ID badge must be worn on the left side of the uniform at all times for identification purposes. The name badge must be worn whenever the student is on assignment in a clinical agency. This includes orientation sessions, researching the clinical assignment the evening prior to experience and the day of the clinical experience.
- The lab coat may be worn as a coat or in designated areas of the agency. The lab coat may not be worn for any purpose other than a Motlow assignment.
- Uniform must be clean and neatly pressed.
- Shoes must be white rubber-soled oxfords or leather/vinyl sneakers. No sandals, canvas shoes, or clogs are permitted. Shoes must be clean and polished and shoelaces must be clean at all times. These shoes should not be worn for activities other than Clinical Field Experience (CFE).
- Hair length, arrangement, and cleanliness must be appropriate for medical asepsis. Beards must be short, close-cropped, and clean. Hair should be secured so that is does not fall into the face, onto the shoulders, or onto the patient or work area. Hair color per clinical agency.
- Perfume or shaving colognes are prohibited in the clinical area.
- Fingernails should be no longer than one’s fingertips. Acrylic nails should not be worn and no fingernail polish should be applied.
- Chewing gum is prohibited in the clinical agency.
- Smoking is allowed only in designated areas of the clinical agency.
- A watch with calibrated seconds, bandage scissors, hemostats, stethoscope, a black writing pen, and a pen light are required components of the uniform.
- Goggles/face shield are to be carried to the clinical agency each clinical day for possible use in the clinical area.
- Coverage of tattoos per clinical agency.
- Dress hemline must be no shorter than the bottom of the kneecap (Female only)
- Pants hemline should measure ½ inch from the floor.
- Solid white socks for pants uniform; white hose with the dress uniform. Support hose or socks are recommended.
- Jewelry: wedding bands (plain bands), watches, and earrings per clinical agency or maximum of two small post-type are the only acceptable jewelry to be worn with the uniform.
• A fitted, white tee-shirt may be worn under a scrub top. The sleeves of the tee-shirt should not extend beyond the sleeves of the scrub top. A white turtleneck or long sleeve white tee-shirt with a round neck may be worn under the scrub top. Long sleeves must be loose enough to be pulled up if needed.
• A white polo shirt may be worn instead of the green scrub top.
• A head scarf worn for religious/cultural purposes must be white and clean. The student must notify their clinical instructor in writing at the beginning of the semester of their intention to wear head coverings/scarves

**UNIFORM AND APPEARANCE**

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CLINICAL ASSIGNMENTS/CLINICAL POLICIES

Assignment of Motlow nursing students to care for clients will be made upon instructor discretion related to the acuity level of the client and/or the skill level of the student.

STUDENT POLICY REGARDING MEDICATION ADMINISTRATION IN A CLINICAL SETTING

The student will adhere to the following policies with regard to medication administration in the clinical setting:

- Any medication administration performed by a student for the first time must be observed by the nursing instructor. Succeeding performance of these skills may be done by the student alone at the discretion of the instructor.
- Students and instructors will be familiar with and adhere to the clinical agency’s policies whenever possible. If a discrepancy exists between a policy and procedure in an agency and policies and procedures taught at MSCC, the more stringent policy will be observed.
- All medications given by students will be checked by the instructor prior to administration unless prior arrangements are made between the instructor and agency staff that directs the agency staff to check the medication. The amount poured into a medication cup or drawn up into a syringe for IM or IV injection must be visually verified by the instructor.

EXCEPTIONS: Students will not administer ANY IV push or IV bolus medication or perform any skill involving a central venous access device without the direct supervision of a nursing instructor for the entire duration of the program.

- Peripheral saline locks and flushes may be performed by nursing students without an instructor present with the instructor’s permission.
- Insulin may be prepared by the student, but the dosage, syringe, and vials must be checked by the instructor and another licensed professional.
- Students may not administer oxytocic drugs for the purpose of inducing labor in a maternity patient.
- Neither students nor nursing instructors will administer medications into an epidural catheter.
- Only the nursing instructor may access an area where controlled substances are kept. A student will not have access to a controlled substance without direct supervision of the nursing instructor or assigned clinical nursing staff. If a computer password is used to access controlled substances, only the instructor will have access to the password.
- Wasting of controlled substances must be verified by the nursing instructor and another licensed person on the hospital staff and the controlled substances record signed by both.

