

Welcome Student,

The faculty at Patrick & Henry Community College welcomes you to the Practical Nursing Certificate Program. The faculty and staff are here to facilitate student program completion. Students must be responsible and accountable for their individual program progression while pursuing successful attainment of program outcomes. This handbook contains policies and procedures that will apply to all students in the curriculum. **It is the student's responsibility to read, understand policies and procedures and possible consequences.** If a student does not understand any policy or rights as a student, please contact the assigned nursing advisor or any nursing faculty member.

If you have a disability or other need for reasonable accommodation in order to successfully complete the requirements of any course, please contact the 504/ADA Coordinator, Learning Resource Center #109D, 656-0257 or 800-232-7997 ext. 0257, disabilityresources@patrickhenry.edu to discuss this matter confidentially.

We hope your educational experience is enjoyable and rewarding. Good luck in your college career and best wishes for success in nursing.

The P&HCC Practical Nursing Faculty

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P&HCC College Vision, Mission, and Values

Vision: Student success IS Patrick & Henry Community College.

Mission: P&HCC is a comprehensive community college committed to enriching the quality of life in its service region through academic excellence, student success, workforce development, community engagement, and lifelong learning.

Values: P&HCC values excellence, innovation, diversity, and continuous improvement. We demonstrate these values in the following ways:

- **Teaching and Learning**
Teaching and learning are paramount at P&HCC and simply the heart of everything we do.
- **Integrity and Respect**
Our people are our most valuable asset. To promote a culture of integrity and respect for students and employees, P&HCC develops, nurtures, and sustains an engaged, diverse, and talented workforce.
- **Communication and Collaboration**
We effectively communicate and collaborate with both internal and external stakeholders. Furthermore, we seek to foster relationships and build partnerships that enhance the success and quality of life of all constituents.

P&HCC Mission and PN Program Philosophy

Mission of the VCCS Nursing Programs is to provide affordable, community access to quality nursing education. The VCCS nursing programs prepare qualified students to provide safe, competent, entry-level nursing care in 21st century healthcare environments. Students are prepared to meet the ever-increasing complexity of the healthcare needs of the citizens of Virginia.

P&HCC Nursing Faculty Philosophy of Practical Nursing Education

The philosophy governing the practice of nursing is based on four metaparadigms: person, health, environment, and nursing. These metaparadigms provide a comprehensive and dynamic focus for both gaining and applying knowledge within the curricular framework of the program in practical nursing education

Person is defined as the composite of the physiological, psychological, socio-cultural, spiritual and developmental variables which interact to make each individual unique. Each person is viewed holistically as a product of his/her individual experiences. When an individual is viewed in this holistic system, there is a commitment on the part of the nurse that no sphere or variable can be viewed in isolation or take precedence over another. A person is viewed, in the holistic context, as having either met or unmet needs which motivate behavior. Unmet needs arise when there is a disruption, such as illness, in these physical, psychological, social, cultural,

developmental, and spiritual variables. The following categories of needs have been identified: oxygenation, fluid/nutrition, elimination, activity, comfort/rest/hygiene, safety, love and belonging, security, cognition, self-esteem, sexuality, and sensory.

Health is viewed as a dynamic state or process that changes with time and varies according to circumstances. Wellness and illness can be considered as points along a health continuum. A person is viewed as simultaneously possessing degrees of both wellness and illness, depending on whether his needs have been met, partially met, or not met. Illness has the potential to move in the direction of higher levels of need satisfaction and development, or to cause regression.

Environment is defined as the internal and external forces that surround a person at any point in time. Internal environment factors are intrinsic to each person and include the strengths and weaknesses of various body parts and organs, the immune system, individual coping patterns, developmental stage, nutritional state, genotype, and physical state (neurological, integumentary, digestive, circulatory, endocrine, respiratory, orthopedic, reproductive, and genitourinary systems) External factors are those influences outside the individual. These external factors include both social and cultural factors, such as occupation, relationships, economic status, and educational level.

Nursing is both an art and science whose primary goal is assisting a person to meet his/her needs. The central concern of nursing is the holistic person. Because a person is a dynamic system, his/her internal and external environment can change, preventing need satisfaction, and his/her ability to meet needs does not remain the same over time. The nurse must decide when, how or whether to intervene. Utilizing the nursing process, nurses can intervene whenever a person lacks the resources to meet his/her needs.

Teaching and learning are interactive processes between teacher and learner whose goals are to effect a change in behavior. The learner is viewed as a responsible participant who utilizes the teacher as a guide through the learning process. Learning should go from simple to complex and general to specific. Learning is a life-long process that is most meaningful when related to the pursuit of personal goals. Learning is facilitated by the use of a variety of educational methods, incorporating multi-sensory approaches such as lecture /discussion, demonstration, role-playing, simulation, computerized technology, and practical application in a variety of settings.

Nursing education is an organized process by which individuals are prepared to assume nursing practice roles and provide safe and competent nursing care within the healthcare delivery system. Nursing education should be located in an institution of higher education and taught by faculty with diverse educational backgrounds and multiple nursing specialties to provide the students with a holistic approach to nursing practice. The curriculum should meet the diverse needs of the students.

The practical nurse is prepared to care for clients across the life span that have well-defined illness, and to practice in a variety of health care settings under the supervision of a physician or a registered nurse. The practical nurse is able to recognize the impact of physiological, psychological, socio-cultural, spiritual, and developmental variables in the holistic integrity of each person. The graduate will practice within the legal and ethical rules established by the statutes and regulations of the Virginia Board of Nursing.

Education for practical nursing students should provide the student with a structured curriculum that gives a varied and supporting background. The support courses for the practical nursing certificate program provide a foundation for the safe practice and come from the physical and social sciences, and the humanities. Education for the practical nurse moves from focusing on a single client, then progresses to the client as a member of a family unit. The focus then moves to providing care for two or more client/family units and the recognition of the special needs of the gerontological population. The educational experience of the practical nursing student at Patrick & Henry Community College is comprised of learning experiences founded in an understanding of the concepts of person, health, environment, and nursing. Interwoven in the curriculum are the threads of growth and development through the lifespan, pharmacology, nutrition, professional accountability, and critical thinking.

The philosophy has been developed based on current standards in nursing and health care, trends in nursing and medicine, and on national and local populations. The service area consists of predominantly an English speaking, rural Appalachian population, with recent influxes of population from Asia and Mexico. Cultural diversity is addressed throughout the nursing courses by identifying populations at risk and by consideration of the cultural norms of diverse groups that can affect the delivery of health care.

Program Outcomes

- Eighty percent of all program graduates will pass the NCLEX-PN licensing exam as first-time test takers within 12 months of program graduation.
- One hundred percent of graduating students will receive a satisfactory grade at the conclusion of the clinical experience.

Educational Outcomes of P&HCC Practical Nursing Program

Upon completion of this program the graduate will be able to:

1. Use the nursing process to identify internal and external environmental factors that influence need satisfaction.
2. Work collaboratively with the client and the health care team to identify the client's location on the health continuum.
3. Assist individuals and their significant others to meet their physical, psychological, spiritual, cultural, and developmental needs.
4. Function as an entry level provider of care who is able to collect data, plan, intervene, and evaluate nursing care of patients in collaboration with the Registered Nurse.

5. Participate as a member of the health care team by managing care for an individual client or group of clients across the lifespan for diverse populations.
6. Display professional identity by acting as a member within the discipline of nursing.
7. Upon successful completion of the program the graduate is eligible to apply for the NCLEX-PN.

Nursing Program Approval and Accreditation Status

The Practical Nursing program currently has conditional approval with terms and conditions by the:

Virginia Board of Nursing
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, Virginia 23233-1463
Telephone: (804)367-4400
Fax: (804)527-4475

Official Website: <https://www.dhp.virginia.gov/Boards/Nursing/>

Nursing Department Guidelines

I. Professional Behavior

In accordance with **54.1-3001 of the Code of Virginia**, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which he has been assigned

Students are to adhere to the **Student Conduct Policy** as it appears in the College Catalog. (Found in the online catalog, which can be accessed from the P&HCC website.) All matters relating to the patient, the patient's family, and clinical facilities are to remain confidential. Breach of confidentiality will be grounds for dismissal from the nursing program as outlined in the **Clinical Incompetence Policy**. (See page 17)

Students are expected to conduct themselves in a professional manner at all times on campus and clinical facilities. Failure to do so may result in dismissal from the program.

