ADN Program
Student Handbook

2026-2027

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Overview

The Associate Degree Nursing (ADN) Program Student Handbook is a resource available to each nursing student to use as a reference manual for the ADN Program. This handbook outlines academic standards, including admission criteria, progress and graduation standards, and student procedures and guidelines. The ADN Program Student Handbook is to be used in conjunction with the New River Community and Technical College Student Handbook, nursing course syllabi, current course catalog, and class schedule.

The New River Community and Technical College (New River CTC) ADN Program uses a concept-based, integrated curriculum culminating in an Associate of Applied Science Degree in Nursing. The ADN Program offers two options, the LPN-ADN and the Paramedic-ADN. Clinical experiences are provided in a variety of healthcare settings. Completion of the nursing courses and general education degree requirements and subsequent posting of the degree offers eligibility for students to apply for licensure as a registered nurse (RN). Licensing requirements are the exclusive responsibility of the West Virginia RN Board.

New River CTC's Associate of Applied Science ADN Program is approved by the West Virginia RN Board, 5001 MacCorkle Avenue, SW, South Charleston, West Virginia, 25309. Phone: 304.744.0900. WV RN Board website: https://www.wvrnboard.wv.gov. The WV RN Board requires graduates to meet all graduation requirements of the colleges, departments, or nursing schools granting the diploma or degree.

It is the responsibility of each student to review this handbook and be familiar with its contents. Each student should also have a clear understanding of the program policies and procedures contained within the handbook.

The contents of this handbook are subject to change, revision, withdrawal, and cancellation. The faculty reserves the right to modify, change, or delete any or all procedures noted in this handbook. Students will be notified promptly of any changes related to this handbook's contents via email, verbally, and/or in writing.

Please feel free to contact the nursing faculty or program administrator at any time to discuss the contents of the handbook that may require further clarification.

Welcome

Dear Students,

On behalf of the faculty and staff of the New River CTC ADN Program, we would like to extend a sincere welcome to you. The demand for qualified, caring, and nurturing nurses is critical throughout West Virginia and beyond. The College's vision is to respond to the nursing needs of the people of southern West Virginia by delivering a high-quality nursing education program to students through innovative curricular design and instruction.

The New River CTC ADN Program is structured to provide a foundation for future nursing leaders' career paths and prepare lifelong learners who demonstrate knowledge, skill, critical thinking, and flexibility. The program values caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness and is committed to providing accessible, high-quality nursing education to meet the diverse and changing healthcare needs of the community and beyond.

The faculty and staff strive to explore and utilize the best nursing education practices to create environments that promote student learning. The program uses a concept- based, integrated curriculum that encourages deep understanding and fosters transition into professional nursing practice. Educational experiences are assessed to ensure that graduates are highly competent and prepared for various nursing practice roles. Opportunities for nurses with an associate degree in nursing exist in a variety of healthcare settings.

On behalf of the faculty and staff, we welcome you to our New River CTC ADN Program and congratulate you on your decision to pursue your personal and professional goals. You will find extraordinary individuals who share a common goal of serving others through caring, safe and effective nursing practice.

Welcome!

Staci Jordan MSN, RN
Nurse Administrator

Rebecca Simpkins, MSN, RN
ADN Program Faculty

JoAnna Perry MSN, RN
ADN Program Faculty

Erin Trump
Administrative Associate

Mission

The mission of the ADN Program is to prepare students for professional nursing practice while providing a knowledge base for career mobility and further academic study. These programs are committed to providing accessible, high-quality nursing education to meet the community's diverse and changing healthcare needs and beyond.

Vision

The ADN Program will empower aspiring nurses with the knowledge, skills, and confidence needed to transform lives and enrich communities in southern West Virginia.

Philosophy

The New River CTC ADN Program is committed to a quality educational environment. The educational philosophy of the ADN Program incorporates the seven core values of the National League for Nursing Competencies Framework, which includes caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness. We believe that all nurses should embody integrity, honor and respect diversity in all its forms, uphold legal and ethical responsibilities, and strive for excellence in their practice. Nurses should always promote holistic, patient-centered care, ensuring compassionate and comprehensive support for those in their care.
The program supports education as a life-long process incorporating a spirit of inquiry, supported by evidence-based research. The faculty believe that students need to develop nursing judgment in their practice, develop a professional identity as a nurse, and learn to support patients and families in developing their ongoing growth as human beings. Life-long learning consists of acquiring knowledge, demonstrating proficient skills, and developing ethical attitudes and values.

Equal Opportunity/Affirmative Action

New River Community and Technical College does not discriminate in its educational programs or in admission to, access to, treatment in, or employment on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, marital status, veteran or military status, disability, or genetic information or any other status or condition 16 protected by applicable federal or state laws, Title VII Human Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act, Americans with Disabilities Act, and Equal Employment Opportunity Commission.
To see the College's nondiscrimination policy, or to file a complaint, visit https://www.newriver.edu/nondiscrimination/.

Applying to the New River CTC ADN Program

Applicants must complete all institution and New River CTC ADN Program admission requirements before the application deadline, available on the New River CTC website. Admission to the program is competitive and qualified applications are not guaranteed admission to the ADN Program.

Admission to, and graduation from, the New River CTC ADN Program does not guarantee that the West Virginia Registered Nurses Board will endorse the graduate as a candidate to sit for the licensure examination.

Cost to Attend

The cost of attendance for the New River CTC ADN Program is evaluated as necessary based on the price of the items required for the program, i.e., uniforms, textbooks, technology, and other associated fees. However, once you are in the program and have paid for the required items, no additional fees will be assessed without prior and sufficient notice. The current cost of attendance is published on the New River CTC ADN Program website.

Textbooks

Assessment Technologies Institute. (2026a). *Fundamentals for nursing: Content mastery series review module*. *(*12th ed).

Assessment Technologies Institute. (2026b). *Nutrition for nursing edition: Content mastery series review module*. *(*9th ed).

Assessment Technologies Institute. (2026c). *RN adult medical surgical nursing: Content mastery series review module*. *(*13th ed).

Assessment Technologies Institute. (2026d). *RN maternal newborn nursing: Content mastery series review module*. *(*13th ed).

Assessment Technologies Institute. (2026e). *RN mental health nursing: Content mastery series review module*. *(*13th ed).

Assessment Technologies Institute. (2026f). *RN pediatric nursing: Content mastery series review module (*12th ed).

Assessment Technologies Institute. (2026g). *RN pharmacology for nursing: Content mastery series review module*. *(*10th ed).

Christman, E., & Ernstmeyer, K. (Eds.). (2023). *Nursing skills* (2nd ed.). https://wtcs.pressbooks.pub/nursingskills/

Craker, M., & Janke, C. (2024). *Nursing dosage calculations*. https://wtcs.pressbooks.pub/nursingdosagecalculations

Giddens, J. F. (2023). *Concepts for nursing practice* (4th ed.). Elsevier.

Technology Requirements

- Laptop with camera and microphone (no tablets; no iPads).
- Access to a color printer.
- Able to effectively use Microsoft office suite.
- Access to internet.

General Admission Requirements

Applicants requesting admission to New River CTC's ADN Program must first meet general college admission requirements, including foundation requirements in math, reading, and English. Additionally, applicants must be eligible to complete the licensure requirements in West Virginia, as stated in the West Virginia Code. These conditions include:

- High school graduate or equivalent (USA GED/TASC),
- Graduate of an accredited LPN school of nursing or an accredited paramedic program with an unencumbered LPN license or paramedic certification,
- English language proficiency,
- 2.5 overall GPA from all college courses,
- Completion of Human Anatomy & Physiology 1 & 2, with labs (BIOL 231/233L and 232/234L) with a grade of "C" or higher,
- Eligible to take college-level English and math,
- Test of Essential Academic Skills (TEAS) within the last three years with a score of 62 or higher,
- Able to engage in educational and training activities in a safe manner.
- The WV RN Board may deny testing any applicant proven guilty of certain infractions, such as fraud, felony, or moral misconduct.

WV RN Board Legislative Code §30-7-11

Denial, Revocation, or Suspension of License; Grounds for Discipline

(a) The board shall have the power to deny, revoke, or suspend any license to practice registered professional nursing issued or applied for in accordance with the provisions of this article, or to otherwise discipline a licensee or applicant upon proof that he or she:

(1) Is or was guilty of fraud or deceit in procuring or attempting to procure a license to practice registered professional nursing; or

(2) Has been convicted of a felony; or

(3) Is unfit or incompetent by reason of negligence, habits, or other causes; or

(4) Is habitually intemperate or is addicted to the use of habit-forming drugs; or

(5) Is mentally incompetent; or

(6) Is guilty of conduct derogatory to the morals or standing of the profession of registered nursing; or

(7) Is practicing or attempting to practice registered professional nursing without a license or reregistration; or
(8) Has demonstrated abnormal prescribing or dispensing practices pursuant to §30-3A-4 of this code; or
(9) Has willfully or repeatedly violated any of the provisions of this article.

(b) An advanced practice registered nurse licensed under this article may not be disciplined for providing expedited partner therapy in accordance with §16-4F-1 et seq. of this code.

Technical Standards for Success

The curricula leading to a nursing degree require students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities must perform these functions satisfactorily. In addition to being essential to the successful completion of the requirements of a nursing degree, these skills and procedures are necessary to ensure the health and safety of patients, fellow students, faculty, and other healthcare providers.

The following technical standards describe the non-academic qualifications required in addition to academic qualifications that the College considers essential for entrance to, continuation in, and graduation from its nursing degree program. Candidates for a nursing degree must meet these minimum standards with or without reasonable accommodation to complete degree requirements. These standards were adapted, with permission, from the Technical Standards for Admission, Progression, and Graduation at The University of North Carolina at Chapel Hill.

A. Visual, Auditory, and Tactile Abilities

- Sufficient abilities to allow him/her to gather data from written reference materials, oral presentations, demonstrations, and observations of a patient and his/her environment.
- Sufficient ability to perform health assessments and interventions; observe diagnostic specimens; obtain information from digital, analog, and waveform representations of physiological phenomena to determine a client's condition. Examples of relevant activities:
    - Visual acuity is sufficient to draw up the correct quantity of medication in a syringe or detect skin color changes or conditions.
    - Auditory ability is sufficient to detect sounds related to bodily functions using a stethoscope or to detect audible alarms generated by mechanical systems used to monitor patient physiological status.
    - Tactile abilities are sufficient to detect unsafe temperature levels in heat-producing devices used in patient care or detect anatomical abnormalities, such as edema or small nodules.

B. Communication Abilities

- The ability to communicate with accuracy, clarity, and efficiency with patients, their families, and other healthcare teams (including verbal and non-verbal communications, such as interpretation of facial expressions, affect, and body language) are expected.
- Required communication abilities, including speech, hearing, reading, writing, language skills, and computer literacy, are needed.
  Examples of relevant activities:
  - Abilities are sufficient to give verbal directions to or follow verbal directions from other healthcare team members and participate in healthcare team discussions of patient care.
  - Ability is sufficient to elicit and record information about health history, current health state, or treatment responses from patients or family members.
- Ability is sufficient to convey information to clients and others as necessary to teach, direct, and counsel individuals.

C. Motor Abilities

- Sufficient motor function to execute movements required to provide general care and treatment to patients in all healthcare settings
- Required motor functions include gross and fine motor skills, physical endurance, physical strength, and mobility to carry out nursing procedures, perform necessary laboratory tests, and provide routine and emergency care and treatment to patients.
  Examples of relevant activities:
  - Fine motor skills are sufficient to obtain assessment information by palpation, auscultation, percussion, and other diagnostic maneuvers.
  - Physical endurance sufficient to complete assigned periods of clinical practice.
  - Mobility is sufficient to carry out patient care procedures, such as tracheostomy care or performing emergency airway suctioning.
  - Strength is sufficient to carry out patient care procedures, such as assisting in the turning and lifting patients.

D. Behavioral, Interpersonal, and Emotional Abilities

- The ability to relate to colleagues, staff, and patients with honesty, integrity and non-discrimination is needed.
- The capacity to develop a mature, sensitive, and significant therapeutic relationship with clients is needed.
- Working constructively in stressful and changing environments to modify behavior in response to constructive criticism is needed.
- The capacity to demonstrate ethical behavior, including adherence to professional nursing and student honor codes, is expected.

Examples of relevant activities:

- Emotional skills are sufficient to remain calm in an emergency.
- Interpersonal skills are sufficient to communicate effectively with patients and families with diverse religious, cultural, and social backgrounds.
- Behavioral skills are sufficient to demonstrate sound judgment and prompt completion of all responsibilities related to the clients' diagnosis and care.

E. Cognitive, Conceptual, and Quantitative Abilities

- The ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis.
- The ability to gather data, develop a plan of action, establish priorities, and monitor treatment plans and modalities.
- The ability to comprehend three-dimensional and spatial relationships.

Examples of relevant activities:

- Cognitive skills are sufficient to calculate appropriate medication dosage, given specific patient parameters.
- Conceptual ability is sufficient to analyze and synthesize data and develop an appropriate plan of care.
- Quantitative ability is sufficient to collect data, prioritize needs, and anticipate reactions.
- The ability to comprehend spatial relationships, adequately administer IM injections, and assess wounds.

Clinical Requirements

Each student admitted into New River CTC's ADN Program must complete the following:

BLS Certification

Students must maintain current CPR certification throughout enrollment (Must be American Heart Association, Healthcare Provider with an AED)

In-Service Education Requirements

Any in-service education as determined by the faculty and at affiliate healthcare agencies.

Criminal Background Check

Criminal background checks are required for all students entering the New River CTC's ADN Program. Costs associated with the state and federal criminal history checks will be the responsibility of the student. A clinical facility has the right to refuse a student access to clinical experiences based on the criminal background check results, which may prevent progression in the New River CTC ADN Program. The program reserves the right to nullify a student's admission based on his/her background check results.

Providing false information and failure to disclose background information on the New River CTC ADN Program application is grounds for immediate dismissal and/or permanent suspension.

Drug Screening

The New River CTC supports a drug-free community. Therefore, all students admitted to and enrolled in any program within the program are subject to the New River CTC ADN Program's Drug and Alcohol Testing Policy.

To that end, students in the New River CTC ADN Program may be required to submit to randomized, mandatory drug screening without notice. Failure to cooperate will result in administrative dismissal from the New River CTC ADN Program. Students who test positive for alcohol, illegal usage of a controlled substance, or illicit drugs will be immediately dismissed from the program and will not be eligible for readmission to any New River CTC ADN Program.

Any student demonstrating behaviors of reasonable suspicion or impaired capacity will be required to undergo immediate drug/alcohol testing. All costs incurred because of this action are the responsibility of the student.

Confidentiality Statements and HIPAA Training

Students in the New River CTC ADN Program are subject to institutional, state, and federal regulations. Completion of required documentation is necessary for participation in clinical and community experiences. Students will sign a HIPAA confidentiality statement at the start of the program.

Immunizations

- Students must submit proof of:
  - Immunity via positive titer results within the last 12 months to:
    - Hepatitis B
      - Nonresponders must submit evidence from their provider.
    - Mumps, rubella, rubeola (MMR)
      - Must be immune to all sections
      - Nonresponders must submit evidence from their provider.
    - Varicella.
      - Nonresponders must submit evidence from their provider.
  - One dose of Tdap vaccination is required, administered within the last 10 years.
  - Documentation of an:
    - Initial 2-step PPD test within the last 12 months.

      OR
    - Blood assay for TB within the last 12 months.

      OR
    - Chest x-ray is required within the last 12 months.
      - If positive, documentation of evaluation and/or treatment by a healthcare provider is required.
  - Annual PPD testing is required for the duration of the program

- Influenza
    - Students admitted for August entry should receive the influenza vaccine as soon as the current seasonal vaccine becomes available, typically between September and October, and must submit documentation by October 31.

- Students admitted for January entry must provide documentation of the current seasonal influenza vaccination received during that same influenza season, typically administered between September and October prior to the start of spring clinical experiences.
- COVID-19 vaccination is not required, but documentation of vaccinations must be submitted. If the student did not receive any COVID-19 vaccinations, the COVID-19 Vaccination Free Form must be submitted.

Physical Examination
Provisionally accepted students must have a physical examination report with required immunizations, not to be older than six months of the date of entry into the ADN Program. The cost of the examination is the responsibility of the student.

Professional & Safe Clinical Practice Standards

Registered professional nurses and nursing students are expected to conduct themselves consistently with the standards of professional behavior and clinical practice as outlined by the American Nursing Association (ANA) Standards of Clinical Practice and the American Nursing Association Code of Ethics for Nursing.
Students enrolled in the program are held accountable to uphold the Professional Standards and Safe Clinical Practice Standards. Any student who engages in unethical, illegal, or dishonest behavior or poses an imminent danger to a patient's safety, or a healthcare member, or visitor, may face immediate dismissal from the New River CTC ADN Program.
Overview
Assess patient health problems and needs, develop and implement nursing plans of care, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management.
Tasks

- Monitor, record, and report symptoms or changes in patients' conditions.
- Maintain accurate, detailed reports and records.
- Record patients' medical information and vital signs.
- Order, interpret and evaluate diagnostic tests to identify and assess the patient's condition.
- Modify patient treatment plans as indicated by patients' responses and conditions.
- Direct or supervise less-skilled nursing or healthcare personnel or supervise a particular unit.