FAILURE TO FOLLOW THIS POLICY IS CONSIDERED UNSAFE CLINICAL PRACTICE AND MAY RESULT IN A CLINICAL FAILURE.
STUDENT POLICY FOR PROCEDURES IN A CLINICAL SETTING

If a student is performing a procedure or providing a treatment for the first time in a CFE setting, the instructor must observe the procedure, providing guidance and assisting the student to evaluate his/her performance. Students with latex allergies are responsible for notifying the clinical instructor and/or agency.

Students will adhere to the following policies regarding the performance of procedures in the clinical setting:

- All clinical procedures are performed using strict adherence to universal precautions as defined by the Centers for Disease Control (CDC). Appropriate isolation procedures are adhered to as required.
- Students will not perform vaginal or rectal exams on maternity clients.
- Students may not initiate the transfusion of blood products, but may be involved in monitoring the client receiving a transfusion under the direct supervision of the nursing instructor or another licensed nurse.
- Students on clinical assignment are NOT permitted to ride with clients in emergency vehicles.

STUDENT POLICY FOR DOCUMENTATION/CHARTING

- Documentation by students in client records should be reviewed by the nursing instructor. Narrative documentation may need to be checked by the instructor before it is entered into the client record. The student should be aware of the clinical instructor’s policy on this. Some facilities require that the instructor co-sign the student documentation.
- Flow sheets requiring students’ initials will also be co-signed by the clinical instructor.
- The instructor will verify that the student has signed off each medication given, signed his/her name on the medication administration record and co-sign.
- Students will use only those abbreviations approved for use by the Joint Commission of Health Care Organizations (JCAHO). The official “Do Not Use List” is provided in CNL and on the JCAHO website at http://www.jointcommission.org/PatientSafety/DoNotUseList/

CLASS OFFICERS

Each nursing class will select officers at the beginning of the academic year (fall semester). The following officers will be elected:

- President
- Vice-President
- Secretary
- Co-Treasurers (2)
- Historian (one per program site)
- Site Representative (one per program site)
- LPN Transition Student Representative

**President** - Conducting class business and with the other officers will:

- Developing policies and procedures for collection of class dues and disbursement of class funds
- Planning and organizing fund raisers and community projects
o Scheduling and announcing class meetings and notifying the Director and Level Coordinator of these meetings
o Planning and organizing the class pinning ceremony, in consultation with the Director of Nursing

**Vice-President** - perform the duties of the President in the latter’s absence, or when requested to do so by the President and shall perform other duties assigned to them by the President.

**Secretary** – keeps the minutes of the meetings and submits the minutes to the class president and Director of Nursing and shall perform other duties assigned to them by the President.

**Co-Treasurers (2)** – will, with assistance from the Director of Nursing, open a Motlow class account to conduct class business. They will make deposits through the business office and submit Requisitions for Purchase for needed items through the Department of Nursing and shall perform other duties assigned to them by the President.

**Historian** (one per program site) - maintains a history of the class (pictorial and current address) and shall perform other duties assigned to them by the President.

**Site Representative** (one per program site) - conduct all necessary correspondence for specific campus and shall perform other duties assigned to them by the President.

**LPN Transition Student Representative** – serves as a liaison for the LPN

Elected officers must be in good academic standing and be passing all nursing courses at the time of election. *In the event an officer cannot complete the term the class may either re-elect or ask the President to select an interim officer and notify the Level Coordinator.

**PROCEDURE:**

1. **FIRST YEAR:** Elections will be held within the first six weeks of school for a term of two semesters (Fall, Spring (if needed))
2. **SECOND YEAR:** Elections will be held within the first two weeks of school for a term of two semesters (Fall, Spring (if needed))

3. Nominations will be taken from the student body for each office and the nursing office will prepare a ballot of all nominated students.
4. Students will vote for officers.
5. Calculation of votes will be made by the Level Coordinators or the Director; students and faculty will be notified of the results.

