



# ADN Handbook

Associate Degree Nursing Student Handbook

East Mississippi Community College

Returning Sophomores

2018



# ADN Handbook

East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Office of the Director of Human Resources, Payroll and EEOC/OCR  
1512 Kemper Street  
Scooba, Mississippi 39358  
(662) 476-5274

Office of the Campus Director and Dean of Students Golden Triangle Campus  
Disability Services Coordinator  
8731 South Frontage Road  
Mayhew, MS 39753  
(662) 243-1979

Office of the Vice President for Student Life  
Title IX Coordinator  
1512 Kemper Street  
Scooba, Mississippi 39358  
(662) 476-5274

EMCC is in compliance with the Student Right to Know and Campus Security Act (Public Law 101-542), the Campus SaVE Act, and the Higher Education Technical Amendments of 1991 (Public Law 102-26).

EMCC agrees to comply with The Principles of Accreditation: Foundations for Quality Enhancement and all related stipulations of the Southern Association of Colleges and Schools Commission on Colleges.



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## NOTICE

East Mississippi Community College reserves the right to add, delete or modify policies and procedures stated herein as determined necessary for the proper functioning and orderly operation of the institution.

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## WELCOME

Welcome to East Mississippi Community College. East Mississippi Community College (EMCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of EMCC. The Commission is only to be contacted if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and other college related information should be addressed directly to the College and NOT to the office of the Commission on Colleges.

This program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning. IHL contact information: Address, 3825 Ridgewood Road Jackson, MS 39211: telephone, (601) 432-6198, fax, (601) 432-6972, website, <http://www.ihl.state.ms.us>.

This nursing education unit is accredited by the Accreditation Commission for Education in Nursing (ACEN). Information about the Accreditation of EMCC's Associate Degree Nursing program with ACEN can be obtained from their website <http://www.acenursing.org/>, by emailing Marsal P. Stoll, EdD, Chief Executive Officer of ACEN at [mstoll@acenursing.org](mailto:mstoll@acenursing.org) or by writing to Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse (NCLEX-RN®).



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The purpose of the program is to prepare men and women for the role of the registered nurse, competent to function as a beginning professional and valuable member of the health care team in providing care for individuals, families, and communities.

Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-RN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs. Please see the National Council of State Boards of Nursing website, [www.ncsbn.org](http://www.ncsbn.org), for more information.

Criminal background checks for students are valid for two years, as long as the student is continuously attending the program. If the student is not continuously enrolled in the ADN program, a new "clear" background check will be required prior to readmission. Please see the National Council of State Boards of Nursing website, [www.ncsbn.org](http://www.ncsbn.org), for more information.

As your faculty we are here to help you meet your goal. If we can be of any assistance to you, please do not hesitate to let us know. We have prepared this handbook to help you along your journey. In it you will find the nursing curriculum, policies and guidelines that are specific to this program only. Please refer to the EMCC student handbook for general college policies.

Again, welcome to EMCC. Please familiarize yourself with this handbook as well as the college catalog/handbook as you are held responsible for its contents.



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Nursing Faculty

## HISTORY OF THE ASSOCIATE DEGREE NURSING PROGRAM

August 2, 1981 East Mississippi Community College graduated its first class of Associate Degree RN students. The graduating class had a 100% rate on the NCLEX-RN®. Although the first class was very successful, it was decided that the program could not be offered the next year.

In 2005, college administration and members of various health and community agencies in the Golden Triangle area identified a need for more registered nurses in the entire state of Mississippi. In October 2008, the Mississippi Institutes of Higher Learning (IHL) granted approval to establish an Associate Degree Program in Nursing at East Mississippi Community College. Initial accreditation and permission to admit students was granted by IHL in October 2009.

In April of 2012 this nursing education received full accreditation by the National League for Nursing Accrediting Commission (now ACEN).

## THE MISSION OF EAST MISSISSIPPI COMMUNITY COLLEGE

East Mississippi Community College is a public community college serving six counties in East Central Mississippi, offering university-parallel programs, career-technical programs, and workforce programs. EMCC is dedicated to improving the quality of life for our students, our community, and our personnel through instructional opportunities, with specific focus on a healthy mind, body, and spirit.



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## VALUES

1. Leadership built on respect for self and others and demonstrated in our local communities
2. Excellence in education, service and lifelong learning
3. Access to instructional opportunities on campus and online
4. Freedom in teaching and learning within a supportive, communicative, diverse, and caring environment

## EXPECTATIONS OF THE COLLEGE

Students at East Mississippi Community College who have specialized in an academic area and who have received an associate degree should be prepared to meet the requirements for continuing academic work. Similarly, those students who graduate with an associate of arts degree or are certified in technical or career training areas should be prepared to succeed in employment opportunities in their field of preparation.

Any person reached by the College through participation in instructional, cultural, or workforce services should be aided in achieving the best quality of life possible. This development of the individual will lead to district citizenry being well prepared to meet the needs and challenges of the region, the nation, and the world.



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## DISTANCE LEARNING MISSION STATEMENT

East Mississippi Community College seeks to provide distance learning opportunities for its district's constituents who are unable, for a variety of reasons, to attend classes on one of the College's campuses. The distance learning opportunities meet all quality standards set forth for traditional on campus classes to carry out the mission of the College.

## ADN MISSION STATEMENT

The faculty of the Department of Nursing upholds the mission and values of East Mississippi Community College by supporting the educational and lifelong learning needs of our students and community. The faculty is dedicated to providing excellence in nursing education and evidence based practice, and incorporating innovations aimed at improving quality of life, development of individuals, and service to the community. Additionally, the faculty will seek to instill the values of: the dignity and worth of people, respect for self and others, Acceptance of cultural and ethnic differences, and civic mindedness. The school of nursing provides quality education which prepares the graduate for entry-level practice of nursing, for lifelong learning and for future leadership roles.

## ADN PHILOSOPHY

The Faculty of the EMCC Associate Degree Nursing program holds certain values and beliefs about nursing and nursing education. The Program philosophy was written by the faculty and is a reflection of their beliefs regarding the four foundational concepts of person, society, health, and nursing. These beliefs and values form the framework in which learning activities move in a logical progression from simple to complex.



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The faculty of the Department of Associate Degree Nursing believes that:

## Person

The person is an individual, family or community. Although unique, each person shares common needs in relation to biological, psychological, sociocultural, and spiritual processes throughout the lifespan. Each person has inherent worth and responsibility to fulfill their own potential. The person has the right to access to health care and to participate in decisions related to their health care. The person is holistic; alterations in one aspect of a person's life affect the person as a whole.

## Society

Society is composed of communities, families, and individuals. Society influences human responses to actual and potential health problems. Society responds to and adapts to changes in the environment.

## Health

Health is the highest level of physiological, psychological, sociocultural, and spiritual function the person is capable of achieving. Health is a dynamic state of being resulting from the adaptation to the interaction of person and environment.

## Nursing

Nursing is an art, a science, and a profession. Nursing has a scientific body of knowledge that is uniquely nursing. Nursing is focused on assisting individuals, families, and communities to reach their optimal level of functioning.



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Nursing education is most appropriately based in an institute of higher learning. It is a continuous and dynamic process that is shared by students and faculty. Nursing education facilitates the learning of critical thinking, clinical reasoning, and problem solving skills. Clinical experiences are an essential component of all nursing classes. Although the responsibility for learning lies solely with the learner, the educator is responsible for creating an atmosphere that fosters learning. The educator must incorporate diverse teaching styles and strategies in the classroom and clinical setting to meet the individualized needs of the learner. The faculty strives to provide a learning environment that both supports and challenges the student using a variety of instructional techniques and to instill the value of lifelong learning, to assure that practice is continually evidence based. Associate Degree Nursing education should build a foundation for the novice nurse to continue to the level of expert.

## CONCEPTUAL FRAMEWORK

The conceptual framework is an extension of the mission and philosophy of the ADN department. It provides the blueprint for sequencing the curriculum. The curriculum is based on the framework developed from beliefs about the concepts of person, society, health, and nursing. These concepts are woven together with the threads to create an organized foundation for the program, guiding decision making on curriculum, content, learning opportunities, and teaching/learning strategies.

Threads are interwoven throughout the framework in order to determine the progression of content from the simple to the complex, from dependent to independent, and from teacher led to student directed learning. The threads are:



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1. Nursing Process is a scientific problem solving approach to client care that includes assessment, analysis, planning, implementation, and evaluation. Critical thinking guides nursing practice through each step
2. Caring is the interaction of the nurse and the client in an atmosphere of mutual respect and trust. In this collaborative environment the nurse provides encouragement, hope, support, and compassion to help achieve desired client outcomes. Nursing care is culturally and ethnically sensitive and encompasses social diversity.
3. Communication includes the verbal and nonverbal interactions between the nurse, the client, the client's significant others, and other members of the health care team. Events and activities associated with client care are validated in written and/or electronic records that reflect standards of practice and accountability in the provision of care.
4. Teaching/Learning is the facilitation and acquisition of knowledge, skills, and attitudes promoting change in behavior. Teaching and learning is an active process that requires cooperation between the learner and the educator.
5. Role Development is achieved through learning experiences aimed at attaining the competency necessary to practice as a professional nurse generalist in the roles of Provider of care, Manager of care, and Member of the profession.
  - a. As a provider of care the student will document the ability to utilize the nursing process in the provision of safe and effective care throughout the life span, use teaching skills to impart information to clients, appropriately intercede on behalf of the client as necessary, and use verbal and nonverbal communication skills to work effectively as a member of the health care team.
  - b. As a manager of care the student will collaborate with the client, family, and health care team to coordinate and manage care for a group of clients, and utilize the



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nursing process and critical thinking skills to manage client care, personnel, and resources.

c. As a member of the profession the student will be active in professional organizations that promote self growth as well as growth of the profession, advocate for the nursing profession, take responsibility for lifelong learning, recognize limits of practice and expertise, and employ legal and ethical standards in providing care.

These threads are interwoven with the core concepts to form the conceptual framework, which provides the direction for the development of course descriptions, course outcomes, content and clinical experiences. The threads are integrated across the curriculum and progress from simple to complex, building higher levels of conceptualization. Threads are flexible, developmental, and self-directed. The end program competencies are used as a measurement of student achievement of knowledge, skills, and attitudes essential to the practice of nursing.

**East Mississippi Community College  
Associate Degree Nursing  
PROGRAM OF STUDY**

The Associate of Applied Science degree is a 76 hour program. The program consists of 36 hours of general academic classes and 40 hours of nursing classes. The program is designed to be completed within 2 years of entrance into the first nursing class. All students must take nursing classes in sequential order.

**PRE-REQUISITES:**

BIO 2514—ANATOMY AND PHYSIOLOGY I	4 HOURS
BIO 2524—ANATOMY AND PHYSIOLOGY II	4 HOURS
MAT 1313—COLLEGE ALGEBRA	3 HOURS
BIO 2924- MICROBIOLOGY	<u>4 HOURS</u>
TOTAL PRE-REQUISITE HOURS	15 HOURS





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## END OF PROGRAM COMPETENCIES

Measurable knowledge, skills, and attitudes essential to the practice of nursing

### I. Nursing Process

- Makes comprehensive assessments related to client needs.
- Formulates appropriate nursing plan of care including nursing diagnosis, interventions, and client outcomes.
- Uses critical thinking to analyze data, problem solve, and modify nursing plan of care.

### II. Caring

- Provides safe, accurate nursing care in diverse settings.
- Provides care interventions that are culturally competent, ethnically sensitive, and ethically sound to diverse populations.
- Show respect for diverse values and preferences of other individuals and groups

### III. Communication

- Communicates effectively with clients, families, and communities through the use of interpersonal skills and technologies.
- Documents all care accurately
- Demonstrates professional communication skills with team members.
- Uses appropriate therapeutic communication techniques with the client and family.

### IV. Teaching Learning

- Develops, implements, and evaluates teaching plans on assessed needs for clients, families, and groups.



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- Utilizes teaching/learning principles while planning and providing nursing care to clients, families, and communities.
  - Identifies teaching/learning needs of clients, families, and communities.
- V. Role Development
- Provider Role
    - o Sets priorities for client care
    - o Demonstrates adaptability in relation to changes in the clinical setting
    - o Manages resources efficiently and effectively in a variety of health care settings.
  - Manager Role
    - o Collaborates with the health care team to coordinate and manage health care needs of clients, families, and communities.
    - o Delegates and manages care for groups of clients.
    - o Manages time effectively.
  - Member of Profession
    - o Uses evidenced-based information to support clinical decision-making.
    - o Participates in professional development.
    - o Practices within the legal, ethical, and regulatory frameworks of nursing.

### PROGRAM OUTCOMES

*Those expectations for student performance at the completion of ADN program of study*

1. Annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
2. Sixty percent (60%) of students admitted to the program will complete the program in 150% of the allotted time.
3. Ninety percent (90%) of graduates successful on the NCLEX will have employment as a registered nurse within nine months of graduation.



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4. Ninety percent (90%) of graduates responding to a nine month survey will rate their educational experience as satisfactory or better.
5. Ninety percent (90%) of employers responding to a nine month survey will report satisfaction with graduates as employees.

### STUDENT ACTIVITIES

PHI THETA KAPPA - Phi Theta Kappa, an international society for the two-year Colleges, is recognized by the American Association of Junior and Community Colleges as the official honor society. The East Mississippi Community College chapters are Eta Upsilon (Scooba) and Beta Iota Zeta (Golden Triangle). The society promotes scholarship, develops character, and provides opportunity for the development of leadership and service. Invitations are extended to academic and technical students who make the President's List on a minimum of twelve academic hours and who exemplify good character and qualities of leadership.

STUDENT GOVERNMENT ASSOCIATION - Each campus has a Student Government Association that is comprised of elected representatives of the student body and serves through executive and advisory function as the voice of the students. The SGA plans recreational and social activities, encourages student discussion of campus concerns, presents recommendations to the faculty and administration, and acts in an advisory capacity to the students of each of the campuses.

MISSISSIPPI ASSOCIATION OF STUDENT NURSES- (MASN) is open to all Associate Degree Nursing students in the state of Mississippi. The purpose of this organization is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interest and concerns and aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of the people in all walks of life. Membership in the Mississippi Association of Student Nurses



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(MASN) is mandatory for all students admitted into the Associate Degree Nursing Program. Students will receive information about the benefits of membership in the organization the first week of school.

## STUDENT PARTICIPATION IN GOVERNANCE

Student participation in governance is important to the nursing faculty. Students participate in the following areas:

1. Curriculum committee- 1 student
2. Advisory committee- 1 upper level student and 1 former student
3. Graduation Committee- 1 student from each class
4. Student officers- selected by peers from upper and lower level students
5. Faculty meetings- 1 representative from each class. When items of a confidential nature are discussed, the student representative will be asked to leave the meeting.

## GENERAL POLICIES

### HEALTH

Prior to being fully admitted into the ADN program, students must submit a packet with the following information:

1. Health Form (physical must be within **45** days of the beginning of class).
2. All pending students must have a drug screen performed at a time and location designated by the school. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case by case basis prior to final acceptance into the nursing program. Cost of the drug screen is the responsibility of the applicant
3. HIV testing (required by area affiliates)
4. Current CPR card. The CPR card has to be an American Heart Association BLS (cannot expire before the end of the program). If you need CPR you may call Terasa Harpole at



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243-1945 or Brenda Waldrop at 251-2190 for class times. You may also call your local hospital to see if classes are scheduled.

5. Current Immunization form and proof of Tetanus vaccination within the last 5 years.
6. Proof of uniform order
7. A negative two step TB skin Test or proof of a previous two step with a current yearly TB skin test. A negative Chest X-ray or QuantiFERON result in lieu of skin test for students with history of positive skin tests is acceptable. Your healthcare provider will determine which test is necessary. This is a yearly requirement. A copy of the results of the test must be submitted to the Allied Health Administrative Assistant annually.
8. Proof of vaccination for Hepatitis B or a waiver signed by students who choose not to protect themselves with the vaccination series. Please note that some facilities will not allow the waiver.
9. Proof of current flu vaccination or sign a waiver and agree to wear a face mask from October thru March while in the clinical setting will be due by October 1<sup>st</sup> of each year.

### INFECTION CONTROL AND EXPOSURE

Allied Health students and faculty should be particularly aware of the potential exposure from infectious agents in the health care environment. Clients with transmissible disease may not be readily identified. Therefore, it is imperative for health care providers to treat all clients at all times as though they were a potential source of infection. This is called “Standard Precautions” by the Center for Disease Control (CDC). All students will receive information regarding infection control during orientation. Rigorous adherence to these guidelines will be required of all students and faculty. Failure to follow standard precautions will result in disciplinary action ranging from written counseling to removal from the program, depending on severity of the breach.

An exposure is considered one in which a person comes into contact with a communicable disease that could potentially lead to acquiring the disease. Examples of exposure include:

1. A puncture wound from a source contaminated with blood or body fluids.
2. Direct contact of non-intact skin with blood or body fluids.
3. Mucous membrane contact of blood or body fluids.

In the event of exposure to a blood borne pathogen in the clinical setting the faculty member and student should follow the agency's exposure policy. The faculty/student will:

1. Notify the appropriate agency representative
2. Initiate immediate treatment by:
  - a. Cleansing the wound/skin area with soap and water.
  - b. Flushing mucous membranes with tap water or saline.
3. Notify the Director of Nursing and Allied Health

Additionally, students must promptly report to the faculty of the nursing program any signs or symptoms of a communicable illness. Students will be referred to their private physician for evaluation and may be excluded from client contact based on recommendation of physician and facility policy. Student must have written permission from their health care provider to return to school/clinical. The faculty member is



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responsible for documenting the information and notifying the Program Director. The program policy regarding absences due to illness will be adhered to.

### COMPROMISED IMMUNE SYSTEM

Health care workers are at high risk for exposure to Hepatitis B and other contagious diseases. The immunizations suggested by the department may reduce the risk but does not completely eliminate the risk. Additionally, students with impaired or deficient immune systems may be at higher risk for contracting serious illness. Students with impaired immune systems must have written permission from their personal physician before beginning a clinical rotation. This policy is designed to protect the student from undue exposure to communicable diseases. It is the responsibility of the Students covered under this policy to notify faculty of any changes in their health status. All course and clinical objectives must be met in order to progress in the program.

### PREGNANT STUDENTS

Pregnant students may be required to submit a written statement from their obstetrician giving permission for classroom attendance, laboratory work, or before beginning each clinical rotation. Absences during pregnancy will be considered the same as any other absence under the Department of Associate Degree Nursing attendance policy. All course and clinical objectives must be met in order to progress in the program. Pregnant students are responsible for notifying the faculty of any change in their condition that will affect their ability to attend class, laboratory work or clinical work.



## CRIMINAL BACKGROUND RECORD CHECK

Pursuant to Section 37-29-232 of the Mississippi Code of 1972, Annotated, and Section 43-11-13 of the Mississippi Code of 1972, Annotated, nursing and allied health students must submit to a fingerprint background check prior to any clinical activity in a licensed healthcare facility. Each student pending admission must receive a “clear” criminal background check in order to be fully admitted to the program. Payment for the background check is the responsibility of the student. In addition to the disqualifiers listed in section 43-31-13, (felony possession of or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult, or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea.) a healthcare facility has the right to deny any student access to their facility for clinical purposes that they feel is unsuitable for employment or for the clinical setting. If a student is barred from any clinical agency for any reason they will not be eligible to enter or continue in the program.

EMCC will fingerprint each provisional student and submit those prints to the Mississippi State Department of Health (MSDH). The MSDH will send the finger prints to the MS Criminal Information Center (Department of Public Safety) and from there, the prints will be sent to the FBI for a national criminal history record check. If the report is returned “no disqualifying event”, the student will be issued a notarized clearance letter from the Director of Nursing and Allied Health that is good for two years, as long as the student is continuously enrolled. Letters issued by the Nursing Director can be used for school purposes only.

If the report is returned as “may have a disqualifying event”, the student is required to bring the RAP sheet and any supporting documentation to the Nursing Director for a



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decision. If unsatisfied with the Director's decision, the student has the opportunity to request the Clinical Review Committee to review any supporting documentation regarding the charge(s). The decision of the committee is final with no opportunity for appeal. Appeals to the committee must be made in writing to the Director within 48 hours. The committee will take the following into consideration: the type and seriousness of the event, extenuating circumstances surrounding the event, the age at which the event occurred, if the event was isolated, or repetitive, length of time since the event, and accuracy of information provided by the student. The decision of the committee is final with no further opportunity for appeal.

If the background check reveals a disqualifying event as outlined in State Code 43-11-13, Mississippi Code Annotated the student will be dismissed from the program with no opportunity for appeal.

Graduates of the program receive an Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse. Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-RN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for the exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.

### **DRUG SCREEN POLICY**

A drug screen performed at a time and location designated by the school is required prior to admission. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case by case basis



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prior to final acceptance into the Nursing program. Cost of the drug screen is the responsibility of the applicant.

Admission will be withdrawn for students with positive drug screens and no documented medical reason for those drugs. **Students may be required to have random drug screens at any point during their enrollment in the Nursing program. Drug screens for probable cause (reasonable suspicion) may be conducted.** The student will be notified in writing when they are selected for a random drug screen, or screening for cause. When notified, the student must have the screen within 24 hours. If the drug screen results are positive, the student will be required to provide evidence from their physician of the reason for the positive result. Failure to provide appropriate documentation or failure to have the lab work done within 24 hours will result in dismissal from the program. The cost of all drug screens will be the responsibility of the student.

### CARDIOPULMONARY RESUSCITATION (CPR)

Health Care Provider CPR certification must remain current while enrolled in the program.

### HEALTH INSURANCE

All students are encouraged to maintain an acceptable health insurance policy since students are responsible for their own health care costs. Neither East Mississippi Community College nor the clinical agencies assumes any responsibility for student health care expenses. While clinical facilities will provide emergency care for nursing students when necessary, students are responsible for payment of care provided and any transportation required.

### LIABILITY INSURANCE



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All students enrolled in the EMCC nursing program will be covered under professional liability insurance. Insurance will be purchased by the school with student fees which will be paid during registration. Each student will be covered in the amount of \$1,000,000 limit each claim and \$5,000,000 limit aggregate.

### CONFIDENTIALITY

All students must adhere to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) in classroom, practice laboratory, and clinical placements. Information obtained by the student through their activities and experiences in nursing classroom, practice laboratory, or clinical situations related to patients, personnel, peers, and facilitates shall be considered confidential and should not be recorded in any way. Such matters may be discussed for the purpose of learning in nursing conferences and classes only. No photographs of classroom or practice laboratory may be uploaded to any public or social network site. Papers related to clinical/laboratory experiences shall not identify any person by name, other than the student and instructor. Students in violation of this policy are subject to dismissal from the Associate degree program.

### APPROPRIATE USE OF TECHNOLOGY

The use of any personal computational, video, audio, or communications devices in the classroom, laboratory, or clinical setting is subject to the approval of the course instructor. This includes (but is not limited to) calculators, cameras, computers, text messengers, pagers, cell phones, smart watches and Personal digital assistants. Any use of such devices without explicit instructor approval is NOT permitted. Any student found to be in possession of an unauthorized electronic device during class, lab, or clinical time will be asked to leave the setting. Cell phones, smart watches, and any type



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of electronic devices are explicitly prohibited in the lab area, clinical area and any testing area. Students should not bring a cell phone into any clinical area. Missed time will be deducted from the student and any graded assignments during the time missed will receive a grade of zero.

During simulation time, audio video recording of student performance of nursing skills may be required. Any audio and/or video recordings submitted as part of a course requirement, will be handled according to FERPA guidelines. All recordings of student performance will be viewed by faculty to determine if course requirements have been met. Recordings will be stored in a secure location for an appropriate amount of time (until the end of the course, the student graduates, or as required by law).

### TRAVEL AND TRANSPORTATION

Students are responsible for providing their own transportation for clinical and other required experiences, some of which may be located outside of the Golden Triangle Area. Lack of transportation is not an acceptable excuse for missing any type of required experience.

### SOCIAL MEDIA

The faculty understands that social media sites are becoming important communication tools in our society. The following policy will help guide the student in making wise choices regarding social media while in school and as a new nurse.

1. Canvas is the official form of communication for all students and is the most reliable form of online communication other than direct school emails. For this reason, all students must be able to access Canvas.



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2. Faculty or staff will not communicate any information about school related functions via social media, unless it is the officially sanctioned EMCC page/website.
3. Students may not set up any groups using the EMCC name without the written permission of the Dean of Students and a faculty member to monitor the site.
4. In order to avoid any appearances of favoritism, students are not allowed to “friend” faculty on social media sites.
5. ROARcast, television and radio, and the EMCC web site will be used in the event of an emergency. Any information from other sources may not be accurate.

### EXAMINATION POLICY

1. In the event of illness which prevents the student from writing the exam, it is the student’s responsibility to notify the appropriate course faculty prior to the time of test administration. If unable to speak directly to an instructor, a message may be left on the instructor’s voice mail. (Please refer to Attendance Policy.)
2. The student must bring an acceptable legal or medical excuse in order to make up the exam.
3. The student must be prepared to take the exam on their first day back at school.
4. If a student fails to notify faculty of absence or fails to arrange for make-up exam by the specified times, a grade of 0 will be given for the exam.
5. The student must provide validation of illness by written statement from the personal health care provider in order to make up any graded work.
6. A student who is less than 10 minutes late will be permitted to take the exam but will not be given any extra time to finish the exam.
7. A student who is 10 minutes late or more will not be permitted to take the exam.
8. A grade of 0 will be given for exams missed without an acceptable legal or medical excuse.



## ADN Handbook

9. Make up exams may consist of essay questions or other question formats at the discretion of the course instructors.
10. Unannounced/Pop quizzes will be given at the discretion of the faculty. These quizzes cannot be made up for any reason. This will not affect the student's grade if they have an acceptable medical or legal excuse.

### During the examination:

1. Place all personal items at the side/back/front of the classroom. You may have only a pencil/pen at your computer/table. No cell phones or smart watches of any type allowed. No food or drinks are allowed in the computer room or while using a laptop.
2. Academic dishonesty of any sort will not be tolerated. Any student perceived to be cheating on an exam or graded assignment of any type will receive a zero on the work and is subject to possible further disciplinary action. Behavior that may be perceived as cheating include, but are not limited to:
  - a. Talking immediately before, or during the administration of an exam
  - b. Use of any type electronic device while taking an exam- this includes the presence of a smart watch or cell phone.
  - c. Looking in the direction of another student's exam
  - d. Fumbling through a book bag, bag, purse, etc
  - e. Presence of scrap paper that is not blank prior to administration of an exam.
3. Place all cell phones, beepers, and other electronic devices on OFF in an area designated by your instructor. Electronic devices (including cell phones and smart watches) CANNOT be used for any reason during any exam. Students found with electronic devices, unauthorized calculators or papers during a lab validation, exam of any type or any clinical setting will be asked to leave the area immediately and will receive a grade of zero for that exam/lab validation or clinical time.

4. Once you have logged on to Canvas, go to quizzes, find the correct quiz, and click Begin. In the event there is a **paper and pencil exam**, please read and listen to any instructions given by the proctor. Wait until the proctor says that you may begin the exam.
5. Make sure that you answer all questions before submitting your test. Any questions not answered will be counted as incorrect. The computerized exams will give you several prompts to answer questions you may have left out.
6. If you desire to review your answers before submitting the exam for grading, press the continue button, then press continue to move through the examination. If you choose to change an answer, you must click on the new answer and press Enter or Save. You may review **paper and pencil exams** as desired until time is called. If you change any answers on the answer sheet, be sure to erase the original answer completely. Do not make any stray marks on the answer sheet. Only answers marked on the answer sheet will be considered for grading purposes.
7. All exams, quizzes, and calculation quizzes are timed. If a student must leave the room during the exam they may do so but they will not be allowed extra time to complete the exam.
8. When you have finished your exam, submit it for grading and turn in any test booklets, answer sheets, scratch paper and instruction pages to the test proctor. If you have a question during the exam, remain in your seat and raise your hand. The test proctor will come to you.
8. Any student scoring below 80 on a unit exam must meet with their advisor prior to the next scheduled exam for counseling and/or remediation.
9. There will not be a formal review of the any exams; however, students may review their exams by contacting their advisor. All reviews must be conducted within one week of the exam. There will be no reviews after one week.
10. There will be no review of the final exam. Drug calculations and daily quizzes may be reviewed in class at the discretion of the instructor.



## STUDENT ADVISING

The following policy has been developed by the faculty of EMCC to enhance a student's success in the Associate Degree Nursing Program.

1. Each student in the Associate Degree Nursing program is assigned a faculty advisor who will assist in planning courses on a semester-to-semester basis. The student is responsible for the completion of the nursing program requirements. Advisors will be posted and the administrative assistant will keep a list.
2. Associate Degree Nursing students will schedule an appointment to meet with their faculty advisor every semester during pre-registration for evaluation of their transcript for completion of required courses. Scheduling appointments during pre-registration allows adequate time for evaluation of courses taken and for planning the appropriate course of study. Students who have not completed the appropriate courses according to the curriculum will be unable to progress to the next semester.
3. If a student is unsuccessful in a required nursing course they must see their faculty advisor to withdraw from the necessary courses and to schedule an exit interview with the Director of the Nursing program.
4. Any student who achieves less than an 80 on a unit exam must meet with their faculty advisor before the next scheduled exam. Recommendations for improvement of test taking skills, study habits and/or remediation will be given. An academic conference form will be completed during this time and will be placed in student's permanent record. Students will not be allowed to take the next exam until they meet with their advisor and 5 points will be deducted for each day the student is late taking the exam. After 5 days, a grade of 0 will be assigned for the missed exam.
5. During the course of each semester and during the final semester of the program each student will be administered a comprehensive specialty Kaplan exam.



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Standardized assessment testing provides students the opportunity to practice their test taking skills and demonstrate knowledge of subject content. If a student fails to achieve a satisfactory level on any of these exams, a faculty adviser will meet with the student to explore their options for remediation.

6. In order to progress in each course, it is mandatory that students follow the Kaplan plan, remediation and other activities assigned by the course faculty. The student must provide their advisor written confirmation that they have appropriately completed the mandatory remediation.

### DEPARTMENT OF NURSING AND ALLIED HEALTH

<b>ACADEMIC CONFERENCE</b>
<b>NAME:</b>
<b>DATE:</b>
<b>TEST GRADE:</b>
<b>Hours worked per week:</b>
<b>Hours studied per week:</b>
<b>Interruptions to study:</b>



# ADN Handbook

Methods used to prepare for the test:
Attitude toward testing:
Reasons you think you did poorly:
Recommendations:
Student plan for self-improvement:

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
Student



## ADN Handbook

Faculty follow up:

Date:

Has student followed recommendations:

Has student followed plan of self-improvement:

### GRADES AND GRADING SCALE

All course assignments, unit tests, projects, quizzes, and final exam must average an 80. (NOTE: Only the final average will be rounded. 79.5 rounds to 80 but 79.45 does not). An overall theory grade of 80 or higher, a final clinical grade/evaluation of satisfactory in each of the clinical evaluation areas and successful completion of the Kaplan test plan (including any assigned remediation) is required for completion of each course. Any student not meeting theory or clinical requirements at midterm will be counseled by the instructors and may be assigned remediation.

Completion of all assigned work (including, but not limited to: remediation, computer work, computer testing, computer training class, daily assignments) is a requirement for progression in each course. Failure to complete all assigned work will result in failure of the course.



## ADN Handbook

The instructor will not calculate tentative averages such as a cumulative course average. The instructor will not advise the student as to what they should make on their final exam in order to pass the course. The instructor will not advise as to whether or not a student withdraw from the course. Only the student is capable of knowing their potential for future success. Extra credit assignments will not be given in the nursing program.

Below is the grade scale used in the Associate Degree Nursing program:

### GRADING SCALE

100-94      A

93-88      B

87-80      C

Below 80   F

### PROMOTION, RETENTION AND READMISSION

1. Students must maintain an overall grade point average of 2.0 with a "C" or better in all coursework in order to continue in the nursing program and to be eligible to graduate.
2. Students must demonstrate continuous progress in the nursing sequence.
3. Students who fail to maintain a grade point average of 2.0 or fail a nursing course must repeat that class the next time it is offered, or restart the program from the beginning.
4. Students must take and pass each nursing course in sequence.



## ADN Handbook

5. Students must demonstrate proficiency in drug calculations and medication administration prior to entering the clinical areas. Validation of drug calculations will be by written exam and or quiz. Students must achieve a score of at least 90 on a calculation quiz in the following courses: NUR 1119, NUR 1128, NUR 2218, and NUR 2123. Students unable to score at least a 90 on calculation quizzes within three attempts will be withdrawn from all nursing classes.
6. A “satisfactory” grade must be earned for all clinical rotations in order to progress in the program.
7. All assignments and all KAPLAN testing and assigned remediation must be satisfactorily completed in order to progress in each course.

### Associate Degree Nursing Readmission Policy

An overall theory grade of 80 or higher, a final clinical grade/evaluation of satisfactory in each of the clinical evaluation areas and successful completion of the Kaplan test plan (including any assigned remediation) is required for completion of the program. If a final grade below 80 is received in any nursing class, the student will be withdrawn from the program. Any student leaving the Nursing program before their anticipated graduation date must follow one of the policies below:

1. If the student leaves the program before successfully completing the first semester he/she must:

.

Follow the guidelines in the current admission packet to reapply to the program. No more than 10% of the total admissions will be composed of readmission students



## ADN Handbook

2. If a student successfully completes a semester and then withdraws or is unsuccessful in a subsequent semester, the following is required for readmission:

Request readmission in writing to the Director of Nursing and Allied Health. Requests for readmission must be received within one month of leaving the program. The following information must be included in the letter:

- Reasons why the student was unsuccessful
- How circumstances leading to failure or withdrawal have changed
- A detailed plan outlining how the student plans to be successful if readmitted into the nursing program. The plan must be signed and will become a contract that the student will follow throughout the rest of the nursing program. If at any time the student fails to follow their plan of academic readiness, they may be dismissed from the nursing program. No student will be readmitted without a detailed plan of academic readiness.
- Current contact information including: address, phone number, email address
- Which semester the student wishes to be readmitted
- Students desiring readmission must be able to document mastery of previously learned materials. Students seeking readmission must adhere to the EMCC Kaplan testing plan. An advisor will meet with the student to assign which tests or modules must be completed by the student. The student must perform at or above the 50% percentile rank/score within two attempts in order to be considered for admission.



## ADN Handbook

- The student will be required to demonstrate mastery of clinical skills before being allowed to perform skills in the clinical setting. The skills validation on page 30 of this handbook will be used for clinical skill validations.
- No more than 10% of the total admission will be composed of readmission students.

The Director of Nursing and Allied Health and instructors will review the readmission request. Readmission will be granted if the Director and instructors believe the student has a sound academic readiness plan, potential to complete the program and there is an opening in the requested semester.

The student will be given credit for any semester satisfactorily completed within the previous twelve (12) months, and will only be required to repeat any nursing course they were unsuccessful in. The student must complete the remainder of the program during this admission.

Although readmission depends on openings in the class every consideration and opportunity will be given to help students reach their goal of completing the nursing program. If there are more applicants than space, applicants meeting all requirements will be ranked using the Associate of Applied Science Nursing applicant scoring sheet included in this packet. The highest ranked applicant will be offered admission first. If there is a tie, the applicant with the highest GPA will be offered admission first. If there is still a tie, the applicant with the higher ACT score will be offered admission first. Further ties will be decided based on nursing entrance test scores

Any student readmitted into the program will follow policies in the handbook in use during his/her readmission. Please be aware that EMCC requires a 2.0 GPA in order to



## ADN Handbook

graduate in any of the Associate Degree Programs. These qualifications **MUST** be met prior to graduating from the RN program.

Any applicant who has ever attended another nursing program must have a letter of good standing from their former nursing school director sent directly to the EMCC Director of Nursing and Allied Health. A letter of good standing states that you are currently eligible to re-enter your former nursing program. Applicants without letters of good standing from previous nursing schools will not be considered for this program. Applicants with two unsuccessful attempts in any nursing program will not be considered for admission to or readmission to the EMCC Associate Degree Program for a period of 5 years after the last date attended.

Nursing courses taken at other institutions will not transfer to EMCC's ADN Program.

After being terminated due to drug or alcohol problem, a lapse of two (2) years, documentation of completion of a rehabilitation program, and repeating all previous levels of the program will be required. Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-RN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.

All students selected for readmission are considered pending admission until all required paperwork is turned in and a "clear" criminal background check is received.

All students meeting the requirements for readmission will be sent a letter stating they are pending admission, or were not accepted.



## ATTENDANCE POLICY

1. Attendance at all scheduled classes, laboratory and clinical experiences is required. If one must be absent, the instructor must be notified prior to the absence. A medical or legal excuse will be required or a grade of zero will be given for that day's work. It is further expected that every student will be present on time and prepared to participate in the class session.
2. Students who enter a class meeting late during the first 10 minutes will be counted as tardy. Students should note that three (3) tardies constitute one (1) day's absence, or six (6) hours. At ten (10) minutes after class begins the door will be closed and students should not disrupt class by entering. The student should wait until the next break. When returning from break or lunch, the instructor will set the return time and will close the door at that time. Students may not enter the classroom until the next break. Students who leave the class early must have a documented excuse in order to return to class. Time missed (tardies, absences, and early departures) will be documented on the students' record.
3. Students are allowed to miss 18 hours of time each semester. Of the 18 hours allowed, only 8 hours can be clinical. Students missing more than the allotted time will be administratively withdrawn from the program.
4. Clinical make up time is not possible due to scheduling conflicts with clinical agencies and other institutions. Neither the school nor the instructors are under any obligation to secure clinical sites for students missing clinical.
5. If a student is subpoenaed for jury duty, the student must present the subpoena to the nursing director so that a letter may be written and presented to the court for consideration of release from the jury duty. Subpoenas for duty as a material witness in a trial will be accepted and time absent from class or clinical will be excused. All work



## ADN Handbook

missed must be completed within two (2) days of return to school. Time missed from class or clinical as a result of arrest or a court appearance will not be excused.

6. The make-up of all work missed while absent is the responsibility of the student immediately upon return to school. The student is responsible for contacting the faculty immediately upon returning to school and completing all missed work within two (2) days of return. Failure to follow this policy will result in a grade of zero (0) on all work missed.

7. Pop quizzes will not be made up. Unexcused absences will receive a grade of zero. In the case of students with a medical (physician or nurse practitioner) or legal excuse there will be no grade penalty for missing the quiz.

8. Students are to schedule personal appointments after class or clinical. This includes doctor, dentist, and other appointments.

9. Any student arriving ten (10) minutes or more late to any lab or clinical setting will be sent home and counted as absent for the clinical or lab experience. All clinical paperwork required for the missed day will receive a grade of zero (0).

10. During inclement weather, listen to the radio for an announcement of the closure of East Mississippi Community College. Closure of the school will be announced by the CEO of the school as early as possible. Absence without official closure will be treated as an unexcused absence. If you live outside this area, and it is dangerous to drive, or if the roads are closed, call the nursing instructor as soon as possible.

11. Students will not be allowed to leave clinical settings for reasons other than illness or a family emergency. Prior to leaving, the student must report first to the nursing instructor and then to the primary nurse. Upon return to school, students must present a medical (physician or nurse practitioner) or legal excuse.

12. Any school related function the student is required to attend is considered official school time and all school policies, general regulations, and Associate Degree Nursing Handbook are enforceable and must be followed. Students are also required to abide by all rules and regulations of host facilities and clinical sites.

13. Students must have access to a personal car or other appropriate transportation to clinical sites at various facilities.

## EMCC Associate Degree Nursing ATI Assessment and Review Policy

### What does ATI offer?

- Assessment Technologies Institute (ATI) offers an assessment driven comprehensive review program designed to enhance student NCLEX® success.
- The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources such as the ATI Plan can be accessed from “My ATI” tab. It is highly recommended that you spend time navigating through these orientation materials.

### Review Modules/eBooks:

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

### Tutorials:



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ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions.

**Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

### **Assessments:**

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

### **Focused Reviews/Active Learning/Remediation:**

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

**Content Mastery Series** | Grading Rubric – Accounts for 7% of overall course grade

PRACTICE ASSESSMENT 4 POINTS	
<p><b>Complete Practice Assessment A Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review on initial attempt-print screen showing amount of time spent</li> <li>• For each topic missed, complete a handwritten active learning template.</li> </ul> <p><i>Both must be submitted to advisor on specified date to be eligible to take Proctored Assessment</i></p>	<p><b>Complete Practice Assessment A Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review on initial attempt-print screen showing amount of time spent</li> <li>• For each topic missed, complete a handwritten active learning template.</li> </ul> <p><i>Both must be submitted to advisor on specified date to be eligible to take Proctored Assessment</i></p>



Standardized Proctored Assessment			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below Level 1 = 0 points
<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review</li> <li>• For each topic missed, complete a handwritten active learning template.</li> </ul> <p><i>Both must be submitted to advisor</i></p>	<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum two hour Focused Review</li> <li>• For each topic missed, complete a handwritten active learning template.</li> </ul> <p><i>Both must be submitted to advisor</i></p>	<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum three hour Focused Review</li> <li>• For each topic missed, complete a handwritten active learning template.</li> </ul> <p><i>Both must be submitted to advisor</i></p>	<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum four hour Focused Review</li> <li>• For each topic missed, complete a handwritten active learning template.</li> </ul> <p><i>Both must be submitted to advisor on</i></p>



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<i>on specified date to receive full credit</i>	<i>on specified date to receive full credit</i>	<i>on specified date to receive full credit</i>	<i>specified date to be receive full credit</i>
10/10 points  No retake required	9/10 points  No retake required	7/10 points  Retake required-if a score of level 2 or higher reached will receive 1 point	6/10 points  Retake required Retake required-if a score of level 2 or higher reached will receive 1 point

- If a student is absent the day of the proctored exam a makeup exam can only be taken if the student provides a written legal or medical excuse when they return to school. If no excuse is received, the student will receive a zero for the proctored exam.
- A printed copy of the transcripts showing scores and remediation time for Practice Assessments A and B must be submitted to advisor at least 1 day prior to scheduled proctored exam. Students not completing practice assessments and required remediation will receive a total of zero points for the ATI grade.

### Comprehensive Predictor | Grading Rubric

(Using a combination of the CMS practice and proctored assessments to achieve 10% of the course grade)

Practice Assessment	
4 points	
<p><i>Practice assessment A</i></p> <p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template</li> </ul>	<p><i>Practice assessment B</i></p> <p><b>Remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review on initial attempt</li> <li>• For each topic missed, complete an active learning template</li> </ul>

↓

Standardized Proctored Assessment			
95 percent or above Passing predictability = 4 points	90 percent or above Passing predictability = 3 points	85 percent or above Passing predictability = 1 point	84 percent or below Passing predictability = 0 points
<p><b>Remediation = 2 points</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review</li> <li>• For each topic missed, complete an active learning template</li> </ul>	<p><b>Remediation = 2 points</b></p> <ul style="list-style-type: none"> <li>• Minimum two hour Focused Review</li> <li>• For each topic missed, complete an active learning template</li> </ul>	<p><b>Remediation = 2 points</b></p> <ul style="list-style-type: none"> <li>• Minimum three hour Focused Review</li> <li>• For each topic missed, complete an active learning template</li> </ul>	<p><b>Remediation = 2 points</b></p> <ul style="list-style-type: none"> <li>• Minimum four hour Focused Review</li> <li>• For each topic missed, complete an active learning template</li> </ul>
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake*			
No Retake Required	No Retake Required	Retake Recommended	Retake Recommended



## ADN Handbook

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*Retakes that achieve a higher level than the original exam will receive an additional 1 point.*



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## Student Acknowledgement

Initial all and sign below:

\_\_\_\_\_ I have received a copy of and have read and understand East Mississippi Community College's ATI Assessment and Review Policy.

\_\_\_\_\_ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by East Mississippi Community College.

\_\_\_\_\_  
Student printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature



## SKILLS VALIDATION

Clinical skills are essential to the practice of nursing. Students will be required to demonstrate mastery of clinical skills before being allowed to perform those skills in the clinical setting. Each skill has an associated validation sheet. Students will be provided requirements for successful completion of each required skill. A student will receive theory content, written instructions, a demonstration, and practice time for each skill. A student has three attempts to successfully complete a skill. If the student is unsuccessful on their first attempt, mandatory practice will be assigned. If the student is unsuccessful on their second attempt, mandatory practice with an instructor will be assigned. A different faculty member will evaluate the student on each of their attempts. Failure to validate mastery of any skill within three attempts will result in failure of that class. Failure of a nursing class renders a student unable to progress in the nursing program. This policy includes the skills of drug calculations and medication administration. Validation of drug calculations will be by written exam and or quiz. PLEASE NOTE: although validation of drug calculations is by written exam or quiz, it is considered a skill and is therefore subject to this policy. Students must achieve a score of at least 90 on a calculation quiz in the following courses: NUR 1119, NUR 1128, NUR 2218, and NUR 2123. Students unable to score at least a 90 on calculation quizzes within three attempts will be withdrawn from all nursing classes.

## UNIFORM GUIDELINES/DRESS CODE

1. The regulation (white) EMCC student uniform must be worn in the clinical setting.

**No smart watches or cell phones allowed in the clinical or lab setting.**



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2. Uniforms and lab coats are to be worn only to clinical experience areas.
3. Uniforms must be clean and pressed at all times, including the lab coat.
4. Uniform (dress) should not be shorter than the middle of the knee.
5. Name pins must be worn in the upper left hand corner of the uniform and lab coat at all times. Patches should be centered one inch below the shoulder of left arm of the lab coat.
6. The student must wear the lab coat and name pin to and from the clinical facility. The lab coat must be worn when leaving the unit. The lab coat must be removed when performing direct patient care. The name pin must be present at all times. A plain white sweater may be worn over the uniform if needed while the student is on the nursing unit. The sweater must be removed and the uniform covered with a lab coat when leaving the unit.
7. When clinical experiences do not require wearing regulation uniforms, students are required to wear an official class scrub suit unless instructed otherwise. The official class scrub consists of gray scrubs with the EMCC patch and white leather shoes. A long sleeved white t shirt can be worn under the top. The t shirt should be round necked and without words or embellishments. Turtle neck shirts or button up shirts not allowed.
8. Students must bathe daily, use deodorant, and practice good oral hygiene.
9. Students must keep hair (including beards) well- groomed. Long hair must be off collar, pulled back in a ponytail, or other instructor approved upswept style at all times. Decorative hair ornaments are not allowed. Hair coloring must be of a natural color.



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10. Jewelry must be conservative. Acceptable jewelry includes: a solid wedding band without stones, a watch with a second hand, and one pair of small stud earrings for pierced ears, no hoops allowed. No other body piercings or jewelry will be allowed.
11. Nails must be clean, short, and without nail polish. Artificial and/or acrylic nails must not be worn in the clinical or lab.
12. Perfumes and colognes are not to be worn to clinical. If make -up is worn, it must be worn in moderation.
13. Visual tattoos must be covered while in the clinical setting.
14. Neutral or white underclothes must be worn at all times. No thongs.
15. Hosiery must be white, clean and without runs. Students wearing pants should wear knee length white socks.
16. Uniform shoes must be white with rubber soles. The ties must be clean and the shoes polished at all times. Solid white leather tennis shoes may be worn. Canvas shoes or shoes with open toes or heels are not allowed.
17. Classroom attire must be appropriate as specified by the instructors and the EMCC Student Catalog/Handbook.
18. Lab attire will consist of official EMCC ADN scrub suit. Students arriving to lab in other attire will be asked to leave, time deducted and a grade of 0 or unsatisfactory will be given for any exam, quiz, or lab skill associated with the missed time.
19. In order to participate in the Graduation/Pinning Ceremony, the student must be in proper attire as specified by the instructors.



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## CLASSROOM COMPLAINTS/APPEALS PROCESS

The following policy should be followed in all cases of complaints or appeals involving the nursing department.

1. Discuss the problem with the faculty member, staff member or administrator involved. Direct communication between the parties usually resolves most conflicts.
2. If informal efforts to resolve the problem are not productive, the complainant should then contact the Director of Nursing and Allied Health for assistance in resolving the issue.
3. If the complainant wishes to file a formal complaint, she/he should express the specific nature of the complaint in writing and within 24 hours to the Director of Nursing and Allied Health. If the matter cannot be resolved, the Director will refer it to the proper authority at the College for disposition.

STUDENTS MUST REMAIN IN CLASS WHILE AN APPEAL IS IN PROGRESS.

EAST MISSISSIPPI COMMUNITY COLLEGE

ASSOCIATE DEGREE NURSING PROGRAM

VERIFICATION OF RECEIPT OF STUDENT HANDBOOK

I have read and understand the Associated Degree Nursing Handbook. I have been given the opportunity to ask questions and I understand that compliance with these policies is mandatory. Failure to abide by the Handbook policies will be grounds for dismissal from the program.



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In addition, I HEREBY RELEASE East Mississippi Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting from any required nursing experience or travel.

Student Name (print) \_\_\_\_\_

Student signature \_\_\_\_\_

Witness \_\_\_\_\_

Class enrolled in \_\_\_\_\_

Date \_\_\_\_\_

Adopted January 2013

Revised 2014

Revised 2015

Revised 2016

Revised 2017

Revised 2018

EAST MISSISSIPPI COMMUNITY COLLEGE

ASSOCIATE DEGREE NURSING PROGRAM



## ADN Handbook

### VERIFICATION OF RECEIPT OF COLLEGE CATALOG AND EMCC STUDENT HANDBOOK

To access the college catalog and EMCC student handbook go to:

<http://www.eastms.edu/about/policies-notifications/Pages/default.aspx>

I have been given instructions on how to access the college catalog and handbook and am aware I am responsible for knowing and following its rules and regulations.

Student Name (print) \_\_\_\_\_

Student signature \_\_\_\_\_

Witness \_\_\_\_\_

Class enrolled in \_\_\_\_\_

Date \_\_\_\_\_