Associate Degree Nursing Practical Nursing

Student Handbook
2022 – 2023

COASTAL CAROLINA
C O M M U N I T Y   C O L L E G E

Dear Nursing Student:

Welcome to the exciting world of nursing and the Associate Degree Nursing (ADN) and Practical Nursing (PN) programs of Coastal Carolina Community College. As you know, there have been a lot of unforeseen circumstances over the past couple of years and everyone has learned to adapt to constant change. That being said, we continue to move forward.

We have an outstanding program and we are glad you have accepted admission to Coastal, joining a program and profession that we love. You will find the Nursing program to be very meaningful, worthwhile, enjoyable, and at times, a difficult course of study. Nursing is an exciting career and one marked with many challenges. We will do our best to help prepare you to master those challenges.

It is the goal of the Nursing faculty to promote a culture that facilitates intensive learning along with mutual respect among all members of Coastal's Nursing community. Each course will assist you in building on your knowledge of nursing and clinical expertise for your future career. It is important that you gain a good foundation in the first Nursing course. As you progress through the program, you will continue to build on your knowledge and prepare to enter the healthcare profession.

We look forward to working with you during the next five semesters (ADN) or three semesters (PN). We want you to succeed. Every lesson plan, assignment, and activity has been developed with your success in mind. As we work together, your combined energy, commitment, and ideas will contribute to an exciting and productive program. We recommend that you get organized early and stay organized. Keep important papers for reference throughout the Nursing program. Do not get behind: it is easier to "keep up" and almost impossible to "catch up".

The guidelines in this *Associate Degree Nursing and Practical Nursing Student Handbook* have been compiled by the Nursing faculty. The purpose of this handbook is to provide the Associate Degree Nursing and Practical Nursing students with relevant information regarding the Coastal Carolina Community College requirements, professional standards, policies, and procedures.

Best Wishes for Your Success!

Sincerely,

The ADN and PN Faculty

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Accreditation

Nursing Programs

Associate Degree Nursing

The associate nursing program at Coastal Carolina Community College located in Jacksonville, North Carolina is accredited by the:

> Accreditation Commission for Education in Nursing (ACEN)
> 3390 Peachtree Road NE, Suite 1400
> Atlanta, GA 30326
> (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissions for the associate nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this candidate program at http://www.acenursing.com/candidates/candidacy.asp

Practical Nursing

The practical nursing program at Coastal Carolina Community College located in Jacksonville, North Carolina is accredited by the:

> Accreditation Commission for Education in Nursing (ACEN)
> 3390 Peachtree Road NE, Suite 1400
> Atlanta, GA 30326
> (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissions for the practical nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this candidate program at http://www.acenursing.com/candidates/candidacy.asp

College Accreditation

Coastal Carolina Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Coastal Carolina Community College.

Coastal Carolina Community College

Mission

As a member of the North Carolina Community College System, Coastal Carolina Community College provides access and opportunities for quality post-secondary education, college transfer, workforce training, and lifelong learning for the civilian and military population of Onslow County. Coastal values academic excellence, learning outcomes, and student success; provides leadership for community cooperation; and actively contributes to the economic development of Onslow County.

Coastal Carolina Community College Provides:

- Associate Degrees, Diplomas, and Certificates
- Workforce Development
- Customized Training
- Developmental Education and Basic Skills
- Lifelong Learning
- Personal and Cultural Enrichment
- Student Support Services
- Economic Development

College Goals

1. The College embraces a continuously improving learning environment defined by excellence in teaching and student success.

2. The College optimizes the teaching and learning process by providing appropriate technology, equipment, and learning resources.

3. The College monitors and promotes institutional effectiveness and maintains accountability through assessment, performance standards, and continuous improvement projects.

4. The College seeks to maximize student engagement and ensures that students establish a solid foundation for successful learning.

5. The College implements a sustainable and comprehensive student success model.

6. The College designs clear pathways to degrees and credentials that are aligned with expectations of employment and/or transfer to a baccalaureate program after degree completion.

7. The College enhances partnerships with public schools and universities to create gateways of opportunity and an integrated educational system.

8. The College promotes and facilitates teamwork and partnerships with Onslow County Schools, UNC Wilmington, local military bases, city and county governments, local Chambers of Commerce, the Jacksonville•Onslow Economic Development Office, and local industries.

9. The College serves as a catalyst in economic development through education, entrepreneurship, small business development, and customized training that responds to the demands of business, industry, and the military.

10. The College is committed to delivering quality programs that prepare students for an increasingly complex and technological workplace.

Nursing Program Philosophy

Associate Degree Nursing Purpose

The Associate Degree Nursing program supports the mission of the North Carolina Community College System and Coastal Carolina Community College. The faculty is committed to providing accessible, high-quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified students prepared for the professional role of a registered nurse at entry level. Graduates of this program meet the education requirements to take the National Council Licensure Examination (NCLEX-RN®).

The philosophy of the Associate Degree Nursing program is derived from statements about:

- Practice of Associate Degree Nursing;
- Education of the Associate Degree Nurse;
- Individual;
- Healthcare system;
- Nursing;
- Environment;
- Health;
- Achievement of potential; and
- Quality of life

The goal of quality nursing care is to optimize health, quality of life, and achievement of individual potential. Throughout the educational program, Nursing faculty promote the highest quality of nursing care for the individual, families and significant persons, and the community.

Practical Nursing Purpose

The Practical Nursing program supports the mission of the North Carolina Community College System and Coastal Carolina Community College. The faculty members are committed to providing accessible, high-quality nursing education to meet the diverse and changing healthcare needs of the service area and to promoting the development of qualified students prepared for the professional role of a licensed practical nurse at entry level. Graduates of this program meet the education requirements to take the National Council Licensure Examination (NCLEX-PN®).

The philosophy of the Practical Nursing program addresses education of the Practical Nurse as it relates to the profession of nursing as a whole, the community of individuals seeking health care, and the healthcare systems in which nurses practice and individuals receive care. This philosophy is based on the understanding that nursing education must emphasize concerns regarding individuals and their environments, their holistic health, their quality of life, and their achievement of potential.

The mission of Coastal's Nursing faculty, derived from this philosophy, is to educate nurses who are committed to:

- meeting the needs of individual patients and their families and the community as a whole,
- responding to individuals as healthcare consumers aware of their own needs and preferences,
- becoming active, contributing members of a multidisciplinary healthcare team, and
- serving and improving the profession of nursing and the rapidly changing healthcare system.

These commitments have as their ultimate goal to facilitate optimal health, quality of life, and achievement of potential for individuals receiving health care.

Nursing Employment Opportunities

There are a variety of employment opportunities for graduates of the Nursing programs. These options include, but are not limited to, the following:

- Long-term care and rehabilitation
- Acute care hospitals
- Community clinics and public health
- Inpatient and outpatient psychiatric settings
- Post-acute care agencies, including home health and hospice
- Private outpatient offices
- State institutions – special needs organizations and prison system
- Supply companies/sales
- Consulting

Associate Degree Nursing

Nationally, this occupation is expected to increase by 9% through 2030. In North Carolina, this occupation is expected to increase 11% through 2028. There are 7,020 annual vacancies expected for Registered Nurses (RNs) in North Carolina.

Salary	Min (Annual/Hourly)	Average (Annual/Hourly)	High (Average/Hourly)
National	$59,450/$28.58	$77,600/$37.31	$120,250/$57.81
State	$51,420/$24.72	$72,220/$34.72	$95,360/$45.85
Local	$48,590/$23.36	$61,990/$29.76	$79,730/$38.33

(http://www.onetonline.org)

Practical Nursing

Nationally, this occupation is expected to increase by 9% through 2030. In North Carolina, this occupation is expected to increase 5% through 2028. There are 1,550 annual vacancies expected for Licensed Practical Nurses (LPNs) in North Carolina.

Salary	Min (Annual/Hourly)	Average (Annual/Hourly)	High (Average/Hourly)
National	$37,150/$17.86	$47,480/$23.11	$63,790/$30.67
State	$37,450/$18.00	$47,340/$22.76	$60,190/$28.94
Local	$36,770/$17.68	$45,840/$22.04	$58,520/$28.13

(http://www.onetonline.org)

Admissions

Admissions Policy

Coastal Carolina Community College maintains an open door admissions policy for all applicants. The College serves students regardless of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities. Selective placement of individual students in the different programs of study within the College is determined by the Admissions Office, within the guidelines established by the State Board of Community Colleges and the North Carolina Community College System for each program of study and course offered.