**Students who serve as officers of NSNA may not serve as class officers.**
PEER SUPPORT OPPORTUNITIES

BIG BROTHER/BIG SISTER SPONSORS

Each year, during the summer break a committee from the second year nursing class may assign first year students to “Big Brothers and Big Sisters.” These second year student sponsors will be available during the new student’s first year in the nursing program for support and advice in area such as study skills, test-taking strategies, time management and prioritization. Written work done by the Big Sister or Brother will not be shared with the first year students. Activities are planned to facilitate interaction between the first and second year classes.

STUDENT NURSE ASSOCIATION

Nursing students are encouraged to join the National Student Nurse Association (NSNA) and to participate in the school chapter and the Tennessee Association of Student Nurses (TASN). The purpose of the organizations is to prepare nursing students for their professional role. Chapter officers are elected annually. These officers are separate from the class officers. A faculty advisor works with the school chapter. The student is responsible for payment of dues which is approximately $40 annually.

“The NSNA Mission is to: organize, represent, and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs; convey the standards and ethics of the nursing profession; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality health care; advocate for and contribute to advances in nursing education; and develop nursing students who are prepared to lead the profession in the future.” (www.nsna.org)

CLASS PICTURES

All second year students are given the opportunity for a graduation photograph to be taken wearing a white uniform with or without the nursing cap. These photographs are taken before midterm of the last semester of the program. The student must pay for the sitting. Included is a composite picture of the entire class and two passport photos, one of which will be used for the Tennessee Board of Nursing application for NCLEX. Additional pictures may be ordered individually by students. The school receives a large class composite picture which is displayed in the nursing wing of the Marcum Technology Building.

NURSING GRADUATE INFORMATION

NURSING GRADUATE PINS AND PINNING CEREMONY

During the fall semester of the second year, nursing students preparing for graduation will be advised of the current cost and ordering procedure for the nursing graduate pin. Orders for the pins will be submitted during the spring semester.

Pins are presented to the graduates at the Pinning Ceremony, a traditional ceremony for nursing graduates, which is typically held the Friday evening prior to the Saturday college commencement exercises. The ceremony is planned by the second year class officers with advisement by the Director of Nursing & Allied Health and nursing faculty. Funding of the ceremony will be the responsibility of the class with assistance by the Nursing Program and/or Student Activity Fees.

The President of the Second Year Class should plan to meet with the Director of Nursing & Allied Health early in the fall semester of second year to review the guidelines for the Pinning Ceremony and begin preparations for the event.
BOARD OF NURSING LICENSURE APPLICATION and NCLEX-RN REGISTRATION

Within the last two months of the final spring semester, the Director of Nursing & Allied Health will meet with students to review the process of application for licensure to the Tennessee Board of Nursing. An application and fee are collected and, along with the student’s final transcript, sent to the Tennessee Board of Nursing (TBON) by the Department of Nursing Education following graduation. The student will also receive information on obtaining required pre-licensure fingerprinting and criminal background checks.

Once the TBON receives and processes the student’s application, the student will receive an authorization to test (ATT) which allows the student to sit for the National Council Licensing Examination for RN licensure (NCLEX-RN).

The student will register with and submit a separate fee to the testing company that administers the test at various testing sites in the state. Information about the NCLEX-RN and testing process can be obtained on the National Council for State Boards of Nursing website at www.ncsbn.org.

NCLEX-RN PREPARATION and NCLEX REVIEW

During the spring semester of second year, students will receive information about preparing for the NCLEX-RN, including the availability, cost and location of NCLEX test review sessions. All students are required to prepare an individualized plan of study for the NCLEX-RN.

NURSING GRADUATE AWARDS

Eligible graduating students are chosen to receive three nursing graduate awards: Outstanding Contribution to the Class, Outstanding Clinical Award, and Outstanding Academic Award. All students who are nominated for these awards must be passing theory in NURS 2420 and be in good standing in both CFE and CNL at the time of the nomination in order to be considered.