- Consult and coordinate with healthcare team members to assess, plan, implement, or evaluate patient care plans.
- Monitor all aspects of patient care, including diet and physical activity.
- Instruct individuals, families, or other groups on health education, disease prevention, or childbirth and develop health improvement programs.
- Prepare patients for and assist with examinations or treatments.

Skills

- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points communicated, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination — Adjusting actions concerning others' actions.
- Speaking — Talking to others to convey information effectively.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Service Orientation — Actively looking for ways to help people.
- Monitoring — Monitoring/Assessing yourself, other individuals, or organizations to improve or take corrective action.
- Judgment and Decision-Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Science — Using scientific rules and methods to solve problems.

Abilities

- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (including finding a relationship among seemingly unrelated events).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Information Ordering — The ability to arrange things or actions in a particular order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.

- Speech Clarity — The ability to speak so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Work Activities

- Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Retrieving Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Supervisors, Peers, or Subordinates — Providing information by telephone, in written form, email, or in person.
- Decision-Making and Problems-Solving — Analyzing information and evaluating results to choose the best solution and solve problems.
- Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Establishing and Maintaining Interpersonal Relationships — Developing and maintaining constructive and cooperative working relationships with others.
- Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

Work Styles

- Concern for Others — Being sensitive to others' needs and feelings and understanding and helpful on the job.
- Integrity — Job requires being honest and ethical.
- Dependability — Being reliable, responsible, and dependable, and fulfilling obligations.
- Stress Tolerance — Accepting criticism and dealing calmly and effectively with high-stress situations.
- Self-Control — Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in challenging situations.
- Attention to Detail — Being careful about detail and thorough in completing work tasks.

- Cooperation — Being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Adaptability/Flexibility — Being open to change (positive or negative) and considerable variety in the workplace.
- Initiative — Willingness to take on responsibilities and challenges.
- Independence — Developing one's ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Orientation

All students are required to attend the orientation session of the New River CTC ADN Program. During orientation, program policies and procedures are discussed, forms are signed, and pertinent information is provided to the classroom and clinical/simulation experience. A great deal of valuable information is discussed that will help to ensure the student's success within the program.

Any student who does not attend orientation may not participate in class or lab/clinical/simulation experiences until they meet with their advisor and/or the New River CTC ADN Program administrator to determine if a make-up date can be arranged.

All lab/clinical readiness documentation, acknowledgment of receiving the New River CTC ADN Program Student Handbook, and all other information required must be submitted before beginning the program.

Study Habits

Most collegiate courses require more work outside of the classroom in an independent review of the material, reports, library research, etc. than high school. Therefore, students carrying a full load of college courses will generally find that they must devote more time to studying, completing assignments, and preparing for classes than they were accustomed to in high school to maintain the same GPA.

Classwork occupies a great deal of time. A successful student learns to establish a definite schedule for study time and activities and works according to that schedule. Managing time effectively will allow each student to take full advantage of opportunities available through classwork and extracurricular activities. Each student should determine how much time they need to devote to study and the best time of day and the best place to study and adjust his/her study time to that time of day.

Students who are academically successful:

- Allot adequate time to study class material.
- Apply themselves to the job of being a student.
- Budget time accordingly.
- Control personal problems.
- Focus on course objectives and material emphasized by the instructor.

- Maintain good study habits, such as taking notes, perusing class material, reading texts, and reviewing objectives daily
- Possess an adequate educational background.
- Seek out available campus services when needed.

Library Services and Resources

New River CTC Library is available virtually, allowing students to access library resources and services online. The Greenbrier County Public Library is adjacent to the college's Lewisburg location. Library services are also available through the county public libraries, the Craft Memorial Library in Bluefield, and the Bluefield State College Library. Each library is a member of the West Virginia Library Network (WVLN) and serves all WVLN cardholders. All students enrolled at New River CTC have access to a wide variety of databases and other internet resources.

Students are encouraged to apply for a public library card. Nursing journal articles can be obtained electronically through an inter-library loan (ILL) request. If the student (or faculty) already has an MLN or WVLN card, that card will serve as their library ID.

To obtain a WVLN card, please provide the following information: copy of their current driver's license or WV state ID with a current mailing address, physical address (if different from their postal address), telephone number, e-mail address, and New River school ID. The library card can be requested in person or by e-mail.

Service-Learning Hours

All students in the ADN Program must complete 12 hours of service-learning during the program. Students not meeting the required 12 hours will not qualify for graduation from the program.

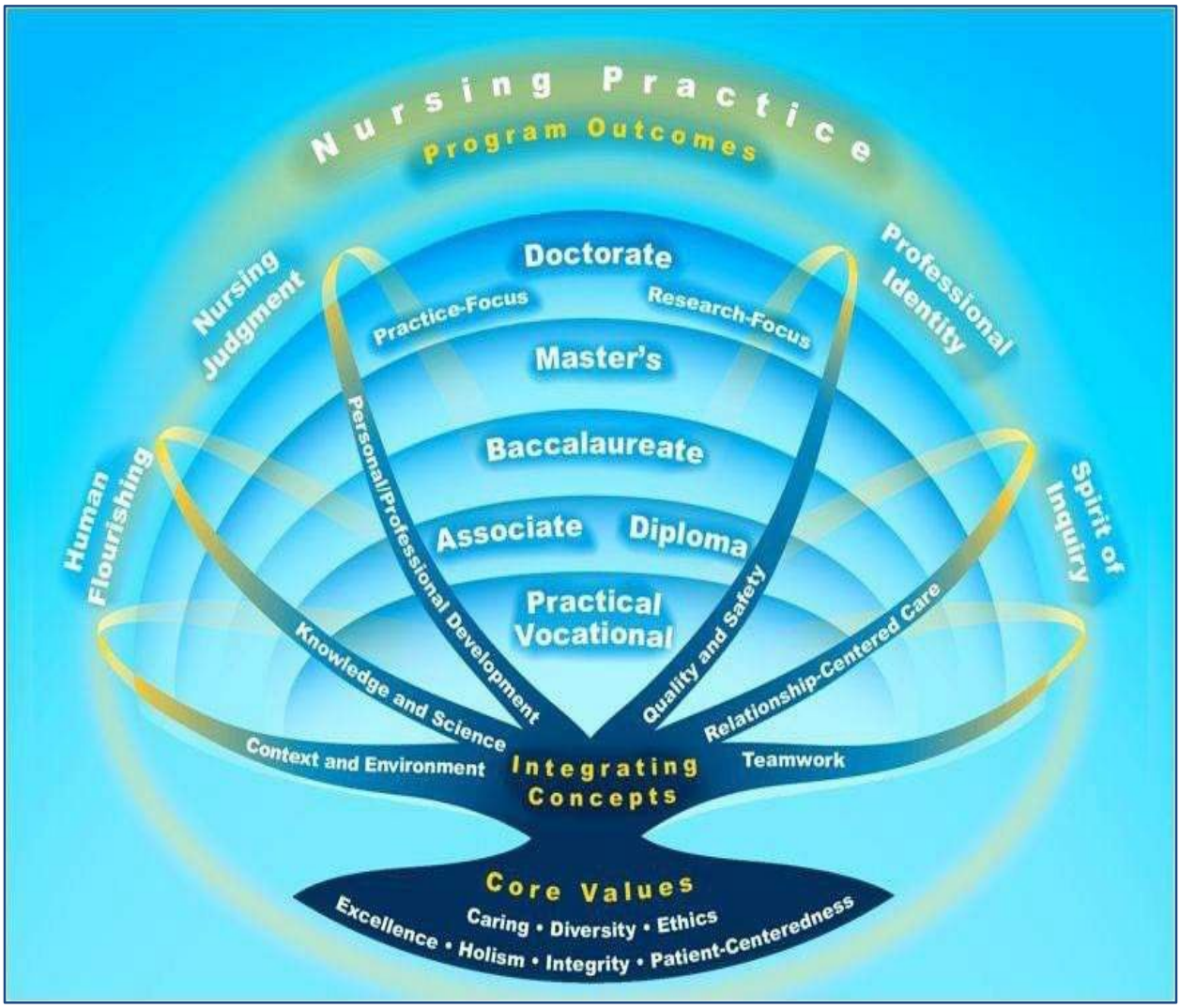
Students may satisfy their service-learning requirement by selecting volunteer opportunities they find in the community or participating in scheduled course service-learning projects or combining the two.

Examples of service-learning activities include but are not limited to:

- Volunteering at Rotary Club Blood Screening Events
- Center West Virginia Aging Health Fairs
- Mountaineer Food Bank
- Pinning Ceremony preparation
- ADN table at TOOT event
- ADN table at NRCTC invitational

All service-learning hours must be approved by a program faculty or staff member prior to completion of the hours. Service-learning documentation forms can be obtained in the nursing office or Appendix II.

Conceptual Framework



National League for Nursing Education Competencies Model, 2010

The conceptual framework used by New River CTC ADN Program is based on the National League for Nursing (NLN) Program Outcomes and Educational Competencies Model and the components within it. The model consists of the following features from NLN:

Core Values

Seven core values, implicit in nursing's historical paradigm, are foundational for nursing practice. These values are caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness. They are shown at the root of the model to indicate that each type of New River CTC ADN Program and each type of competency must be grounded in these fundamental values.

Integrating Concepts

Emerging from the seven core values are six integrating concepts: context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork. These concepts are shown as bands around the program types, illustrating their progressive and multidimensional development experiences for students during their learning experiences. The band's critical feature is an enveloping feedback mechanism that acknowledges nursing education's ongoing advancement, as new graduates return new learning, gleaned from multiple sources to nursing practice through nursing education. In this way, nursing practice and nursing education remain perpetually relevant and accountable to the public, and those in need of nursing.

The New River CTC ADN Program upholds the core values of the National League for Nursing: caring, diversity, ethics, integrity, patient-centeredness, excellence, and holism as evidenced by the following program student learning outcomes.

Definitions of Conceptual Terms from the NLN

Caring is promoting health, healing, and hope in response to the human condition. A culture of caring is a fundamental part of the nursing profession. It characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders.

Context and Environment, concerning organizations, refer to the conditions or social system within which the organization's members act to achieve specific goals. Context and environment are a product of the organization's human resources and the policies, procedures, rewards, leadership, supervision, and other attributes that influence interpersonal interactions. In healthcare, context and environment encompass organizational structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, continuous quality improvement, and effectiveness.

Core Competencies are the discrete and measurable skills essential for nursing practice developed by faculty in nursing schools to meet established program outcomes. These competencies increase in complexity both in content and training during the program of study. The core competencies are applicable in varying degrees across all didactic and clinical courses and within all programs of study, role performance, and practice settings. The competency structure, course expectations, content, and strategies guide course outcomes. They are the foundation for clinical performance examinations and the validation of practice competence essential for patient safety and quality care.

Course Outcomes are an expected culmination of all learning experiences for a particular course within the New River CTC ADN Program, including the mastery of essential core competencies relevant to that course. Classes should be designed to promote synergy and consistency across the curriculum and lead to program outcomes' arraignment.

Course Student Learning Outcomes are expected culmination of all learning experiences for a particular course within the program, including the mastery of essential core competencies relevant to that course. Classes should be designed to promote synergy and consistency across the curriculum and lead to course student learning outcomes.

Critical Thinking means identifying, evaluating, and using evidence to guide decision making, employing logic and reasoning.

Clinical Judgment refers to a process of observing, interpreting, responding, and reflecting situated within and emerging from the nurse's knowledge and perspective. Integration of best evidence ensures that clinical decisions are informed to the extent possible by current research.

Diversity means recognizing differences among persons, ideas, values, and ethnicities, while affirming the uniqueness of each" within the context of nursing care. A culture of diversity embraces acceptance and respect. We understand that everyone is unique and recognizes individual differences, including race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating everyone’s richness. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior patterns.

Excellence means creating and implementing transformative strategies with daring ingenuity. A culture of excellence reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated.

Ethics involves thoughtful consideration of personal, societal, and professional values, principles, and codes that shape nursing practice. Ethical decision-making requires applying an inclusive, holistic, systematic process for identifying and synthesizing moral issues in healthcare and nursing practice and acting as moral agents in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion while respecting the dignity, self-determination, and worth of all people.

Holism is the culture of human caring in nursing and healthcare that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual's environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs within the context of a wellness-illness continuum.

Human Flourishing can be loosely expressed as an effort to achieve self-actualization and fulfillment within the context of a broader community of individuals, each with the right to pursue his or her actions. The process of attaining human flourishing is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement. Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. The nurse helps the individual in efforts to reclaim or develop new pathways toward human flourishing.

Integrity involves respecting the dignity and moral wholeness of every person without conditions or limitations. A culture of integrity is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth-telling and to how we always were ourselves from the perspective of others in a larger community.

Knowledge and Science refer to the foundations that serve as a basis for nursing practice, which, in turn, deepen, extend, and help generate new knowledge and new theories that continue to build the science and further the practice. Those foundations include (a) understanding and integrating knowledge from a variety of disciplines outside nursing that provide insight into the physical, psychological, social, spiritual, and cultural functioning of human beings; (b) understanding and integrating knowledge from nursing science to design and implement plans of patient-centered care for individuals, families, and communities; (c) understanding how learning and science develop; (d) understanding how all members of a discipline have responsibility for contributing to the development of that disciplines' evolving science; and (e) understanding the nature of the evidence-based practice.

Nursing Judgment encompasses three processes, namely, critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes to make decisions about clinical care, the development and application of research, the broader dissemination of insights and research findings to the community, and management and resource allocation.

Patient-Centeredness is an orientation to care that incorporates and reflects the uniqueness of an individual patient's background, personal preferences, culture, values, traditions, and family. A patient-centered approach supports optimal health outcomes by involving patients and those

close to them in their clinical care decisions. Patient-centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care.

Personal and Professional Development is a lifelong process of learning, refining, and integrating values and behaviors that (a) are consistent with the profession's history, goals, and codes of ethics; (b) serve to distinguish the practice of nurses from that of other healthcare providers; and (c) give nurses the courage needed to continually improve the care of patients, families, and communities and to ensure the profession's ongoing viability.

Professional Identity involves internalizing core values and perspectives recognized as integral to nursing's art and science. These core values become self-evident as the nurse learns, gains experience and grows in the profession. The nurse embraces these fundamental values in every aspect of practice while improving patient outcomes and promoting the nursing profession's ideals. Professional identity is evident in the lived experience of the nurse, in his or her ways of "being," "knowing," and "doing."

Quality and Safety is the degree to which healthcare services a) are provided in a way consistent with current professional knowledge; b) minimize the risk of harm to individuals, populations, and providers; c) increase the likelihood of desired health outcomes; and d) are operationalized from an individual, unit, and systems perspective.

Program Student Learning Outcomes are the expected culmination of all learning experiences occurring during the program, including the mastery of essential core nursing practice competencies, built upon the seven core values and six integrating concepts.

Relationship-Centered Care positions (a) caring, (b) therapeutic relationships with patients, families, and communities; and (c) professional relationships with members of the healthcare team as the core of nursing practice. It integrates and reflects respect for others' dignity and uniqueness, valuing diversity, integrity, humility, mutual trust, self- determination, empathy, civility, the capacity for grace, and empowerment.

Spirit of Inquiry is a persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing methods, and seek creative approaches to problems. The Spirit of the investigation suggests, to some degree, a childlike sense of wonder. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations.

Student Learning Outcomes are statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience. Teamwork means to function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Integrating Concepts Within Conceptual Framework

The Integrating Concepts of the New River CTC's ADN Program's curriculum emerges from the seven core values identified by the National League for Nursing (2012). The six integrating concepts include:

- Context and Environment
- Knowledge and Science
- Personal and Professional Development
- Quality and Safety
- Relationship-Centered Care
- Teamwork

Within the Conceptual Framework schematic, these concepts are shown as bands around the program types, illustrating their progressive and multidimensional development in students during their learning experiences. The band's critical feature is an enveloping feedback mechanism that acknowledges nursing education's ongoing advancement, as new graduates return new knowledge gleaned from multiple sources to nursing practice through nursing education. In this way, nursing practice and nursing education remain perpetually relevant and accountable to the public and all those in need of nursing.

End-of-Program Outcomes

The New River CTC ADN Program nursing faculty will measure the effectiveness of the program using the following data points:

Licensure Exam (NCLEX-RN)

- 80% of all first-time NCLEX-RN test-takers will pass on the first attempt.

Program On-Time Completion

- 70% of students enrolled in the New River CTC ADN Program will complete the nursing program on time.

RN Employment

- 90% of graduates will be employed in a position requiring an RN license within one year of graduation.

NLN End-of-Program Student Learning Outcomes

At the completion of the ADN Program, graduates will meet the following competencies:

Human Flourishing

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

1. Collaborate with the patient or designee to plan and provide nursing care that respects the patient's values and needs.

Nursing Judgment

Make judgments in practice, substantiated with evidence that integrates nursing science to provide safe, quality care, and that promotes patients' health within a family and community context.

2. Generate safe and effective patient-centered care using the nursing process.
3. Incorporate effective communication strategies to reduce risk and injuries in the healthcare environment.

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.

4. Create caring relationships with patients and support systems consistent with the American Nursing Association (ANA) Standards of Nursing Practice and the Code of Ethics.
5. Evaluate the utilization of healthcare system resources to manage care efficiently and effectively.

Spirit of Inquiry

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

6. Integrate current best practices to plan and implement safe and effective patient care.

Curriculum

Prior to beginning the ADN Program, the following pre-requisites must be completed: Human Anatomy & Physiology 1 & 2, with lab (BIOL 231/233L and 232/234L) with a grade of "C" or higher.

The core curriculum is designed to guide qualified students through structured learning experiences in healthcare settings to meet eligibility requirements for the National Council Licensure Examination for registered nurses (NCLEX-RN)

Program Evaluation Sheet

New River Community & Technical College
Associate of Applied Science
Associate Degree Nursing
2026-2027 Catalog

Course	Title	Credits	Grade	Qual. Pts.
	Program Prerequisites			
BIOL 231	Human Anatomy & Physiology I	3		
BIOL 233L	Human Anatomy & Physiology I Lab	1		
BIOL 232	Human Anatomy & Physiology II	3		
BIOL 234L	Human Anatomy & Physiology II Lab	1		
	Total **First Semester**	8		
NURS 145	Drug and Dosage Calculations	2		
NURS 146	Health Assessment and Diagnostics	3		
NURS 147	Nursing Concepts of Health and Illness I	5		
NURS 148	Nursing Clinical I	4		
ENGL 101	Composition	3		
	Total Hours **Second Semester**	17		
NURS 234	Nursing Concepts of Health and Illness II	5		
NURS 235	Nursing Clinical II	4		
COSC 101	Microsoft Office OR any COSC elective OR BUSN 130, OR BUSN 230, OR BUSN 245	3		
COMM 212	Interpersonal Communications OR any COMM elective OR BUSN 232	3		
ENGL 102	Research OR ENGL 212 Technical Writing	3		
	Total Hours **Third Semester**	18		
NURS 244	Synthesis of Nursing Concepts	4		
NURS 245	Professional Nursing & Health Systems Concepts	5		
NURS 246	Nursing Clinical III	5		
	Total Hours	14		

Prior Learning Credits Earned 3
Total Program Hours Including Prerequisites 60

Assessment, Remediation, Progression, and Graduation

The ADN program uses assessment, remediation, progression, and graduation as separate but related processes, with each process having a different purpose.

- Assessment identifies student performance.
  - Student performance is identified by using methods used to evaluate student learning, nursing knowledge, clinical judgment, psychomotor skills, professional behaviors, and readiness for nursing practice.
  - Assessment occurs throughout each course and may include, but is not limited to, unit exams, final exams, quizzes, written assignments, ATI assignments or exams, skills check-offs, simulation performance, clinical performance evaluations, care plans, concept maps, discussion boards, medication calculations, and faculty observations.
  - ATI Engage Skills checklists are used as the standard criteria for nursing skills checkoffs. Students are expected to review the applicable ATI Engage Skills content and checklist (available in Brightspace) before practicing and completing a skills check-off.
  - Assessment results are used to determine whether students are meeting course outcomes, clinical expectations, and program expectations. Assessment results may also be used to identify areas for remediation or additional support. However, no one assessment alone determines whether a student completes the ADN program. The student must still meet all course, clinical, program, and college requirements.
- Remediation provides additional learning support when a weakness is identified.
  - Remediation is a required learning process assigned when a student demonstrates an area of weakness or does not meet an expected level of performance. Remediation is designed to help the student improve knowledge, skills, clinical judgment, test-taking ability, professional behaviors, or clinical performance. For example, remediation may be required after a low exam score, unsuccessful skills performance, unsafe clinical practice, unsatisfactory clinical evaluation, ATI score below the program benchmark, medication calculation concern, attendance concern, or other faculty-identified need.
  - When necessary, a repeat skill checkoff will be conducted and may use a different patient scenario while assessing the same course outcomes, clinical judgment skills, and performance expectations.
  - Completion of remediation does not erase the original assessment score unless the course syllabus specifically states that points may be earned back. Remediation also does not replace required course work, clinical expectations, progression standards, or graduation requirements. Completion of remediation does not guarantee progression or graduation. The student must still meet all course, clinical, program, and college requirements.

- Progression determines whether a student may continue in the program.
  - ADN students must achieve a minimum semester GPA of 2.0 to progress in the program. The semester GPA includes all courses attempted during the current semester, including nursing courses and general education courses.
  - Progression refers to the student's eligibility to continue from one course or semester to the next in the ADN program and is based on whether the student meets published course and program requirements. These requirements may include successful completion of required courses, minimum course grades, satisfactory clinical performance, satisfactory skills performance, required attendance, completion of assigned remediation, professional behavior expectations, and compliance with college, program, and clinical agency requirements.
  - For example, a student may pass a written exam but still be unable to progress if the student does not meet skills/simulation/clinical safety requirements. Likewise, a student may complete remediation for a low ATI score but must still meet the minimum course grade and all other course requirements to progress. Progression is based on the totality of course and program requirements, not on one assessment alone.
- Graduation determines whether the student has completed all requirements for the ADN program.
  - Graduation refers to completion of all requirements for the ADN program and the college degree. To be eligible for graduation, students must successfully complete all required nursing and non-nursing courses, meet the required credit hours listed on the ADN program evaluation sheet, meet college graduation requirements, and be in good standing with the college and ADN program.

No single assessment, assignment, exam, standardized test, clinical activity, or remediation activity determines successful completion of a course or the ADN program. Student success is determined by meeting all published course, clinical, program, and college requirements. The ADN program evaluates students using multiple methods to assess nursing knowledge, clinical judgment, psychomotor skills, safe patient care, communication, professionalism, and readiness for nursing practice.

Course Descriptions

Didactic sessions have a one credit hour to one contact hour ratio.
Skills laboratory experiences have a one credit hour to two clock hour ratio.
Clinical and simulation sessions has a one credit hour to three clock hour ratio.
Pharmacology is a content thread throughout all nursing courses of study.

Nursing 145: Drug and Dosage Calculations
This course expands the nursing student's ability to read, interpret, and solve increasingly complex dosage calculation problems. Critical thinking skills are applied to age and acuity-specific variations in select populations.

- Prerequisite: Admission to the New River CTC ADN Program, Anatomy & Physiology I and II with corresponding labs (BIOL 231 & BIOL 233L, BIOL 232 & BIOL 234L).
- Co-requisites: Health Assessment and Diagnostics (NURS 146); Nursing Concepts of Health and Illness I (NURS 147); Nursing Clinical I (NURS 148)
- Course Credit Hours: Two credit hours: Didactic learning (25 contact hours)

Nursing 146: Health Assessment and Diagnostics
This course is designed to introduce the nursing student to the knowledge and skills required to perform a health assessment across the lifespan. The student will learn to recognize, interpret, and document normal and abnormal assessments and diagnostic findings.

- Prerequisite: Admission to the New River CTC ADN Program, Anatomy & Physiology I and II with corresponding labs (BIOL 231 & BIOL 233L, BIOL 232 & BIOL 234L).
- Co-requisites: Drug and Dosage Calculations (NURS 145); Nursing Concepts of Health and Illness I (NURS 147); Nursing Clinical I (NURS 148)
- Course Credit Hours: Three credit hours.
  - Two credit hours: Didactic learning (25 contact hours)
  - One credit hour: Skills lab (25 contact hours)

Nursing 147: Nursing Concepts of Health and Illness I
This course builds upon foundational concepts across the lifespan while introducing the wellness-illness continuum concepts and the individual and family response.
Classroom and laboratory experiences allow the application of the nursing process and the development of clinical judgment and decision making.

- Prerequisites: Admission to the New River CTC ADN Program, Anatomy & Physiology I and II with corresponding labs (BIOL 231 & BIOL 233L, BIOL 232 & BIOL 234L).
- Co-requisites: Drug and Dosage and Calculations (NURS 145); Health Assessment and Diagnostics (NURS 146); Nursing Clinical I (NURS 148)
- Course Credit Hours: Five credit hours
  - Four credit hours: Didactic learning (50 contact hours)
  - One credit hour: Skills lab (25 contact hours)

Nursing 148: Nursing Clinical I

This course provides students hands-on experience in a clinical setting. Students interact with various members of the healthcare team to help provide safe, quality, person-centered care to diverse populations within the community.

- Prerequisites: Admission to the New River CTC ADN Program, Anatomy & Physiology I and II with corresponding labs (BIOL 231 & BIOL 233L, BIOL 232 & BIOL 234L).
- Co-requisites: Drug and Dosage and Calculations (NURS 145); Health Assessment and Diagnostics (NURS 146); Nursing Concepts of Health and Illness I (NURS 147)
- Course Credit Hours: Four credit hours
  - Three credit hours: Clinical (135 contact hours)
  - One credit hour: Simulation lab (45 contact hours)

Nursing 234: Nursing Concepts of Health and Illness II

This course expands the wellness-illness continuum concepts, emphasizing the expanding family and tertiary care within the community. Classroom and laboratory experiences allow analysis within the nursing process and the application of clinical judgment and decision-making.

- Prerequisites: Drug and Dosage Calculations (NURS 145); Health Assessment and Diagnostics (NURS 146); Nursing Concepts of Health and Illness I (NURS 147); Nursing Clinical I (NURS 148)
- Co-requisites: Nursing Clinical II (NURS 235)
- Course Credit Hours: Five credit hours
  - Four credit hours: Didactic learning (50 contact hours)
  - One credit hour: Skills lab (25 contact hours)

Nursing 235: Nursing Clinical II

This course is a continuation of Nursing Clinical I and provides students hands-on experience in the clinical setting. Students interact with various members of the healthcare team to help provide safe, quality, person-centered care to diverse populations within the community.

- Prerequisites: Drug and Dosage and Calculations (NURS 145); Health Assessment and Diagnostics (NURS 146); Nursing Concepts of Health and Illness I (NURS 147); Nursing Clinical I (NURS 148)
- Co-requisites: Nursing Concepts of Health and Illness II (NURS 234)
- Course Credit Hours: Four credit hours
  - Three credit hours: Clinical (135 contact hours)
  - One credit hour: Simulation lab (45 contact hours)

Nursing 244: Synthesis of Nursing Concepts

This course together with the capstone course focuses on the integration of interrelated concepts across the wellness-illness continuum. Classroom experience provides an opportunity for synthesis of the nursing process and integration of clinical judgment and decision making.

- Prerequisite: Nursing Concepts of Health and Illness II (NURS 234); Nursing Clinical II (NURS 235)
- Co-requisite: Professional Nursing and Health System Concepts (NURS 245); Nursing Clinical III (NURS 246)
- Course Credit Hours: Four credit hours.
    - Three credit hours: Didactic learning (37.5 contact hours)
    - One credit hour: Skills lab (25 hours)

Nursing 245: Professional Nursing and Health Systems Concepts

This capstone course will focus on current issues in health care and the nursing profession and is designed to facilitate the transition from the student to professional registered nurse.

- Prerequisite: Nursing Concepts of Health and Illness II (NURS 234); Nursing Clinical II (NURS 235)
- Co-requisites: Synthesis of Nursing Concepts (NURS 244); Nursing Clinical III (NURS 246)
- Course Credit Hours: Five credit hours.
    - One credit hour: Didactic learning (15 contact hours)
    - One credit hour: Skills lab (25 contact hours)
    - Three credit hours: Simulation lab (135 contact hours)

Nursing 246: Nursing Clinical III

This course is a continuation of Nursing Clinical II. Students complete 144 hours of clinical training with a clinical preceptor. The remaining clinical hours are dedicated to scenarios and simulations necessary for students to obtain their American Heart Association (AHA) certification in pediatric advanced life support (PALS) and advanced cardiac life support (ACLS).

- Prerequisites: Nursing Concepts of Health and Illness II (NURS 234); Nursing Clinical II (NURS 235)
- Co-requisites: Synthesis of Nursing Concepts (NURS 244); Professional Nursing and Health Systems Concepts (NURS 245)
- Course Credit Hours: Five credit hours
    - 3.5 credit hours: Clinical (157.5 contact hours)
        - 144 hours are preceptorship
    - 1.5 credit hour: Simulation lab (67.5 contact hours)

Grading Scale

Students enrolled in New River CTC's ADN Program must earn at least 80% of the total points possible for each nursing course to pass the class. Failure to achieve 80% will result in a nursing course failure.

The grading scale is as follows:

Grade	Scale
A	93% - 100%
B	86% - 92.9%
C	80% - 85.9%
D	73% - 79.9%
F	0 – 72.9%

Grading Material

In non-clinical nursing courses, including 145 – Drug Dosage Calculation and 146 – Health Assessment and Diagnostics, grades are weighted in the following manner:

- 45% = Exams
  - 40% = Assignments
    - Skills Checkoffs = 15% of total course grade
    - Other Assignments = 25% of total course grade
- 15% = ATI Standardized Assessments
  - NURS 145 - Dosage Calculation 3.2 Critical Care
  - NURS 146 - RN Concept-Based Assessments Level 1
  - NURS 147 - Fundamentals
  - NURS 234 - Medical- Surgical
  - NURS 244 - RN Concept-Based Assessments Level 4
  - NURS 245 - Comprehensive Predictor

In nursing clinical courses, (NURS 148, NURS 235, and NURS 246), the grades are weighted in the following manner:

- 60% = Clinical observation
- 20% = Clinical documents
- 20% = Simulation observation and documents

Calculating Grade Point Average (GPA)

You will need the following information to calculate your GPA.

- Credits attempted - These are the total number of credits for the courses you have taken.
- Final grades earned - Use your unofficial transcript to see the grades you earned in your classes for each semester.
- Point values for those grades - each grade is assigned to a point value.

Use the chart below to determine the point values for your grades:

Letter Grade	Point Value for Grade
A	4.00
B	3.00
C	2.00
D	1.00
F	0.00

Follow the instructions outlined below to calculate your GPA. The formula for calculating GPA is to divide the total points earned by the total number of credits attempted.

Total Points Earned / Total Credits Attempted = Grade Point Average

Example: 26 points earned / 14 credits attempted = 1.85 GPA

Students are required to earn a grade of "C" or higher in all courses required for an associate degree in nursing.

Testing Accommodations

Students begin by discussing their needs with the ADA Coordinator and complete the Self Identification Form and the How do I Request ADA Services Packet. The ADA Coordinator will notify the nursing faculty of student disabilities with specific accommodations that the student is eligible to receive.

Assessment Technologies Institute (ATI)

All nursing students will use the Assessment Technologies Institute (ATI) Nursing Education program. This program is designed to assist in identifying student mastery of content. This comprehensive review program includes learning and assessment activities, such as case studies, supplemental review materials, quizzes, practice assessments, proctored and predictive assessments. ATI materials are integrated throughout the curriculum in selected courses.

Students are expected to achieve Level 2 or higher ATI Content Mastery Series assessment, 80% on an ATI Drug Dosage Calculations assessment, or 90% "probability of passing" (PoP) on the ATI Comprehensive Predictor. These represent the ADN program benchmarks on ATI standardized assessments. Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in the assessment's specific content area.

Students who do not meet these established benchmarks are required to complete remediation as part of the program's learning support process; however, these scores alone do not determine progression within the nursing program.

Gradebook scores for these assessments will be as follows:

- ATI Drug Dosage Calculation assessment will be the same as the score earned on the assessment.
- ATI Content Mastery Series assessment scores will be recorded following these guidelines:
  - Level 2 and 3 predictive assessment grades = ATI grade or students' actual score (whichever is higher).
  - Level 3 grade = minimum 93%
  - Level 2 grade = minimum 86%
  - Level 1 grade = 79%
  - Below Level 1 grade = 72%
- Points for the ATI Comprehensive Predictor are based on a predicted probability of passing (PoP) the National Council Licensure Examination-Registered Nurse (NCLEX-RN) on the initial attempt.

Testing Remediation and Counseling

The purpose of remediation is to provide additional learning opportunities that strengthen clinical judgment and support safe nursing practice, thereby promoting improved student learning outcomes (SLOs). Remediation activities are required but do not earn additional points for course content exams. Ten percentage points are added to ATI Proctored standardized assessments when students complete a meeting with the instructor, a Counseling Action Plan, and submit documentation of completed remediation.

Students are required to meet with faculty and complete a Counseling Action Plan for remediation when any of the following occur:

- An unsatisfactory or fail score on a skills checkoff; or
- A score less than 80% on any course content exam; or
- A score less than ATI Proficiency Level 2 on an ATI standardized assessment; or
- A score less than 100% on the ATI Content Mastery Series Assessment – Practice B
- A score less than 80% on an ATI Drug Dosage Calculation standardized assessment; or
- A less than 90% predicted PoP the NCLEX-RN on the ATI Comprehensive Predictor.

Required remediation must be completed and submitted by the deadline established by course faculty. Failure to complete and submit the required remediation by the established deadline will result in a 5% deduction from the student's earned examination score.
As part of remediation, students must complete a written self-reflection that includes:

- An analysis of at least three missed test questions, identifying the errors made by comparing the rationales for correct versus incorrect answers.
- A description of at least two practical strategies the student will implement to strengthen learning and improve future test performance.

Extra Credit

No bonus or extra credit points will be provided for students to raise their grade in nursing courses. Offering bonus or extra credit points can create an unrealistic perception that a student can pass a course without fully mastering the core curriculum.

Assignment Submission Deadline

The nursing profession calls for individuals of integrity, responsibility, and discipline. Submitting assignments allows students to demonstrate their ability to manage time effectively and meet deadlines. Assignments submitted after the due date will receive an automatic 10% grade deduction during the first seven days. After seven days, a late assignment cannot be submitted, therefore the assignment grade will be zero.
Example: Assignment is due by 11:59 p.m. Assignments submitted after that time will have a maximum grade of 90%, rather than 100%.

Clinical Expectations

The clinical is designed to meet course objectives and prepare the student to assume the role of a registered professional nurse.
Repeated violation of the standards and inability to meet expectations of the clinical experience or a single critical violation will lead to administrative dismissal from the clinical setting and New River CTC ADN Program. The student will not be allowed to progress in the program and must follow the Withdrawal/Reinstatement Policy.

The following clinical standards and expectations have been designed to ensure that the student completes the New River CTC ADN Program, and that patient and student safety is maintained:

- The student is expected to attend all clinical hours
- When signing charts or other clinical documents, the student will use the title SN (student nurse) following their name. (example: J. Smith, SN)
- A student unable to attend a clinical for any reason must notify the assigned nursing faculty as soon as possible or no later than one hour before the scheduled start time via email or telephone/text. If the student fails to notify the nursing faculty, they will be

given an unsatisfactory clinical and considered an absence and be subject to the attendance policy.

- Students arrive at the clinical site 15 minutes before the clinical start. The nursing faculty may require the student who is tardy to leave the clinical, and the student will be given an unsatisfactory clinical/simulation and counted as absent for the day.
- Each student is responsible for their travel to clinical facilities, meals, and parking fees associated with all clinical.
- Any student engaging in unsafe practices, whether physical, mental or emotional, including but not limited to rude or inappropriate emotional behavior, error in medication administration, performing a task or procedure independently that requires supervision. Abuse or intimidation of a patient, patient family, fellow student, faculty, facility staff, or visitors. Any student's action that could be harmful or fatal to a patient or others' well-being will be administratively dismissed from the program and will not be considered for readmission to the New River CTC ADN Program.

NOTE: Legal repercussions are possible based on the nature and/or severity of the students' actions.

Clinical Performance Evaluation

Students will be evaluated periodically on their performance of clinical behaviors that reflect progress toward achieving the program student learning outcomes. Student learning outcomes for clinical performance are evaluated using the Clinical Performance Evaluation Tool (CPET), which aligns with the AACN Essentials (2021) and NLN Competencies. The CPET outlines competency-based expected behaviors for each course level and supports evaluation across cognitive, affective, and psychomotor domains. As students progress through the ADN program, expected performance scores increase to reflect advancing knowledge, clinical judgment, independence, and professional role development. Formative evaluation occurs weekly and at midterm to guide student improvement, and a summative evaluation is completed at the end of the course to determine whether the student has met the minimum expected level of performance required for successful course completion and progression in the program.

The CPET guidelines are as follows:
Student performance is evaluated using a 0–4 developmental scoring scale that reflects increasing independence, accuracy, safety, organization, and clinical judgment:

- 4 – Self-Directed: Consistently safe, accurate, efficient, and independent
- 3 – Supervised: Safe and effective with minimal guidance
- 2 – Assisted: Requires occasional guidance
- 1 – Novice: Requires frequent guidance
- 0 – Dependent: Unable to perform safely or without continuous direction

The clinical/simulation component for a clinical course must be passed for progression to the next nursing course. An assigned numerical point average is required to pass the clinical/simulation component of each course. If a passing score is not achieved on the final CPET, a grade of "F" will be received for the entire course.

Expected performance benchmarks correspond to progression through the program:

Level	Minimum Expected Performance	Minimum Score	Upon Completion of:
I	Novice — Assisted	1.5	NA
II	Assisted	2.0	NURS 148
III	Assisted — Supervised	2.5	NURS 235
IV	Supervised — Self-directed	3.0	NURS 246

The CPET is used in all courses with clinical experiences and supports both formative and summative evaluation, including midterm and final assessments, with additional use as needed to guide feedback, remediation, or learning contracts. This standardized evaluation framework allows faculty to monitor student progression over time and supports systematic evaluation of outcomes at the student, course, and program levels, consistent with accreditation expectations.

NOTE If a student demonstrates unsafe performance at any time that places or has the potential to place a client at risk for harm, the instructor has the authority to immediately remove the student from the clinical or simulation experience and/or assign a failing grade for the clinical course. Unsafe performance may result in course failure regardless of the student's performance in other course components. The student will receive immediate feedback (verbal/written) regarding the specific behavior in question.
A written description of the incident and remediation plan, if applicable, will be documented in the Counseling Action Plan and the CPET. Both documents will be reviewed and signed by the student and faculty and placed in the student's file.

Definition of Unsafe Clinical Practice
Unsafe clinical practice shall be deemed to be behaviors that threaten or violate the physical, biological, or emotional safety of assigned patients. The following examples serve as guides to these unsafe behaviors but are not to be considered all inclusive.

Physical Safety
Unsafe behaviors: inappropriate use of side-rails, wheelchairs, other mechanical equipment; lack of proper protection of the patient, which potentiates falls, lacerations, burns, etc.; performs

nursing actions not yet authorized, lack of preparation for clinical/simulation; fails to seek help when needed.

Biological Safety
Unsafe behaviors: fails to recognize violations in aseptic technique, violates “7 rights” in medication administration, comes to clinical/simulation unwell, performs nursing actions without appropriate supervision, fail to seek help when needed.

Emotional Safety
Unsafe behaviors: threatens or makes patient fearful; provides patient with inappropriate or incorrect information, performs nursing actions without appropriate supervision, fail to seek help when needed, demonstrate unstable emotional behaviors.

Unprofessional Practice
Unprofessional practice (including but are not limited to): Verbal and nonverbal language, actions or voice inflections which compromise rapport or working relations with patients, family members, staff or physicians, may potentially compromise contracted agreements and/or working relations with clinical affiliates or constitute violations of ethical/legal standards.

If a client is harmed directly by the student's action or inaction, the student will be dismissed from the program at that time.

All clinical-grade decisions relating to student's written work, knowledge regarding client condition, accountability, responsibility, etc., are made at the discretion of the clinical instructor and the nursing faculty.

Students are expected to exhibit professionalism, which includes arriving on time for, notifying program faculty of absence or tardiness, and being prepared for the clinical experience. Professionalism directly affects the student’s clinical evaluation score. Because professional behavior is essential for safe nursing practice, failure to demonstrate expected professional behaviors may lower the CPET rating and may prevent the student from achieving the minimum required performance level for successful course completion and progression in the ADN program, regardless of performance in other competency areas.

Creation of an unsafe clinical environment or behaviors that place a patient at risk for physical or psychosocial harm are inconsistent with the expectations outlined in the CPET. Because safe practice is a foundational requirement for participation in clinical learning, any action that endangers patient safety may result in a reduced CPET rating and may prevent the student from meeting the minimum required level of performance for successful course completion and progression in the ADN program.

Clinical and Simulation Evaluation Components
Professional Behaviors: Actions expected of all nurses and nursing students reflect the values, rules, and nursing practices. These must be demonstrated throughout each course and the program.

Skills Performance Examination: The student's demonstration of the ability to meet the critical elements of selected skills under an examiner's observation.

Required Course Assignments: These are additional learning activities assigned by the course faculty. Submission of completed materials by the posted date is considered a Professional Behavior.

Critical Thinking Map – A written learning tool in which the student applies the nursing process and clinical judgment to identify and interpret relevant patient information, establish priorities, plan and provide appropriate nursing interventions, and evaluate patient responses and outcomes. Patient data and clinical findings are analyzed to identify nursing priorities, develop appropriate interventions and patient education, and evaluate patient responses to care.

At the beginning of each nursing course, the nursing faculty will provide each student with a copy of the program's CPET, including a detailed description of the evaluation components, process, and guidelines about the clinical/simulation.

Clinical Site Travel

Students will be required to rotate through various clinical settings at different locations to enhance their clinical experience. The student must be prepared to travel at least 1-3 hours one way to the assigned clinical sites throughout the program.
The distance and amount of travel required are unavoidable and non-negotiable due to the program requirements, the program curriculum, and the availability of needed clinical sites. The student will be responsible for providing their transportation to and from all clinical locations. Students adhere to the clinical site's policies and procedures and those of the New River CTC ADN Program. The clinical/simulation nursing faculty will be responsible for instructing the students on any specific details or requirements related to the clinical experience.

Progression and Graduation

- Once admitted to the ADN Program, students are expected to complete the program within five semesters. If a student is unsuccessful in a nursing course or withdraws from a nursing course, the student is removed from the planned course sequence and must apply for readmission.
- If the student wishes to return to the New River CTC ADN Program, they must submit, in writing, a request for reinstatement. A student may only be reinstated into the New River CTC ADN Program once, pending available space.
- Students who withdraw for the second time or are unsuccessful in their second attempt in any semester will be dismissed from the New River CTC ADN Program. Dismissal and/or permanent suspension from the New River CTC ADN Program renders the student ineligible for readmission to New River CTC ADN Programs. A student who is dismissed from the program has the right to appeal.
- Students transferring from a different ADN program must complete 15 credit hours minimum at New River CTC to be awarded a degree.
- Students who begin the ADN program at New River CTC, or who are considered native to the ADN program, are required to complete a total of 60 credit hours in accordance with the current ADN program evaluation sheet. The evaluation sheet serves as the official guide for required general education, prerequisite, support, and nursing courses needed to meet degree requirements. Students are responsible for following the program evaluation sheet and successfully completing all required coursework to be eligible for graduation from the ADN program.
- Students must demonstrate behavior consistent with the New River CTC ADN Program's Professional Standards and Safe Clinical Practice Standards (page 15). Failure to adhere to the standards may result in dismissal from the ADN Program.
- A student may be unable to progress in the New River CTC ADN Program if a clinical facility denies the student access to clinical experiences based on criminal background check results.
- Assessments, exams, grading, and remediation
  - ADN students must achieve a minimum semester GPA of 2.0 to progress in the program. The semester GPA includes all courses attempted during the current semester, including nursing courses and general education courses (page 29)
    - Students enrolled in New River CTC's ADN Program must earn at least 80% of the total points possible for each nursing course to pass the class.
  - Clinical Course Requirements and Progression: Clinical courses are graded on a Satisfactory/Unsatisfactory (S/U) basis. Students must satisfactorily complete all clinical and simulation requirements and achieve the established minimum performance requirements on the final Clinical Performance Evaluation Tool (CPET) to earn a grade of Satisfactory (S) in the clinical course.

    - A grade of Unsatisfactory (U) in a clinical course, including failure to meet the required minimum performance requirements on the final CPET, constitutes failure of the clinical course. Successful completion of the required clinical course is necessary for progression in the nursing program. A grade of Unsatisfactory (U) in a clinical course does not result in failure of a separate nursing theory course.
    - No single assessment, assignment, exam, standardized test, clinical activity, or remediation activity determines successful completion of the ADN program. Student success is determined by meeting all published courses, clinical, program, and college requirements.
- Service-Learning
    - All students in the ADN Program must complete 12 hours of service-learning during the program (subject to instructor discretion each semester). All service-learning hours must be approved by a program faculty or staff member prior to completion of the hours. Students not meeting the required 12 hours will not qualify for graduation from the program.
- An application for graduation at New River CTC must be completed. Students should apply for graduation at least one semester before completion of the program requirements.
- Assessment Technologies Institute (ATI)
    - All nursing students are required to use the ATI Nursing Education program, which is designed to support student learning and assist in identifying student mastery of course and program content. The comprehensive review program includes learning and assessment activities that are incorporated throughout the curriculum in selected nursing courses.
    - Students are expected to achieve Level 2 or higher ATI Content Mastery Series assessment, 80% on an ATI Drug Dosage Calculations assessment, or 90% “probability of passing” (PoP) on the ATI Comprehensive Predictor. These represent the ADN program benchmarks on ATI standardized assessments. Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in the assessment’s specific content area.
    - Students who do not meet these established benchmarks are required to complete remediation as part of the program’s learning support process; however, these scores alone do not determine progression within the nursing program.
    - Students who score below Level 2 or less than 90% PoP on the Comprehensive Predictor are required to complete remediation as part of the program’s learning support process; however, these scores alone do not determine progression within the nursing program.
    - Students are required to attend a 3-day live review session with an ATI instructor at the end of the final semester. In cases of absence, this cannot be made up.

- Attendance
    - Students are permitted no more than nine total absences during the entire ADN Program, with a maximum of three absences in any semester. These absences include classroom, laboratory, clinical, and simulation experiences. Students who exceed these limits will be withdrawn from the program. (Attendance Policy - page 44)
    - Absences related to bereavement or approved accommodations under the Americans with Disabilities Act (ADA) are not included in the nine-absence limit but must be approved by the Director of Student Services and/or the Program Administrator.

Pinning Ceremony

After completion of all requirements for the New River CTC ADN Program, a recognition ceremony will be held to honor students graduating. Student representatives from the graduating class and those currently enrolled in the program will work with faculty members to coordinate planning for the ceremony.

The ceremony provides a means for family, friends, and those significant to the student, to celebrate the student's accomplishments and success in completing the program. The ceremony is highlighted by the "pinning" of graduates by whom the student has selected to do so.

In no way does the Pinning Ceremony supersede the New River CTC Commencement exercise held in the spring. Students are encouraged to participate in both activities.

Student Policies & Procedures

The New River Community and Technical College ADN Program faculty reserve the right to change, modify or discontinue in part or ultimately, program policies or procedures; as such, students will be notified verbally or in writing.
Additional policies and procedures that govern students and student behavior may be found in the New River CTC College Catalog and Student Handbook

Abandonment of Patients/Clients Policy

Under no circumstance will it be considered acceptable for a student to abandon a patient. Abandonment is regarded as an unlawful act and is punishable by law.
Abandonment of a patient may include but is not limited to leaving the unit or facility without permission. Students who abandon their clients will be immediately dismissed from the course, receive a failure for that course and permanent dismissal from the New River CTC ADN Program.
NOTE: Legal repercussions are possible based on the nature and/or severity of the student's actions.

Academic Advising Policy

Each student enrolled in the New River CTC ADN Program will be assigned an academic advisor. Students will be responsible for requesting an advising appointment with their assigned advisor before scheduling classes each semester. The student may also require further advising throughout the academic year to discuss any concerns or circumstances regarding their academic progress and/or career path.

Attendance Policy

Regular attendance in classroom, laboratory, clinical, and simulation learning experiences are essential for successful achievement of course and program student learning outcomes. Students in the ADN Program are expected to attend all scheduled learning activities. Each learning environment provides essential opportunities to develop knowledge, clinical judgment, professional behaviors, and safe nursing practice expected for progression in the ADN program. Failure to attend required learning experiences may prevent students from meeting course outcomes and successfully progressing in the program. Cancellation of classes due to weather or other emergencies is not counted as an absence.

Students are permitted no more than nine total absences during the entire ADN Program, with a maximum of three absences in any semester. These absences include classroom, laboratory, clinical, and simulation experiences. Students who exceed these limits will be withdrawn from

the program. Absences related to bereavement or approved accommodations under the Americans with Disabilities Act (ADA) are not included in the nine-absence limit but must be approved by the Director of Student Services and/or the Program Administrator. Students may request a Zoom link from the instructor to participate in the class sessions remotely, which will not count as a classroom absence. Zoom links may not be used for lab/simulation absences.

All assignments are due by the designated due date. To be considered for an examination absence, the student must notify the instructor prior to the scheduled exam time. Make-up examinations must be completed within seven calendar days of the original exam date. It is the student's responsibility to schedule the make-up exam with the instructor. Failure to complete the make-up exam within the required timeframe will result in a grade of zero for the examination.

Attendance at lab, clinical, and simulation experiences is mandatory as outlined in each course syllabus. All missed clinical, laboratory, and simulation experiences must be made up. Make-up requirements will be determined by the course instructor and may include alternate assignments designed to meet course learning outcomes. Students who exceed these limits will be withdrawn from the program.

Tardiness and leaving early have been shown to have a negative impact on learning outcomes. Not only do students receive fewer hours of instruction, but they are also establishing bad punctuality habits, and the learning of other students is disrupted.
Tardy will be defined as arriving more than 15 minutes late. Leaving early will be defined as leaving more than 15 minutes early. Students accruing three episodes of tardiness and/or leaving early for a classroom session or lab/clinical/simulation session will be counted as being absent one day for the course.

If an absence is necessary, the student must follow the Lab/Clinical/Simulation Absence notification procedure outlined in the course syllabus. Failure to follow the required notification procedure will result in faculty documentation in the CPET comments section under applicable competencies, such as professional behaviors and safe client-centered care, and may affect the student's overall clinical performance evaluation.

Students who miss any required lab/clinical/simulation experience complete a Lab/Clinical/Simulation Absence Form as directed by course faculty. Because these learning experiences are essential for demonstrating required competencies on the CPET, repeated absences may be reflected in instructor comments and performance ratings and may prevent the student from meeting the minimum expected level of clinical performance required for course completion and progression in the ADN program.

When the College does not cancel all classes in inclement weather cases, lab/clinical/simulation experiences will be held at the instructor's discretion. Students will be subject to the absence policy.

Instructors may deny a student's attendance at a lab/clinical/simulation experience. Students who are refused attendance at a lab/clinical/simulation experience will be counted absent, receive faculty documentation in the CPET regarding the reason for denial, and be subject to the attendance policy. Reasons a student may be denied attendance include but are not limited to:

- The student is unprepared for patient care as determined by the instructor. For example, assigned paperwork is incomplete or inaccurate.
- The student appears either physically or psychologically ill.
- The student appears to be under the influence of alcohol and/or drugs or is otherwise impaired.
- The student is more than 15 minutes late to lab/clinical/simulation.

NOTE: If a student fails the classroom or lab/clinical/simulation learning experience portion of the course, they fail the entire course. The student will not progress in the New River CTC ADN Program and must follow the Withdrawal/Reinstatement Policy.

Bereavement

When a death occurs in a student's immediate family, the student is permitted up to three consecutive days' absences to attend the funeral or make funeral arrangements. Immediate family is defined as father, mother, stepfather, stepmother, spouse, sibling, child, father-in-law, mother-in-law, grandparent, spouse's grandparent, sister-in-law, or brother-in-law. The student will be allowed one day to attend an aunt, uncle, or first cousin's funeral.

Cardiopulmonary Resuscitation Card (CPR) Procedure

Students must maintain current CPR certification throughout enrollment (Must be American Heart Association, Healthcare Provider with an AED)

Proof of a valid CPR card must be submitted and on file in the New River CTC ADN Program’s office by the program start date. Students will not be allowed to attend clinical/simulation without a current CPR card. The student will be given an unsatisfactory evaluation for each missed clinical/simulation if a valid CPR card is not provided. It is the responsibility of the student to maintain a valid CPR card while enrolled in the program. The cost of the CPR card is the responsibility of the student.

Criminal Background Check Procedure

A criminal background check is required for all accepted students into the New River CTC ADN Program. All background checks must be obtained, and the result is available to the ADN Administrator. NO exceptions will be made. Directions for getting and completing the background check process will be included in the student's provisional acceptance letter. Payment for the criminal background check is the responsibility of the student.
If a student fails to submit the required documents by the start of the program, the student's admission offer will be rescinded, and the student will not be permitted to start the ADN Program. Students missing the due date will be required to reapply in the next application cycle.

A clinical facility has the right to refuse a student access to clinical experiences based on the criminal background check results, which may prevent progression in the New River CTC ADN Program. New River CTC reserves the right to nullify a student's admission based on their background check results.
Providing false information and/or failure to disclose background information on the ADN Program application is grounds for immediate and permanent dismissal.

Dismissal Policy

Students are held accountable for their actions and are expected to conduct themselves in a manner that projects professionalism, integrity, and respect at all times. Reasons for dismissal and/or permanent suspension from the New River CTC ADN Program include but are not limited to the following:

- Academic or clinical dishonesty (e.g., plagiarism, falsifying records, etc.).
- Absences greater than three days of clinical/simulation practice in the spring/fall semesters or two days of clinical/simulation practice, as outlined in the attendance policy.
- Being under the influence or possession of alcohol, controlled substances, or any other form of illicit drug or substances on school property or in the clinical setting.
- Infractions of academic standards, rules, and regulations (e.g., behavioral expectations, required grade point average, course failures/withdrawal, etc., as stated in the ADN Student Handbook and college catalog).
- Failure to meet clinical objectives and/or conducting oneself in a manner considered harmful and/or unsafe concerning patient safety.
- Failure to uphold professional nursing practice standards as identified in Title 19, Series 9 and 10 of the Procedural Rule for the West Virginia RN Board
- Violation of the Professional Standards and Safe Clinical Practice Standards.

A faculty member may recommend dismissal and/or permanently suspend a student from the New River CTC ADN Program. This recommendation should be forwarded to the ADN Program Administrator in writing. The ADN Program Administrator will make the final decision for program dismissal and/or permanent suspension.
Written notice shall be sent to the student. Dismissal and/or permanent suspension from the New River CTC ADN Program renders the student ineligible for readmission. When the decision to dismiss/permanently suspend a student from the New River CTC ADN Program has been made, the student may choose to institute an academic appeal. Students wishing to appeal a decision must follow New River CTC's established appeal process (NRCTC Student Handbook - Appeal Process)

Dress Code Policy

Students must remember that we are guests at each facility, where clinical and community experiences are provided. Not only are we guests, but we are also representatives of the New River CTC ADN Program, and the nursing profession. Professional behavior and dress are expected of all students during the lab/clinical/simulation experience.
Students not adhering to the ADN Program, facility, and/or New River CTC policies will not be allowed to attend lab/clinical/simulation experiences and are subject to reprimand and/or program dismissal.
Students who do not come to clinical/lab/simulation prepared or inappropriate lab/clinical/simulation attire will not be allowed to participate in the experience and will be graded as unsatisfactory for the lab/clinical/simulation experience.
Lab/Clinical/Simulation Setting

- Students are expected to come to the lab/clinical/simulation area in full scrubs with the New River CTC ADN Program patch adhered to the left sleeve.
- Neutral colored (white, beige, gray, navy or black) undergarments are permitted.
- Clean, low-heeled, or sneakers with clean strings, No open-toe or open-heel shoes, sandals, or flip-flops. Shoes cannot be made of canvas or mesh.
- Bandage scissors.
- Plain stethoscope (stethoscope covers are not permitted).
- Approved student name tag containing student's name, the title of a student nurse, and school name must be worn on both uniform and lab coat, if used, and visible at all times.
- Blue or black ink pen.
- Smoking is not permitted in any area within the time frame of the lab/clinical/simulation experience.
- Students are not permitted to chew gum while in the lab/clinical/simulation area
- No food or drinks are allowed in the lab/clinical/simulation setting. Eating and/or drinking is permitted only during breaks and is restricted to facility/school designated break areas and cafeterias.

- No student is permitted to eat or drink at the nurses' station or any other work area of a facility.
- No cell phones are permitted in the lab/clinical/simulation areas unless approved by the nursing faculty.
- Uniform and appropriate shoes must be worn during each lab/clinical/simulation experience.
- Students must have good hygiene, clean hair, freshly showered or bathed, teeth brushed, deodorant use, no cologne, aftershave, or body spray. Patients may be allergic or highly sensitive to fragrances.
- Fingernails must be clean, cut, or filed so that the nails do not extend beyond the fingertip. No acrylic, gel polishes, press on or artificial nails. Only unchipped, fingernail polish may be worn.
- Students (male and female) with hair that hangs below the collar must be pulled up and off the collar and away from their face during clinical sessions. Hair restraints must be neutral in color and plain in design. Bows, ribbons, yarn, bandanas, "do-rags," or hats of any kind are not permitted.
- Male students with beards and/or mustaches must be kept clean and neat and trimmed close to the face.
- Hairstyles and colors should be conservative and non-distracting to patients or fellow students.
- Jewelry is limited to a plain wedding band. Rings with stones are not permitted and are potential routes of infection for patients, the student, and potentially harmful to patients' skin during direct patient care.
- Students may wear single stud earrings. All other visible piercings in any area should be removed before the clinical experience and/or not be visible to the public.
- Tattoos containing offensive language or images must be covered. The final decision on appropriateness of tattoos lies with the faculty or clinical facility All attire worn in clinical areas must conform to the facility's policies in which the clinical experience is being held and requirements established by the nursing faculty.
- Specific clinical rotation sites may require clean, neat business casual attire as directed by the clinical instructor. Jeans or shorts are strictly prohibited.
- If the clinical site requires an alternate dress code, students will be required to wear their New River CTC student nurse name tag. All footwear must be closed-toed, low-heeled, and soft-soled.

Classroom Setting
The classroom setting's expectations do not vary significantly from those of the lab/clinical/simulation areas. Nursing students should always be aware of their appearance and project a sense of pride and professionalism.

- All students should dress in a manner that is non-distracting to other students. Clothes that expose cleavage, midriffs, or underwear and shorts and skirts that extend above the mid-thigh are not to be worn in the classroom setting.
- Pajama bottoms, lounge pants, or clothes that appear to be pajamas, as well as house slippers, are not permitted in the classroom setting.
- The student must have good hygiene, clean hair, freshly showered or bathed, teeth brushed, deodorant use, no perfume or heavy cologne, aftershave, or body spray please (other students and faculty may be allergic or highly sensitive to fragrances).
- The use of tobacco products, e-cigarettes, vaping devices, or smoking of any kind is prohibited on campus at all times, including inside buildings, outside entrances, parking areas, and all college-owned property. Students are expected to comply with this policy as part of maintaining professional behavior consistent with health care standards. A student who smokes must do so in their vehicle or that of a friend or designated area.
- As a general rule, cell phones must be silent while in the classroom setting and out of sight. Texting during a lecture is not permitted. Occasionally, the nursing faculty will utilize personal cell phones in learning activities.

Drug and Alcohol Screening Procedure and Policy

A full panel (minimum of ten) drug and alcohol screen are required for all accepted students into the New River CTC ADN Program. All drug screens are to be completed and results available to the New River CTC ADN Program by the start of the program. Students failing to complete this requirement will be dismissed from the ADN Program. Directions for obtaining and completing the drug screening process will be included in the student’s provisional acceptance letter.
Payment related to getting drug screening is the responsibility of the student.
A clinical facility has the right to refuse a student access to clinical experiences based on a drug or alcohol screening test, which may prevent progression in the program. New River CTC ADN Program reserves the right to nullify a student’s admission based on their drug and alcohol screening results. \

Policy
Drug and alcohol abuse are of great significance in the healthcare profession.
Medical professionals caring for patients while under the influence of drugs and/or alcohol pose a significant threat to their patients' safety and well-being, themselves, and those around them.
We are all responsible for maintaining a safe environment for students, patients, and anyone involved during the learning/clinical experiences.

- If the student is taking a medication prescribed by a licensed healthcare provider that would cause a positive result on the drug screen, the student will be required to produce valid proof from the prescribing provider. Documentation should include why they have prescribed the medication and where the prescription is being obtained and how long the student will be taking the drug.
- The student is strictly prohibited from the possession, purchasing, manufacturing, distribution, storage, transfer, concealment, transportation, promotion, or sale of controlled substances, illicit drugs, drug paraphernalia, or products used in the manufacturing of illegal/illicit drugs, consumption or use of alcoholic beverages, and/or the use of prescription or over-the-counter medications in a manner inconsistent with the recognized medical use at any time while performing any school/program related duties (ex. Clinical/simulation, laboratory, classroom, special assignments, etc.) on or off the school or clinical sites premises or traveling to and from said sites.
- Students involved in criminal conduct such as using, selling, distributing, or in possession of controlled substances or illicit drugs on their own time away from school will be subject to disciplinary action, including but not limited to permanent dismissal from the New River CTC ADN Program.
- Drug and/or alcohol testing may be required for any student who is thought to be demonstrating unusual and/or unexplained behavior during any clinical/simulation, classroom, or lab experience. It is at the discretion of the nursing faculty present to determine if drug and/or alcohol testing is necessary.
- All students will be required to submit to randomized drug and/or alcohol testing without notice. Failure to submit to such testing will result in automatic administrative dismissal from the New River CTC ADN Program.
- Drug and alcohol testing will be conducted using urine and/or blood and/or breath analyzer and/or hair sample, which will be at the nursing department representative's discretion. The ADN program administrator will select the date, time, and company to conduct the drug and/or alcohol test. The student will incur the cost of all testing.
- A student who demonstrates questionable behavior (see #8) while attending class, lab/clinical/simulation experiences or indicates that alcohol and/or drugs have been consumed will be requested to submit to a drug and/or alcohol test; failure to comply immediately to the request will result in dismissal from the New River CTC ADN Program and will not be considered for readmission to the New River CTC ADN Program.
- Questionable behavior is defined as but not limited to euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, hostility, change in appearance or grooming, hyperreflexia, lethargy, flushed face, tardiness, absenteeism, dilated/pinpoint pupils, an odor of alcohol, mood swings, missed deadlines, dozing/sleeping, slurred speech,

emotional instability, unsafe practices or unsatisfactory work and other clinical observations consistent with impairment.

- Students who test positive for alcohol or illegal usage of a controlled substance or illicit drugs will be automatically administratively dismissed from the New River CTC ADN Program and will not be eligible for readmission.
- WV Nursing Code and Legislative Rules 19-10-2.1.6 requires any registered nurse who is aware that another person has violated such code is obligated to report the person to the West Virginia RN Board for consideration of disciplinary action. Therefore, the New River CTC ADN faculty are required to report any positive drug screen to the licensing body.
- If a student is suspected or proven to have adulterated, substituted, or attempted to alter or taint the drug test sample results, the test will be considered positive. The student will be administratively dismissed from the New River CTC ADN Program and will not be eligible for readmission.
- Drug testing may be required for any student who has access and/or direct responsibility for controlled substances if known drugs of abuse are missing or otherwise unaccounted for a while in the lab/clinical/simulation setting. The clinical facility supervisory personnel and/or New River CTC clinical faculty present will determine, based on the situation, if drug testing is deemed necessary.
    - Informed consent will be obtained from the student before testing by the clinical facility supervisory personnel.
    - All clinical facility fees associated with testing will be the responsibility of the student
    - Clinical facility protocol for the collection of the speciman will be followed.
    - Per clinical site protocol, the student will be accompanied by the faculty and designated facility site staff to the facility determined collection site.
    - Following a positive drug or alcohol test, the student will be sent home with a responsible individual. Under no circumstance will the student be allowed to drive home.
    - Strict confidentiality will be maintained concerning student test results. The result of the testing will be communicated with the nursing faculty, program administrator, New River CTC Dean of Allied Health, Nursing and Natural Science, the provider reviewing the results with the student, and the West Virginia RN Board.
    - All students who have tested positive may have the option to challenge the test results within 24 hours of notification for the initial test results. All challenges shall be at the expense of the student. If challenged, the original sample will be sent to a different lab and reanalyzed. If an initial positive result is overturned, the school will reinstate the student into the New River CTC ADN Program. At no time will a "new" sample be collected to challenge the original finding.

- If the student does not provide enough urine required for testing, the insufficient amount will be discarded. The student will be allowed to drink 40 ounces of fluid, distributed reasonably through a period of up to three hours or until the individual has provided a sufficient urine specimen, whichever occurs first. If the student refuses to provide a new urine specimen or leaves the collection site before the collection process is complete, it will be considered a refusal to test. It will be viewed as a violation of the New River CTC ADN Program drug and alcohol testing policy. The student will be administratively dismissed and will not be considered for readmission to the program.
- If a student cannot provide the 45 ml of urine required for drug testing, the testing process will be discontinued. Within five days of the incident, the student will be required to obtain an evaluation from a licensed physician who has expertise in the student's medical issue, failing to provide a sufficient specimen. If it is determined that the student has a medical condition or a high degree of probability, it could have hindered the student from providing an adequate specimen; the test will be recorded as canceled. If the licensed physician does not indicate that a medical condition is/was present during testing that could have hindered the students' ability to supply an adequate specimen, the testing will be recorded as refused, and the student will be administratively dismissed from the New River CTC ADN Program and will not be considered eligible for readmission.
- Records of all drug and alcohol testing will be securely maintained in the program administrator's office. Requests for information will require a court order or release by the student's signed written consent and liability waiver.

Employment Policy

The New River CTC ADN Program faculty understand that many students must work to meet their financial responsibilities and needs. Though students' financial needs may require them to be employed, students are strongly encouraged to decrease working hours while enrolled in the ADN Program.

Students enrolled in the New River CTC ADN Program must be available for scheduled program activities on Mondays, Tuesdays, and Wednesdays, including classroom, laboratory, simulation, clinical, testing, and other required learning experiences. The program also requires a significant amount of time outside of scheduled activities for studying, completing assignments, and preparing for course requirements and examinations. Absences from scheduled classroom, laboratory, clinical, simulation, testing, or other required program activities due to employment responsibilities will not be excused.

Exam Question Omission Procedure

The faculty designs exam questions to the content objective being taught. The faculty will review the results of all exams statistically to determine the appropriateness of each question. All completed exams undergo an item analysis. Any question answered correctly by 70% or less of students is reviewed for validity. If the instructor determines two or more answers are valid, the instructor can apply credit for more than one correct answer. If 100% of the class misses a question, the question is removed from the test, and the teaching content is reviewed to determine the cause and, if necessary, corrected.

Exposure Policy

As healthcare providers, the potential for being exposed to blood and body fluids is inevitable. It is your responsibility to understand and implement ways in which to protect yourself safely. Proper disposal of sharps and prevention of the transfer of communicable diseases is the responsibility of both faculty and students.

Communicable Disease

- It is the responsibility of each student to remain up to date with all immunizations.
- Any student who comes into contact with a known communicable disease must notify the nursing faculty and/or clinical instructor immediately.
- If exposure to a communicable disease occurs in the clinical setting, the student must follow the facility's policies and procedures in which the exposure occurred.
- If an exposure occurs in the clinical setting, the student will complete a New River CTC incident form provided by the clinical instructor and return it as soon as possible to the program administrator.
- The clinical instructor will notify the program administrator promptly of any student exposed to a communicable disease during the clinical experience.
- It is the student's responsibility to pay for recommended follow-up testing and/or treatment.

Needle Sticks

If a student incurs a clean or dirty needle stick, break in skin integrity, or body fluid exposure during the lab/clinical/simulation, the following steps are to be taken:

- The student will notify the instructor immediately.
- Properly dispose of the needle in a sharp receptacle.
- Complete and submit the New River CTC Injury/Illness Student Report form, and the New River CTC ADN Program Clinical/Laboratory Incident Report to the ADN Program administrator.
- Follow the clinical site policies and procedures related to contaminated needle sticks/sharps exposure, including the facility's employee health or emergency department staff, lab testing for HIV/Hepatitis, and necessary treatment.
- The nursing instructor will notify the ADN Program administrator of any student involved in a clean/contaminated needle stick/sharp exposure promptly.

- The nursing instructor will check the student's immunization status.
- The student may be responsible for paying for their own blood testing and/or treatment.
- The student should be notified by the facility's employee health nurse for a retest in six months.
- If the incident occurs in the clinical/lab/simulation setting, immediately wash the area with soap and water. The nursing instructor responsible for the lab/clinical/simulation experience will provide the student with resources to obtain serological testing, if necessary.

FERPA Policy

Each student's educational record is protected by the Federal Family Educational Rights and Privacy Act (FERPA). This act prohibits conversation and disclosing the student's academic record to anyone other than the student or relevant educational personnel.
The student's written permission is required for anyone other than those previously stated to access the student's academic record.
The following items are included in the student records and will be stored in the New River CTC ADN Program office:

- Admission test scores
- Admission criteria check-off list
- Student handbook acknowledgment form
- Drug screen results
- Background check
- Advising record
- Student correspondence with the nursing department
- Emergency contact information
- Copies of student applications
- CPR certification
- Vaccinations and titers
- Student health record.

Any student wishing to review his/her record may do so using the following process:

- Make an appointment with the ADN administrative associate.
- Review the material in the presence of the ADN administrative associate.
- Student records from the New River CTC ADN Program are kept for FIVE years following graduation and are then destroyed.
- It is the student's responsibility to remain up to date with required vaccinations, PPD, and CPR certification. Falsification or omission of any information from the physical health examination form will cause the student to be dismissed from the program.

Grade Notification Policy

To maintain student confidentiality, students' grades will not be given over the phone. Exam/quiz results, midterm, and final grades will be made available via BrightSpace or in-person between students and faculty. Lab/clinical/simulation evaluations or grades will be made available to students in the same manner as previously stated.

Grievance Procedure

When disagreements or conflicts arise, they must be addressed professionally by following the chain of command established by the institution or clinical facility.
All nursing students are expected to follow the established chain of command when issues or concerns occur in the classroom or clinical setting. Therefore, the following chain of command established by the New River CTC ADN Program is as follows:

1. Issues should first be discussed with the person with whom there is an issue. Concerns and issues need to be presented with objective data constructively. If no satisfactory solution is found, the student should proceed to step 2.
2. Request a meeting with the instructor as soon as possible from the occurrence of the issue, or knowledge to seek a solution. The meeting shall be conducted within five days of the request. A written response to the meeting, if appropriate, will be rendered within two days of the meeting. If the issue remains unresolved, the student should proceed to step 3.
3. Either party may request a meeting with the registered New River CTC ADN Program Director within five days. If no satisfactory solution is found, the student should proceed to step 4.
4. The issue may be presented to the Dean of Allied Health, Nursing, and Natural Science or a designated representative within five days.

Under no circumstances should an issue be shared or discussed with students or faculty not involved in the situation.
NOTE: Students have the right to follow the grievance procedure established by New River Community and Technical College at any time.

Health Record / Immunizations Procedure

The student’s health record will be kept in the student’s permanent file, housed in the office of the New River CTC ADN Program. It is the student’s responsibility to submit a completed health record before the start of the program. If a student fails to submit the required documents, the student’s admission offer will be rescinded, and the student will not be permitted to start the ADN Program. Students missing the due date will be required to reapply in the next application cycle. A complete health record includes the physical health assessment and current vaccination record.

Medical Health Assessment

All students entering the New River CTC ADN Program for the first time and all students who are re-entering the program after a one-year absence shall submit evidence on the program's physical examination form, a complete physical examination. The physical examination report must not be older than one year at the date of entry into the registered nursing program. The cost of the examination is the responsibility of the student.

Under NO circumstances will a student be permitted to attend any lab or clinical/simulation experience without submitting written documentation from their physician or health care provider to the program administrator before a scheduled lab/clinical/simulation.

Students should be aware that the program attendance and clinical policies apply in this situation.

NOTE: All written documentation from health care providers must be the originals and contain the written signature of the provider. No copies will be accepted.

If a student fails to submit the required documents by the published date, the student's admission offer will be rescinded, and the student will not be permitted to start the registered nursing program. Students missing the due date will be required to reapply in the next application cycle.

Current students' health records are reviewed periodically by the New River CTC ADN Program administrative associate for completeness A student whose health record requires updated information will be notified via email or phone and informed of what information requires being updated. All the necessary updates must be submitted and on file in the New River CTC ADN Program office 24 hours before starting the next lab/clinical/simulation. If the lab/clinical/simulation is scheduled for the weekend, the updated information must be submitted and on file in the New River CTC ADN administrative office on Friday, before attending the lab/clinical/simulation.

Current students who fail to update incomplete health records will not be permitted to participate in clinical practice and will be administratively withdrawn from the program.
A student who has a significant change in their health status that would/could affect safe patient care during the program must self-disclose the change to the nursing administrator in writing promptly. Depending on the nature of the students' significant difference in health status, the student may be required to undergo another physical examination.

Vaccinations

Students must submit proof of:

- Immunity via positive titer results within the last 12 months to:
    - Hepatitis B
        - Nonresponders must submit evidence from their provider.
    - Mumps, rubella, rubeola (MMR)
        - Must be immune to all sections
        - Nonresponders must submit evidence from their provider.
    - Varicella.
        - Nonresponders must submit evidence from their provider.
- One dose of Tdap vaccination is required, administered within the last 10 years.
- Documentation of an:
    - Initial 2-step PPD test within the last 12 months.
      OR
    - Blood assay for TB within the last 12 months.
      OR
    - Chest x-ray is required within the last 12 months.

    - If positive, documentation of evaluation and/or treatment by a healthcare provider is required.
    - Annual PPD testing is required for the duration of the program
- Influenza
    - Students admitted for August entry should receive the influenza vaccine as soon as the current seasonal vaccine becomes available, typically between September and October, and must submit documentation by October 31.
    - Students admitted for January entry must provide documentation of the current seasonal influenza vaccination received during that same influenza season, typically administered between September and October prior to the start of spring clinical experiences.
- COVID-19 vaccination is not required, but documentation of vaccinations must be submitted. If the student did not receive any COVID-19 vaccinations, the COVID-19 Vaccination Free Form must be submitted

Students who are determined to be a non-responder by the healthcare provider must have the non-responder form completed by their healthcare provider.
Students who are unable to receive vaccinations for medical reasons will need documentation from their provider stating the reason.

Inclement Weather Policy

Students will be notified of class cancellations per the school's alert system. If inclement weather occurs on days students are scheduled for a lab/clinical/simulation experience, the student will be notified of the cancelation by the clinical instructor at least TWO hours before the planned clinical start time. If classes are canceled by the college, the evening before a scheduled lab/clinical/simulation experience, the lab/clinical/simulation will also be canceled.

The College will never ask any student to risk their own safety. Students are encouraged to use professional judgement to determine if traveling to campus presents an unsafe situation. Students should communicate with faculty members when unable to attend in-person classes. Faculty should communicate with students if they are unable to attend classes.
In short, students should:

- Check social media, text messages, and/or news outlets for cancelations or delays.
- Adhere to College announcements.
- Refer to course syllabi for further information.
- Communicate with faculty regarding any transportation or connectivity issues that result from inclement weather.

Liability Insurance Policy

Students are currently provided with liability insurance coverage under the State of West Virginia’s professional liability insurance program while acting in the student role. However, additional individual student nursing liability insurance is recommended.

Medication Administration Policy

Clinical instructors are responsible for supervising the safe administration of medications by all New River CTC ADN Program students in all clinical/simulation experiences. Students will prepare medication cards/sheets during the clinical experience. Each card/sheet will be handwritten, neat, and legible; otherwise, they will be returned to the student to be redone. Medication cards/sheets should be prepared in ink, not pencil, and must be handwritten. Students may use the same medication cards throughout the New River CTC ADN Program.

Students will be required to know the following information about medications scheduled to be administered during their clinical experience:

- Pharmacological drug class
- Therapeutic drug class
- The reason the patient is receiving the medication
- Major side effects of the medication
- Rate of administration, dilution, and incompatibility for appropriate medications

- Relevant information to safely administer the medication. Example: To administer the drug, Lasix students should be prepared with pertinent lab work, vital signs, and patient assessment information.
- Safe dosage of the medication

Students will never give a medication that has not been verified by a nursing faculty member.
Students will not carry drugs on their person that are not scheduled to be given at that time.
Future medication will be kept in the appropriate locked area.

All unused narcotics will be wasted in the presence of a nursing faculty member.
Students are not permitted to administer intravenous medications or direct intravenous flushes without a nursing faculty member or approved preceptor present.

Violations of the medication policy will be subject to unsafe practice, and consequences could result in dismissal from the New River CTC ADN Program.

Professional Conduct Policy

Personal and professional behavior reflects one's moral and ethical development. Nursing students enter a profession that demands honesty, integrity, assumption of personal responsibility, and ethical conduct in all roles and settings.
Students are expected to demonstrate appropriate professional behavior in the classroom, lab/clinical/simulation setting as a requirement for completing the registered New River CTC ADN Program.
Professional behavior is defined as appearance, actions, and communication that create the impression that an individual is capable, competent, and qualified to perform a healthcare professional's duty. These behaviors include conforming to the New River CTC ADN Program's standards and/or rules and each clinical facility, treating others with respect, and reliably performing assigned duties.

Professional behavior is further defined as:

- Integrity: the quality of possessing and steadfastly adhering to high moral principles and professional standards.
- Responsibility: actions that demonstrate the acceptance of the role and obligation of a student healthcare professional.
- Demeanor: behavior, manner, and appearance that demonstrates professional character.
- Service: actions that demonstrate a willingness to meet the needs of others.

Examples of professional behaviors include but are not limited to:

- Possesses integrity and maintains high personal standards
- Demonstrates collegiality (considerate, compassionate, and respectful)
- Demonstrates a positive attitude toward learning (participates, shows enthusiasm)
- Uses constructive criticism to improve, strives for excellence

- Demonstrates initiative and self-motivation by showing up prepared to learn
- Willingness to contribute to the learning of others
- Reliability – can be counted on to be punctual, to complete assignments
- Accountability – willingness to accept responsibility, attends required student activities
- Follows stated rules (dress code in lab/clinical/simulation or other settings)
- Shows evidence of interest in learning over aggressive drive to earn higher grades
- Contacts appropriate personnel in a timely fashion when issues arise that affect student's attendance (e.g., accident, illness, extraordinary family issues)
- Demonstrates the appropriate balance between humility and confidence in one's ability; knows his/her limitations, absence of arrogance; willing to seek help
- Demonstrates maturity in response to challenges, willingness to ask for help

Examples of unprofessional behaviors include but are not limited to:

- Making derogatory comments or allegations against a faculty member or other student either in person or utilizing electronic media such as e-mail or social networking sites
- Conducts himself/herself at the bare minimum that reflects mediocrity
- Demonstrates passivity or lack of interest in learning
- Challenges the authority of a faculty member by crossing the line between an assertive inquiry and an aggressive, accusatory manner of inquiry
- Inappropriate drive for higher grades that results in disruption and lack of respect that suggests the student is more interested in grades than learning
- Displays superiority and self-importance
- Demonstrates a negative attitude (e.g., frequent complaining, inciting others to complain, does not represent the program well)
- Make appointments with faculty and/or staff and failing to show up
- Rude behavior to faculty, staff, classmates, and/or standardized patients
- Threats, efforts to intimidate or create a hostile climate for other students, faculty, and staff
- Conduct likely to disrupt teaching, examinations, study, research, or administration of the program
- Repeated episodes of tardiness to class or to exams that disrupt the classroom, failure to turn in assignments in a timely fashion; failure to comply with required behaviors (attendance at activities, dress code in lab/clinical/simulation setting.)
- Dishonesty, cheating, plagiarism, or being complicit in dishonesty

NOTE: Unsatisfactory professional behavior can result in dismissal from the nursing program.

Participation

All students are expected to participate in all class activities constructively. In general, constructive participation means those acts or activities that contribute to the class's educational program.

Constructive participation includes, but is not limited to:

- Offering constructive comments
- Asking questions that enhance class progress
- Requesting clarification when clarification is needed
- Silencing all phones and electronic devices before lectures and campus labs.
- Refraining from personal conversation during lectures.

Non-constructive behavior includes but is not limited to the following:

- Sleeping
- Reading or using a computer to view non-class material
- Talking to other students during instruction
- Creating disturbances that distract themselves and others from the class activity
- Making or receiving calls on cell phones

Cell Phones

Cellular phones and electronic devices should be turned off during classroom, lab/clinical/simulation practice unless the instructor permits them during these times. In case of an emergency where the student may need to be contacted during classroom or lab/clinical/simulation, the student is to notify the instructor in advance so that a plan of action can be determined.

Late Arrival/Early Departure

Students are expected to arrive to class promptly. Except for serious reasons beyond their control, students should remain (actively) in class for the entire class period. If you have a serious or essential reason (medical, family) for an early exit from class, see the instructor before the event. Medical, legal, or academic appointments (if at all possible) should be made during non-class times.

Progression and Graduation Policy

- Once admitted to the ADN Program, students are expected to complete the program within five semesters. If a student is unsuccessful in a nursing course or withdraws from a nursing course, the student is removed from the planned course sequence and must apply for readmission.
- If the student wishes to return to the New River CTC ADN Program, they must submit, in writing, a request for reinstatement. A student may only be reinstated into the New River CTC ADN Program once, pending available space.
- Students who withdraw for the second time or are unsuccessful in their second attempt in any semester will be dismissed from the New River CTC ADN Program. Dismissal and/or permanent suspension from the New River CTC ADN Program renders the student ineligible for readmission to New River CTC ADN Programs. A student who is dismissed from the program has the right to appeal.
- Students transferring from a different ADN program must complete 15 credit hours minimum at New River CTC to be awarded a degree.
- Students who begin the ADN program at New River CTC, or who are considered native to the ADN program, are required to complete a total of 60 credit hours in accordance with the current ADN program evaluation sheet. The evaluation sheet serves as the official guide for required general education, prerequisite, support, and nursing courses needed to meet degree requirements. Students are responsible for following the program evaluation sheet and successfully completing all required coursework to be eligible for graduation from the ADN program.
- Students must demonstrate behavior consistent with the New River CTC ADN Program's Professional Standards and Safe Clinical Practice Standards (page 15). Failure to adhere to the standards may result in dismissal from the ADN Program.
- A student may be unable to progress in the New River CTC ADN Program if a clinical facility denies the student access to clinical experiences based on criminal background check results.
- Assessments, exams, grading, and remediation
  - ADN students must achieve a minimum semester GPA of 2.0 to progress in the program. The semester GPA includes all courses attempted during the current semester, including nursing courses and general education courses (page 29)
    - Students enrolled in New River CTC's ADN Program must earn at least 80% of the total points possible for each nursing course to pass the class.
  - Clinical Course Requirements and Progression: Clinical courses are graded on a Satisfactory/Unsatisfactory (S/U) basis. Students must satisfactorily complete all clinical and simulation requirements and achieve the established minimum performance requirements on the final Clinical Performance Evaluation Tool (CPET) to earn a grade of Satisfactory (S) in the clinical course.

    - A grade of Unsatisfactory (U) in a clinical course, including failure to meet the required minimum performance requirements on the final CPET, constitutes failure of the clinical course. Successful completion of the required clinical course is necessary for progression in the nursing program. A grade of Unsatisfactory (U) in a clinical course does not result in failure of a separate nursing theory course.
    - No single assessment, assignment, exam, standardized test, clinical activity, or remediation activity determines successful completion of the ADN program. Student success is determined by meeting all published courses, clinical, program, and college requirements.
- Service-Learning
    - All students in the ADN Program must complete 12 hours of service-learning during the program (subject to instructor discretion each semester). All service-learning hours must be approved by a program faculty or staff member prior to completion of the hours. Students not meeting the required 12 hours will not qualify for graduation from the program.
- An application for graduation at New River CTC must be completed. Students should apply for graduation at least one semester before completion of the program requirements.
- Assessment Technologies Institute (ATI)
    - All nursing students are required to use the ATI Nursing Education program, which is designed to support student learning and assist in identifying student mastery of course and program content. The comprehensive review program includes learning and assessment activities that are incorporated throughout the curriculum in selected nursing courses.
    - Students are expected to achieve Level 2 or higher ATI Content Mastery Series assessment, 80% on an ATI Drug Dosage Calculations assessment, or 90% “probability of passing” (PoP) on the ATI Comprehensive Predictor. These represent the ADN program benchmarks on ATI standardized assessments. Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in the assessment’s specific content area.
    - Students who do not meet these established benchmarks are required to complete remediation as part of the program’s learning support process; however, these scores alone do not determine progression within the nursing program.
    - Students who score below Level 2 or less than 90% PoP on the Comprehensive Predictor are required to complete remediation as part of the program’s learning support process; however, these scores alone do not determine progression within the nursing program.
    - Students are required to attend a 3-day live review session with an ATI instructor at the end of the final semester. In cases of absence, this cannot be made up.

- Attendance
    - Students are permitted no more than nine total absences during the entire ADN Program, with a maximum of three absences in any semester. These absences include classroom, laboratory, clinical, and simulation experiences. Students who exceed these limits will be withdrawn from the program. (Attendance Policy - page 44)
    - Absences related to bereavement or approved accommodations under the Americans with Disabilities Act (ADA) are not included in the nine-absence limit but must be approved by the Director of Student Services and/or the Program Administrator.

Reporting Accidents Procedure

Students are required to follow all safety precautions and practices, as discussed by the nursing faculty. All accidents must be reported to a nursing faculty member immediately. As soon as possible, the student must complete the New River CTC Injury/Illness Student Report and the New River CTC ADN Program Lab/Clinical Incident Report. A copy of the report will be kept in the student's permanent file.

Safety Standards Procedures

Students will be instructed in safety procedures and techniques appropriate for work in various healthcare settings. These procedures follow national guidelines published by the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC), and the Environmental Protection Agency (EPA).

Social Media/ Networking Policy

Nursing students may not participate in any form of social media with full-time and adjunct nursing faculty during the time they are enrolled in the New River CTC ADN Program.

Nursing students enrolled in the New River CTC ADN Program may not disclose any confidential information related to patients, classmates, nursing faculty or adjunct faculty, or any clinical agency used by the nursing program in any form. This includes audio, audio/video, digital, computer-generated or scanned, or any other condition or fashion not described here. Please remember that all online comments or conversations are never private. Information published in social media/networking forums may be seen for a very long time.

Students may not make any comments or reference to situations, locations, fellow students, faculty, clinical facilities, and their employees or the school in any derogatory form or negative fashion in social media/networking forums that could be perceived, inferred, or assumed it is related to the nursing program or faculty, school, clinical sites and their employees or any situation.

Using social media, computers, cell phones, digital photographs, or any type of technology in any form to share or store patient, proprietary or copyrighted, audio, video or audio/video information could be considered a violation of HIPAA, patient confidentiality, and copyright infringement which is subject to program dismissal as well as punishable by law.
No student is to make any statement on behalf of or as a representative of New River CTC ADN Program, or clinical facility/agency in any way, shape, or form.

Standardized Testing and Progression Procedure

Standardized testing is mandatory and required for program progression. A specific proficiency level is not needed for program progression. Practice assessments as well as proctored standardized tests will be scheduled during selected courses. The practice assessments and standardized tests will help the student to identify what content they know as well as areas that require remediation. Remediation will be course dependent.

Points are earned based on completion of practice assessments by an assigned due date, time and within a defined maximum timeframe, proficiency levels on proctored standardized tests, and completion of remediation. Refer to guidelines and rubric provided for each specific course.

Students are expected to meet the ADN Program benchmark on all ATI standardized assessments. The benchmark is Proficiency Level 2 or higher on ATI Content Mastery Series assessments and a 90% or greater predicted probability of passing (PoP) on the ATI Comprehensive Predictor. Proficiency Level 2 indicates that the student has exceeded the minimum expectations for performance in the content area assessed.
Students who score below Level 2 or less than 90% PoP on the ATI Comprehensive Predictor. are required to complete remediation as part of the program's learning support process; however, these scores alone do not determine progression within the nursing program. Remediation for the standardized assessments is required, not optional.

- A score is not assigned for the remediation assignment, but rather, 10 percentage points are added to ATI proctored standardized assessment score when students complete a meeting with the instructor, a Counseling Action Plan, and submit documentation of completed remediation.

Gradebook scores for ATI standardized assessments (except the ATI Comprehensive Predictor) will be recorded following these guidelines:

- Level 2 and 3 predictive assessment grades = ATI grade or students' actual score (whichever is higher).
- Level 3 grade = minimum 93%
- Level 2 grade = minimum 86%
- Level 1 grade = 79%
- Below Level 1 grade = 72%

At the completion of all nursing coursework the ATI Comprehensive Predictor exam will be given. Points for the ATI Comprehensive Predictor are based on a predicted probability of passing the National Council Licensure Examination-Registered Nurse (NCLEX-RN) on the initial attempt. This comprehensive examination is designed to assess student strengths and weaknesses and program outcomes. Student results provide an evidence-based rationale for curriculum revision.

NCLEX Live Review Course
During the third semester, a 3-day mandatory live review NCLEX-RN course will be conducted by an ATI certified instructor. All students are required to participate. The cost for this mandatory review is built into the cost of attendance.

It is the responsibility of the student to report any technical issues with the ATI platform at the time of the occurrence directly to:

- ATI (contact ATI first)
- Course instructor via email (include specific details and any screenshots).

For technical support (student and faculty), please call 1-800-667-7531 or chat live at www.atitesting.com/contact
ATI Technical Support Hours: 8:00 AM – 8:00 PM (EST) Monday through Friday

Testing Procedure

Testing will include classroom instruction, assigned reading material, and college laboratory procedures. All personal items will be placed out of the student's reach and on the floor. No cell phones, personal digital assistants, (PDAs) MP3 players, USB flash drives, or any other electronic devices will be permitted to be used during the examination. No hoods or hats are to be worn during tests. Students may be randomly seated for each test. Any supplies needed to take the test will be provided by the nursing faculty.

Faculty cannot control external environmental noises occurring during an examination. Disposable, sponge earplugs (furnished by the student) will be permitted for use during nursing examinations.

After each examination, faculty will review examination statistics prior to making examinations available for review. Exam reviews will not be conducted during regularly scheduled class time. All students are encouraged to meet individually with the course instructor to review their examination performance, discuss incorrectly answered questions, and identify areas for improvement.

Students are required to meet with faculty and complete a Counseling Action Plan for remediation when scoring less than 80% on any course content exam.
Required remediation must be completed and submitted by the deadline established by course faculty. Failure to complete and submit the required remediation by the established deadline will result in a 5% deduction from the student's earned examination score.

As part of remediation, students must complete a written self-reflection that includes:

- An analysis of at least 3 missed test questions, identifying the errors made by comparing the rationales for correct versus incorrect answers.
- A description of at least 2 practical strategies the student will implement to strengthen learning and improve future test performance.

Nursing examinations are secure material and the property of the nursing department. It is illegal to reproduce these materials in any form, and access protected materials outside the classroom, or release materials to any individual or group. The use of purchased/borrowed/secured in any fashion test banks that accompany any required textbooks is prohibited. Any student found violating the testing policy is subject to program dismissal.

Make-Up Tests
If a student misses a unit examination, they may make up the exam on the condition that they:

- Notified the instructor (by telephone, in person, or email) before the missed examination. The student should receive written acknowledgment from the instructor that he/she received the notification.
- Have permission from the instructor to make up the exam.
- Complete the examination within seven calendar days of the scheduled exam date.

Makeup examinations may be the same, different, or an oral examination. Exams not made-up within seven days will receive a zero score for the exam. It is the student's responsibility to arrange a time with the faculty for taking an exam

If it is determined that cheating has occurred in any way before, during, or after test situations, the student's test will not be a score or recorded, and the student will be subject to dismissal from the New River CTC ADN Program.

Transfer Request Procedure

Students who have course work completed in an associate degree nursing program and wish to transfer into the New River CTC's ADN Program from another ADN Program may request transfer to the nursing administrator. To be considered for transfer, students must follow the ADN Program admission requirements. Students transferring from a different ADN program must complete 15 credit hours minimum at New River CTC to be awarded a degree.

All transfers will count toward the five-semester time limit for completing the New River CTC ADN Program. Transfer into the New River CTC ADN Program is dependent on space availability. All correspondence is to be addressed to the program administrator. Applicants will be notified, in writing, of the decision.
Failure to disclose pertinent information will be grounds for rejection of the applicant's request for transfer.

Withdrawal and Reinstatement Policy

Students should follow the New River CTC Academic Calendar when considering withdrawal. Once a student is admitted to New River CTC's ADN Program, the program is expected to be completed in the prescribed time frame. The maximum length of time to complete the program is five semesters from enrollment in the initial nursing course.

The student contemplating withdrawal from a course or who earns a "D" or "F" in a nursing course or a non-nursing course required to progress within the program must meet with the assigned academic advisor or the ADN Administrator.

If a student withdraws from a nursing or a non-nursing course required to progress in the program or earns a "D" or "F" in a nursing course or a non-nursing course needed to advance in the program, the student may apply for reinstatement. The request must be in writing and submitted to the New River CTC ADN Administrator.
Students who withdrew from the New River CTC ADN Program for more than one semester may be required to demonstrate the nursing course's proficiency in outcomes most recently completed. The demonstration of outcomes may include the following:

- Pass a theory exam with a score of 80% or better.
- Pass a pharmacology exam with a score of 80% or better.
- Demonstrate mastery of technical skills by achieving a score of 90% or better on a skills exam.
- Pass a medication math exam with a score of 90% or better.

Students who do not demonstrate proficiency in the nursing course's behavioral outcomes most recently completed will not be reinstated to the New River CTC ADN Program.

Reinstatement to the New River CTC ADN Program is based on space availability, a review of records, and evidence that the students' difficulty has been resolved. A student who is reinstated to the ADN Program will be held to the current college catalog and ADN Program Student Nurse Handbook in effect at the time of reinstatement.

A student may fall out of progression and be granted reinstatement once. A student who drops out of progression for the second time will be ineligible to return to the New River CTC ADN Program.

Written Warning Procedure

A written warning will be delivered to the student by a nursing faculty member, indicating the student's violations, who will be requested to sign and date the document and add comments if desired.
If improvement does not occur, a meeting will be held with the student, the faculty, and the program administrator to decide whether the student may/will be dismissed from the New River CTC ADN Program

WV RN Board Title 19: Procedural Rule, Series 10
Scope of Professional Nursing Practice

§19-10-1	General.
1.1	Scope. -- This rule establishes standards of safe practice for the registered professional nurse and serves as a guide for the board in evaluating nursing care to determine if it is safe and effective.
1.2	Authority. -- W. Va. Code § 30-7-4
1.3	Filing Date. -- April 10, 2019.
1.4	Effective Date. – April 10, 2019.
1.5	Sunset Date. B This rule will terminate and have no further force or effect upon April 10, 2029.

§19-10-2 Standards Related to the Registered Professional Nurse’s Scope of Practice.

2.1. Standards related to Professional Accountability:

- 2.1.1. Practices within the legal boundaries for nursing through the scope of practice in W. Va. Code ' 30-7-1 et seq. and rules governing nursing.
- 2.1.2. Demonstrates honesty and integrity in nursing practice.
- 2.1.3. Bases nursing decision on nursing knowledge and skills, the needs of patients and registered professional nursing standards.

2.1.4. Accepts responsibility for judgements, individual nursing actions, competence, decisions and behavior in the course of nursing practice.

2.1.5. Maintains competence through ongoing learning and application of knowledge in registered professional nursing practice.

2.1.6. Reports violations of the acts or rules by self or other licensees.

2.2. Standards related to Scope of Practice.

2.2.1. Conducts a comprehensive nursing assessment.

2.2.2. Applies nursing knowledge based upon the biological, psychological and social aspects of the patient=s condition.

2.2.3. Detects faulty or missing patient information.

2.2.4. Plans nursing care and nursing interventions consistent with the patient's overall health care plan.

2.2.5. Utilizes decision-making, critical thinking and clinical judgement to make independent decisions and nursing diagnoses.

2.2.6. Seeks clarification of orders when needed.

2.2.7. Implements treatment and therapy, including medication administration and delegated medical and independent nursing functions.

2.2.8. Obtains orientation/training for competence when encountering new equipment and technology or unfamiliar care situations.

2.2.9. Demonstrates attentiveness and provides patient surveillance and monitoring.

2.2.10. Identifies changes in patient=s health status and comprehends clinical implications of patient=s signs, symptoms and changes as part of expected and unexpected patient course or emergent situation.

2.2.11. Evaluates the patient=s response to nursing care and other therapy, including patient's response to interventions, need for alternative interventions, need to communicate and consult with other health team members and need to revise the plan of care.

2.2.12. Communicates and consults with other health team members including patient concerns and special needs, patient status and progress, patient response or lack of response to interventions and significant changes in patient condition.

2.2.13. Documents nursing care.

2.2.14. Revises care plan as needed.

2.2.15. Takes preventive measures to protect patients, others and self.

2.2.16. Provides comprehensive nursing and health care education in which the RPN assesses and analyzes educational needs of the learners, plans educational

programs based on learning needs and teaching-learning principles, ensures implementation of an 3 and actions.

2.4. Standards to Organize, Manage and Supervise the Practice of Nursing.

2.4.1. Assigns to another only those nursing measures that fall within that nurse=s scope of practice, education, experience and competence or unlicensed person=s role description including assigning care within the RN scope of practice to other RNs, LPN within the LPN scope of practice based on the RN=s assessment of the patient and LPN=s ability and supervising, monitoring and evaluating the care assigned to an LPN.

2.4.2. Delegates to another only those nursing measures for which that person has the necessary skills and competence to accomplish safely. In maintaining accountability for the delegation, an RN shall ensure the:

2.4.2.1. Unlicensed assistive personnel (UAP) has education, legal authority, and demonstrated competency to perform the delegated task.

2.4.2.2. Tasks delegated are consistent with the UAP's job description and can be safely performed according to clear, exact and unchanging directions.

2.4.2.3. Results of the task are reasonably predictable.

2.4.2.4. Task does not require assessment, interpretation or independent decision making during its performance or at completion.

2.4.2.5. Selected patient and circumstances of the delegation are such that delegation of the task poses minimal risk to the patient and the consequences of performing the task improperly are not life-threating.

2.4.2.6. Provides clear directions and guidelines regarding the delegated task or, for routine tasks on stable patients, verifies that the UAP follow each written facility policy or procedure when performing the delegated task.

2.4.2.7. Provides supervision and feedback to the UAP.

2.4.2.8. Observes and communicates the outcome of the delegated task.

2.4.3. Matches patient needs with personnel qualification, available resources and appropriate supervision.

2.4.4. Communicates directions and expectations for completion of the delegated task.

2.4.5. Supervises others to whom nursing activities are delegated or assigned by monitoring performance, progress and outcomes; assures documentation of the activity.

2.4.6. Provides follow-up on problems and intervenes when needed.

2.4.7. Evaluates the effectiveness of the delegation or assignment.

2.4.8. Intervenes when problems are identified, and revises plan of care as needed.

2.4.9. Retains professional accountability for nursing care provided.

2.4.10. Promotes a safe and therapeutic environment by providing appropriate monitoring and surveillance of the care environment, identifying unsafe care situation and correcting problems or referring problems to appropriate management level when needed.

2.4.11. Teaches and counsels patient and families regarding their health care regimen, which may include, but not limited to, general information about health and medical condition, specific procedures and wellness and prevention.

§19-10-3. Standards Related to the Registered Professional Nurse's Responsibility as a Member of the nursing Profession

3.1. The registered professional nurse shall know the statutes and rules governing nursing and function within the legal boundaries of nursing practice.

3.2. The registered professional nurse shall accept responsibility for his or her individual nursing actions and competence.

3.3. The registered professional nurse shall obtain instruction and supervision as necessary when implementing nursing techniques or practices.

3.4. The registered professional nurse shall function as a member of the health team.

3.5. The registered professional nurse shall collaborate with other members of the health team to provide optimum patient care.

3.6. The registered professional nurse shall consult with nurses and other health team members and make referrals as necessary.

3.7. The registered professional nurse shall contribute to the formulation, interpretation, implementation and evaluation of the objectives and policies related to nursing practice within the employment setting.

3.8. The registered professional nurse shall participate in the systematic evaluation of the quality and effectiveness of nursing practice.

3.9. The registered professional nurse shall report unsafe nursing practice to the Board and unsafe practice conditions to recognized legal authorities.

3.10. The registered professional nurse shall delegate to another only those nursing measures which that person is prepared or qualified to perform.

3.11. The registered professional nurse shall supervise others to whom nursing interventions are delegated.

3.12. The registered professional nurse shall retain professional accountability for nursing care when delegating nursing interventions.

3.13. The registered professional nurse shall conduct practice without discrimination on the basis of age, race, religion, gender, sexual preference, socio-economic status, national origin, handicap, or disease.

3.14. The registered professional nurse shall respect the dignity and rights of clients regardless of social or economic status, personal attributes, or nature of the client's health problems.

3.15. The registered professional nurse shall respect the client's right to privacy by protecting confidential information unless obligated by law to disclose the information.

3.16. The registered professional nurse shall respect the property of clients, family, significant others, and the employer.

3.17. The registered professional nurse assuming advanced practice shall be qualified to do so through education and experience as set forth in W. Va. Code '30-7-1 et seq. and the rule governing Announcement of Advanced Practice, 19 WV CSR 7

New River CTC & ADN Forms

The forms on the following pages are available for use
by students in the ADN Program at
New River Community and Technical College.

Academic Integrity

As a student in the New River CTC ADN Program, I understand the importance of maintaining a high personal and professional level of integrity. I have reviewed the New River CTC ADN Program Code of Conduct Policy and New River CTC Plagiarism Policy and understand its content and possible disciplinary actions taken if I breach either policy.

By signing below, I promise to adhere to the New River CTC student conduct policy and the New River CTC ADN Program Student code of conduct policy. Furthermore, I will follow the expectations outlined in the New River CTC student handbook regarding academic integrity, dishonesty, and plagiarism.

_____

Student Name (print): Date

_____

Student Signature: Date

_____

Witness Signature: Date

Artificial Intelligence (AI) Usage Guidelines

The AI usage guidelines for nursing students are designed to uphold academic integrity and patient safety, emphasizing that AI tools are an adjunct to, not a replacement for, human judgment.

Core Principles

- Academic Integrity: All work submitted must be the student's own, reflecting their knowledge and critical thinking.
- Professional Judgment: AI tools should support, not replace, a nurse's professional and clinical judgment.
- Transparency: Students must clearly disclose when and how AI tools were used for any academic assignment.
- Accountability: Students are fully responsible for the accuracy and integrity of all submitted work, including any AI-generated content they use.

Permitted Uses of AI in Nursing Program

When a faculty member explicitly permits the use of AI for a specific assignment (and the use is disclosed and cited), students may use AI tools for:

- Brainstorming ideas or creating outlines for non-clinical assignments.
- Proofreading for grammar, spelling, and clarity (like a grammar checker).
- Generating study aids such as practice questions or flashcards.
- Assisting with correct APA style citation formatting.

Students are strictly prohibited from using AI for:

- Clinical documentation (e.g., patient notes, care plans, or SBAR)
- Entering any confidential information, such as patient names, student grades, or protected health information into public AI tools.
- Completing exams, quizzes, or graded assessments (This includes the use of smartwatches, phones, or smart-glasses)
    - Course faculty may permit AI use for designated assignments or activities.
- Submitting AI-generated content as their own original work without disclosure/citation.
- Fabricating references, sources, or data.

- Replacing human interactions in patient education, empathy, or counseling.

Student Responsibilities

- Consult the Syllabus: AI usage rules vary by course and assignment; always check the course syllabus for specific guidelines.
- Verify Information: AI can generate inaccurate or biased information ("hallucinations"). Students must critically evaluate, validate, and verify all AI output against reputable sources and evidence-based nursing practices.
- Disclose Use: If AI is used, even for minor assistance, students must disclose it clearly in their submission (e.g., an appendix detailing the tool used and the interaction).
- Ask Questions: If uncertain about whether a specific use of AI is acceptable, ask the instructor for clarification before submission.

Consequences of Misuse

Unauthorized use or non-disclosure of AI will be treated as an academic integrity violation, subject to disciplinary action, which may include a failing grade on the assignment, course failure, or dismissal from the nursing program, consistent with the college's academic honesty policies.

I have read and fully understand the guidelines governing my conduct using AI in classroom and clinical assignments.

I will abide by these guidelines.

I understand that violation of these guidelines may result in consequences determined by the classroom and/or clinical instructor and Director of the ADN Program.

_____

Student Name (print): Date

_____

Student Signature: Date

_____

Witness Signature: Date

Confidentiality / HIPAA Policy Review

I agree to comply with and adhere to all clinical facility and New River CTC ADN Program confidentiality and HIPAA policies. I understand that non-compliance related to the New River CTC ADN Program Confidentiality and HIPAA policies may lead to suspension and/or dismissal from the program and/or lab/clinical /simulation.

_____

Student Name (print): Date

_____

Student Signature: Date

_____

Witness Signature: Date

NEW RIVER
Community and Technical College
Associate Degree Nursing

Consent to Photographic and Video Recorded Images

As a student in the New River CTC ADN Program, you will participate in active learning activities, such as clinical simulation experiences. To enhance your learning and meet course objects, you will be both a participant and an observer during simulation experiences.

For you and the faculty to identify your learning needs and improve your clinical performance, most simulation experiences will be recorded and reviewed individually and in group settings.

Due to the possibly sensitive nature of any clinical simulation experience and to maintain optimal simulation experiences for all learners, strict confidentiality regarding the specific scenario, including what occurred during the simulation experience, is required by all participants and observers.

By signing this agreement, you agree to maintain strict confidentiality regarding specific scenarios. Both your performance and the performance of others, whether seen in real- time, on video, or otherwise communicated to you as part of the simulation clinical experience or debriefing phase. Furthermore, your signature indicates you authorize New River CTC ADN Program nursing faculty and staff to video record your performance during simulation clinical experiences as a participant or observer.

I authorize the New River CTC ADN Program nursing faculty and staff to use the video recordings of my participation in simulation clinical experiences for the purpose including, but not limited to: debriefing me, faculty review, and the educational support of other learners by displaying the recording.

I acknowledge that my agreement is truly voluntary and that I have been provided with the opportunity to ask questions and seek guidance before signing the form.

_____

Student Name (print): Date

_____

Student Signature: Date

_____

Witness Signature: Date:

Lab Safety - Nursing Skills & Simulation

To conduct safe and effective lab activities, all students must follow proper lab procedures:

- Prepare for skills and/or simulations ahead of time.
- Follow all verbal and written instructions given by the instructor.
- Treat the manikin simulators with the same respect you show your patients.
- Wear gloves when working with the manikin simulators.
- Never work in the skills/simulation lab unsupervised.
- Do not eat, drink, apply cosmetics, manipulate contact lenses, or chew gum in the lab.
- Help keep the lab tidy.
- Wear appropriate attire and tie back long hair.
- Do not remove equipment or other supplies from the lab.
- Dispose of all used materials as directed by the instructor.
- Dispose of sharp items in the wall-mounted red sharps containers.
- Clean up spills immediately.
- Know the location of the nearest exit.

I have read and fully understand the rules, practices, and regulations governing my conduct in the skills/simulation lab.
I will abide by these rules.
I understand that violation of these rules may result in removal from the lab, removal from the class, or other consequences, as determined by the instructor.

_____

Student Name (print): Date

_____

Student Signature: Date

_____

Witness Signature: Date

Medical Clearance Form

Directions
• Make an appointment with your healthcare provider for a health/physical examination. • Give this form to your healthcare provider to complete. *After the appointment:* • Upload the completed Medical Clearance form and separate vaccination information to ADN-Program@newriver.edu. • Save a copy of all documents for your personal files.

Student Information	
Name:	Date of Birth:

Body System	Clinically Significant	Comment Please comment if "yes" is checked
Vital Signs: BP____ HR ___RR _____	☐ No ☐ Yes	
HEENT	☐ No ☐ Yes	
Heart	☐ No ☐ Yes	
Lungs	☐ No ☐ Yes	
Abdomen	☐ No ☐ Yes	
Neurological	☐ No ☐ Yes	
Spinal Column	☐ No ☐ Yes	
Musculoskeletal	☐No ☐ Yes	
Allergies	☐ No ☐ Yes	

TO BE COMPLETED BY HEALTHCARE PROVIDER

Please check no or yes for the following items pertaining to the individual listed on this form.

- Medical condition and/or contagious disease that poses a health risk to others.

  ☐ No ☐ Yes

- Mental distress that prevents the student from meeting the clinical practicum training obligation.

  ☐ No ☐ Yes

- Physical impairment that prevents the student from meeting the clinical practicum training obligation.

  ☐ No ☐ Yes

Provider Printed Name: _____ Provider License #: _____

Provider Signature: _____ Date of Exam: _____

Comments:

Medical Information Release

I hereby grant permission to the New River CTC ADN Program, to release information regarding my physical examination and immunizations to all clinical affiliates with a signed affiliation agreement.
I recognize that the only information released by the New River CTC ADN
Program will be utilized by the clinical affiliate to certify that all health requirements are met to allow me to attend the facility.

Student Name (print): Date

Student Signature: Date

Witness Signature: Date

Service-Learning Documentation

Submit this form, completed and signed, to the New River CTC ADN Program administrator. Make a copy for your records. This form must be submitted by the end of each semester to recognize these service hours as part of graduation requirements. Documentation must be on file when the student applies for graduation.

I. Student Information:

Print full name: _____ Semester: _____

II. Service Information:

Name of Agency/Service Provided _____

Population Served _____Date of Service _____ Hours ____

How does this volunteer activity support your role as a professional nurse in the community?

_____

III. Service-Learning Verification

Print Supervisor Name _____

Title _____

Organization/Agency_____Phone#_____

Street Address _____City_____State_____Zip_____

I acknowledge that, to the best of my knowledge, the above information is correct.

Supervisor Signature: _____ Date _____

Student Signature: _____ Date _____

Faculty/Staff Signature: _____ Date _____

WV RN Legislative Code 30-7-11
ADN Student Handbook
New River CTC College Handbook Review

I have been provided a copy of the New River CTC ADN Program student handbook. As part of my orientation to the program and an overview of the handbook, the contents have been discussed. I have been allowed to discuss and/or clarify any questions about the policies, procedures, requirements, and expectations outlined within the handbook.

I have been instructed to review and become familiar with this handbook's contents to assist me in completing the nursing program.

I understand that at any time during my enrollment in the New River CTC ADN Program. I can seek information about the New River CTC ADN Program student handbook, or New River CTC student handbook should I have a question or concern related to the policies found in both handbooks. I acknowledge that I will abide by all policies and/or procedures contained in all New River CTC handbooks.

I understand that I must abide by Section 30-7-11 of the West Virginia Code and Legislative Rules for Registered Professional Nurses related to disciplinary action. Failure to comply with these rules may result in permanent suspension from the program.
I am aware that I may or may not be allowed to take the licensure exam NCLEX-RN. I further understand that I must submit any information regarding a conviction or misdemeanor to the program administrator upon admission to the program and provide that information to the nursing board in the chosen licensure state.
I am aware that this form will become part of my student record located in the New River CTC ADN office.

_____

Student Name (print) Date

_____

Student Signature Date

_____

Witness Signature Date

Student Progression and Graduation Policy Acknowledgment

I acknowledge that I have received, read, and understand the ADN Program progression policy as published in the current ADN Student Handbook.
I understand that progression in the ADN Program requires me to meet all academic, clinical, professional, and program requirements, including but not limited to:

- Once admitted to the ADN Program, students are expected to complete the program within five semesters. If a student is unsuccessful in a nursing course or withdraws from a nursing course, the student is removed from the planned course sequence and must apply for readmission.
- If the student wishes to return to the New River CTC ADN Program, they must submit, in writing, a request for reinstatement. A student may only be reinstated into the New River CTC ADN Program once, pending available space.
- Students who withdraw for the second time or are unsuccessful in their second attempt in any semester will be dismissed from the New River CTC ADN Program. Dismissal and/or permanent suspension from the New River CTC ADN Program renders the student ineligible for readmission to New River CTC ADN Programs. A student who is dismissed from the program has the right to appeal.
- Students transferring from a different ADN program must complete 15 credit hours minimum at New River CTC to be awarded a degree.
- Students who begin the ADN program at New River CTC, or who are considered native to the ADN program, are required to complete a total of 60 credit hours in accordance with the current ADN program evaluation sheet. The evaluation sheet serves as the official guide for required general education, prerequisite, support, and nursing courses needed to meet degree requirements. Students are responsible for following the program evaluation sheet and successfully completing all required coursework to be eligible for graduation from the ADN program.
- Students must demonstrate behavior consistent with the New River CTC ADN Program's Professional Standards and Safe Clinical Practice Standards (page 15). Failure to adhere to the standards may result in dismissal from the ADN Program.
- A student may be unable to progress in the New River CTC ADN Program if a clinical facility denies the student access to clinical experiences based on criminal background check results.
- Assessments, exams, grading, and remediation
  - ADN students must achieve a minimum semester GPA of 2.0 to progress in the program. The semester GPA includes all courses attempted during the current semester, including nursing courses and general education courses (page 29)

    - Students enrolled in New River CTC's ADN Program must earn at least 80% of the total points possible for each nursing course to pass the class.
  - Clinical Course Requirements and Progression: Clinical courses are graded on a Satisfactory/Unsatisfactory (S/U) basis. Students must satisfactorily complete all clinical and simulation requirements and achieve the established minimum performance requirements on the final Clinical Performance Evaluation Tool (CPET) to earn a grade of Satisfactory (S) in the clinical course.
  - A grade of Unsatisfactory (U) in a clinical course, including failure to meet the required minimum performance requirements on the final CPET, constitutes failure of the clinical course. Successful completion of the required clinical course is necessary for progression in the nursing program. A grade of Unsatisfactory (U) in a clinical course does not result in failure of a separate nursing theory course.
  - No single assessment, assignment, exam, standardized test, clinical activity, or remediation activity determines successful completion of the ADN program. Student success is determined by meeting all published courses, clinical, program, and college requirements.
- Service-Learning
  - All students in the ADN Program must complete 12 hours of service-learning during the program (subject to instructor discretion each semester). All service-learning hours must be approved by a program faculty or staff member prior to completion of the hours. Students not meeting the required 12 hours will not qualify for graduation from the program.
- An application for graduation at New River CTC must be completed. Students should apply for graduation at least one semester before completion of the program requirements.
- Assessment Technologies Institute (ATI)
  - All nursing students are required to use the ATI Nursing Education program, which is designed to support student learning and assist in identifying student mastery of course and program content. The comprehensive review program includes learning and assessment activities that are incorporated throughout the curriculum in selected nursing courses.
  - Students are expected to achieve Level 2 or higher ATI Content Mastery Series assessment, 80% on an ATI Drug Dosage Calculations assessment, or 90% “probability of passing” (PoP) on the ATI Comprehensive Predictor. These represent the ADN program benchmarks on ATI standardized assessments. Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in the assessment’s specific content area.
  - Students who do not meet these established benchmarks are required to complete remediation as part of the program’s learning support process; however, these scores alone do not determine progression within the nursing program.

    - Students who score below Level 2 or less than 90% PoP on the Comprehensive Predictor are required to complete remediation as part of the program's learning support process; however, these scores alone do not determine progression within the nursing program.
    - Students are required to attend a 3-day live review session with an ATI instructor at the end of the final semester. In cases of absence, this cannot be made up.
- Attendance
    - Students are permitted no more than nine total absences during the entire ADN Program, with a maximum of three absences in any semester. These absences include classroom, laboratory, clinical, and simulation experiences. Students who exceed these limits will be withdrawn from the program. (Attendance Policy - page 44)
    - Absences related to bereavement or approved accommodations under the Americans with Disabilities Act (ADA) are not included in the nine-absence limit but must be approved by the Director of Student Services and/or the Program Administrator.

I understand that failure to meet progression requirements may result in remediation, inability to progress, course failure, dismissal from the program, or delay in graduation.
I understand that it is my responsibility to ask questions if I do not understand any part of the progression policy. I also understand that changes to program policies will be communicated to students in writing, and I may be required to sign an updated acknowledgment if revisions occur.
By signing below, I confirm that I have reviewed the ADN Program progression policy and understand that I am responsible for following the policy as published.

_____

Student Name (print): Date

_____

Student Signature: Date

_____

Witness Signature: Date

References

National League for Nursing. (2010). Outcomes and competencies for /graduates of practical/vocational, diploma, associate degree, baccalaureate, masters, practice doctorate, and research doctorate programs in nursing. New York: NLN

WV RN Board. (2026). https://wvrnboard.wv.gov/Pages/default.aspx