Admissions Procedure

Coastal Carolina Community College has a limited number of spaces available in the Associate Degree Nursing and Practical Nursing programs. Every year, the College receives applications from more qualified candidates than the programs can accommodate. In order to be as fair as possible in making admission decisions among so many qualified applicants, Coastal has instituted a point system for ranking applicants.

The point system used for the Nursing programs is detailed in the *Nursing Programs Annual Bulletin*, available on Coastal's website and in the Admissions Office.

Transfer Policy

Please contact the Director for information regarding transfer into the Associate Degree Nursing program.

Readmission Policy

A student who was academically ineligible to continue in Coastal Carolina Community College's Nursing programs, or who has exited the program for personal reasons, may apply for readmission according to the guidelines detailed below.

It is important to note that readmission is not automatic or guaranteed.

General Rules and Requirements

1. All readmission decisions for qualified candidates will be made on a space-available basis.

2. In the event there are more requests for readmission than spaces available, prior academic and clinical performance, as well as performance on HESI specialty exams, will serve as the determining factors.

3. The readmission candidate must have completed at least one semester in the Nursing programs at Coastal.

4. The readmission candidate must possess a cumulative 2.0 GPA or higher.

5. The candidate may be readmitted to a particular Nursing program only once.

6. The candidate must be able to re-enter within two years of the last semester of enrollment.

7. The candidate must schedule a readmission planning meeting with the Director no later than six weeks after learning the program, to outline the requirements and process for the candidate's readmission application.

8. Approval for readmission is valid only for the semester and year specified.

Steps for Applying for Readmission

1. Fill out a Coastal Carolina Community College application for admission.

2. Check with the Director, who will confirm with the Academic Counselor that all testing and course work is up to date according to the current *Nursing Programs Annual Bulletin* (available on the College's website and in Student Services).

3. Submit transcripts of any courses taken since leaving Coastal's Nursing programs.

4. Request a letter of recommendation from a faculty member who taught the student during the last Nursing course in which the student was enrolled. The letter should be submitted by the instructor to the Director.

5. Provide evidence that all immunizations, tuberculosis screening, and CPR certification are up-to-date before re-enrollment.

6. Repeat the criminal background check and urine drug screen at your own expense, and submit results.

7. Provide copies of the Skill Competency Passport previously completed in the program or demonstrate competency of all previously completed clinical skills.

8. Pay tuition by the deadline established by the Registrar's Office.

The following sources of information may be considered regarding requested readmission:

1. The student's assessment of reasons he or she was unsuccessful or unable to continue in the program previously.

2. The student's commitment and plan for success.

3. Overall GPA (students must have a GPA of 2.0 or higher at time of readmission request).

4. Grades in required courses including Nursing and related science courses.

5. Performance on end-of-course assessments for all Nursing courses.

6. Clinical evaluations for each Nursing course.

Getting Started in the Nursing Program

Health Policies

Upon acceptance into the Coastal Carolina Community College Practical Nursing (PN) or Associate Degree Nursing (ADN) programs, you will be required to:

- Have a physical exam and complete a Student Medical Form documenting a level of physical and emotional health consistent with the ability to practice nursing in an entry level clinical setting.
- Complete an eye exam with an optometrist/ophthalmologist.
- Document that you have had several required immunizations specified on the Student Medical Form. Clinical agencies may require additional immunizations for participation in clinical requirements.
- Be screened for tuberculosis (both on admission and annually).
- Obtain and maintain current certification in American Heart Association's Basic Life Support for Health Care Providers (often referred to as BLS or CPR).
- Travel at your own expense to out-of-town clinical agency locations (when necessary) in order to complete clinical requirements of the program. You will be expected to make your own arrangements for transportation and meals as necessary for clinical practice rotations.
- Adhere to all aspects of clinical agency dress codes. Most clinical agencies have policies that regulate body jewelry (such as piercings) and/or prohibit visible tattoos.
- At your own expense, have a criminal background check and urine drug screen.
  - These are needed to obtain access to our clinical agencies. The results are provided only to our affiliated clinical agencies. College administration and faculty are not, at any time, allowed to view the criminal background and drug screen results. They do not affect admission decisions, but it is possible that the results may prevent the applicant from participating in the clinical rotations, and thus from continuing in the program.
  - The Board of Nursing in all states also requires fingerprints and a criminal background check prior to issuing a license to practice nursing. A history of felony or misdemeanor convictions could result in denial of a license to practice nursing.
  - The North Carolina Board of Nursing requires a criminal background check to complete the National Council Licensure Examination (NCLEX®) application process and become licensed to practice nursing in the state of North Carolina.

Please note, Coastal's ADN and PN programs are daytime programs.

Currently, there are no distance education options for completing the entire ADN or PN programs.

Applicants who are accepted should typically expect to be available Monday through Friday from 8:00 a.m. (6:45 a.m. on clinic days) to 5:00 p.m.

Applicants should also be prepared to provide their own transportation to and from clinic sites, which may be outside of the Jacksonville area.

Criminal Background Check and Drug Screens

Criminal background checks and drug screening are required for access to our clinical agencies. The clinical agencies reserve the right to deny access to students based on these screenings. If that occurs, the student will be unable to continue the program. These decisions are made by the clinical agencies, not by the College or Nursing faculty members.

Additional drug screening may be mandated upon request.

Clinical Agency Privileges

Clinical agencies may deny clinical privileges to students based on incidents during previous employment.

If you have been employed in one of the College's clinical agencies and are aware of a possible reason for denial of clinical privileges, you should contact the agency to confirm eligibility before beginning the Nursing program. This information may affect your ability to complete program clinical requirements.

Currently, the College's clinical agencies include:

- CarolinaEast Medical Center – New Bern
- Carteret Health Care – Morehead City
- Jacksonville Children's and Multispecialty Clinic – Jacksonville
- Liberty Homecare and Hospice – Jacksonville
- Lighthouse Village – Jacksonville
- Naval Medical Center Camp Lejeune – Marine Corps Base Camp Lejeune
- New Hanover Regional Medical Center – Wilmington
- Onslow Memorial Hospital – Jacksonville
- Wilmington Health – Jacksonville
- Wilmington Treatment Center – Wilmington
- Woodbury Wellness Center – Hampstead

Academic Calendar

Note: Fall and spring semesters include a four-day formal exam period. The ten-week summer session includes a two-day formal exam period. Nontraditional sessions may not include a formal exam period.

SUMMER SEMESTER 2022

May 16	Monday	Summer Semester Full (10-week) and First (5-week) Sessions Begin
May 30	Monday	Memorial Day Holiday
June 17	Friday	First (5-week) Session Ends
June 20-24	Monday-Friday	Summer Break (Curriculum classes only)
June 28	Tuesday	Second (5-week) Session Begins
July 4	Monday	Independence Day Holiday
August 3	Wednesday	Summer Semester Full (10-week) and Second (5-week) Session Ends
August 4	Thursday	Weather day, if needed

FALL SEMESTER 2022

August 11-12	Thursday-Friday	Faculty Workshops
August 15	Monday	Fall Semester (16-week) and First (8-week) Sessions Begin
September 5	Monday	Labor Day Holiday
September 13	Tuesday	Fall (12-week) Session Begins
October 10-11	Monday-Tuesday	Fall Break (Curriculum classes only/weather days)
October 13	Thursday	First (8-week) Session Ends
October 14	Friday	Second (8-week) Session Begins
November 11	Friday	Veterans' Day Holiday
November 23	Wednesday	Thanksgiving Break (Curriculum classes only)
November 24-25	Thursday-Friday	Thanksgiving Holidays
December 15	Thursday	Fall Semester Full (16-week), 12-week and Second (8-week) Sessions End
December 16	Friday	Weather day, if needed

SPRING SEMESTER 2023

January 3	Tuesday	Faculty Workshops
January 4	Wednesday	Spring Semester Full (16-week) and First (8-week) Sessions Begin
January 16	Monday	Martin Luther King, Jr. Holiday
February 2	Thursday	Spring (12-week) Session Begins
March 2	Thursday	First (8-week) Session Ends
March 3	Friday	Mid-Semester Break (Curriculum classes only/weather day)
March 6	Monday	Second (8-week) Session Begins
Apr 3-6	Monday-Thursday	Spring Break (Curriculum classes only)
April 7	Friday	Good Friday Holiday
April 10	Monday	Easter Monday Break (Curriculum classes only)
May 9	Tuesday	Spring Semester Full (16-week), 12-week, and Second (8-week) Sessions End
May 10-11	Wednesday-Thursday	Weather days, if needed
May 13	Saturday	Graduation

SUMMER SEMESTER 2023

May 16	Tuesday	Summer Semester Full (10-week) and First (5-week) Sessions Begin
May 29	Monday	Memorial Day Holiday
June 16	Friday	First (5-week) Session Ends
June 19-23	Monday-Friday	Summer Break (Curriculum classes only)
June 28	Wednesday	Second (5-week) Session Begins
July 4	Tuesday	Independence Day Holiday
August 3	Thursday	Summer Semester Full (10-week) and Second (5-week) Session Ends
August 4	Friday	Weather day, if needed

Programs of Study

Associate Degree Nursing (A45110)

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Coursework includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN®). Employment opportunities are vast within the global healthcare system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Coastal Carolina Community College offers an Associate in Applied Science Degree. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic advisor/counselor for additional information. The appropriate coursework is listed below.