1. The student receiving the Outstanding Contribution to the Class shall be selected by the graduating class. Individuals being considered for this award:
   - Participate in class functions and support class goals
   - Foster a positive attitude toward the MSCC Nursing Program
   - Display a professional image at MSCC and in the community
   - Students will nominate 3-5 students who meet the above criteria. The top three choices will be presented to the class for a vote by ballot.

   The award will be announced and given at the pinning ceremony.

2. The student receiving the Outstanding Clinical Award will be selected by full time faculty and clinical adjunct faculty from both Level I and Level II. Individuals being considered for this award:
   - Display performance in the clinical area which demonstrates initiative, self-confidence, competence, and caring.
   - Meet faculty expectations in leadership abilities, safety, and ethical/legal practice.
   - Up to two individuals may be selected if a tie vote is reached.

   The award will be given at the pinning ceremony.

3. The student receiving the Outstanding Academic Award will be selected by the full time Nursing Faculty. Individuals being considered for this award:
   - Have a minimum 3.0 cumulative GPA in college work attempted.
   - Have a minimum 3.0 GPA in NURS 1400 through NURS 2410
   - Possess moral character as defined by the law of Tennessee Board of Nursing
   - Are liked and respected and have good rapport with peers and have a positive attitude toward faculty and the nursing program.

   This award will be presented at the Student Awards ceremony at the end of the academic year.
### MOTLOW STATE COMMUNITY COLLEGE
SUMMARY OF STUDENT SUPPORT SERVICES

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>LOCATION</th>
<th>SERVICE(S) OFFERED</th>
<th>AVAILABILITY</th>
<th>CONTACT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Student Services for Distance Sites</td>
<td>Fayetteville McMinnville Smyrna</td>
<td>Provide students with contact information for other needed services</td>
<td>0800-1630 Mon-Fri</td>
<td>Fayetteville: Debra Smith Ext: 3031 McMinnville: Sally Pack 931-668-7010 Smyrna: Gary Winton 615-220-7803</td>
</tr>
<tr>
<td>Testing Services</td>
<td>Based on Moore County Campus: 1042 Crouch Center Also available at each satellite campus.</td>
<td>Administer nursing entrance exam, competency exams, exit exams, &amp; make-up exams</td>
<td>0800-1630 Mon-Fri</td>
<td>Moore County: Sonya Hood Marie Mosley 931-393-1763 Students can schedule make-up exam times/HESI exams through MyMotlow.</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>At each campus</td>
<td>Offer orientation for new students. Offer guidance of different careers.</td>
<td>0800-1630 Mon-Fri</td>
<td>Moore County: 931-393-1612 Smyrna 615-220-7854</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Based on Moore County Campus: 2016 Crouch Center; financial advisors on each campus</td>
<td>Processing of financial aid applications and distributing financial aid</td>
<td>0800-16300 Mon-Fri Extended hrs. during registration</td>
<td>Moore County: 931-393-1553 <a href="mailto:FAS@mscc.edu">FAS@mscc.edu</a></td>
</tr>
<tr>
<td>Disability Services</td>
<td>Moore County Campus: 1042 Crouch Center</td>
<td>Individual assessment r/t need for accommodation for disabilities</td>
<td>0800-1630 Mon-Fri</td>
<td>All campuses contact: 931-393-1765</td>
</tr>
<tr>
<td>Security</td>
<td>At Each campus</td>
<td>Security available 4-10 pm. Will walk students to cars in evening.</td>
<td>Evenings</td>
<td>Office of Student Affairs- Main Campus-call 9331-434-5191 Smyrna: go to Information Desk McMinnville: in lobby</td>
</tr>
</tbody>
</table>
I have read the Nursing Student Handbook and policies referenced to the Motlow College Catalog and Student Handbook for the current academic year.

I agree to abide by the policies and procedures of Motlow State Community College and the Motlow Associate Degree Nursing Program as described in the above named documents.

_____________________________          _______________________
Student Signature          Date

_____________________________
Print Name Signed Above

Rev. 8/21/15/PH