Professionalism in clinical areas includes but is not limited to the following behaviors:

- A. **Accountability and Responsibility:** When assigned to a patient care unit, the student will demonstrate responsibility and accountability as evidenced by:
 - a. Reporting to assigned area promptly and listening attentively to shift report.
 - b. Reporting to team leader before leaving unit for the day (verbalizing any change or deviations from normal)
 - c. Conforming to school dress code (see page 12)
 - d. Following procedure for absences and tardiness (see page 11)
 - e. Submitting written work on time
 - f. Using clinical time wisely as defined by the clinical instructor
- B. **Participation in student/faculty clinical pre- and post-conferences:**
 - a. reports on time to pre- and post-conference
 - b. reports on nursing aspects of assigned patients
 - c. discusses questions/concerns related to clinical experience
- C. **Maintain a professional attitude**
 - a. Maintain patient confidentiality
 - b. Control physical and emotional behavior
 - c. Work collaboratively with peers, faculty, and staff
 - d. Accept and learn from constructive criticism from faculty or staff
 - e. Practice within limits of capability and educational preparation. Seek instructor for advice or clarification before proceeding with a questionable skill.
 - f. Interact with patient/patient's family, staff, faculty, and peers with respect, always promoting the patient's rights, values, and dignity.

According to Federal laws, all individuals that provide direct care to patients in health care agencies must have a criminal background check completed. Therefore, a criminal background check will be completed on each student as a part of admission to the Nursing Program. Clinical

agencies may deny a student participation in direct patient care based on the results of drug screen and/or background. Inability to participate in direct care at any clinical site will result in automatic program dismissal. To ensure compliance with legally binding clinical affiliation agreements, students may be required to repeat criminal background and drug screens multiple time.

The background check must document no prior barrier crime convictions indicated by the Virginia Board of Nursing. The barrier crimes are identified on the Virginia Board of Nursing website (www.dhp.virginia.gov/Boards/Nursing/). Also, please refer to **Appendix A – Virginia Board of Nursing Guidance Document 90-55**. The fee for the background check/drug screen is a minimum of \$91 and students will receive instructions upon acceptance to initiate the process. Program acceptance will be pending results of background check and drug screening.

II. Health

- A. Students are expected to obtain a complete physical examination upon entering the nursing program at their own expense. Students will not be allowed to enter the clinical facility until this information is on file in the nursing office. All immunizations and TB skin test must be current throughout the student's enrollment in the program. The **initial TB Skin test must be a two-step method. See Health Certificate** for details.
- B. Students are also required to have **proof of 2 MMR's, 2 Varicella vaccines or titer, current Tdap, and a yearly flu vaccine or doctor verification of allergy**. Be aware that **TB skin test must be done annually. Students who do not provide this documentation to the nursing office or who do not complete the annual update will not be allowed to attend clinical experiences and will result in failure of the course.** **Note: As of August 2021, official proof of the COVID vaccine primary series is required by the clinical facilities as a condition for participation in clinical. COVID vaccine booster doses may be required by clinical facilities as a condition for participation in clinical.**
- C. During your educational experience in the Practical Nursing Program at P&HCC you may have exposure to blood or other potentially infectious materials and may be at risk of acquiring hepatitis B virus (HBV) infection. You may obtain the hepatitis B vaccination at your own expense if you so desire. Information regarding the vaccine will be given during orientation or is available from the nursing office.
- D. The student will assume financial responsibility for any illness or injury incurred. No accident or hospitalization insurance is provided.
- E. Should a student be injured while at a clinical facility, the following procedure must followed:
 - a. Notify instructor immediately. However, if with an assigned preceptor notify them immediately followed by instructor notification.
 - b. Report injury to nurse in charge of unit
 - c. Fill out facility "Incidence Report" with the assistance of the instructor or preceptor
 - d. Policies of the institution regarding such incidents will be followed
- F. Students must be certified in **American Heart Association Healthcare Provider CPR with the Automatic External Defibrillator or equivalent**. This certification must be updated

every 2 years. Please provide the nursing office with copies of your CPR card. Students who do not provide a copy of current CPR credential will not be allowed to participate in clinical. If a CPR credential is going to expire mid-clinical, students should plan to recertify at the beginning of the semester in order to participate in clinical.

III. Grades

- A. At the beginning of each nursing course, students will receive a detailed course syllabus. **It is the responsibility of the student to be familiar with the content of each course syllabus.** The course syllabus will also state the manner in which the course grade will be determined.
- B. The student must complete all general education and related courses either before or concurrent with Practical Nursing program requirements.
 - a. **A grade of “C” or above in all semesters of English, health, natural sciences, and psychology is required to continue in the practical nursing program.** Pre- and Co-requisite courses for the practical nursing program are listed in the college catalog. (<http://catalog.patrickhenry.edu/>)
 - b. Students who do not successfully complete the appropriate pre- and co-requisite general education courses may have to withdraw from nursing courses until those general education requisites are successfully completed. Program progression at that point will depend on seat availability.
- C. **A grade of “C” or above in all PNE and NUR courses is required to continue in the practical nursing program.**
 - a. In determining PNE course grades, the following guidelines will be adhered to:
 - i. If a student receives a **theory grade of “C” or above**, plus a **“satisfactory” in clinical**, the student will receive the **theory grade as a final grade.**
 - ii. If a student receives a **theory grade of D or F** and an **“unsatisfactory” in clinical**, the student will receive a **final grade of “F”.**
 - iii. If a student receives a **theory grade of “C” or above** and an **“unsatisfactory” in clinical**, the student will receive a **final grade of “D”.**
 - iv. If a student receives a **theory grade of D or F** and a **“satisfactory” in clinical**, the student will receive the **theory grade as a final grade.**
 - b. The following is the suggested grading scale (see individual course syllabus for exact grading scale) used in the PNE/NUR courses of the Department of Nursing/Allied Health:
 - 92-100%A**
 - 85-91%B**
 - 80-84%C**
 - 71-79%D**
 - below 71%F**
 - c. **An overall “C” (2.0) curricular average is required to graduate with a Certificate in Practical Nursing.**
 - d. Should it become necessary to withdraw from the nursing program, your advisor must be notified immediately.

IV. Student Classroom Responsibilities

- A. **Class Attendance is essential.** Attendance is necessary to meet course objectives and successfully pass the nursing courses.
- B. Students are expected to be present when tests or exams are administered. If an absence occurs, it will be the student's responsibility to contact the instructor and take a make-up test by his/her first day back to school. If this process is not followed the student will receive a grade of "zero".
- C. **Class Tardiness: Promptness is an expectation!** Students are expected to attend class on time and are considered absent unless present for roll call. Any person entering the classroom late must see the instructor immediately following class to discuss changing the absence to a tardy. If this process is not followed, the absence will stand. ***Tardiness to class three (3) times WILL count as an absence and may count toward grade reduction.***
- D. **Classroom Preparedness:** Students are expected to attend class prepared to learn. Attending class should include bringing in the appropriate textbook, note taking equipment, and most importantly, a positive attitude and mental alertness. *Completion of Pre-Assignments/Tickets to Enter may be required for entry into the classroom.*
- E. **Absenteeism:** Excessive absenteeism may result in grade deduction from the final course grade, and/or dismissal from the PN program. The student may be referred to the Director of Nursing and Allied Health who will participate in the decision as to whether (or not) to allow the student to continue in the course.
 - a. Attendance will be monitored by the instructor at the beginning of class. Tardiness and leaving early will be documented.
 - b. When absence from a class becomes necessary, it is the responsibility of the student to notify the instructor prior to the absence. The student is responsible for making up all work missed during an absence. ***Acceptable forms of notification include phone calls to the instructor(s), EMAILS, or text by the student ONLY.***
 - c. Unusual or unforeseen circumstances will be evaluated on an individual basis and must be discussed with nursing faculty

V. Student Clinical Responsibilities

- A. **Lab/Clinical Attendance:** The Virginia State Board of Nursing mandates students complete a minimum required number (**400**) of direct patient care clinical hours. Students who fail to meet the criteria set forth by the Virginia State Board of nursing will not be eligible for graduation. Students who fail to attend required clinical hours may be dismissed from the program due to clinical failure regardless of academic status.
 - a. Each student is to bring their **PN Clinical Skills Checklist** with them to **lab/clinical EACH DAY.**
 - b. ***ALL students are expected to attend lab/clinical as scheduled each lab/clinical day. Failure to attend lab/clinical may result in course/program failure.***
 - c. Upon arrival at the clinical site, the student will locate the instructor and sign in.

- d. At sites where the instructor is not present, the student will locate the contact person and/or preceptor at the facility and request them to record the student's time of arrival.
- B. **Lab/Clinical Absences:** In the event of absence, *the student will notify the appropriate nursing instructor and/or appropriate agency staff no less than 30 minutes before clinical time. Acceptable forms of notification include phone calls to the instructor(s), text or EMAIL by the student ONLY! Failure to notify the instructor(s) constitutes an unsatisfactory grade for that clinical experience, which may result in failure of a course.*
- The student is responsible for ALL material missed in Lab due to an absence.
 - Any student who has a Clinical absence will need to meet with the faculty and/or Director of Nursing and Allied Health to discuss the need for further action. Further clinical absenteeism may result in program dismissal.
 - Make-up clinical days are not guaranteed due to clinical site and instructor availability.
- C. **Lab/Clinical Tardiness:** Tardiness in lab/clinical is **UNACCEPTABLE**. *Since students are entering the nursing profession, the expectation is that the student will **arrive ten minutes earlier than the stated time**. However, tardiness is defined as **arriving more than 10 minutes after the assigned time**. In the event of tardiness, the student will notify the appropriate nursing instructor as soon tardiness is unavoidable. Acceptable forms of notification include phone calls to the instructor(s), text or EMAILS by the student ONLY.*
- One (1) tardy will result in a verbal warning from the instructor regarding the student's unprofessional conduct.
 - Two (2) tardies will result in a written warning from the instructor.
 - Three (3) tardies may result in the student being sent home and an unsatisfactory grade for the clinical experience. The student may be dismissed from the program
 - Consideration will be given in an emergency situation with documentation.
- D. **Influence of drugs or alcohol:** The student shall inform the instructor prior to starting the clinical day when taking any drug/medication which may result in cognitive or physical impairment that could be interpreted as signs of drug or alcohol abuse. Attending clinical under the influence of drugs or alcohol will be grounds for dismissal from the nursing course sequence. See **Drug & Alcohol Policy**, page 19.
- E. **Dress code:** Students must look professional at all times. Students will be required to follow clinical agency expectations for physical presentation which includes but is not limited to the following: hair color, jewelry, body art, perfume, hygiene, nails, student identification, and student uniform. **Any breach in dress code may result in student being sent home and an unsatisfactory grade for the clinical day.**
- Campus Lab:** Nursing scrubs or school uniform, closed toe/heel shoes and P&HCC student identification badge
 - Clinical Units:** Complete nursing school uniform must be worn at all times UNLESS specified by the unit. Uniform shall consist of:

- i. **School uniform** should be worn with skin tone undergarments or white t-shirt under uniform top, socks, closed toe/heel shoes, P&HCC student identification badge, scissors, watch with a second hand, and a black ink pen (no felt tip or erasable are allowed). The uniform should be clean, pressed and an appropriate size.
 - 1. If a dress is worn, the length of uniform is below the knee, and white hose must be worn with all white washable closed toe/heel shoes.
 - ii. **Jewelry and Body Art:** All jewelry is discouraged because of infection control issues. Jewelry shall be limited to wedding and engagement ring, watch, one set of small plain post earrings if ears are pierced. (One per lobe). NO other body piercings are allowed. (i.e., eyebrow, nose, lip, tongue, etc.) No ear gauges are permitted. **Visible tattoos** should be covered during clinical experiences
 - iii. **Perfume**, after-shave, hairspray, or other scented products shall not be worn in the clinical or the classroom area as it is not tolerated well by fellow students and patients with respiratory disorders.
 - iv. **Hygiene** Students are expected to maintain good hygiene habits with no offensive body odors; this includes tobacco smoke. Deodorant and/or antiperspirant should be used appropriately.
 - v. **Hair** should be neat and clean. It should be confined in such a manner that it does not interfere with patient care. The student must be prepared with the necessary equipment to confine hair in the clinical setting. Facial hair should be neatly groomed.
 - vi. **Nails** shall be short (i.e., not beyond the end of the fingertips) and clean. Wearing of nail polish is discouraged because of infection control issues; any polish should be in good repair (no cracks or chips). **Artificial and/or acrylic nails shall not be worn in clinical.** (CDC mandate)
 - vii. **Lab Coats** Students MUST wear lab coat with a Picture ID while on a nursing unit UNLESS wearing the nursing uniform. When wearing a lab coat, and not the uniform, professional dress is required.
 - viii. **Tobacco products:** students are not allowed to use ANY form of tobacco while at clinical sites.
- c. **Non-Uniform Clinical Laboratory:** During specific laboratory experiences and field trips, the student uniform will not be worn. The instructor will discuss suitable clothing with the students at the appropriate time.
- F. **Student Behavior:**
- a. **Preparation:** The student is expected to be prepared for all clinical laboratory experiences. Should the faculty or preceptor determine inadequate preparation has been made, the student may be sent away from the clinical area.
 - b. **Attendance:** All students are expected to be in the clinical area as assigned each clinical day. Make-up clinical experiences will be assigned at the discretion of the instructor and are not guaranteed.

- c. **Satisfactory performance** in the clinical area indicates the student has met all summative objectives for the course.
 - d. A student who appears to be practicing in an unsafe manner in the clinical area, upon request of a clinical instructor, will be subject to nursing faculty review (See **Clinical Incompetence Policy**, pg. 17). If upon faculty review, the student is deemed to be practicing in an unsafe manner, the student may receive an unsatisfactory in the expected outcomes and thus fail the semester.
 - e. **Personal phone calls may not be received while on duty except in cases of an emergency.** *Cell phones are not allowed in the clinical setting.* Having a cell phone in the clinical area may result in an unsatisfactory grade for the clinical experience. Use of a cell phone in a clinical setting may result in dismissal from the program.
 - f. Students must **observe regular visiting procedures and hours** for personal visits at the clinical facilities utilized for student learning experiences.
 - i. Students not on clinical assignment are not allowed in clinical facilities interacting with students at clinical site because of disruption of the educational experience.
 - ii. It is inappropriate to make a return visit to a patient that is NOT a personal friend.
 - g. No uniforms or lab coats are to be worn outside of clinical activities.
- G. Clinical Simulation Center Expectations**
- a. Students in a professional nursing program must function within the legal, moral, and ethical standards of the profession. The ability to utilize the nursing process is the major focus of the clinical simulation center. Therefore, each student must adhere to the following guidelines for your clinical simulation preparation and performance.
 - b. **Audio-Video Taping:** All participants in simulation courses will be audio-videotaped. The audio-video tape will be used in the debriefing portion of the simulation experience and will be available for the student and their instructor to review.
 - c. **Confidentiality:** All records, documents or communications in the SIM Lab are considered confidential and privileged. Disclosure of such records, documents, or communications to any person during or after their SIM Lab experience is a violation of the school's honor code.
 - d. **Starting times for sessions:**
 - i. Instructor will provide a time for the SIM Lab rotations.
 - ii. Students are to report to the center 15 minutes prior to the beginning of their session.
 - iii. Sessions will begin promptly, and tardy students therefore will not be able to integrate into sessions.
 - iv. Each student will be expected to have their Sim Lab Admission ticket written and complete on the scenario(s) in which they will be participating that day. If a student is not prepared with the completed admission ticket, they will be sent home and a note will be sent to the

- instructor indicating that the student was not prepared which will result in a clinical absence.
- v. Clinical simulation experiences are offered at specific times. Students are expected to be on time.
 - e. Cell phones and pagers may not be used in the clinical simulation setting. Leave them at home or turned off during clinical rotation in the SIM Lab.
 - f. Follow Nursing School specific guidelines regarding clinical absenteeism.
 - g. **Personal Items:** There is no secure area to store personal items. Please do not bring such items into the center. There will be areas to hang coats; purses and backpacks should not be brought into center.
 - h. Prior to coming to the SIM Lab, review materials provided by SON clinical instructor.
 - i. Review clinical disease process(s)
 - ii. Medication administration literature specific to simulation-patient medication list.
 - iii. Review procedures for simulation-patient specific nursing interventions.
 - iv. Prepare for SIM Lab session similarly to a clinical experience.
 - i. Food and drink are not allowed in the SIM Lab at any time.
- H. **Nursing Lab Expectations:** The nursing laboratory will be utilized by nursing faculty and students to enhance student's confidence and competence regarding various nursing skills. The following general guidelines will be utilized in the laboratory setting.
- a. **Nursing Lab Appearance:** As a courtesy to all who use the lab, this academic learning center will need to be maintained and returned to an orderly fashion when it is not in use. When the day or practice time is complete, please ensure that the lab is left in the following manner:
 - i. Beds are left in the lowest position, wheels locked, side rails up.
 - ii. Each bed has a fitted sheet, flat sheet, bed spread and a pillow.
 - iii. Overhead tables are to be placed at the foot of each bed.
 - iv. Supplies and equipment returned to the appropriate cabinet/equipment room.
 - b. **No food or drinks** are allowed in the nursing lab.
 - c. **Children on Campus:** No children should be in the lab setting at any time unless it is a scheduled and/or approved nursing academic event. When children are approved to be in the lab setting, they must be under the direct supervision of designated college staff.
 - d. **Nursing Lab Equipment:** No equipment (for example: mannikins, blood pressure cuffs, stethoscopes, etc.) shall be removed from the campus nursing lab setting without the pre-approval of the nursing faculty. The nursing lab equipment rooms/storage are off limits to nursing students, unless indicated by the nursing faculty. The linen found in the nursing lab will be used for practice purposes only. Please do not remove the linen from the lab setting for any personal use.
 - e. **Open Lab:** Supervised open lab availability times will be offered each semester; nursing instructors or the nursing retention specialist will notify students of the

designated times. Students may also request additional help or time with lab skills by speaking with their nursing instructor directly. There will also be times that students can attend an unsupervised open lab, but during this time absolutely no skills involving sharps will be practiced. Unsupervised open lab hours will be forwarded to the student by their nursing instructors. Open lab opportunities will be provided to all nursing students throughout the semester to allow students to:

- i. Practice skills.
 - ii. Receive needed assistance on skills.
 - iii. Review previously learned content. The open lab instructor will not re-teach old content or teach on new content.
 - iv. Complete remediation as assigned by nursing instructor.
- f. **Student Responsibilities for Open Lab:**
- i. Sign up for an open lab time with your nursing instructor or nursing retention specialist at least 24 hours in advance of the posted time and day.
 - ii. When signing up for an open lab, please specify what specific assistance is needed during that time. (For example: "I need to practice taking manual blood pressures." Or "I need to practice with NG tube insertion.", please DO NOT put "Missed lab on 10/12.")
 - iii. Prior to coming to open lab, if any preparatory work is assigned by the nursing instructor or nursing retention specialist, please have this completed.
 - iv. If a student signs up for open lab and is unable to attend, the student should notify the instructor or retention specialist as soon as possible.
- g. **Nursing Lab Policies, including the Use of Syringes/Needles Policy:**
- i. Syringes/needles will be given to students for use in the laboratory setting ONLY.
 - ii. Students are to practice parenteral/injectable routes of medication administration in P&HCC's nursing laboratory ONLY under the supervision of nursing faculty and nursing retention specialist utilizing designated instructional models.
 - iii. ***Under no circumstances are students to inject each other at any time.***
 - iv. After practicing the parenteral/injectable route of medication administration and demonstrating skill competency to the nursing faculty in the college's nursing laboratory, ALL syringes/needles are to be disposed of in designated red "sharps" containers which are in the nursing laboratory. When "sharp" containers are full, the college will dispose of the containers according to the college's hazardous materials procedure. This also includes IV catheters.

Nursing Program Policies

I. **Integrated Testing Policy**

- A. The Nursing Department uses a Nationally Standardized Testing Program (**Kaplan**) to assess students on their mastery and retention of nursing content areas throughout the program. These tests will be used throughout the curriculum in specified courses.
- B. Students will be **REQUIRED to purchase online Kaplan resources through the P&HCC bookstore each semester**. The online resources include case studies, skill videos, sample/practice test questions, focus tests, texts, integrated exams, and includes an end of program Kaplan NCLEX-PN review.
- C. The Kaplan online resources may be used as Assignments, Unit Tests, or Final Exams, as designated by the instructors. **Integrated exams used as Final Exams may contribute up to 20% of the final course grade. Integrated exams may only be taken once.**
- D. ***Participation in Kaplan and the end of program Kaplan NCLEX-PN review is MANDATORY for all students. Students who fail to participate in the NCLEX-PN live review may receive an incomplete grade until course requirements are fulfilled.***

II. **Drug Dosage Competency Policy:**

- A. Students offered admission to the PN Program that have previously completed NUR 135 with a grade of C or better >1 year prior to admission must be able to pass a Dosage Calculation Test with a grade of $\geq 80\%$ PRIOR to the start of the first semester OR they will be required to repeat NUR 135 in their first semester of the PN Program.
- B. All students will be required to pass another Dosage Calculation Test with a grade of $\geq 80\%$ PRIOR to going to clinical mid-semester. (See PNE 161 syllabus for details.)
- C. Students will be required to demonstrate competency in dosage calculation in each nursing semester. Failure to maintain competency in dosage calculation may result in program dismissal. Specified nursing courses will establish the course expectation for drug dosage competency and the syllabus (PNE 162 and PNE 164) will clearly indicate the measure used to determine competency.

III. **Academic Integrity Policy for Nursing:**

- A. The nursing program expects students to conduct themselves with a high level of integrity. Cheating and dishonesty will not be tolerated in the program. Students who are caught cheating will be dismissed from the program without an opportunity of readmission to any of the health education programs at P&HCC.

- IV. **Clinical Incompetence Policy and Procedure:** Following are excerpts from the Virginia State Board of Nursing Regulations regarding revocation, suspension, or issuance of your nursing license. The P&HCC faculty supports the Board of Nursing and therefore, uses excerpts from these regulations as standards of conduct in the Practical Nursing Program. Consequently, the appropriate regulations for students are included in the Clinical Incompetence Policy. Any unsafe clinical performance will be handled according to this

clinical incompetence policy and may be grounds for failure of a course and or dismissal from the program.

A. FAILURE TO PRACTICE IN A SAFE MANNER INCLUDES THE FOLLOWING:

- a. Regulatory Deficiencies:
 - i. Failing to safely perform procedures or follow policies as specified in the Policies & Procedures Manuals of the affiliated institution or health care agency.
 - ii. Failure to correctly administer a medication according to accepted standards to include P&HCC check-off and agency policy.
 - b. Ethical Deficiencies:
 - i. Failure to report errors of commission or omission by self or other health care personnel.
 - ii. Failure of student to report any biological, psychological, social, or cultural problem related to the student's emotional and physical stability which might compromise the student's ability to perform in a satisfactory manner in the clinical setting and/or failure to institute means to correct these problems.
 - iii. Breach of confidentiality
 - c. Deficiencies in Accountability:
 - i. Failure to utilize, at the appropriate level, the nursing process:
 - ii. in the preparation,
 - iii. documentation, and,
 - iv. care of patients,
 - v. which includes written, verbal, and non-verbal communication.
 - vi. Failure to notify staff and clinical instructor of any circumstances which would require the student to practice beyond the scope of his/her preparation.
 - d. Fraud or deceit shall mean, but shall not be limited to:
 - i. Giving or receiving assistance in writing examinations. (i.e. failure to follow P&HCC's honor code.)
- B. Unprofessional conduct shall mean, but shall not be limited to:**
- a. Performing acts:
 - i. Student feels unprepared to carry out or uncomfortable doing without assistance
 - ii. Has not been performed previously in lab or clinical
 - iii. Without adequate training or when competency has not been maintained
 - iv. Obtaining supplies, equipment, or drugs for personal use or other unauthorized use.
 - v. Requesting assistance from unqualified persons to perform functions that require a licensed practitioner of nursing.
 - vi. Falsifying or otherwise altering patient documentation
 - vii. Abusing, neglecting, or abandoning patients or clients

- b. Practicing in a manner that is a danger to the health and welfare of patients or others.
- c. Any mental or physical illness that poses a danger to the health, welfare, and safety of others while in the clinical setting.
- d. Abuse, negligent practice or misappropriation of a patient's or resident's property.
- e. Lack of respect or insubordination toward clinical faculty or agency staff.
- f. No student will perform duties under the influence of prescription drugs which may affect the student's ability to perform safely or effectively.
- g. Tardiness without notice will be considered patient abandonment.
- h. ***A student demonstrating any of the above characteristics is in danger of dismissal from the Practical Nursing Program.***

C. Procedure for Implementing the Clinical Incompetence Policy

- a. If a student practices in an unsafe manner, the faculty member or preceptor who identifies or is notified of such unsafe practice will meet with the student the day of the unsafe behavior. The Director of Nursing and Allied Health will be contacted by the faculty. Student and faculty or clinical instructor will be required to document the event in writing and student will be sent home. Unsafe practice may result in dismissal from the program. Unsafe practice/behavior is defined as any action that endangers the wellbeing of the patient/co-worker.
- b. The following steps are required:
 - i. Faculty or preceptor and student will document the event.
 - ii. The faculty will notify the Director of Nursing and Allied Health within 24 hours.
 - iii. Director of Nursing and Allied Health and faculty will meet with the student to review the unsafe behavior and policy with the student within 3 business days.
 - iv. If the student does not agree with the decision, the event can be addressed using the existing college grievance procedure. The **Grievance Procedure** can be found in the online College Catalog. (www.patrickhenry.edu)

III. **Drug and Alcohol Policy:** The Nursing and Health Science Programs at Patrick & Henry Community College are firmly committed to maintaining an environment free of the influence of illegal drugs and alcohol. This commitment provides for the health and safety of students, patients, and faculty.

- A. **Terms of Policy:** Violations of any of the following requirements may result in dismissal from the program in which the student is enrolled.
 - a. No student shall be under the influence of, use, consume, possess, purchase, sell, dispense, distribute, manufacture, or display any illegal drugs or alcoholic beverages while on duty. No student shall violate any federal or state criminal drug statute at any time. No student will perform duties under the influence of

prescription drugs which may affect the student's ability to perform safely or effectively.

- i. **The term "on duty" includes class time, clinical time, break time, and mealtime on the Patrick & Henry Community College campus or on the property of any clinical agency including but not limited to daycares and physician offices.**
- ii. The term "under the influence" includes not only obvious impairment but also having a level of illegal drugs, or alcohol in the body that would produce a positive result in a drug or alcohol screening test.
- iii. The term "illegal drugs" as used in this policy includes not only any drug which is not legally obtainable, but any controlled substance for which the student does not have a lawful prescription or which the student is using in a non-prescribed manner.
- iv. No student shall engage in any off-duty involvement with illegal drugs, including but not limited to cocaine, marijuana, heroin, or any hallucinogenic agent.

B. Procedure

- a. Drug/alcohol testing with documented negative results is required as part of the entrance process to Nursing and Health Science Programs at Patrick & Henry Community College. All students must sign the acknowledgement form and return it to the Program Office during the specified period. (If the student wishes to be considered for entrance into one of the Nursing or Health Science Programs, he/she must consent to testing and sign the acknowledgement form indicating he/she has read and understood the Nursing and Health Science Programs Drug and Alcohol Policy.)
- b. Nursing and Health Science Programs maintain the right to require any student to undergo appropriate kinds of testing at any time during the program to determine that student is fit for duty. Clinical agencies may require more frequent drug testing meaning the process may be repeated while enrolled in the nursing program.
- c. If a student refuses to be tested for drugs or alcohol as requested or if a student attempts to alter or tamper with a sample or any part of the testing process, he/she will be subject to dismissal from the Nursing or Health Sciences program in which he/she is enrolled.
- d. Student(s) taking prescribed medication or an over-the-counter medication which may affect the ability to perform his/her duties safely and effectively is expected to discuss the situation with their instructor.
- e. It is not possible to describe all of the situations that may result in drug testing. Examples include but are not limited to the following:
 - i. **Post-Accident:** The Nursing and Health Science Programs may require testing any time an on-duty accident results in an injury requiring medical treatment or examination by a medical care provider or results in significant damage to property.

- ii. **Physical Indications:** The Nursing and Health Science Programs may require testing when there is detectable odor of alcohol; drug use; or other observable indications of possible drug or alcohol (i.e., significant disorientation or lack of coordination).
 - iii. **Possession:** If a student is found to possess drugs or alcohol on duty, the Program Director/Faculty may conclude there are reasonable grounds to believe the student may be under the influence of drugs or alcohol.
 - iv. **Erratic Behavior:** Program Director/Faculty may require testing when a student's behavior indicates the possibility of being under the influence. Such indications could include repeated failure to follow instructions, procedures, or safety rules or behavior that nearly causes an accident.
- f. As a security matter, the Nursing and Health Science Programs maintain the right to carry out reasonable searches of individuals or their personal property while on Patrick & Henry Community College locations or any clinical agency. This applies to students and faculty.
 - g. **Students are subject to disciplinary action, including program dismissal, under certain circumstances. These circumstances include but are not limited to the following: coming to clinical and demonstrating behavior that reflects impairment of judgment and/or ability to perform patient care responsibilities: such as (but not limited to) being under the influence of drugs or alcohol or being mentally or physically ill.**
 - h. *Students are responsible for all costs associated with drug/alcohol testing.*

IV. **Social Media Policy**

- A. Social Media includes but is not limited to blogs, podcasts, discussion forums, on-line collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks like My Space and Facebook.
- B. **Students may not use or disclose any of the following:**
 - a. Patient identifiable information, including name, family members, diagnosis, or admission/care circumstance, facility, unit, or other potentially identifying personal information.
- C. Students may not use or disclose any patient identifiable information of any kind on social media outlets. Disclosure of patient identifiable information, even if name is not used, could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA). Such a violation may result in disciplinary action and/or program dismissal. Furthermore, disclosure of such information is also noted as a violation of the confidentiality agreement and may result in disciplinary action and/or program dismissal. Furthermore, disclosure of such information is also noted as a violation of the confidentiality agreement and may result in disciplinary action and/or program dismissal.
- D. Students are not to reference Patrick & Henry Community College faculty or staff or any clinical facility employees of all clinical sites without their express consent.

- E. At no time are students permitted to use video devices or cameras in the clinical environment that would disclose pictures of patients, staff, or clinical facility. Pictures within the clinical facility of a said clinical group should only be taken after receiving appropriate administration approval, as the clinical agency may want to approve the setting, environment, or props portrayed by any picture of the said clinical environment.
- F. Students are expected to be respectful to Patrick & Henry Community College, the faculty and staff, other students, employees of all clinical sites, and partners and competitors.
- G. Students should think before they post and utilize privacy settings when appropriate. What a student posts or writes is ultimately the responsibility of the student, as are any repercussions.
- H. Students should not use any electronic instant messaging devices/applications while in clinical or classroom.

I have read the above policy concerning Social Media/Networking and understand that it is now a policy of the Nursing Program here at P&HCC. By signing this form, I agree to abide by this policy during my enrollment in the Nursing Program at P&HCC.

Printed Name

Signature

Date

***This form will be provided to each student at orientation to the PN Program. It is to be signed by the student at that time and will then be filed in the student's folder in the Nursing Office.**

Nursing Success Plan for Practical Nursing Program Students

- I. Being successful in nursing school goes beyond passing tests and showing up for clinicals. Not only is your success determined by your academic performance, but it is also defined by your character and determination to become the best nurse you can be. Remember that you are in an accelerated curriculum. It is not easy; it is not supposed to be easy. However, this accelerated curriculum allows you to earn your degree quicker and that means a job, a paycheck and launching your career sooner. Patrick & Henry Community College, along with the nursing faculty, has many strategies, resources, and tips to help you begin your nursing school journey successfully and to continue to be successful throughout each term.
- II. Your success in nursing school is dependent on YOU and lies within your own hands. Your nursing instructors are here to provide you with the material, but is it up to you to retain, apply, and use the knowledge appropriately. There are many basic skills that you need to be ready to exhibit from your first day of nursing classes. Such things as:
 - A. Attending, on time, all lectures, labs, and clinicals.
 - B. Being prepared with all things that may be needed (i.e., pens, paper, calculator, stethoscope, watch with a second hand, etc.)
 - C. Beginning to grasp professionalism with all assignments, verbal and written communication, and appearance. For example: making sure to use proper punctuation and grammar, no hand-written papers, and appropriate greetings.
- III. It is also **extremely** important to realize just how much time, outside of lecture, is recommended for studying. **Every credit in a class constitutes approximately 4-5 hours of work at home.** For example: a 3-credit class should equal around 12-15 hours of additional time on material. Ask for help, sooner rather than later. Do not wait until things have overwhelmed you before you reach out. Also, **have a back-up plan for your back-up.** Babysitters, transportation, whatever may be needed. Do not let a lack of preparation on your part set you up for failure. Be ready when things do not go right as it is better to begin planning now to avoid a crisis later. Lastly, do the reading. It will become very apparent to your nursing instructors who is putting in the additional work and who is not.
- IV. Many of these resources will be reviewed, in greater detail, by each instructor within their course syllabi but this plan can give a general idea of things that can be done outside of required coursework to help you retain knowledge and be a better critical thinker. With entrance into the nursing programs, you are required to purchase electronic textbooks that come with many online capabilities with many resources that can be utilized. Please note to let your instructor know as soon as it is realized, if you are missing any resources that you should have access to.
 - A. Included, but not limited to:
 - a. Kaplan case studies

- b. Kaplan focused reviews
 - c. Kaplan skills videos
 - d. Kaplan integrated testing
 - e. Study groups
 - f. Judith Miller videos which are available to be watched in the LRC.
 - g. Tutoring available in the LRC
 - h. Davis Edge to complete practice questions to support a mastery level of understanding.
 - i. Online tutoring available with Brainfuse which can be accessed under your myP&HCC account.
 - j. EBSCO Learning Express, which can be accessed through your library membership in the LRC. Learning express has prepared practice tests for items such as the entrance exam, NCLEX-RN, NCLEX-PN and nursing assistant/nurse aide certification.
 - k. Completing a set number of NCLEX style questions weekly to help with critical thinking. These questions may not be reviewed by your instructor weekly, but one should have screenshots or proof of questions completed, placed in a binder. This can be assessed by your instructor at any time to check compliance with assignments.
 - l. Recommended questions are as follows for the PN program:
 - i. At least 15 questions weekly in 1st semester.
 - ii. At least 30 questions weekly in 2nd semester.
 - iii. At least 40-50 questions weekly in 3rd semester.
 - m. When completing NCLEX style questions, it is important to make sure to remediate all questions and answers, whether they were answered correctly or incorrectly.
- B. Even with a passing test grade, students are highly encouraged to remediate each test, and all correctly answered questions, as well as questions answered incorrectly. If you can tell why a particular answer is correct, then this is a good indicator that you understand the concept fully and can help decrease the chances of you merely guessing the question correctly in the future. **However, it is required, that students are to meet with their instructor after scoring less than 80% on a test.**
- a. Requirements **before making an appointment** with instructor:
 - i. The student must complete the **Test Review Worksheet** and be ready to discuss it with your instructor and sign it.
 - ii. The student is required to review the test questions and rationales for each question. There are several strategies that are to be used during this process. The strategies listed may seem time consuming but using this

process has been found to be an effective method to improve your performance on critical thinking exams, such as the NCLEX-PN exams.

Strategy 1: Identify why you answered the question incorrectly. Doing this helps you to examine and evaluate your own personal testing habits. If you find you are missing questions because of context, you can then work on your memorization and understanding of the content. If you find you are tending to skim the question, or answer it too quickly, that can signal you to know you need to slow down when test taking.

Strategy 2: Explain exactly why the incorrect answer you selected for that item is wrong and then cite the right answer. “For example, if the question is: The LPN receives Mrs. Smith from the ED and notes absent palpable pedal pulses bilaterally. Which of the following actions should the LPN do first? A. Wrap her extremities with warm blankets and reassess pulses. B. Assess oxygen saturation. C. Assess the pulses with a handheld portable ultrasound device. D. Notify the healthcare provider. You may write I selected ‘Wrap her extremities with warm blankets and reassess pulses.’ This is incorrect because I should complete my assessment first before moving to intervention. The correct answer is ‘Assess the pulses with a handheld portable ultrasound device.’” (Strout, 2016)

Strategy 3: If you missed a question because you were not able to remember the content, go to your textbook and review the content for the entire topic. Chances are the next time you get a question about the topic; you will need to know different but related information within that content area. “For example, if the question you answered incorrectly is about child development, you should review all the developmental milestones for infant’s month by month, not just the particular milestone covered by that question.” (Strout, 2016) Using the information in the context it was intended is found to be a more effective learning strategy than just trying to memorize one particular fact. Be sure to add in the page numbers from your text where the content is discussed. This can help alleviate wasted time searching when you are later reviewing your notes and materials. Writing out your remediation will help you identify trends in your own thinking and knowledge base.

- C. If the student fails to meet with the instructor after each test that less than an 80% is scored on, then the student is **not allowed to take the next test and a grade of 0 is earned**. However, we understand that extenuating circumstances may arise and as long as those are discussed with the instructor ahead of time they will be considered.
- D. There will be PowerPoint presentations, small lectures, and skill labs scheduled throughout the year that will be given by the nursing retention specialist, or nursing faculty. These seminars will cover basic topics to help with being a successful student. **Attendance of at least 2 seminars throughout the semester is required** and will be tracked and monitored along with student progression throughout the nursing program. Failure to attend these sessions will result in point deduction in each PNE course for your particular semester. Please refer to each individual course syllabi for more details.

- a. Scheduled sessions and opportunities will be provided to the student upon the start of the semester. However, students can also request additional sessions on specific content topics if needed. The topics covered, with the knowledge that more may be added if needed, are currently as follows:
 - i. Test-taking strategies and effective study skills
 - ii. Time management
 - iii. Effective note-taking skills
 - iv. Prioritization in test-taking
 - v. Learning styles and how to use them to be successful.
 - vi. Professionalism in nursing
 - vii. Strategies for success in nursing school
 - viii. Drug dosage calculations spanning all levels.
 - ix. Abnormalities of vital signs
 - x. Commonly Ordered Diagnostic Tests and Labs
 - xi. How to get the most out of your Kaplan resources available
 - xii. Open lab hours that will give extra time and practice for skills (ex. IV therapy, Foley Catheter insertions, donning sterile gloves, NG tube placement, etc.)
- E. Failure to complete required/mandatory tasks can result in point deductions at the instructor's discretion in the following nursing courses per semester:
 - a. 1st semester: PNE 161
 - b. 2nd semester: PNE 162
 - c. 3rd semester: PNE 164
- F. Our main objective is to see you succeed, not only in your studies, but as a professional in your chosen field of nursing. **As previously stated, your success is extremely dependent on you taking accountability for your work in and outside of lecture, labs, and clinicals.**

Progression and Retention Policies and Procedures

I. Program Withdrawal Policies:

- A. If a student withdraws from any PNE/NUR course in a semester, they must withdraw from all PNE/NUR courses in the current semester for which they are enrolled as the courses are co-requisites. Withdrawing from a course with a failing grade at the time of withdraw (grade of D or F) constitutes a nursing program failure.
- B. Students may have non-academic suspension or academic suspension from the nursing program.
 - **Non-academic suspension** is when a student withdraws from the nursing program with a current passing grade for non-academic reasons (is passing all PNE/NUR courses at the time of withdraw).
 - **Academic suspension** is when a student fails a PNE/NUR course and/or a co-requisite general education course. All clinical nursing semesters and sequenced general education courses are pre-requisites to the next sequenced nursing semester.
- C. Students who fail to earn a grade of C or higher in NUR 135 by the course end date will be ineligible to continue in the Practical Nursing Program and must withdraw from PNE 161.

II. Program Readmission Policies:

- A. A student may **re-enter** the Practical Nursing Program **only once** through the reapplication or readmission process.
- B. Students may not be separated for more than 12 months. Students who exceed the 12 month separation must reapply to the program, and if reaccepted repeat previously passed PNE/NUR courses.
- C. Students requesting readmission to the Practical Nursing program will be considered for readmission on an individual basis. Re-entry **is not guaranteed** and will be approved on a space available basis.
 - The decision to readmit a student will be based on evaluation of GPA, academic record, standardized test scores, professional conduct, clinical performance, and/or additional data as requested.
- D. Students requesting readmission to the Practical Nursing Program must complete the following:
 - Students are to meet with the nursing faculty prior to withdrawing or failure to successfully complete a course. Faculty will review the steps to be taken by the student so the student may plan to pursue program re-entry and to determine the most academically sound re-entry point in the program.

- Students should submit the **Nursing Program Re-admission Procedure Form**. This form is available from the Nursing Office. This completed form and accompanying letter requesting readmission will be submitted to the Director of Nursing and Allied Health by the **last date to withdraw from classes of the semester preceding the desired readmission semester**. (See **P&HCC academic calendar** at www.patrickhenry.edu)
- E. A student who re-enters the Practical Nursing Program will be required to demonstrate skills competency as indicated below:

Students granted readmission to the **first semester** of the PN Program will be required to demonstrate competency of the following:

- a. **Drug Dosage Calculation:** all but IV calculations
 1. If students previously completed NUR 135 with a grade of C or better, they must be able to pass a Dosage Calculation Test with a grade of **≥80%** PRIOR to the start of the semester OR they will be required to repeat NUR 135.
 2. All students will be required to **pass an additional** Dosage Calculation Test with a grade of **≥80%** PRIOR to going to clinical mid-semester. (See PNE 161 syllabus for details.)
- b. **Student Success Sessions:** Readmitted students will also be REQUIRED to attend two (2) sessions with the Nursing Retention Specialist at or before the beginning of the semester. Failure to attend these sessions will revoke your readmission to the PN Program.
 1. These sessions WILL NOT count toward the two (2) required sessions in the Student Success Plan for all PN Program students.

Students granted readmission to the **second semester** of the PN Program will be required to demonstrate competency of the following:

- a. **Drug Dosage Calculation:**
 1. ALL students will be given a Dosage Calculation Test that they **MUST** pass with a score of **≥85% PRIOR** to going to clinical. (See PNE 162 syllabus for details.)
- b. **Nursing Skills:** The following skills will be assessed PRIOR to the start of the semester of readmission:
 1. Vital signs and Physical Assessment
 2. Medication Administration – Enteral meds and Parenteral meds, except for IV route
 3. Sterile technique: dressing change and/or urinary catheterization

***NOTE: Refer to the PNE 161 Skills Sheets**

- c. **Student Success Sessions:** Readmitted students will also be REQUIRED to attend two (2) sessions with the Nursing Retention Specialist at or before the beginning of the semester. Failure to attend these sessions will revoke your readmission to the PN Program.
 - 1. These sessions WILL NOT count toward the two (2) required sessions in the Student Success Plan for all PN Program students.

Students granted readmission to the **third semester** of the PN Program will be required to demonstrate competency of the following:

- a. **Drug Dosage Calculation:**
 - 1. ALL students will be given a Dosage Calculation Test that they MUST pass with a score of $\geq 90\%$ PRIOR to going to clinical. (See PNE 164 syllabus for details.)
- b. **Nursing Skills:** The following skills will be assessed PRIOR to the start of the semester of readmission:
 - 1. Vital signs and Physical Assessment
 - 2. Medication Administration – Enteral meds and Parenteral meds, except for IV route
 - 3. Sterile technique: dressing change and/or urinary catheterization

***NOTE: Refer to the PNE 161 Skills Sheets**

- c. **Student Success Sessions:** Readmitted students will also be REQUIRED to attend two (2) sessions with the Nursing Retention Specialist at or before the beginning of the semester. Failure to attend these sessions will revoke your readmission to the PN Program.
 - 1. These sessions WILL NOT count toward the two (2) required sessions in the Student Success Plan for all PN Program students.

Practical Nursing Program Readmission Form

A student who wishes to re-enter the Practical Nursing curriculum must complete this form indicating understanding of the steps to be taken to be considered for re-admission to the Nursing Program. Specific steps for the student will be highlighted/marked during the conference with the nursing course faculty/assigned nursing advisor. The student, faculty and Director of Nursing and Allied Health will receive a copy of this completed form.

Upon non-academic suspension or academic suspension:

- Student must meet with a nursing instructor.
- Student and nursing instructor will review both the Program Withdrawal Policies and Program Readmission Policies.

Requesting readmission:

- A student must request readmission within 12 months of non-academic suspension or academic suspension.

The request for readmission letter should contain:

- ✓ The student's self-evaluation of why they were previously unsuccessful in the program.
- ✓ Listing of student's strengths and weaknesses identified in conference with practical nursing faculty.
- ✓ The student's plan for what they intend to do differently if readmitted.
- This form and accompanying letter requesting readmission must be submitted by the following dates in the semester prior to the semester for which they requested readmission:
 - 1st semester readmission request: April 15th
 - 2nd semester readmission request: July 15th
 - 3rd semester readmission request: December 15th

Notification:

Students will receive notification regarding readmission 30 to 45 days prior to the start of the semester for which they requested readmission.

I have completed all required elements outlined in the Program Readmission Policies. My signature below indicates completion of all required steps on the **Practical Nursing Program Readmission Form**. I understand readmission to the Practical Nursing program will be considered on an individual basis. Re-entry is not guaranteed and will be approved on a space available basis.

Signature of student	Date	Signature of Faculty/Advisor	Date

Nursing and Health Sciences Inter-Program Transfer Policy

- I. The Nursing and Health Sciences Program Faculty at Patrick & Henry Community College are firmly committed to providing a quality education to all students. This policy will serve as a guideline for students wishing to transfer between Applicant Nursing and Health Sciences Programs at P&HCC. This would include Associate Degree nursing, Practical Nursing, and Emergency Medical Services Programs.
 - A. Students dismissed from any P&HCC Nursing and Allied Health Program for violations of College Honor Code, program Drug and Alcohol policies or unprofessional conduct will **NOT** be eligible to be considered for admission or transfer to any other P&HCC Nursing and Health Sciences programs where space is limited (Associate Degree Nursing, Practical Nursing or EMS programs.)
 - B. Procedure for transfer
 - a. Students who wish to transfer from one applicant program to another at P&HCC must follow the regular admission procedures and meet all the admission requirements of the program to which they are transferring.
 - b. See specific program information for admission requirements.
 - c. Application period dates are posted in the Nursing and Health Sciences Office and online on the P&HCC Website.
 - C. Course transfer between programs
 - a. No courses will be evaluated for transfer into the new program until all admission requirements are met.
 - b. Courses will be considered based on grades of C or better and relevance of the course to the transfer program.
 - c. Students may be required to successfully complete courses and/or exams to evaluate retention of knowledge before placement in a clinical nursing course.

Miscellaneous Program Information

- I. **Nursing Department Office:** The nursing department office is located in Philpott Hall 123. The office is generally open between 8:00 a.m. and 5:00 p.m. weekly. If you need to meet with the Director of Nursing and Allied Health, please schedule an appointment.

- II. **Nursing Faculty Access/Advising/Inquiries**
 - A. Faculty mailboxes are located outside faculty office doors. Care plans, reports, etc. may be placed in the faculty mailboxes.
 - B. All nursing faculty maintain office hours as posted on their office doors.
 - a. Faculty office hours will change from semester to semester based on course offerings.
 - C. Faculty are available to assist nursing students with academic and/or program questions and problems.
 - D. Students should schedule an appointment should access be needed outside of posted office hours.

- III. **Class Officers**
 - A. During the first or second semester, the students will elect class officers (President, Vice President, Secretary, Treasurer(s), etc.) See position descriptions below. The officers will coordinate class activities, fund raisers, etc.
 - B. One PNE faculty will serve as a facilitator during class meetings.
 - C. **Nursing Student Advisory Council (NSAC):** The class president or designee will serve on the NSAC. These students will be invited to faculty meetings to voice concerns or raise issues.
 - D. Position Descriptions
 - a. **President** - calls meetings, chairs meetings using parliamentary procedure (see below) and prepares agenda (plan for the meeting) with help of Secretary,
 - b. **Vice President** - Assists President, chairs meetings in absence of President, supervises committees,
 - c. **Secretary** - prepares and reads the minutes (record of what was decided during the meeting) of each meeting, prepares and types the agenda for each meeting,
 - d. **Treasurer(s)** - meet with college Business Office when elected to review business office procedures for having class account, collects dues, keeps accurate records of all monies, arranges for timely payment of class expenses from class account in business office, participates on fundraiser committees.

E. Fundraising

- a. The purpose of fundraising by each nursing class cohort will be limited to raising funds for the following:
 - i. the total cost of pinning ceremony pins and/or lamps
 - ii. the pinning ceremony decorations
 - iii. the cost of printing pinning ceremony invitations and programs
 - iv. the cost of a class gift left to the college or nursing program in honor of the current graduating class, or other as approved by Director of Nursing and Allied Health
 - v. class community projects
 - vi. other purchases may be approved with special consideration by the Director of Nursing and Allied Health
 - vii. endow a nursing scholarship
- b. Fundraising projects must be approved prior to implementation. Please seek approval in the following order: nursing faculty class sponsor, Director of Nursing and Allied Health, college student activities coordinator, and college public relations liaison.

IV. Pinning Ceremony Guidelines

- A. The Pinning Ceremony: The following policies will govern the P&HCC Pinning Ceremony activities:
 - a. Administration/college responsibilities:
 - i. Participate in the ceremony as formally requested by graduating students
 - ii. Provide a place or location in which the ceremony will be held
 - iii. Provide the necessary set-up as required in advance by the graduating students
 - iv. Provide for printing of ceremony programs. If any special paper is requested by the graduating class, they will provide it to the Nursing Office.
 - b. Nursing Faculty responsibilities:
 - i. Serve as advisors to the graduating students to help plan the ceremony
 - ii. Participate in the ceremony as requested by the graduating students
 - iii. Assist with the presentation and pinning of students during the ceremony
 - iv. Approve programs, slideshows, music, and guest speaker
 - c. Student Responsibilities
 - i. Elect a committee from the class to assist with the planning and coordination of the pinning ceremony as well as clean-up following the pinning ceremony.
 - ii. Invite administrators, nursing faculty and approved guest speakers in writing to participate in the ceremony
 - iii. Purchase the college designed program pin and lamp
 - iv. Purchase invitation if desired
 - v. Select appropriate individuals to serve as ushers

- vi. Submit pinning program materials (slideshows, music, invitations, programs, etc.) to the Nursing Office for approval at least 5 days prior to ceremony.
- d. Additional protocols and requirements:
 - i. Generic content in songs and addresses will be observed during ceremony.
 - ii. The date of the ceremony will be at the end of the semester. In the Spring, it will be held before the College's graduation ceremony.
 - iii. Pinning ceremony dress will be consistent with the clinical dress codes (see dress codes in handbook).
 - iv. Non-graduating students (from first, second, and/or third semester nursing) may be used as ushers.

V. **Estimated Financial Requirements:** In addition to the usual college tuition and fees, this program requires additional expenses. Approximated costs include:

Uniforms	~\$175
Physical Examination	~\$150-\$350(depending on immunizations needed)
Books	~\$800-\$1500
Graduation Pin	~\$50
AHA BCLS CPR certification	~\$160 (if taken at P&HCC)
Kaplan Resources	~\$645
Criminal Background Checks	~\$48/minimum (upon entry; may be repeated)
Drug Screening	~\$38/minimum (upon entry; may be repeated)
Application for Testing & Licensure fees	~\$450
Stethoscope	~\$15

Device to support Transportation to clinical agencies, seminars, etc. as required.

Device to support eBook and on-line resources associated with PNE courses.

In addition to the above expenses, the continued pandemic may require the student to incur the following additional expenses: Computer or e-reader device with webcam and microphone, reliable internet service, and COVID-19 Testing.

P&HCC Policies

I. Academic Integrity Policy

See Academic Integrity Policy online at: [Academic-Integrity-Policy-2019.pdf \(patrickhenry.edu\)](#)

II. Accessibility

Patrick & Henry Community College is committed to providing an environment that is accessible to the widest possible audience, regardless of ability or technology. P&HCC's disAbility Resources provides students programmatic and physical access, in a supportive atmosphere and in accordance with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, as well as other applicable state and federal law.

Use this form [Report a Campus Access Barrier \(google.com\)](#) to report any barrier (barriers may be physical or electronic).

If you have a disability or other need for reasonable accommodation in order to successfully complete the requirements of this course, please contact the 504/ADA Coordinator (Learning Resource Center #109D, 656-0257 or 800-232-7997 ext. 0257, disabilityresources@patrickhenry.edu to discuss this matter confidentially.

III. Inclement Weather Policy

If P&HCC experiences a delay, classes will begin operating on their normal schedules once the campus opens - regardless of the time that is. For example, if classes begin at 10:00 a.m. because of a 2-hour delay, classes scheduled from 10:00 a.m. forward take place at their regularly scheduled time. Any classes that were scheduled before 10:00 a.m. would not meet that day.

Your instructors provide information regarding assignments during any missed class time. Questions regarding specific class should be directed to the instructor.

Off-Campus Students

Classes at all sites other than main campus will follow the same inclement weather schedule followed on the main P&HCC campus in Martinsville, unless otherwise announced.

IV. Emergency Alerts

Patrick & Henry Community College uses an emergency alert application to contact you during a major crisis or emergency. This system will deliver important emergency alerts, notifications, and updates to you on these devices:

- E-mail account (work, home, other)
- Cell phone (text only)
- Pager
- Smartphone/PDA (BlackBerry, Treo & other handhelds)

Visit: <http://patrickhenry.edu/emergency> for more information.

Revised, May 2022

Patrick & Henry Community College

Practical Nursing Program

VALIDATION OF UNDERSTANDING

One quality we expect in each student is accountability – being responsible for your own actions. We request you use the student handbook and course syllabi to assist in your accountability.

Thank you for choosing P&HCC and best wishes in your endeavors!

P&HCC – PN Statement of Understanding:

I understand the requirements of the P&HCC PN program as stated in the handbook.

I understand it is my responsibility to clarify what I do not understand regarding the handbook or the requirements of the course with the instructor.

Name: _____ (Please Print)

Signature: _____

Date: _____

(This signed form will be kept in the students file in the Nursing Office.)

*Students will be given a copy to sign and return at orientation to First Semester of the PN Program.

Joint statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia

INTRODUCTION

Certain criminal convictions may prevent licensure as a nurse or certification as a nurse aide in Virginia. Criminal convictions may also prohibit employment in certain health care settings.

This document provides information for persons interested in becoming a Certified Nurse Aide (CNA), Licensed Practical Nurse (LPN), or Registered Nurse (RN). It clarifies how convictions and other past history may affect the application process and subsequent licensure or certification by the Board of Nursing. It also clarifies the criminal convictions that prohibit employment in nursing home facilities, home care organizations, hospice programs, and assisted living facilities,¹ and identifies what is commonly referred to as “barrier crimes.”

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¹ Individuals licensed or certified by the Board of Nursing may be eligible for employment in other health care settings, depending upon the hiring and employment practices of the particular employer.

I. IMPACT OF CRIMINAL CONVICTIONS ON BOARD OF NURSING LICENSURE AND CERTIFICATION

Criminal convictions can affect an individual during the licensure or certification application process and may affect an individual's employment options after licensure or certification by the Board.

Until an individual applies for licensure or certification, the Board of Nursing is unable to review, or consider for approval, an individual with a criminal conviction, history of action taken in another jurisdiction, or history of possible impairment. The Board has no jurisdiction until an application has been filed.

APPLICATION PROCESS FOR LICENSURE OR CERTIFICATION WITH THE BOARD OF NURSING

After successfully completing an approved nursing or nurse aide education program, the individual is eligible to apply for licensure or certification by the Virginia Board of Nursing of the Department of Health Professions (DHP).

Effective January 1, 2016, there is requirement for RN and LPN initial applicants for licensure (by examination and endorsement), as well as RN and LPN applicants for reinstatement, to submit to fingerprint-based state and federal criminal background history checks (hereinafter

"CBC"), pursuant to [§ 54.1-3005.1](#) of the Code of Virginia. Effective January 1, 2018, in accordance with the *Nurse Licensure Compact* (NLC), if an applicant has been convicted of any Felony or Misdemeanor related to nursing practice they may be eligible for a single-state license (SSL), authorizing practice only in Virginia (See [§ 54.1-3040.3 \(C\) 7](#) of the Code of Virginia). For more information, see the Board of Nursing website and Frequently Asked Questions (FAQs) regarding the CBC process and its impact on the application process at: www.dhp.virginia.gov/Boards/Nursing/.

Applicants seeking licensure as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) by examination: An application for licensure by examination is made directly to the Virginia Board of Nursing. These applicants must also submit to a CBC. Upon receipt of a completed application with appropriate application fee and an official transcript from the nursing education program, as well as review of results from the CBC, the Board determines and communicates eligibility for testing to the testing company that administers the NCLEX examination for licensure. The applicant must also submit a separate registration form and fee to the testing company that administers the exam for licensure. Both application for "licensure by exam" and the registration packet for the testing company are available from the Board of Nursing web site or by calling the Board office at (804) 367-4515. The applications, registration and information about testing may be obtained from the DHP - Board of Nursing website at: www.dhp.virginia.gov/Boards/Nursing/ and select *Practitioner Resources, Forms*.

Applicants seeking certification as a Nurse Aide (CNA) by examination: The application for certification is made directly to Virginia's nurse aide testing service. Upon receipt of a completed application and appropriate fee, the testing service verifies eligibility and administers the National Nurse Aide Assessment Program (NNAAP) exam for certification by the Virginia Board of Nursing. The application for "certification by exam" and candidate handbook may be accessed directly from the DHP - Board of Nursing website at www.dhp.virginia.gov/Boards/Nursing/ and choosing NNAAP. They may also be obtained by calling the Board of Nursing-Nurse Aide Registry office at (804) 367-4515, select option three (3).

Applicants seeking licensure or certification by endorsement from another state: Endorsement applicants already licensed or certified in other jurisdictions must apply directly to the Virginia Board of Nursing, unless applicants reside and are licensed as a R.N. or L.P.N. in another state that is a member of the Nurse Licensure Compact.² These applicants must also submit to a CBC. