Preceptor Manual

2020

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

Dear Preceptor,

The faculty of the Nursing Education Program of Jefferson State Community College wants to thank you for devoting your expertise, time, and patience to serve as a preceptor to our nursing students.

Preceptors are vital in assisting our students in making the transition from the student role to the staff nurse role with minimal difficulty. Preceptors provide supervision so that students may obtain experience in practice settings and foster professional development of students in the roles of a registered nurse. As a role model to students, a preceptor has a direct impact on the quality of patient care.

This handbook is prepared to provide you with information about our nursing program, including our mission and philosophy, preceptorship requirements, NUR 221 course objectives, and evaluation of student progress. Please contact the program faculty any time should further information be needed.

We value your participation in the role of preceptor and commend you for your contribution to associate degree nursing education. Please share with us any comments or suggestions that you think could enhance this experience.

Sincerely,
Jefferson State Community College
Nursing Education Program Faculty

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Mission - The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

Philosophy - We believe that nursing is a dynamic profession, blending science with the use of evidence-based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered cared.

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.

Nursing is guided by standards of practice and standards of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

Competencies – NLN competencies for nursing are central to the conceptual framework. The related QSEN competencies for graduate nurses define the knowledge, skills, and attitudes that the graduate nurse should possess to continuously improve the quality and safety of the healthcare systems within which they work. (QSEN)

Human Flourishing- Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN def)

Patient-Centered Care – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. (QSEN def)

Nursing Judgment- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN def)

Safety – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN def)

Informatics – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN def)
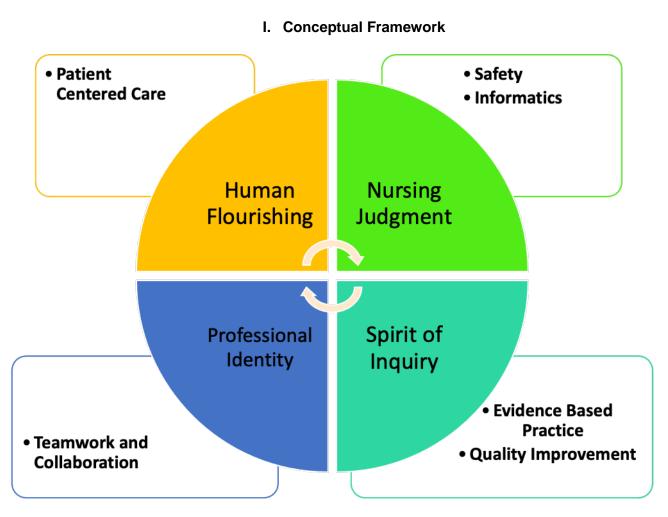
Professional Identity- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN def)

Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def)

Spirit of Inquiry- Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN def)

Evidence-based practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN def)

Quality Improvement – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN def)

I. Conceptual Framework

The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes.

The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse. QSEN competencies reflect current contemporary practice. Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care to in an ever-changing health care delivery system. Each competency includes knowledge, skills, and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.

ACCS NURSING CONCEPT CURRICULUM
BASED ON NCLEX TEST PLAN (2016)

Safe & Effective Care 32%	Health Promotion & Maintenance 9%	Psychosocial 9%	Physiological 50%
Management of Care 20%	**Health Promotion & Maintenance 9%**	**Psychosocial 9%**	**Basic Care and Comfort 9%**
Manager of Care	Health Promotion	Psychosocial Well-being	Functional Ability
Evidence Based Practice	*Health Assessment and Screening*	*Mental Health Concepts*	*Assistive Devices*
Leadership	*Self-Care*	*Abuse/Neglect*	*Elimination*
Assignment, Delegation, and Supervision	*Health Promotion and Disease Prevention*	*Behavioral Interventions*	*Mobility and Immobility*
Performance Improvement (QI)	*Teaching/Learning*	*Chemical & Other Dependencies and Substance Use Disorder*	*Non-Pharmacological Comfort Interventions*
Concepts of Management	*Lifestyle Choices*	*Coping Mechanisms*	*Nutrition and Oral Hydration*
Establishing Priorities	*High Risk Behaviors*	*Crisis Intervention*	*Personal Hygiene*
Case Management and Referral	Growth & Development	*Cultural Awareness and Cultural Influences*	*Rest & Sleep*
Continuity of Care	*Aging Process*	*End of Life*	*Sensory/Perceptual*
Professionalism	*Ante/Intra/Postpartum and Newborn Care*	*Organ Donation*	
Advocacy and Client Rights	*Developmental Stages and Transitions*	*Family Dynamics*	
Advanced Directives and Informed Consent		*Grief & Loss*	
Clinical Judgment		*Religious and Spiritual Influences*	
Ethical Practice		*Stress Management*	
Legal Rights and Responsibility		*Support Systems*	
Communication		*Therapeutic Communication and Environment*	
Collaboration			
Confidentiality			
Healthcare Delivery System			
Technology and Informatics			
Confidentiality and Information Security			

Safety and Infection Control 12%			Pharmacological & Parenteral Therapies 15%
Safety			Pharmacology
Accident, Error, and Injury Prevention			*Medication Administration*
Ergonomics			*Expected Actions and Outcomes*
Handling Hazardous & Infectious Materials			*Adverse Effects, Contraindications, Side Effects, and Interactions*
Home Safety			*Blood & Blood Products*
Reporting of Incident, Event, Irregular Occurrence, or Variance			*Central Venous Access*
			Dosage Calculation
Safe Use of Equipment			*Pharmacological Pain Management*
Use of Restraints and Safety Devices			*Parenteral and Intravenous Therapies*
Emergency Response and Security Plan			*TPN*
Standard Precautions, Transmission-Based Precautions, Surgical Asepsis			
Immunity			
Inflammation			
Infection			
			Physiological Adaptation 14% & Reduction of Risk Potential 12%
			Gas Exchange
			Pathology/Alterations
			Hemodynamics
			Perfusion
			Pathology/Alterations
			Hemodynamics
			Cellular Regulation
			Pathology/Alterations
			Acid/Base
			Cancer/Tumors

			Fluid & Electrolyte
			Pathology/Alterations
			IV Therapy
			Medical Emergencies
			Pathology/Alterations

Meta-concepts are highlighted

Alabama Community College System
Nursing Program Outcomes

1. Performance on Licensure Exam
    The most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.

2. Program Completion
    Each program will determine program completion rate based on characteristics of the program's student demographics. At least 35% of students admitted would graduate within 150% of the time of the stated program length beginning with the first required nursing course as delineated below:

    > AAS in Nursing – seven semesters (eight semesters for part-time tract)
    > AAS in Mobility LPN/Paramedic with NUR 209 – four semesters
    > AAS in Mobility LPN/Paramedic without NUR 209 – three semesters
    > PN Certificate – four semesters

3. Job Placement
    At least 80% of the graduates will be employed within one-year after graduation in a position for which the program prepared them.

Nursing Education Program
NUR 221 – Advanced Evidence-Based Clinical Reasoning Syllabus

I. **NUR 221 – Advanced Evidence-Based Clinical Reasoning**
   Course Hours
   Theory   3 credit hours
   Lab   0 credit hour
   Clinical   4 credit hours
   Total   7 credit hours
   Total contact hours - 15

II. **Class Meeting Dates/Times/Location**
   See course calendar for complete listing and location of class meeting dates, times, and location for the semester.
   Clinical Dates/Times/Location
   See course calendar for complete listing and location of clinical dates, times, and location for the semester.

III. **Instructor, Contact Information, Contact Policy, Office Hours/Location**
   See Blackboard for faculty contact information

IV. **Course Description:**
   This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing healthcare domains includes management of care, professionalism, and healthcare delivery systems.

   Prerequisite(S)/Co-Requisite(S)
   Prerequisite Courses
   • Bio 220 General Microbiology
   • NUR 211 Advanced Nursing Concepts
   Co-Requisite Courses
   • Humanities elective (Ethics preferred)

V. **Learning Resources**

Textbook:
   • Marquis & Huston: Leadership Roles and Management Functions in Nursing: Theory and Application, 9th Edition

Lippincott Course Point for Nursing Concepts:
   • Adaptive Learning Powered by PrepU
   • Animations, videos, interactive activities, journal articles, Spanish-to-English audio glossary
   • Docu-Care
   • Hinkle & Cheever: Brunner & Suddarth's Textbook of Medical-Surgical Nursing, 14th Edition
   • Karch: Focus on Nursing Pharmacology, 6th Edition

- Lippincott Advisor for Education (care plans, drugs, disease, signs & symptoms, and diagnostic tests information)
- Porth: Essentials of Pathophysiology, 4th Edition
- Ricci, Kyle & Carman: Maternity and Pediatric Nursing, 2nd Edition
- Taylor, Lillis, Lynne, & LeMone: Fundamentals of Nursing, 8th Edition
- Videbeck: Psychiatric-Mental Health Nursing, 6th Edition
- Weber & Kelley: Health Assessment in Nursing, 5th Edition
- V-Sim

Blackboard® Learning System

Shadow Health Digital Clinical Experience for Leadership

Shadow Health. (2019). Digital Clinical Experience (Version 5.0) [Software]. (ISBN: 978-0-98-978887-8) Available from http://www.shadowhealth.com

For registration and purchase
1. Registration directions: http://link.shadowhealth.com/How-to-Register

- If you already have a Shadow Health account, you do not need to register for an additional student account. To add a course to your existing account log in and follow these instructions: http://link.shadowhealth.com/How-to-Add-a-Course

Enter Course PIN –
2. You can purchase access at app.shadowhealth.com
3. Review the Assignment Summary. This can be found in the Attachments section of the course.

Login page: http://app.shadowhealth.com

Technical Requirements:
1. Review requirements: http://link.shadowhealth.com/Minimum-System-Specifications
2. Tablets and mobile devices are not currently supported.
3. To use Speech-to-Text, you must complete assignments in Google Chrome.

Shadow Health Support:
1. Contact Shadow Health with any questions or technical issues regarding Shadow Health before contacting your instructor.
2. Support is available at http://support.shadowhealth.com/.

Shadow Health Assignments
You will be required to complete six (6) modules in the Shadow Health Leadership Component of the product. Each module will take approximately two (2) hours to complete. These assignment modules are **required** to complete this course. It is a Pass/Fail clinical assignment and will be reflected on your clinical evaluation.

- **It is Strongly suggested that you have internet, a webcam, and computer access to complete the nursing course/program. Please note: Shadow will not work on I-Pads, Hand-held devices, or Chromebooks.**

VI. Course Outcomes

Student learning outcomes specified within this course reflect current ACEN and QSEN graduate competencies relevant to the scope of practice for the practical and registered nurse. Analyze and integrate concepts of nursing inherent to the individual domain within a family and community context.

VII. Course Objectives

- Exemplify advanced leadership and management skills for the registered nurse.
- Prioritize and manage complex care for assigned clients.
- Incorporate professionalism into management of care.
- Distinguish state board of nursing and licensure eligibility requirements for the registered nurse.
- Prepare for transition to the role of registered nurse in a healthcare delivery setting.
- Prepare for NCLEX-RN
- Integrated informatics into management of care.
- Discuss the value of professional growth and development through life-long learning.
- Complete and individualized comprehensive assessment to customize guided remediation.

Manager of Care
- Registered Nurse
  - Evidence-based Practice
  - Prioritization/coordination
  - Delegation/assignment
  - Supervision/management
  - Performance improvement
  - Case management/referral
- Continuity of Care

Professionalism
- Role of registered nurse
  - Scope of practice
  - Clinical judgement
    - Application of nursing process
- Transition to workplace
- Licensure preparation for the registered nurse
- Individualized assessment
- Life-long learning

Healthcare Delivery System
- Current issues and trends

VIII. Evaluation and Assessment

Students are required to comply with the JSCC Academic Honesty Code. The complete student handbook is available for download at www.jeffersonstate.edu.

Academic Honesty Code

All students enrolled in Jefferson State Community College are expected to conform to the College's Academic Honesty Code. That code requires all students act with integrity in the performance of their academic work. Any student who fails to act with integrity in the performance of his academic work may be charged with a violation of the Academic Honesty Code.

Violations of the Academic Honesty Code include, but are not limited to, the following:
1. Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator.
2. Using unauthorized materials and/or devices in the preparation of any assignment or in the taking of any tests or examinations.
3. Having in the immediate testing area materials and/or devices not expressly authorized by the test administrator.
4. Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests or examinations.
5. Submitting as your own work essays, term papers, lab reports or other projects which have been prepared by others.
6. Obtaining, possessing, or gaining knowledge of answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor.
7. Gaining, without authorization, access to the work of another student. (Example: accessing the computer file of another student).
8. Plagiarizing (presenting as one's own the ideas, the data, and/or the words of another.
9. Inventing data or information in the preparation of assignments except when such invention is expressly authorized.
10. Violating supplementary academic honesty codes, which have been adopted and approved in individual divisions of the college and distributed to students within those divisions.

    Penalties for violation of the Academic Honesty Codes and Disciplinary Procedures are outlined in the Jefferson State Community College Student Handbook under the section labeled "Academic Honesty Code".

Code of Student Conduct
Jefferson State Community College recognizes that students are both citizens and members of the academic community. Upon enrolling in the college, each student assumes an obligation to conduct himself in a manner compatible with the College's function as an educational institution. Students are expected to obey both the statutes of local, state, and federal government and the College's policies. The College may discipline a student for violating its standards of student conduct even though the student is also penalized by the local state, and federal authorities for the same act.

The Code of Student Conduct and established disciplinary procedures apply to individual students, as well as formal groups of students, and state the function of students, faculty, and administrative staff members of the College in disciplinary proceedings. The College has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated the College's policies.

Recording devices may only be used at the permission of the individual instructor. Instructors have the right to refuse lecture recording. The use of recording devices to record lecture is strictly for use in this course and cannot be disseminated elsewhere.

The use of electronic devices that provide internet access is limited to current course materials.

Grading Scale:
The grading system that is stated by the College for determination of "A", "B", etc., that is:

> A - 90 - 100
> B - 80 – 89
> C - 75 – 79
> D- 60 – 74
> F - Below 60

Students must achieve a 75% (C) on the theory component of the course and pass clinical experiences to pass the course. A clinical failure constitutes a course failure. Students may not progress to the next semester nursing courses if they do not achieve a 75% average.

Grading System for Determination of Grade for NUR 221
Unit exams, quizzes, assignments, projects, etc. will be used to calculate the final course grade.

Final Theory Grade in NUR 221 will be determined by the number of cumulative points received divided by the total number of cumulative points possible for the course. The total numbers of points are based on assignments given by the instructor. Such assignments may include: pop quizzes, Kaplan testing, Kaplan remediation, presentations, resumes, online quizzes, cases studies etc. Any exams are included in the cumulative points for NUR 221.

The final grade in the laboratory portion of the course will be determined as follows: Students must:
1. Receive no cumulative "U" in a critical or professional behavior objective on the Clinical Evaluation Tool.
2. Satisfactory completion of the required math test.
    **Failure to meet any of the above requirements will result in a clinical failure.

Final letter grade for the course will be determined by the following scale:

Plus Theory Grade	Plus Lab Performance	Equals Final Letter Grade
A	SATISFACTORY	A
B	SATISFACTORY	B
C	SATISFACTORY	C
D	SATISFACTORY	D
F	SATISFACTORY	F
A	UNSATISFACTORY	D
B	UNSATISFACTORY	D
C	UNSATISFACTORY	D
D	UNSATISFACTORY	F
F	UNSATISFACTORY	F

Students who withdraw after the automatic "W" date will receive a grade of WP (if the theory grade at the time of withdrawal is C (74.5) or above and the CLE/lab grade is passing). If the grade is failing (D, F) based upon their theory/CLE/lab grade at the time of withdrawal, a grade of D or F will be given for a final grade.

Standardized Testing

The Jefferson State Community College Nursing Education Program, in compliance with requirements of the Alabama Community College System, has adopted **Kaplan Integrated Testing Program** for all enrolled students.

Kaplan offers a variety of testing options which serve as predictors of student success, assist in identifying specific areas of strengths and weaknesses, and help students maximize study time. Institutional group profile data obtained from test performances provide further guidance to nursing curriculum toward areas of need. All Nursing students will participate in a comprehensive testing program. Nurse faculty at JSCC has selected Kaplan Integrated Testing Program for this purpose.

Kaplan Integrated Tests will be administered as outlined for each individual nursing course. Additional information and product orientation will be available at the beginning of the semester. All Kaplan exams will be reviewed to make sure each student is making at least 60 or greater on the exam(s) and to verify student's weaknesses in content. In addition, it will give the student and idea of areas of remediation to focus on and a more detailed plan of study for the NCLEX-RN.

Kaplan Payment

The students will pay directly to Kaplan a non-refundable testing fee each semester they are enrolled. Students that are repeating a nursing course will also repeat testing. The current fees or costs must be paid directly to the testing company. These exams will be administered during assigned nursing classes. Students who have not paid required Kaplan fees may not take any tests until proof of payment is received. Each test not taken due to nonpayment will result in a score of "**0**" for that exam**.**

Focused Review Tests (FRTs)

Focused Review Tests (FRTs) are un-proctored practice tests consisting of approximately 30 questions students may access at *any* time during their enrollment in the testing service. Students should review individual course calendars for specific FRTs required and submission dates. Students must obtain a grade of 80% or greater for FRTs by 3 pm the day prior to the test in order to be considered complete. See individual course calendars. Failure to submit proof of FRT completion with 80% proficiency by the specified date/time will result in a 5-point deduction from the unit/final exam score for each FRT. Example: Students fails to submit 4 FRTs as required will result in a total deduction of 20 points.

Integrated Proctored Tests (IPT)

Students will be required to take Kaplan Integrated Proctored Tests (IPT) throughout the nursing curriculum. See course calendar. Required remediation time for the exam is **one** (1) minute per exam question on the exam – not just the questions answered incorrectly. Example: 75 question exam = 75 minutes of remediation. Completed remediation must be submitted by the date

outlined by their instructor. IPTs have the same testing requirements as any other course test/exam. Students may be unable to take the exam if more than 15 minutes late to the IPT. Each integrated Kaplan exam will be worth 5 points each for a total of 15 points for the course if the benchmark of 60 or > is achieved and remediation completed on each exam by the deadline. Two points for each exam will be given if the benchmark of 60 is not made on each of the exams and remediation is completed on each exam by the deadline.

Course	Test Name
NUR 221	Leadership and Management 105
NUR 221	Kaplan Secure Predictor
NUR 221	Kaplan Diagnostic Test
NUR 221	Three Computer Adaptive Tests

Kaplan NCLEX Review Course

NUR 221 students will be required to attend a 3-day NCLEX review course provided as part of their Kaplan Testing Service bundle. Attendance for the review course is *mandatory*. Students unable to attend will be given an "incomplete" final course grade. Transcripts cannot be released until the incomplete grade is fulfilled.

Kaplan Question Trainers

NUR 221 students will be required to complete and remediate Question Trainers 1, 2, & 3 *prior to* the NCLEX Review Course. *Following the review course*, students will be required to complete and remediate Question Trainers 4, 5, 6, and 7 by date provided by your instructor.

Required remediation time for the exam is **one** (1) minute per exam question on the exam – not just the questions answered incorrectly. Example: 75 question exam = 75 minutes of remediation. A student can receive up to 35 points (5 for each exam) if remediation is completed utilizing the remediation policy and during the timeframe set by the instructor.

Transcripts will not be released until all 7 Question Trainers are taken and remediation completed. If deadline is missed, there is no guarantee when the student's transcript will be processed and sent.

Kaplan Computer Adaptive Tests (CATs)

NUR 221 students will be required to complete three (3) CATs during the semester. These exams will mimic the NCLEX-RN exam and raise test-takers' confidence.
All Kaplan exams will be reviewed to make sure each student is making at least 60 or greater on the exam(s) and to verify student's weaknesses in content. In addition, it will give the student and idea of areas of remediation to focus on and a more detailed plan of study for the NCLEX.

Transcripts will not be released until all 7 Question Trainers are taken and remediation completed. In addition, all three (3) Kaplan Computerized Assessment Tests (CATs) must be completed per NEP policy and deadlines. If deadlines are missed, there are no guarantees when the student's transcript will be processed and sent to the ABN.

Course test policies

Students are expected to carry out all assigned work and to take examinations at the class period designated by the instructor. The following test policies apply to all nursing courses:

1. The student must inform the instructor **prior to the test**, either directly or through a message left in the Nursing Office or by Blackboard email, if he/she is unable to take the test at the scheduled time. Failure to do so may result in a **zero** for that test, and the student may be ineligible to take the makeup exam. Arrangements to make up missed work due to excused absences must be initiated by the student within a week of the absence. Make-up tests may be given at the end of the semester. Students may be required to present a valid JSCC student ID to complete any makeup exam.
2. Students may be unable to take an exam if more than 15 minutes have passed since the scheduled test time.
3. The instructor will not answer any questions once the exam has begun. If a clearly identified mistake is noted (ex. a typo), the student will raise his/her hand and the instructor will respond.
4. Students who miss make-up test(s) or fail to schedule make-up test(s) will receive a **zero** for the missed test(s).
5. Computerized testing may be taken on the student's home computer or in the computer lab at any campus as designated by the instructor. Computerized testing is a privilege granted to the student to allow the student more schedule flexibility. Students are expected to maintain academic honesty during testing. Faculty reserve the right to delete any tests that appear to be compromised. Duplication of any online test is prohibited and can result in discipline outlined in the Academic Honesty Policy.
6. Computerized quizzes and assignments are not eligible for make-up since they are offered over a specified time frame. All computerized quizzes and assignments that are missed will go into the grade book as "0".
7. During test reviews, there will be no discussion regarding answers. Any student who wishes to challenge an answer should do so in writing or email, providing the specific rationale, reference information, and page number within 48 hours of the exam. However, this procedure in no way suggests that the instructor will accept the rationale as provided.
8. Test reviews are available for all unit/module tests at a time designated by the faculty. Students who miss the scheduled review sessions are not given additional opportunities for review. The final exam may be reviewed only by appointment with the course coordinator.
9. Pop quizzes may be administered at any time during a scheduled class meeting. Pop quizzes may be between 1-5 points in value and are included in the total points possible for the course grade. Students must be present at the beginning of the pop quiz in order to take it and receive points. Missed pop quizzes/projects are not available for makeup for *any reason*.
10. No bonus points or additional coursework will be given as extra credit.
11. Only items supplied by the instructor, excluding pencils, are allowed on the desk during testing. All personal student items will be placed in a faculty designated area during testing. Faculty reserve the right to restrict other items.
12. No cell phones or electronic devices of any kind **will be allowed on your person during an exam or test review**. Students violating this policy will receive a "0" for the test and/or failure for the course.

13. The Academic Honesty Code prohibits any student from fabricating an excuse to miss an exam and for any student to talk about, give hints, or offer any information to those who need to take a makeup.
14. Faculty will make every effort to accurately post grades and provide students with a method for determining their individual progress. Faculty may post course averages throughout the semester, but students are responsible for monitoring their own progress. Any average posted is subject to change and no average or final grade is official until the grades are posted on JSCC's Banner.
15. The scantron stands as the official grade sheet and answers placed on the actual test will not be considered for credit unless specifically directed otherwise by the faculty.
16. Always adhere to Covid-19 policies

Clinical component:
Students must maintain the following criteria in order to attend clinical lab experience:
1. An up to date Medical record
2. Evidence of current nursing student liability insurance
3. Current Certification in CPR (BLS-C) at the health care provider level
4. Satisfactory level of health
5. Adherence to established dress code
6. Current health insurance
7. Successfully complete the math validation within 3 attempts
8. Meet criteria documented in the drug screen and background policy.

Students who miss a clinical day (CLE) because they did not complete their medical forms by the deadline will receive "Us" in all Professional Behaviors for any day missed. A makeup CLE must be scheduled with the course coordinator.

Failure to comply will result in dismissal from the clinical facility and a grade of "F" on the clinical evaluation form in all applicable objectives.
> A clinical grade of "Satisfactory" is required to pass the nursing course successfully. The following ratings can be given for the student's performance: "Satisfactory or "Unsatisfactory," and "Not Observed." Behaviors are designated as Critical Behaviors or Professional Behaviors. Three (3) "U's" in any critical behavior objective or professional behavior objective on 3 separate clinical experiences will constitute failure of the course due to inability to meet clinical/course objectives regardless of the theory grade. Any failure in a single *critical* behavior may also result in a clinical failure.
> The result of an 'F' in clinical will result in the student being unable to progress. The faculty will share the evaluation(s) with the student prior to the next scheduled clinical experience. The faculty and student will sign and date the evaluation(s) and make any pertinent comments.

S = Satisfactory
> Student demonstrated knowledge and preparation in performing all aspects of the behavior
NI = Needs improvement

> Clinical behavior and/or work is safe but does not meet all aspects of the performance described in the behavior or performance is inconsistent. When NI is awarded, the student will be given specific criteria for improvement. This improvement is required in order to prevent a future unsatisfactory evaluation for the same behaviors or performances. A student cannot receive a "NI" 2 clinical days in a row: if so, the student would receive a grade of "U" or "S" in that category for the following clinical day based on his or her performance.

U = Unsatisfactory
> Clinical behavior and/or work is either unsafe, inconsistent, or inadequate in meeting all aspects of the performance described in the behavior.

NO = Not Observed
> May be given for a behavior that is not observed

Consequences of Unsatisfactory Behaviors:
1. If a student receives a "U" during a clinical experience, he/she may be dismissed from that clinical session.
2. Failure in a single critical behavior may also result in a clinical failure.
3. Three (3) "U's" in any one objective are grounds for immediate termination from the currently enrolled nursing course, regardless of theory grade, due to failure to meet required clinical/ course objectives and will result in inability to progress within the nursing program.
4. Faculty have the right to withdraw a student from the clinical setting due to unsatisfactory behavior that jeopardizes the health and/or safety of the client, staff, faculty, and/or other students.
5. Dismissal and permanent removal from the program may occur in cases of extreme circumstances that result in potential or actual harm to any individual, pending due process procedures.

Critical Behaviors: Behaviors required to demonstrate that the student's nursing practice meets legal, ethical, and safety standards expected of an ADN student in the Alabama College System. Unsatisfactory performance of a critical behavior may result in the student being dismissed from the clinical session. The faculty has the right to withdraw a student from the clinical setting due to unsatisfactory behavior that jeopardizes the health and/or safety of the client, staff, faculty, and/or other students.

Math Validation
1. A passing score of 90% or greater on the math validation is required for students to fully participate in clinical activities. Students will be given a total of three (3) attempts to achieve the 90% passing requirement each semester.
2. Students must successfully complete the math validation prior to participation in any clinical activities.
3. If a student is unsuccessful with the math validation within 3 attempts, the student will be unable to attend clinical rotations and therefore unable to complete the course(s) successfully.

Clinical Policies:
1. Students should NEVER prepare or administer a medication without the supervision or approval of the JSCC nurse faculty or preceptor.
2. Students should NEVER participate in client care activities in which they are unfamiliar or have not received instruction.
3. A nursing action that is committed or omitted that is an actual or potential endangerment to clients may represent sufficient rationale for course failure.
4. Students who perform unsafe actions or are unprepared for client care may be dismissed from the clinical setting and receive unsatisfactory grades for the experience.
5. Students who do not comply with the dress code may be dismissed from the clinical setting and receive unsatisfactory grades for the experience.
6. Students are required to attend **all** clinical rotations.
7. Students are required to notify the instructor of an absence prior to the beginning of the experience. Make-up clinical days must be scheduled with the course clinical coordinator

within a week of the missed experience. It is the student's responsibility to contact the instructor regarding a make-up date.

8. All missed clinical experiences must be made-up. Unexcused absences may result in a "U" in all behaviors on the clinical evaluation form. However, due to limited clinical space and time, clinical make up days cannot be guaranteed. Failure to complete clinical rotations will prohibit progression in nursing. Failure to notify the course clinical coordinator of an absence prior to the clinical experience as directed by the course clinical coordinator will result in a "U" in all behaviors on the Clinical Evaluation form. ***Students must meet all required clinical hours regardless of whether the absence was excused or unexcused.***

9. Students may have clinical experiences on any day, evening, or weekend and on any given shift (day, evening, night). Students may rotate among faculty and/or clinical facilities during the semester.

10. Students may be assigned one or more clients during the clinical experience at the instructor's discretion.

11. During the clinical experience students report directly to their assigned JSCC nursing faculty. In the event that the nursing faculty is unavailable, the student should comply with the following chain of command in this order: nurse assigned to the student's client, charge nurse, and then unit manager.

12. Clinical paperwork is due at the instructor-specified day and time. Late paperwork may result in a grade of "U" on the clinical evaluation form.

13. Three "U"s in a critical or professional behavior will constitute a clinical failure.

14. Unsafe client care may result in a clinical failure or program dismissal as deemed appropriate by the assigned nursing faculty.

15. Students may not smoke in the nursing uniform. Students that smell of smoke or other odorous material will be asked to leave the clinical facility. Student submitting paperwork smelling of smoke or other strong odors may be required to resubmit paperwork.

16. Patient confidentiality must be maintained at all times. Failure to do so will result in a "U" in all related behaviors and may constitute a clinical failure.

17. Always adhere to Covid-19 policies .

Additional policies specific to clinical facilities may apply and will be communicated to the student during clinical orientation.

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

SOCIAL MEDIA POLICY

Social media are defined as, but not limited to, web-based or mobile technologies used for interactive communication. Example of social media include but are not limited to blogs, texting, YouTube, social networking sites such as Facebook, Twitter, Instagram, etc. Regardless of the forms of media used, students are responsible for the content they post or promote. Students in the Jefferson State Nursing Program are prohibited from disclosing through social media any of the following:

1. Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA). Ex. Using patients' name (any identifier including initials, hospital name, etc.) and personal health information in any way.
2. Confidential, or proprietary information about families, clinical facility staff, or clinical institutions.
3. Copyrighted or intellectual property belonging to the faculty or the College.
4. Clinical discussions that include identifiable information related to patients, families, or clinical facilities.
5. Stating personal opinions as being endorsed by the Nursing Program.
6. Using information and conducting activities that may violate Jefferson State's Nursing Program policies.
7. Accessing any personal social networking sites while in the clinical setting.
8. Acting in any manner violating Jefferson State's Harassment Policy.
9. Violation of this policy may result in dismissal from the clinical site with unsatisfactory performance for each day of the violation, course failure and/or permanent dismissal from the nursing program.

Nursing students and nurses should be aware that social media, utilized incorrectly, might violate privacy and confidentiality. Please review the Alabama Board of Nursing Administrative Code Chapter 610-X-8-.02 Denial of Initial License: "6. Failure to produce evidence of good moral character."

JEFFERSON STATE COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

ELECTRONIC DEVICES POLICY

1. All electronic devices utilized by students will be kept on silence during classroom or lab time activities.
2. No cell phones or electronic devices of any kind will be allowed on your person during an exam or test review. Students violating this policy will receive a "0" for the test and/or failure for the course.
3. **Students may not carry a cellphone, iWatch, Fitbit, or similar electronic device in the clinical facility unless approved by clinical instructor.**
4. Only **approved** electronic devices such as iPads, Kindles, etc. will be allowed in the clinical setting for clinically related reasons. **These devices must be approved with your course coordinator.** If the electronic device is not approved by your course coordinator prior to the start of clinical, the student will receive a clinical unsatisfactory for that day and until the device is approved. Three (3) "U's" in any one objective are grounds for immediate termination from the currently enrolled nursing course, regardless of theory grade, due to failure to meet required clinical/course objectives and will result in inability to progress within the nursing program.
5. No photographs, text messages, or audio/videos are allowed in or on any part of the clinical facility.
6. For emergency situations, provide your emergency contact with a number for the clinical unit/location and the nursing suite.

Violation of this policy may result in course failure and/or permanent dismissal from the Nursing Education Program.

XI. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.   Withdrawal from class can prohibit progression in the nursing program.

Students are required to attend all clinical and laboratory experiences for each course. Only excused absences will be considered for make-up. However, due to limited clinical space and time, clinical make up days cannot be guaranteed.   Failure to complete clinical rotations will prohibit progression in nursing.

XII. Blackboard Policies:

Discussion

Discussion points may be awarded for participation in the Blackboard Discussion Forum for "thoughtful contributions". Students are encouraged to participate in the discussion forums but should be aware that the following postings are not allowed:

- Rude, offensive, or inappropriate language
- Copying and pasting online newsletters or lengthy articles. Please condense the topic or insert a hyperlink to the original source.
- Incorrect information.
- Test questions. There may be students who missed the test and discussion of specific test questions gives those students who will be scheduling a makeup exam an unfair advantage.
- Personal promotions and advertisements for business purposes.
- Off topic posts. Please post your contribution in the correct thread and keep the post focused on the topic.
- Messages to the faculty or class members that should be sent privately through the Blackboard email system.

Email

Students are encouraged to use Blackboard email to contact the faculty and other students. This is the fastest way to contact faculty since email can be checked from any location. Students must log on to Blackboard daily for updates and announcements. Announcements may be sent via email, the Discussions or posted on the front page of the course.

XIII. Statement on Discrimination/Harassment

The College and the Alabama Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

XIV. Disclaimer

The materials used within this course are the property of the instructor and Jefferson State Community College. They are intended for use only by students currently enrolled in NUR 204. Therefore, reproduction or dissemination in any manner is prohibited.

XV. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. **Please contact the ADA representative for additional information.**

The ADA representative for JSCC is Anne Sherman, she is in GSB 102 phone: 983-5322.
It is now the responsibility of the student to contact the ADA office to schedule a test appointment at least two days in advance of each test. Student name, J number, instructor's name, course, and date/time of the requested test appointment (usually the same day/time as the scheduled class).

ADA office and approved testing sites are listed below:

Shelby Campus:	**Jefferson Campus:**
Monday & Thursday	**Tuesday, Wednesday, & Friday**
ADA Office Hours: 7:30am – 3:30pm	LRC/Library Hours: 7:30am – 9:00pm
General Studies Building 106	General Studies Building, LRC/Library
Anne Sherman	Barbara Goss: bgoss@jeffersonstate.edu
Phone: (205) 983-5322	Phone: (205) 983-5935
asherman@jeffersonstate.edued	

In the event Jefferson State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, an addendum to the syllabus will be provided to students. This addendum will provide details pertaining to the college, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this, please contact your course instructor at [enter contact name and information as applicable].

Jefferson State Community College
Nursing Education Program

STUDENT NURSE PRECEPTORSHIP POLICY and PROCEDURE

Approved by Curriculum Committee: 11/30/15
Effective: Spring 2016

POLICY:
Jefferson State Community College Nursing Education Program has as a requirement of the Associate of Science Degree in Nursing, a preceptorship experience in the 5th semester, NUR 221 Advanced Evidence-Based Clinical Reasoning. NUR 221 follows the course requirements set forth by The Alabama Community College System. Preceptorship experiences are planned experiences in clinical agencies and require clearly defined objectives that match the student's needs. The 120-hour preceptorship provides the student with a faculty-planned and an RN preceptor supervised clinical experience with the goal of enabling the student to transition from the role of student to the role of professional nurse. Additionally, the preceptor experience allows students the opportunity to apply and synthesize knowledge in the clinical setting. The preceptor functions in a role that enhances the student's learning experiences and is not a substitute or replacement for nurse faculty. The preceptor functions to assist in meeting the defined student objectives. The role of the faculty advisor is that of facilitator of the total preceptorship by planning, monitoring, and evaluating the preceptorship experience throughout its entirety. The nurse faculty advisor maintains the ultimate responsibility and accountability for the student's achievement of the course objectives and the evaluation of the student.

PROCEDURE:
The faculty, in collaboration with nurse educators and managers of the contracted clinical facilities, provide an educational experience designed to meet the NUR 221 course objectives. The preceptorship includes a minimum of 120 clinical hours under the direct supervision of an assigned RN preceptor, utilizing the clinical setting as a simulated entry level practice experience.

1. Hospitals are notified of preceptors requested by NUR 221 faculty. A preceptor is an employed RN of the facility with an unencumbered RN license, preferably with a BSN degree or at least three years of experience.
2. Preceptor assignments are made by the hospitals' nurse educator coordinators with input from unit nurse managers. Qualifications of the preceptors are verified by the NUR 221 faculty and documented on the student-preceptor agreement form.
3. The preceptor assignments are sent to NUR 221 faculty for approval and dispersed to students.
4. The student receiving an assignment must have all medical record requirements and CPR certification current. The student must also pass the NUR 221 math validation test in order to receive an assignment.
5. Students receive an orientation to NUR 221 including specific student responsibilities.

6. Preceptors receive an orientation to NUR 221 including a copy of the Preceptor Manual and link to the Preceptor Manual and the Student Nursing Handbook.
7. Student-preceptor agreements are turned into NUR 221 faculty prior to the student beginning the preceptor experience.
8. Students and preceptors complete a clinical log for each clinical experience, and conference at midterm and at the conclusion of the preceptorship experience. NUR 221 faculty meets with students and consults preceptors periodically during the preceptorship experience, including midterm and final conferences. Communication between NUR 221 faculty and preceptors is achieved through visits, e-mail, and phone contact and is documented on the student's clinical evaluation form.
9. NUR 221 faculty, with input from the preceptor, evaluates student clinical performance and determines if the student has achieved course objectives.
10. Students have an opportunity to evaluate NUR 221 and the preceptor experience.

JEFFERSON STATE COMMUNITY COLLEGE
NURSING 221
PRECEPTORSHIP RESPONSIBILITIES

1.   Assist student in learning activities and contribute to the student's perception of a nurse role-model.
2.   Become familiar with course/clinical objectives in order to guide student to meet the objectives for the learning experience.
3.   Approve planned student activities prior to allowing the student to begin the clinical experience.
4.   Sign the student's Clinical Log form at the end of each clinical experience to verify the hours spent in the clinical area.
5.   Add comments regarding the student's level of performance at the end of each clinical experience.
6.   If at any time during the preceptor experience you feel a student's behavior is unsafe or unsatisfactory, please notify the faculty contact person immediately.
     Faculty: _____Office Number: _____
7.   Assume responsibility for guiding the student's clinical assignment based on assessment of the student's level of knowledge.
8.   Assess and document the student's performance of skills listed on the Skills Record (obtained from the student).
9.   At the completion of 60 hours of clinical time, a mid-term evaluation will be completed by the preceptor. At the completion of the 120 hours of clinical, a final evaluation will be completed by the preceptor. **If either of these evaluations is unsatisfactory, the preceptor will notify the student's faculty/classroom advisor immediately.** (Clinical Evaluation Form obtained from student) Place the evaluation form, along with the skills checklist, in a sealed envelope and give to the student to be returned to the faculty advisor.
10. Discuss the student's attainment of the course/clinical objectives with the faculty/classroom advisor.
11. Students may not accept verbal or phone orders from physicians or other hospital personnel.
12. Students may not sign as a witness for legal documents (informed consent).
13. Students may not obtain blood components from the blood bank. The student may only initiate administration of blood and blood products under the direct supervision of the preceptor and the preceptor must sign all approved forms.
14. All medications must be verified by the preceptor prior to administration.
15. Students may administer IVs and IV medications in accordance with the institution's Intravenous Therapy Policy.
16. All invasive procedures, including parenteral medication administration, must be done under the supervision of the preceptor.
17. Students have not had the opportunity to take off physicians' orders. If the preceptor allows students to participate in this responsibility, all orders must be co-signed by the preceptor.

NUR 221 Student Guidelines for Preceptorship

1. Schedule an appointment with your assigned preceptor.

2. Take the following with you to the 1st meeting with the preceptor:
    a. Preceptorship Manual- to be given to the preceptor.
    b. Student-Preceptor Agreement- you and your preceptor will complete at this meeting.
3. Negotiate dates and times to complete your preceptorship. You must work the scheduled days and times as the preceptors. (For example, if the preceptor starts at 0645, so must you.)
4. Submit the original copy of the completed "Student-Preceptor Agreement" prior to your 1st clinical day. The agreement must have your signature and the signature of the preceptor and faculty advisor <u>before attending the 1st clinical experience</u>.
    Make 2 additional copies of the agreement. The original copy goes to the Faculty advisor. Mail or hand-deliver a copy of the agreement to your preceptor. The 2nd copy is yours and is to be turned in with your completed work at the end of your preceptorship.
5. After approximately 60 hours of preceptorship, ask your preceptor to complete the midterm clinical evaluation. Make an appointment with your faculty advisor and bring your folder with signed clinical logs for midterm evaluation.
6. If there are problems or issues that arise during your preceptorship, please contact your faculty to discuss.
7. At the end of the semester, you must turn in the completed folder containing the following:
    a. Evaluation of the Laboratory Experience- all pages, completed by the preceptor and containing both the preceptor and student signatures.
    b. Student-Preceptor Agreement.
    c. Daily and Summary Clinical Logs, indicating a total of 120 hours were completed.
8. Student Evaluation of Preceptor
    If any issues arise during your preceptorship call your faculty advisor.

Remember:

Keep the preceptor informed of your needs and your strengths. Be assertive (not aggressive). Do not wait for your preceptor to tell you what to do. This preceptorship will only be as good as you make it.

JEFFERSON STATE COMMUNITY COLLEGE

NURSING 221
STUDENT-PRECEPTOR AGREEMENT

_____from _____has agreed to supervise
       (Name of Preceptor)   (Name of Institution)

_____from Jefferson State Community College on _____.
        (Name of Student)   (Clinical Unit)

It is agreed the preceptor will not have supervisory responsibilities for more than one student at a time.

It is agreed the clinical experience will take place on the following dates:

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

The hours of the experience will begin at _____ and end at _____ for each of the listed dates.

_____   _____   _____
(Student Signature)   (Date)   (Phone Number)

_____   _____   _____
(Preceptor Signature)   (Date)   (Phone Number)

_____   _____   _____
(Faculty Signature)   (Date)   (Phone Number)

Preceptor's years of experience: _____

Level of education ○ ADN   ○ BSN   ○ MSN   ○ Earning BSN   ○ Earning MSN

Original: Faculty Advisor   Copy: Preceptor   Copy: Student

JEFFERSON STATE COMMUNITY COLLEGE

NUR 221
DAILY CLINICAL LOG

Student_____ Date: _____ Hospital: _____Unit: _____

Arrival Time: _____ Departure Time: _____ Total Hours: _____

Detailed list of skills performed

	Y	N	COMMENTS
Complete, accurate, and comprehensive physical assessment			
Timely administration of medication following the 5 rights			
Safe, appropriate care to __#__ patients			

Other

Preceptor Evaluation of Student

	Excellent	Good	Needs Improvement
Time management			
Organization			
Application of theory to patient care			
Professional interaction			
Family and patient interaction			
Medication administration			

Comments

Preceptor signature: _____

Student Comments:

NUR 221 Clinical Summary Log

Name_____ **Total Hours:**

Date	Time In	Time Out	Total Time	Student Comments

I verify all the times listed and all materials submitted are complete and accurate.

_____

Student signature

Skills Checklist

The following is a list of skills for which the student has received instruction and demonstration. In some instances, the student has practiced the skill in a school laboratory setting and may or may not have had the opportunity to perform all the skills in the clinical area.

The preceptor may use this list to assist in planning and evaluating the preceptor experience. The preceptor will write the date after each skill when it has been performed and any comments that might be helpful in the completion of the clinical evaluation form at the mid-term and final evaluations. The student will provide the preceptor with the Skills Checklist at the beginning of the experience. The student will include the Checklist with the Log at the completion of the preceptor experience.

Skill	Date	Comment
Restraints		
Hair Washing		
Bed pan		
Urinal		
Feeding Patient		
Denture Care		
Shaving male patient		
Range of motion		
Transfer of patient		

Wound Care
    Dressing change
    Staple removal
    Suture Removal
    Power spray		

Cast Care		

Foley Catheter
    Cath care
    Insertion
    Removal		

Making occupied bed		
Postmortem Care		
TED Hose		
PAS/SCD Hose		

Medications
    Oral
    Intramuscular
    Subcutaneous
    Topical
    Eye
    Ear
    Rectal
    Vaginal
    Sublingual
    Intravenous
        IV Push
        IV Piggyback		

Intravenous Therapy
    Continuous IV
    Changing bag
    Changing tubing
    Site care
    Hep/saline lock
    Pump/controller
    Changing gown		

Care of patient with epidural cath		

Blood Transfusion
    Initiating
    Maintaining
    Terminating		

Monitor TPN		
Care of patient with CVL		
I&O		
Decubitus care		

Gastrostomy Tube
NG Tube
    Care
    Insertion
    Feedings
    Suction		

Oxygen Therapy		
Ostomy Care		
Enema		
Rectal Tube Insertion		
Remove Fecal Impaction		
Stool Specimen		

Urine Specimen
    Midstream
    24- hour
    Sterile for C&S		

Apply Condom Catheter		
Blood Sugar		
Traction		

Sterile Feld
    Preparing
    Maintaining		

Drains (JP, etc.)
    Care
    Removal		

Incentive Spirometer		

Tracheostomy
    Care
    Suctioning		

Oral Suctioning		
Chest Tubes		
Collect Sterile Sputum Specimen		
Isolation		
Ventilators		
ET Tube Suctioning		
EKG Monitoring		
Care of patient with arterial line		
Hemodynamic Monitoring		

Jefferson State Community College
Nursing Education Program
NUR 221 Advanced Evidence-Based Clinical Reasoning
Transition into Nursing Practice
JSCC Nursing Student Evaluation of Preceptor

Semester_____ Preceptor's Name: _____

Clinical Agency/Unit: _____   Student: _____

Highest Degree Obtained:_____   Years Experience:_____

Please select ratings according to the following scale:

5 = Always   4 = Frequently   3 = Occasionally   2 = Rarely   1 = Never

The preceptor:	5	4	3	2	1
1. Demonstrated effective interpersonal communication skills					
2. Demonstrated caring behaviors to clients, peers, and student.					
3. Demonstrated professional behaviors to clients, peers, and student.					
4. Provided adequate support and mentoring.					
5. Allowed me independence when appropriate.					
6. Assisted me in identifying goals and needs for experience.					
7. Provided immediate and adequate feedback.					
8. Encouraged me to provide safe appropriate nursing care and complete procedures.					
9. Demonstrated support of JSCC Nursing Program, faculty, and students.					
10. Should continue to be utilized for NUR 221.					

If you selected 3 or lower on any item, please provide specific examples to illustrate the

low rating:

_____

_____

Student: _____   Semester/Year: _____   Final Grade: Pass   Fail

EVALUATION CRITERIA/PROCESS To successfully complete the clinical portion of this course, the student must
a)   Successfully complete the math validation within 3 attempts
b)   Attend and complete all clinical assignments
c)   Receive less than 3 "Unsatisfactory" (U) in the same professional behavior

Three (3) "U's" in the same professional behavior objective on 3 separate clinical experiences will constitute failure of the course, due to inability to meet clinical/course objectives regardless of the theory grade. An 'F' in clinical will result in the student being unable to progress. The faculty will share the evaluation(s) with the student prior to the next scheduled clinical experience. The faculty and student will sign and date the evaluation(s) and make any pertinent comments.

Students are assigned a letter grade for each critical and professional behavior based on the following definitions:

S   = Satisfactory   Clinical behavior and work demonstrates knowledge and preparation in performing all aspects of the behavior

NI = Needs improvement   Clinical behavior and/or work is safe but does not meet all aspects of the performance described in the behavior or performance is inconsistent. When NI is awarded, the student will be given specific criteria for improvement. This improvement is required to prevent a future unsatisfactory evaluation for the same behaviors or performances. A student cannot receive a "NI" 2 clinical days in a row; therefore, the student would receive a grade of "U" or "S" in that category for the following clinical day based on his or her performance.

U   = Unsatisfactory   Clinical behavior and/or work is unsafe, inconsistent, or inadequate in meeting all aspects of the performance described in the behavior. When a **U** is given the student is given specific criteria required to improve to an **S.**

NO = Not Observed   May be given for a behavior that is not observed

Unsatisfactory performance of a critical behavior may result in the student being dismissed from the clinical session. The faculty has the right to withdraw a student from the clinical setting due to unsatisfactory behavior that jeopardizes the health and/or safety of the client, staff, faculty, and/or other students. Failure in a single critical behavior may also result in a clinical failure. Dismissal and permanent removal from the program may occur in cases of extreme circumstances that result in potential or actual harm to any individual, pending due process procedures. Behaviors required to demonstrate that the student's nursing practice meets legal, ethical, and safety standards are expected of an ADN student at Jefferson State Community College and in the Alabama College System.

Final Evaluation: Student Signature_____   Date_____
Final Evaluation: Instructor Signature_____   Date_____

Upon completion of NUR 221, the student will be able to demonstrate the following behaviors with minimal assistance from the instructor	Mid Term	Final	Comments
Critical Behaviors **Date**			
1. Maintains the physical and psychological safety of the client			
2. Demonstrates safe performance of selected advanced nursing skills			
3. Seeks assistance when situation encountered is beyond one's knowledge and experience			
4 Accepts responsibility for one's nursing care			
5. Demonstrates through actions, attitudes, and appearance, respect for the dignity of self, client, peers, members of the health care team and the profession			
6. Maintains confidentiality of client and facility information			
7. Adheres to College and facility policies and procedures			
8. Maintains Essential Functions with or without accommodation			
Professional Behaviors			
Demonstrates ways that promote patient and families' self-determination, integrity, and ongoing growth as human beings.			
1.0 Human Flourishing (Patient Centered Care)			
1.1 Supports compassionate and coordinated care based on respect for patient's preferences, values, and needs (Bill of Rights).			
1.2 Formulates teaching and learning activities that support self-care, reduce risk, and result in the promotion of maintenance of health.			
Provides rationale for judgements in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care, and that promote the health of patients within a family and community context.			
2.0 Nursing Judgment (Safety/Informatics)			
2.1 Integrates best current evidence with clinical expertise (i.e. supports recognized policies and procedures in provision of care).			
2.2 Minimizes risk of harm to patients and providers through both system effectiveness and individual performance (i.e. two patient identifiers standard and transmission based precautions, blood and body fluid precautions, and fall precautions).			
2.3 Appraises information and technology to communicate, manage knowledge, mitigate error, and support decision making (i.e. pathophysiology, care plan, concept map, and med sheets completed satisfactorily).			
2.4 Supports care of clients in an appropriately prioritized, organized and timely manner (i.e. report is prompt, care priorities are changed in response to client needs.			
2.5 Performs nursing actions and skills safely and correctly with no direction or minimal direction.			
2.6 Distinguishes important aspects of medication administration including chemistry, action, usage, and the responsible provision of drug therapy for achieving positive outcomes that improve the quality of life.			
Demonstrates awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of client needs, and other contextual knowing.			
3.0 Professional Identity (Teamwork and Collaboration)			
3.1 Supports working with inter-professional teams.			
3.2 Values nursing care within an ethical and legal framework (i.e. demonstrates HIPAA compliance, honesty, and responsibility for nursing care and and personal behaviors.			
3.3 Values responsibility, accountability, and integrity (i.e. follows school and facility policies, is punctual, and accepts feedback.			

3.4 Supports the professional image of the nurse by appropriate dress, behavior, and attitude.			
3.5 Selects effective communication, including verbal, nonverbal, and written forms.			
3.6 Supports a respectful and cooperative attitude in interactions with faculty, staff, clients, and fellow students.			
3.7 Demonstrated confidence in providing nursing care.			
3.8 Submits required paperwork on time.			
By collaborating with health care team members, utilize evidence, tradition, and patient preferences in client care situations to promote optimal health issues.			
4.0 Spirit of Inquiry (Evidence-Based Practice/Quality Improvement)			
4.1 Evaluates data utilized to monitor the outcomes of care processes and improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems (i.e. recognizes reports and documents significant abnormalities/changes in patient condition).			
4.2 Collaborates with staff when questions arise regarding patient care.			
4.3 Utilizes valid resources to guide clinical decisions.			
4.4 Suggests an evidence-based approach to problem-solving.			
Instructor Initials			
Student initials			
Date			

Date	Comments

Date	Comments