			Hours Per Week			
FALL SEMESTER (1ˢᵗ year)			**Class**	**Lab**	**Clinic**	**Credit**
BIO	168	Anatomy and Physiology I	3	3	0	4
NUR	111	Intro to Health Concepts	4	6	6	8
NUR	117	Pharmacology	1	3	0	2
PSY	150	General Psychology	3	0	0	3
			11	**12**	**6**	**17**
SPRING SEMESTER (1ˢᵗ year)						
BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	111	Writing and Inquiry	3	0	0	3
NUR	112	Health Illness Concepts (1ˢᵗ 8 weeks)	3	0	6	5
NUR	211	Health Care Concepts (2ⁿᵈ 8 weeks)	3	0	6	5
NUR	118	Nutrition/Diet Therapy	2	0	0	2
PSY	241	Developmental Psychology	3	0	0	3
			17	**3**	**12**	**22**
SUMMER SEMESTER (1ˢᵗ session)						
		Humanities/Fine Arts Elective*	3	0	0	3
NUR	114	Holistic Health Concepts (1ˢᵗ 5 weeks)	3	0	6	5
			6	**0**	**6**	**8**

			Hours Per Week			
FALL SEMESTER (2nd year)			**Class**	**Lab**	**Clinic**	**Credit**
CIS	110	Intro to Computers	2	2	0	3
ENG	112	Writing/Research in the Disc	3	0	0	3
NUR	113	Family Health Concepts	3	0	6	5
NUR	212	Health Systems Concepts	3	0	6	5
			11	**2**	**12**	**16**

SPRING SEMESTER (2nd year)						
BIO	175	General Microbiology	2	2	0	3
NUR	213	Complex Health Concepts	4	3	15	10
			6	**5**	**15**	**13**

Total Semester Hours:	**76**

*   *See College Catalog for approved Humanities/Fine Arts electives.*

Practical Nursing (D45660)

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Coursework includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN®) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Coastal Carolina Community College offers a Diploma. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic advisor/counselor for additional information. The appropriate coursework is listed below.

			Hours Per Week			
SUMMER SEMESTER			**Class**	**Lab**	**Clinic**	**Credit**
BIO	106*	Introduction to Anat/Phys/Micro	2	2	0	3
CIS	111*	Basic PC Literacy	1	2	0	2
ENG	111	Writing and Inquiry	3	0	0	3
PSY	150	General Psychology	3	0	0	3
			9	**4**	**0**	**11**
FALL SEMESTER						
NUR	101	Practical Nursing I (10 weeks)	7	6	6	11
NUR	102AB**	Practical Nursing II (6 weeks)	4	0	5	5
			11	**6**	**11**	**16**
SPRING SEMESTER						
NUR	102BB	Practical Nursing II (6 weeks)	3	0	4	5
NUR	103	Practical Nursing III (10 weeks)	6	0	9	9
			9	**0**	**13**	**14**
Total Semester Hours:						**41**

*   *See College Catalog for a list of approved course substitutions.*
**   *Students must complete both NUR 102AB and NUR 102BB before credit is awarded.*

Graduation

Upon recommendation of the faculty and the approval of the Board of Trustees, an appropriate certificate, diploma, or degree will be awarded to the students who have been fully admitted to the College and have successfully completed the requirements of the academic program in which they are enrolled. Provisionally admitted students will not be recommended for graduation. A minimum of a 2.0 average and the satisfactory completion of an approved academic program of study are required for graduation. Transfer students wishing to graduate from this institution must earn the minimum amount of credit as outlined under Transfer of Credits to Coastal Carolina Community College. Any student enrolled in an associate degree, diploma, or certificate academic program who, while enrolled in that program, meets the requirements of another associate degree, diploma, or certificate program at Coastal Carolina Community College, may request the awarding of the additional degree, diploma, or certificate. The student does not have to file an academic program change request.

The student must file an application for graduation for each degree, diploma, or certificate requested and pay the required fee(s) for each degree, diploma, or certificate requested. Applications for degrees, diplomas, or certificates must be completed by the student and returned to the Registrar's Office.

Licensure

Licensure by Examination

The North Carolina Board of Nursing (NCBON) uses the National Council Licensure Examination (NCLEX®) prepared by National Council of State Boards of Nursing (NCSBN) to measure competence for entry-level practice for graduates of Board-approved nursing education programs. The National Council of State Boards of Nursing has contracted with Pearson VUE to administer NCLEX®.

Educational Eligibility Requirements

All graduates must complete a member Board approved Registered Nurse or Licensed Practical Nurse nursing education program. A multi-state North Carolina license is not issued when another state is claimed as the primary state of residence, however, a single state license may be issued until proof of North Carolina residency is provided to the North Carolina Board of Nursing.

Testing Restrictions

North Carolina Board of Nursing does not restrict the number of times a candidate can test for NCLEX® Registered Nurse or Practical Nurse. If you have completed a nursing program but have never been licensed, current laws and regulations grant you with the opportunity to become licensed upon successful completion of the NCLEX® without restriction or mandatory refresher courses.

Submission and Fee Information

Graduates will need to access the Nurse Gateway to complete the Examination application. Create a username and password to access your information and application. If you have already

created a username and password, you will only need to log in to your profile. Select Exam Application in the Licenses/Certificates dropdowns. Finally, complete the application. The fee is $75.00 and is not refundable.

Examination Requirements

Register and pay at Pearson VUE Testing Centers ($200.00) at least two weeks prior to program completion. Visit Pearson VUE for more information on the Testing Centers. This site includes information about registering, Authorization to Test (ATT) letters, scheduling and rescheduling, and acceptable identification documents. Questions about this process can be sent via email at pvamericascustomerservice@pearson.com.

Pearson VUE will send an Authorization to Test by email if you have provided an email address on your registration, otherwise, it will be sent by mail. Your Authorization to Test will provide instructions on scheduling your examination. You must have your Authorization to Test prior to scheduling an appointment to take NCLEX® examination.

The Authorization to Test is valid for 180 days from the date of eligibility. If you miss your NCLEX® appointment or the ATT expires, you are required to re-register and pay at Pearson Vue Testing Centers.

The Application Confirmation which serves as your official receipt will be available on your Nurse Gateway profile upon successful completion of the application process. To access, select the appropriate tile under the Licenses/Approval to Practice/Certifications tab on the Home screen, then select the Files tab on the License Information screen.

If your email address is listed with the North Carolina Board of Nursing, you will receive a confirmation via email verifying receipt of your online application.

Upon successful completion of the online application, you may check your application status via Nurse Gateway. Licensure information can be verified on the Board's website. The Board of Nursing's electronic database serves as the primary source of licensure information for nurses in North Carolina.

Additional frequently asked questions can be found on the NCBON website at https://www.ncbon.com/news-publications-statistics-frequently-asked-questions-licensure-by-examination

Tuition and Expenses

Financial Aid Information

Federal Aid Sources

Free Application for Federal Student Aid (FAFSA)

- Student Services staff provide assistance with filling out the FAFSA.
- Financial Aid services are available for students Monday, 8:00 a.m. – 7:30 p.m. and Tuesday through Friday, 8:00 a.m. – 5:00 p.m. You may contact the Financial Aid Office at (910) 938-6332 or finaid@coastalcarolina.edu, or visit them in the Student Center building.
- You will need several documents to complete the FAFSA online.
  - 2021 federal tax returns
  - 2021 W-2s
- Apply online as soon as possible at www.studentaid.gov. Awards are made until funds are depleted.

State Aid Sources

Workforce Innovation and Opportunity (WIOA)

- The Human Services Office can provide assistance with applying for the WIOA scholarship. They are located in the Kenneth B. Hurst Continuing Education Building, room 109.
- They can be contacted Monday through Friday, 8:00 a.m. – 5:00 p.m. at (910) 938-6258.
- You will need to have completed the FAFSA.
- The scholarship may be able to provide assistance with childcare and uniforms.

Local Aid Sources

Coastal Carolina Community College Scholarships

- Scholarships are available from the College Foundation Office in the James Leroy Henderson, Jr. Administration Building to Coastal students who qualify under specific criteria.
- All applicants are required to complete the FAFSA in order to be considered for this financial assistance.
- For a complete listing of Foundation scholarships available for Coastal students, please visit the College Foundation Office in the James Leroy Henderson, Jr. Administration Building or call (910) 938-6792.

MyCAA

- My Career Advancement Account (MyCAA) Scholarship Program is a workforce development program that provides tuition assistance to eligible military spouses. Scholarships help military spouses pursue licenses, certificates, certifications, or associate degrees necessary to gain employment. Please visit www.coastalcarolina.edu/military/militaryfamily-students for more details.

Visit www.CFNC.org for more financial aid opportunities and information.

Nursing Program Scholarships

Please contact Coastal Carolina Community College's College Foundation Office at (910) 938-6792 or foundation@coastalcarolina.edu for more information regarding the availability of these and other scholarships.

Scholarships listed below are offered only to the program(s) marked	ADN	PN
Timothy F. Edwards, M.D., P.A. Scholarship	✓	✓
Victor M. and Mary Muller Beverage Scholarship	✓	✓
Dr. and Mrs. Jeffrey L. Gross Scholarship	✓	✓
Beverage and Wilson Memorial Scholarship	✓	✓
Linda Holtz Hiehle Scholarship	✓	
Lucy Athalia Koonce Memorial Scholarship	✓	✓
Willis E. Mease, M.D./Onslow County Medical Society Scholarship	✓	✓
Donald Catherine Erny Memorial Scholarship	✓	✓
Florence Mallard Myers Memorial Scholarship	✓	✓
Susie and Louis W. Sewell, Sr. Memorial Scholarship	✓	✓
Rebecca Perry Sylvester Memorial Scholarship	✓	
Coastal Association of Nursing Students Scholarship	✓	
Edna Winn Memorial/Nursing Department Scholarship	✓	✓
Sylvester and Mary Verry Scholarship	✓	✓
Carole Lowell and Brooks Brewington/Nursing Scholarship	✓	✓
Willis E. Mease, M.D. Memorial Scholarship	✓	✓
Sally Yadlowsky Memorial Scholarship	✓	✓
Shields-Sparkman Medical Allied Health Scholarship	✓	✓
Shirley J. and Albert P. Rachide Scholarship	✓	✓
The Physical Therapy Clinic Scholarship	✓	✓
Onslow Memorial Auxiliary Scholarship	✓	✓
Dr. Hunter Heath Memorial Scholarship	✓	✓

Associate Degree Nursing Tuition and Expenses

Projected Expenses	Associate Degree Nursing
Tuition and student fee	$5,309
Books/supplies	$3,000
Uniform	$200
NCLEX® preparation resources	$500
Liability insurance	$32
Immunizations	$1,000
CPR course and book	$120
Drug screening/criminal background check	$122
Immunization tracking system	$40
TOTAL:	**$10,323**

Costs listed above are estimates and subject to change. The In-State tuition rate is based on $76 per credit hour plus student fee. Tuition rates are determined by the North Carolina General Assembly and are subject to change at their discretion. All prices are subject to change.

Information regarding purchasing uniforms and textbooks, immunizations, drug screening and criminal background checks, and the immunization tracking system will be supplied at Orientation.

If you have any questions regarding the Student Medical Form, criminal background check, drug screening, or how the submission of these documents may affect your progression in the program, please contact the Director, Associate Degree and Practical Nursing Programs, Judith Thompson, at (910) 938-6272 or thompsonju@coastalcarolina.edu prior to enrollment.

Practical Nursing Tuition and Expenses

Projected Expenses	Practical Nursing
Tuition and student fee	$3,051
Books/supplies	$2,000
Uniform	$200
NCLEX® preparation resources	$350
Liability insurance	$16
Immunizations	$1,000
CPR course and book	$120
Drug screening/criminal background check	$122
Immunization tracking system	$40
TOTAL:	**$6,899**

Costs listed above are estimates and subject to change. The In-State tuition rate is based on $76 per credit hour plus student fee. Tuition rates are determined by the North Carolina General Assembly and are subject to change at their discretion. All prices are subject to change.

Information regarding purchasing uniforms and textbooks, immunizations, drug screening and criminal background checks, and the immunization tracking system will be supplied at Orientation.

If you have any questions regarding the Student Medical Form, criminal background check, drug screening, or how the submission of these documents may affect your progression in the program, please contact the Director, Associate Degree and Practical Nursing Programs, Judith Thompson, at (910) 938-6272 or thompsonju@coastalcarolina.edu prior to enrollment.

Tuition Refund Policy

1. On-Cycle Course Sections:

   a) A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the College prior to the first day of the academic period as noted on the College calendar.

   b) A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.

   c) After an on-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on either of the following, as determined by local college policy and noted on the college calendar.

      i. The 10 percent point of the academic period, or

      ii. The 10 percent point of the course section

2. Off-Cycle Course Sections:

   a) A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the College prior to the first day of the off-cycle course section.

   b) A college shall provide a 100 percent refund to the student if the College cancels the course section in which the student is registered.

   c) After an off-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the 10 percent point of the course section.

3. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

4. When a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

5. For classes such as community interest and motorcycle, there are no refunds unless the class is cancelled by the College.

Ongoing Requirements

Throughout the Nursing program, the student is required to do the following:

1. Demonstrate ongoing physical and emotional health with appropriate health care as needed.

2. Maintain continual Basic Life Support certification through the American Heart Association.

3. Maintain annual tuberculosis screening up to date. The screening may be a PPD or QuantiFERON-TB Gold test for people with no history of positive testing. With a history of a positive tuberculosis screen, students will be asked to submit a chest x-ray or Record of Tuberculosis Screening Form completed by their physician.

4. Show documentation of a current seasonal influenza immunization. Deadlines and instructions for submitting documentation will be announced in the early weeks of the fall semester. It is the policy of some clinical agencies to accept a declination of the flu vaccine. However many of our clinical agencies require these vaccines of all students and employees who do not have a signed medical or religious deferral. Therefore, the policy of the Nursing programs is that students may not decline the influenza vaccine and will be required to receive an influenza shot unless they have documented medical or religious reasons for declining. Failure to do so will result in ineligibility to attend clinical.

5. Clinical agencies may require COVID-19 vaccination. Students would need to meet this requirement to complete course and/or program requirements.

6. Submit all required forms for Student Financial Assistance and Veteran's Administration Benefits to the Financial Aid office, and obtain required faculty verification of course enrollment required for financial aid programs.

7. Purchase malpractice insurance each fall (to be billed along with your tuition fee).

8. Purchase all required course resources before the first day of each course. These items include textbooks, testing packages, lab supplies, online educational resources, and any other materials designated as requirements for courses.

9. Purchase two Nursing program student uniforms before beginning clinical rotations. Information is provided during the orientation sessions.

10. Pay all travel expenses incurred during clinical rotations and other off-campus learning activities.

State Law on Health Care Providers' Self Reporting of Infectious Status

North Carolina State Law (Sec 15A NCAC 19A para.0207) requires health care providers who know that they are infected with human immunodeficiency virus or hepatitis B virus to report their infection status to the State Health Director if their work requires performance of or assisting in surgery, dental procedures, or vaginal deliveries.

The College requires students and employees to abide by this law. This reporting protects the College community and the community at large from the spread of infection and allows the College to respond to the individual's health, employment, and educational needs.

Written notification is sent to: Chief, Communicable Disease Control Section, P.O. Box 27687, Raleigh, NC 27611-7687.

Upon being notified, the Communicable Disease Control Section investigates the infection control techniques and the clinical condition of the infected health care worker. When there may be significant risk for transmission of the infection to patients, an expert panel reviews the case and makes recommendations to the State Health Director, who determines whether practice restrictions are needed in the individual's case and whether previous patients should be notified. Periodic reviews are then conducted to determine whether additional action is needed.

General Information

Emergency Contact Information

Students on campus can be contacted in an emergency by calling Coastal Carolina Community College's Security Services Department at (910) 938-6290.

Course Announcements and Requirements

Students are expected to read the syllabus for each of their courses and refer to it often. The syllabus will outline any course specific requirements and expectations.

Students are held responsible each day for all postings, including Blackboard announcements and College e-mail, before 5:00 p.m. daily.

Individual Consultations with Faculty Members

All Coastal Carolina Community College faculty members have office hours allowing them to be available for questions, consultations, and guidance of students. Office hours are announced in the course syllabi and/or posted near the faculty member's office.

Nursing faculty maintain an open door policy during their posted office hours. Students are welcome to drop in as needed without an appointment. When a detailed consultation is needed, faculty members request that students make appointments ahead of time.

Audio or Video Recording of Classes

Students must obtain permission from the instructor before recording any class or activity.

Use of Cellular Phones and Other Electronic Devices

The Nursing program policy is that cell phones, smart phones, smart watches, tablets, electronic notebooks, pagers, and other electronic devices must be turned off during class, lab, or clinical.

The student is required to adhere to clinical agency policy regarding the use of these devices during clinical rotations. Many agencies have time and location restrictions for use of electronic devices. Nursing instructors may allow use of these devices for online research during class and clinical. Refer to the instructor whether this use of electronic devices may be permitted within defined circumstances.

Receiving personal phone calls or texting during class or clinical is strictly forbidden. With specific instructor approval, a student may use cell phones in clinical settings to contact an instructor who is not in the student's immediate location. Instructors may use cell phones to maintain contact with students and with each other during clinical rotations as well. Use of cell phones for this purpose must adhere to agency policies.

Occasionally, extenuating circumstances may necessitate that the student be available by cell phone during class or clinical. If such a situation exists, the student must inform the instructor ahead of time and agree upon a means of making cell phone contact available.

Attendance

Students who miss more than 12.5% of class will be dropped from the course according to the College's attendance policy. These students may be reinstated at the discretion of the faculty with a contract specifying make-up work and restricting further absences. Please see Nursing syllabi for additional information regarding attendance.

In accordance with the professional standards for nursing practice, a student who will be tardy or absent from class or lab is expected to inform the instructor in advance. Calling or texting a classmate is not an acceptable notification option.

Repeated absences or excessive tardiness for class or lab demonstrates unprofessional behavior. The disciplinary process will be initiated when a student has accumulated three tardy marks.

Students absent from class are responsible for obtaining class notes and completing assignments. Assignments due the date of absence must be submitted the day of return unless alternative arrangements have been made with the instructor.

Students may not make up graded in-class assignments or quizzes given during their absence unless otherwise directed by the instructor.

Absences on Scheduled Testing Days

A student who is absent on the day of an exam is required to make up the exam on the first day that he or she returns to class, clinical, or lab, unless the instructor specifically gives permission to test at another time.

A student who is absent and unable to take a scheduled unit exam with the class may receive an alternative format make-up exam consisting of 10 to 20 questions, all constructed in a format other than multiple choice. Possible formats include, but are not limited to, select all that apply, fill in the blank, short answer, labeling, and hot spot.

Clinical Attendance

Students are required to attend all scheduled clinical hours. This requirement means that all missed clinical hours must be made up hour for hour. Clinical makeups will be scheduled by the course instructor and may occur outside regular school hours including evenings and weekends.

Clinical make-up will also be arranged in case of instructor absence or inclement weather.

Students must complete all clinical hours in one course before advancing to the next.

A student will be dismissed from the program if they are unable to meet course objectives and exceed 12.5% of missed clinical hours.

Students are responsible for notifying their assigned clinical instructor of any absences or tardiness. Failure to notify the instructor is a "no call, no show" violation.

Significant Illness

According to the North Carolina Board of Nursing, in order for students to attend clinical rotations, the documentation must include a statement certifying that the student is able physically and mentally, as applicable, to provide safe patient care.

In the event of a significant physical or psychiatric illness, or pregnancy, a student must provide documentation from the health care provider identifying the illness or condition.

Following a period of absence for hospitalization or recovery, the documentation must include a statement certifying that the student is able to return on a given date to both class and clinical and must specify any necessary limitations or state that there are no limitations related to the illness or condition.

All health information provided to the Nursing program will be held in strict confidence in compliance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule.

When a lengthy course of treatment or convalescence is necessary and the student wishes to continue in the program, the student's instructors and the Director will consider whether the student is able to meet the course objectives following the absence. If the student was in good standing before the illness but is deemed unable to continue either by the student's or the faculty's decision, that student will be allowed to disenroll with "W" grade designation and will be offered the opportunity to return the next year, if a space is available, to finish the courses required for completion of the program.

Grading System and Related Policies

Official grades are issued for each student at the end of each semester. Students enrolled in academic programs will be graded by the following letter grade system.

	Numerical Grade	**Grade Points Per Semester Hour**
A (Excellent)	93 – 100	4.00
A-	90 – 92	3.67
B+	87 – 89	3.33
B (Good)	83 – 86	3.00
B-	80 – 82	2.67
C+	77 – 79	2.33
C (Average)	73 – 76	2.00
C-	70 – 72	1.67
D+	67 – 69	1.33
D (Below Average)	63 – 66	1.00
D-	60 – 62	0.67
F (Unsatisfactory)	Below 60	0

See the College Catalog for specific grading system details.

Classroom Evaluation

Associate Degree Nursing and Practical Nursing students must maintain grades of "C+" (77%) or higher on all Nursing (NUR) courses and grades of "C-" (70%) or higher on general education courses. Students will be disenrolled if requirements are not met. All courses must be completed no later than the designated semester in the program of study.

Skills Competency Requirements

Several courses have a skills lab component designed to provide the student the opportunity to learn the performance of various clinical skills basic to nursing practice before these skills may be performed in the clinical setting.

Grading in the skills lab will be based on satisfactory performance of the required skills and procedures. The Nursing Performance Skill List is the student's measure of competence in learning. Procedural steps must be accurately completed following the appropriate scientific principles. Simulation laboratory grading is based on the following scale:

- SATISFACTORY (S): A student's performance of a skill is rated as Satisfactory when the student's performance meets the objectives/criteria as outlined in the course lab manual or procedure and is performed safely and accurately.
- UNSATISFACTORY (U): Unsatisfactory skill performance does not meet the objectives/criteria as outlined. The student is unable to perform the skill safely and accurately without direct assistance and prompting.

Following demonstration of the skill/procedure by the laboratory instructor, the student is expected to practice the skill until competency is achieved. It is usually beneficial for pairs of

students to work together while practicing. One student should practice the skill and the other should read the procedure and guide the first student. Developing proficiency in the skill will often require several practices.

When the practice has been performed and competency achieved, the student must satisfactorily perform a return demonstration of the skill/procedure in the presence of the laboratory instructor. Only following successful return demonstration of a skill/procedure, may the student perform the skill in the clinical setting, under the supervision of the clinical instructor. If the procedure is satisfactorily completed in the skills lab, the instructor will check each item/step, mark it as passed and sign the skills passport. The composite skill list will also be initialed and dated, indicating that the laboratory demonstration was satisfactorily completed.

If the student is not able to correctly demonstrate the skill/procedure to the laboratory instructor, the incorrect steps/actions will be rated as Unsatisfactory and must be re-demonstrated to the instructor at a later time. Other notations or comments may be made in the procedure comments section. The student will be advised of incorrect or omitted steps/actions. Additional practice will be required before subsequent attempts. A maximum of three subsequent demonstrations are allowed to ensure competency prior to providing safe patient care. The inability to satisfactorily complete a skill after three return demonstrations will result in an Unsatisfactory grade and the student will be disenrolled from the Nursing course and receive a D+ (69%) for the course grade.

Clinical Evaluation

Clinical performance is graded as Satisfactory or Unsatisfactory without assignment of a letter grade.

The grade is based on the Clinical Evaluation Tools, which are designed to evaluate performance of patient care, documentation of care, and professional behaviors. The Clinical Evaluation Tool for each course is included in the course syllabus.

All clinical objectives must be achieved with a Satisfactory grade by the end of the clinical portion of the course, indicating the ability to provide safe patient care.

Students may not receive a passing course grade with an Unsatisfactory clinical evaluation. A student whose theory and overall course grade is 77% or greater but whose clinical grade is Unsatisfactory will not be able to progress to the next course. The student will be disenrolled from the Nursing program and receive a D+ (69%) for the course grade.

Math Competency Requirement

Completing accurate math computations, especially calculating medication dosages, is critical to the safe practice of nursing.

A math competency assessment will be given at least once each semester before students are allowed to administer medications in any clinical agency.

In order to meet the math competency requirement, the student must score at least 90% on the math competency assessment.

Students are permitted to take the math competency assessment test three times, with required instructor guidance and remediation after each failed attempt. A different version of the

assessment will be given each time. In any semester, failure to score 90% after three attempts will result in dismissal from the program.

Standardized Testing Across the Curriculum

The Nursing programs at Coastal Carolina Community College use Health Educational Systems, Inc. (HESI) standardized tests throughout the program. These exams are designed to evaluate a student's ability to apply concepts learned throughout the program and identify strengths and weaknesses in content areas. To improve mastery of content during the Nursing program, students may be required to complete a remediation plan. The purpose of remediation is to improve each student's understanding and application of concepts to achieve NCLEX® success. Each course syllabus will include a specific test and remediation plan.

Late Assignments

Classroom Assignments

Unless a student and faculty member have agreed on other arrangements, 5% per day may be deducted from the score for class work submitted late. An assignment submitted one week or more after the deadline may be assigned a grade of zero.

Clinical Assignments

The clinical behavioral objectives for all courses include evaluations of the timeliness of work performance and documentation. A student submitting clinical assignments late earns an Unsatisfactory for the week on those behavioral objectives. The Unsatisfactory behavior must be corrected for all future assignments.

Repetitive late submission of clinical assignments is interpreted as a pattern of unprofessional behavior and may result in disciplinary action.

Students must satisfactorily complete all required assignments for the course, including those that have an assigned grade of zero due to late submission.

Audit Policy

Students who wish to audit courses must contact the Registrar's Office and complete an Audit Request Form. The student must also register for the appropriate course(s) prior to the start of the semester and pay through regular channels. No credit will be received, but students are required to adhere to the attendance policy. An audit cannot be changed to credit or credit to audit after the first full week of classes. Financial aid/veteran's assistance is not available for audited courses.

Licensing Examination Preparation

Resources and practice to prepare students for the National Council Licensure Examination (NCLEX®) are an integral part of every Nursing course.

As part of their registration costs, students purchase an extensive exam preparation program that will assist them with this testing preparation.

Proctored practice tests are provided within each course and at the end of the program to help predict the likelihood of individual student success on the licensing examination and to guide students in their independent test preparation.

Testing Guidelines

During testing, cell phones, smart phones, smart watches, and other electronic devices must be turned off and secured with the student's belongings. Most Nursing tests are strictly timed. Unless given other instructions, students must remain sitting quietly in the classroom throughout the testing period.

A test item may be nullified at the discretion of the instructor and according to specific criteria. Nullification of an item decreases by one the total number of questions on which the test score is based. Test grades are rounded to the nearest tenth of a point.

In certain situations, tests are administered in the Academic Studies Center (ASC) by the ASC staff. This practice typically occurs when students require special testing accommodations or must make up a test due to a class absence. Instructors will inform students when the ASC will be used for testing and will make the test available there with instructions for the ASC staff.

A College ID is required to use the ASC testing center, and students should be familiar with the Center's policies and hours of operation which are subject to change each year. The Academic Studies Center may be reached at (910) 938-6773 and is located on the second floor of the Kenneth B. Hurst Continuing Education Building.

Request for Accommodations

Students requesting disability accommodations must self-identify to the Coordinator for Disability Support Services. Students are required to submit current documentation of their disability to the Coordinator for Disability Support Services in order to determine eligibility prior to any implementation of accommodation services. Students requesting accommodations from the College must have a disability, as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Self-identification and providing documentation can be initiated at any time; however, the student must allow reasonable time for accommodations to be implemented.

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Coastal Carolina Community College is committed to the ideal of equality of educational opportunity and ensures that no qualified person shall, by reason of a disability, be denied access to, participation in, or the benefits of any program or activity operated by the College. Each qualified person with a disability shall receive necessary reasonable accommodations to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate.

Accommodation services are provided in accordance with the specific needs of the student based upon the documentation of the disability. Referrals are made, as needed, to other community agencies. For more information or to make an appointment, contact Coordinator for Disability Support Services. To make an appointment with the Coordinator for Disability Support Services, who is located in the Student Center Building, please call (910) 938-6331.

Academic Integrity

Nursing students are held to comparable standards of accountability and integrity as licensed nurses. The subject of academic integrity is critically important throughout academia and is taken very seriously by the faculty and students in the Nursing programs.

The actual definition of academic dishonesty is found within the Proscribed Conduct of the College's Policies on Student Rights and Discipline. The policy states the following:

> *Academic dishonesty, which shall in general mean conduct that has as its intent or effect the false representation of a student's academic performance, including, but not limited to, cheating on an examination; collaborating with others in work to be presented, contrary to the standard rules of the course; plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own; stealing or having unauthorized access to examination or course materials; falsifying records, laboratory or other data; submitting, if contrary to the rules of a course, work previously presented in another course; and knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.*

It is important to note that any use of electronic sources and representation of those sources as your own is also considered academic dishonesty.

In the event of an alleged violation of academic integrity, the Disciplinary Procedures as well as the Disciplinary Penalties (as described on pages 60-63 of the 2022-2023 *College Catalog*) will be followed.

Clinical Site Information

The information pertaining to clinical sites is divided into two major categories, including on-site protocols and performance of duties. It is imperative that all guidelines are strictly followed while assigned to a clinical site.

On-Site Protocols

On-site protocols include dress code regulations and grooming, and information regarding smoking and parking regulations.

Dress Code

Students are allowed to wear the Coastal Carolina Community College Nursing uniform only when engaged in clinical or other designated school-related activities. Uniforms and jackets should be neat, wrinkle free, and in good condition.

The full uniform consists of a white scrub top and royal blue scrub pants or skirt, white or black shoes, and a Coastal Carolina Community College student photo ID name badge. Additionally, clinical agencies may have their own required student photo ID badge. White hosiery is to be worn with skirts and white hosiery or socks that cover the ankles are to be worn with pants.

The ID badge should be worn above the waist. No other pins should be worn except the North Carolina Association of Nursing Students pin for members of that organization. In some agencies or clinical units such as mental health settings, pins are not permitted at all, and restrictions on displaying name badges may apply. Students will be informed of these requirements before attending clinical in these agencies.

Undergarments, including t-shirts worn under scrubs, should be of neutral colors not visible through the scrubs.

For warmth, students may wear a blue scrub jacket matching the pants, or a solid white, plain, collarless knit shirt worn under the scrub top. The ID badge must be readily visible.

Standard white or black nursing shoes are required. Athletic shoes are not acceptable unless they are specially designed for nurses. In particular, canvas shoes are not acceptable as they present a safety hazard from sharp and heavy objects and from body fluid contamination.

When on patient care units, each student must have a stethoscope, bandage scissors, pen light, and black ball point pen.

Each student must purchase at least two uniforms and launder uniforms after each clinical day.

Students are not allowed to sit on the floor while wearing their Nursing uniform.

In some cases, the Nursing uniform is not worn in mental health facilities. More information will be provided before these rotations.

In certain situations, students may not be required to wear uniforms when visiting clinical agencies in their official capacity as Nursing students. Such situations include clinical

orientations and going into agencies to choose patients for the following clinical day's rotation. Attire and grooming guidelines for such situations include:

- Business casual attire
- Adherence to all grooming guidelines described below
- Student ID badge and/or clinical agency badge, if provided, must be worn above the waist and readily visible
- Sweaters or jackets that conform to business casual standards

Students may not wear jeans, shorts, exercise attire, or skirts shorter than 2" above the bend of the knee.

Grooming

Students must at all times adhere to the dress and grooming codes of the agency in which they are participating in clinical practice. Copies of pertinent clinical agency dress codes will be made available to students before clinical rotations begin. The following specific issues should receive careful attention:

Nails

To look professional, to reduce the risk of infection, and to increase patient safety, fingernails must be natural, clean, and free of polish. They should be rounded and no more than fingertip length.

Hair

Hair must be neat, clean, and styled in a manner that will not interfere with job performance. Long hair must be securely pulled back. Students may wear small barrettes in neutral colors. Large hair ornaments or bows are prohibited.

Cosmetics

Make-up should be limited to what looks natural. Perfume, cologne, and strong after-shave products are prohibited.

Jewelry and Piercings

Students must adhere to the jewelry and piercings policies of the clinical agency in which they are working each day. If in doubt as to agency policy, limit jewelry and piercings to a wedding band, wrist watch, and one post earring in each ear.

Body Art

Students must adhere to the body art policies of the clinical agency in which they are working each day. Some of our clinical agencies do require that all body art must be covered with sleeves or neutral colored bandages. Students with body art should be prepared with clothing or materials to cover it when required. If in doubt as to agency policy, cover body art before entering a clinical agency.

Use of Tobacco Products and Electronic Cigarettes

Coastal Carolina Community College is a tobacco-free campus. Students are referred to the *College Catalog* and policies regarding use of tobacco products and electronic cigarettes.

Nursing students in uniform are prohibited from use of tobacco products and electronic cigarettes off campus.

Parking

Students must follow the College's Parking Regulations distributed when each student obtains a parking decal.

Most clinical facilities have designated parking areas for students, and students are expected in all cases to comply.

Performance of Duties

Performance of duties includes maintaining confidentiality, use of the Skill Competency Passport, assignment to existing employment sites, accidents or exposure incidents, and tuberculosis screen conversion, as detailed below.

Maintaining Confidentiality

Health care providers, including nursing students, routinely have access to information about patients that is regarded as private. Guidelines for appropriate use and strict prohibitions against unauthorized sharing of this Protected Health Information are the subject of the federal Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. Consequences of violating the HIPAA Privacy Rule include large fines and criminal penalties. In compliance with the requirements of all the clinical agencies, all Coastal Nursing students and faculty members receive HIPAA training at the beginning of every academic year.

The school and all of our clinical agencies demand strict compliance with the HIPAA Privacy Rule. Students must be mindful of revealing Protected Health Information intentionally or inadvertently in private conversations and in preparing clinical documents. Students must not use any recognizable identifying information on clinical paperwork and may not store any Protected Health Information on computer hard drives, computer software, or other electronic devices. Any copies of printed patient or unit documents must be placed in the shred bin before the student leaves the clinical site.

A special caution applies to social media. Students are required to sign and adhere to the Nursing and Allied Health Social Networking Policy. Best practice for both nursing students and practicing nurses is to refrain entirely from posting anything about clinical practice in any social media forum.

If a violation of the HIPAA Privacy Rule occurs, the student will be subject to both the sanctions of the clinical agency and disciplinary action from the College which may include clinical probation or dismissal from the program.

Skill Competency Passport

In order to document acquisition of nursing skills, students receive a Skill Competency Passport listing skills relevant to the content of each Nursing course.

As students demonstrate various levels of expertise with nursing skills in lab or in the clinical setting, the supervising instructor initials the appropriate level of skill ranging from Observation to Competency.

The Skill Competency Passport is intended to verify previous experience with skills so that all clinical instructors working with a student can determine whether a student may safely perform a skill in the clinical setting and what level of assistance is needed.

Students are required to have the Passport readily available during all clinical experiences so that performance of skills can be promptly documented.

When the Passport is unavailable in the clinical setting, the student may lose an opportunity to perform a skill due to lack of documentation of previous experience with the skill.

Students may complete most skills for which they have been documented as "competent" without direct instructor supervision. Skills, involving invasive procedures, require express permission of the supervising clinical instructor.

The Skill Competency Passport should be kept by students throughout the program and will be used after program completion to document skills performed and mastered while in the Nursing program.

Administering CPR in the Clinical Setting

A student who encounters an unresponsive patient or other person within a clinical facility performs only those actions expected of a private citizen trained in cardiopulmonary resuscitation (CPR).

Establish unresponsiveness and initiate basic life support emergency measures. Continue to perform CPR until the agency's call system can be activated and help arrives.

Clinical Assignments to Existing Employment Sites

Any student training clinically in an institution where he or she is employed must carefully separate the role of student from the role of employee and function strictly within the student role during Nursing program clinical rotations.

During the training rotation, the student is accountable to the clinical instructor and must follow the instructor's directions. The instructor should be consulted when any question regarding role conflict arises to guide the student and clarify the student's role within the employment site as necessary.

Accidents or Exposure Incidents

According to the Communicable Disease Policy, which can be found in the *Faculty and Staff Handbook*, if a student, employee, or patient is accidentally exposed to an infectious agent, such as, but not limited to, blood or body fluids, the person will immediately report the incident to the appropriate supervisor as designated in the College Infectious Disease Control Program, Clinic Manual of the program in which the student is currently enrolled, or the guidelines of the affiliated agency where the incident occurred. In addition, the incident must be reported to Coastal's Security Services Department. Employees and students are ethically obligated to undergo testing for the pathogen when a patient has been accidentally exposed to their blood or body fluids. An Exposure Incident Authorization for Testing will be completed and filed for all accidental exposures.

According to the Occupational Exposure Incidents or Accidents guidelines in the College's *Faculty and Staff Handbook*, the following procedure will be followed when an exposure incident occurs:

1. The exposure incident will be immediately reported to the instructor or supervisory authority on site.

2. The instructor or supervisory authority on site will administer emergency care/first-aid, as necessary.

3. After making certain there is no medical emergency requiring immediate attention, the instructor or supervisory authority on site will contact the Security Services Department at (910) 938-6290 (extension 6290 from a campus telephone) for the completion of an Incident/Investigation Report.

4. The instructor or supervisory authority on site will separately and confidentially discuss the incident with the source and the recipient and will notify each that a standard panel of tests is recommended as soon as possible but not later than seventy-two hours after the incident. The instructor or supervisory authority on site will also advise the source and the recipient that each has the right to sign a waiver and refuse testing.

5. The instructor or supervisory authority on site will notify the source and the recipient that testing, at the College's expense, is available from the Occupational Medicine Department of Wilmington Health located at 1000 Brabham Avenue, Jacksonville, NC 28546, (910) 347-1515.

6. The instructor or supervisory authority on site will complete and sign a separate standard Exposure Incident Authorization for Testing Form for the source and for the recipient.

7. The instructor or supervisory authority on site will provide the original and one copy of the standard Exposure Incident Authorization for Testing to the source and the recipient, one copy to the Office of the Vice President for Administrative Support Services, one copy to his or her direct supervisor, and one copy to the Security Services Department.

Tuberculosis Screen Conversion

A student whose tuberculosis screen converts from negative to positive must arrange for medical follow-up before further participation in clinical and must provide a record of that follow-up to the Director including recommendations for the student's safe participation in patient care.

Program Guidelines

Coastal Carolina Community College's Nursing program students are responsible for adhering to the policies that are detailed in the annual *College Catalog*, including the following: Disruptive Conduct, Discipline – Policies on Students' Rights and Discipline, Proscribed Conduct, Discipline Procedures, Discipline Penalties, and Right of Appeal. These policies are included in the 2022-2023 *College Catalog*, pages 57 – 64.

In addition to the aforementioned policies, Nursing students are held accountable for any intentional behaviors, violating standards of professionalism, or sentinel events or safety violations as follows:

> *Intentional behavior occurring in either the clinical or the campus setting that violates accepted standards of professionalism in nursing may also result in disciplinary measures that could include Nursing program probation.*

> *A sentinel event or safety violation of a serious nature may result in dismissal from the Nursing program. Such an incident will be reviewed by the Nursing faculty under the leadership of the Director and the Nursing and Allied Health Division Chair.*

> *Discussion and decisions in such cases are guided by principles of Just Culture as defined by the North Carolina Board of Nursing and the College's Discipline Procedures, Discipline Penalties, and Right of Appeal policies.*

Frequently Asked Questions

What is a safety violation?

A safety violation is any act of commission or omission, whether deliberate or negligent, that has potential to impact negatively the physical, psychological, and/or emotional wellbeing of a patient, whether or not actual injury results. In making judgments about safety and professional violations that could result in probation, instructors will take into account the course objectives along with the level of proficiency, skill, and judgment that can reasonably be expected at the student's current level of nursing education and clinical experience.

What is a sentinel event?

A sentinel event is an unexpected occurrence involving death, serious physical or psychological injury, or the risk of death or injury. Sentinel events include behaviors or occurrences with significant potential to cause harm, even if no injury results.

What is Nursing program probation?

Nursing program probation is a disciplinary measure that is implemented by one or more Coastal Nursing faculty members in situations involving safety violations or unprofessional behaviors that are of such a serious nature as to call into question whether it is appropriate for the student to continue in the program.

What are behaviors that can result in Nursing program probation?

- Safety violations occurring in the process of patient care
- Covering up any issue or being untruthful about events relevant to professional training or clinical performance
- HIPAA violations
- Misuse of social media
- Unprofessional or threatening communication or behavior toward a patient, patient visitor/family member, medical staff person, fellow student, or instructor in either the clinical setting or on campus
- A pattern of marginally safe or unprofessional behavior in class, lab, and/or clinical

Right of Appeal

Any student who is found guilty by any committee or other school authority of violating any provision, regulation, or policy of the College, or who has been disciplined by removal of College privileges or suspended or expelled, shall have the right to appeal the finding and/or discipline imposed upon him or her to the President of the College after an informal investigation or hearing has taken place. Any such appeal shall be in writing, shall be based solely upon the record and shall be limited to one or more of the following grounds: that the finding is not supported by substantial evidence, that a fair hearing was not afforded the accused, or that the discipline imposed was excessive or inappropriate. The written appeal must be received by the President within ten working days following the decision on appeal.

It shall be the responsibility of the President to make prompt disposition of all such appeals. Once the complete record on appeal has been received by the President's Office, his decision shall be rendered within thirty working days.

Educational Outcomes

Associate Degree Nursing

End-of-Program Student Learning Outcomes

Upon completion of the Associate Degree Nursing program, the graduate will:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.

2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.

3. Provide an individual centered assessment of the client, as a holistic individual, to the concepts of health promotion, wellness, illness, quality of life, and the achievement of potential.

4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.

5. Implement caring interventions incorporating documented best practices for individuals in diverse settings across the lifespan.

6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.

7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.

8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.

Program Outcomes

Exam Pass Rate

80% of Associate Degree Nursing program graduates (first-time test takers) will pass the NCLEX-RN exam on the first attempt, within a 12-month period after graduation. Data is reported on a calendar-year basis, January 1 – December 31.

Program Completion Rate

Associate Degree Nursing: 80% of all Associate Degree Nursing students who begin in NUR 111 Intro to Health Concepts will complete the program within five academic terms, which is 100% of the usual timeframe for the program.

Associate Degree Nursing Transition: 80% of all Associate Degree Nursing Transition students who begin in NUR 112 Health-Illness Concepts will complete the program within four academic terms, which is 100% of the usual timeframe for the program.

Job Placement Rate

80% of the graduates will report employment as a Registered Nurse within one year after graduation.

Practical Nursing

End-of-Program Student Learning Outcomes

Upon completion of the Practical Nursing program, the graduate will:

1. Participate in evaluating the response of the client, as a holistic individual, to the concepts of health promotion, wellness, illness, quality of life, and the achievement of potential.

2. Practice professional nursing behaviors, within the ethical-legal practice boundaries of the Licensed Practical Nurse, incorporating personal responsibility and accountability for continued competence.

3. Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial, and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.

4. Incorporate teaching and learning principles to reinforce and/or implement the health promotion teaching plan developed and delegated by the Registered Nurse.

5. Participate in the nursing process to provide individualized, safe, and effective nursing care in a structured setting under supervision.

6. Demonstrate caring behaviors in implementing culturally-competent, client-centered nursing care to diverse clients across the lifespan.

7. Participate in quality improvement by identifying hazards and errors and by suggesting, to the Registered Nurse, changes to improve the client care process.

8. Use informatics to access, manage, and communicate client information.

9. Participate in collaboration with the interdisciplinary healthcare team, as assigned by the Registered Nurse, to support positive individual and organizational outcomes in a safe and cost effective manner.

Program Outcomes

Exam Pass Rate

80% of Practical Nursing program graduates (first-time test takers) will pass the NCLEX-PN exam within a 12-month period after graduation. Data is reported on a calendar-year basis, January 1 – December 31.

Program Completion Rate

80% of Practical Nursing students who begin NUR 101 Practical Nursing I will complete the program within three academic terms.

Job Placement Rate

80% of the graduates will report employment as a Licensed Practical Nurse within one year after graduation.

Student Achievement Data

Licensure/Certification Pass Rate

The program demonstrates evidence of graduates' achievement on the licensure exam.

Associate Degree Nursing

Component	Assessment Method(s)	Expected Level(s) of Achievement (ELA)	Data Collection and Assessment Frequency	Results of Data Collection *including actual level(s) of achievement*
Exam Pass Rate *NCLEX Certifications*	Performance Results for NCLEX-RN from NCBON and Mountain Measurements	80% of Associate Degree Nursing program graduates (first-time test takers) will pass the NCLEX-RN exam on the first attempt, within a 12-month period after graduation.	Data collected within six months following graduation (May – December) and assessed annually.	**Class of 2021:** 83%, ELA met **Class of 2020:** 72%, ELA not met (23/32) **Class of 2019:** 86%, ELA met (24/28)

Practical Nursing

Component	Assessment Method(s)	Expected Level(s) of Achievement (ELA)	Data Collection and Assessment Frequency	Results of Data Collection *including actual level(s) of achievement*
Exam Pass Rate *NCLEX Certifications*	Performance Results for NCLEX-PN from NCBON and Mountain Measurements	80% of Practical Nursing program graduates (first-time test takers) will pass the NCLEX-PN exam within a 12-month period after graduation.	Data collected within six months following graduation (May – December) and assessed annually.	**Class of 2021:** 73%, ELA not met **Class of 2020:** 88%, ELA met (15/17) **Class of 2019:** 95%, ELA met (18/19)

Program Completion Rate

The program demonstrates evidence of students' achievement in completing the Nursing program.

Associate Degree Nursing

Start Term	Grad. Term	Program Option	Number of Admits to the Initial Cohort	Number of Readmits	Grad. w/in 100% of Program Length	Completion Rate			
							Disaggregated Rate		
						Completion	Traditional	Transition	All
Fall 2020	Spring 2022	Traditional	30	0	25	83% (25/30)	83% (25/30)	N/A (0/0)	83%
		Transition	0	0	N/A				
Fall 2019	Spring 2021	Traditional	29	0	26	86% (31/36)	90% (26/29)	71% (5/7)	86%
		Transition	7	0	5				
Fall 2018	Spring 2020	Traditional	29	0	28	97% (32/33)	97% (28/29)	100% (4/4)	97%
		Transition	4	0	4				

Practical Nursing

Start Term	Graduation Term	Number of Admits to the Initial Cohort	Graduated Within 100% of Program Length	Completion Rate
Summer 2021	Spring 2022	20	19	95% (19/20)
Summer 2020	Spring 2021	19	16	84% (16/19)
Summer 2019	Spring 2020	20	17	85% (17/20)

Job Placement Rate

The program demonstrates evidence of graduates' achievement in job placement.

Associate Degree Nursing

Component	Assessment Method(s)	Expected Level(s) of Achievement (ELA)	Data Collection and Assessment Frequency	Results of Data Collection *including actual level(s) of achievement*
Job Placement Rate	Collected by the Director (Remind app, Facebook, emails, phone calls, and direct contact with former students) Graduate Survey and Alumni Survey collected by the Office of Institutional Effectiveness	80% of the graduates will report employment as a Registered Nurse within one year after graduation.	Collected throughout the year following graduation and reported annually.	**Class of 2021:** 81%, ELA met (25/31) **Class of 2020:** 81%, ELA met (26/32) **Class of 2019:** 79%, ELA met (22/28) **Class of 2018:** 91%, ELA met (30/33)

Practical Nursing

Component	Assessment Method(s)	Expected Level(s) of Achievement (ELA)	Data Collection and Assessment Frequency	Results of Data Collection *including actual level(s) of achievement*
Job Placement Rate	Collected by the Director (Remind app, Facebook, emails, phone calls, and direct contact with former students) Graduate Survey and Alumni Survey collected by the Office of Institutional Effectiveness	80% of the graduates will report employment as a Licensed Practical Nurse within one year after graduation.	Collected throughout the year following graduation and reported annually.	**Class of 2021:** Pending **Class of 2020:** 71%, ELA not met (12/17) (four out of the five of the students who were not employed are continuing their education to pursue becoming Registered Nurses) **Class of 2019:** 80%, ELA met (16/20)

Notes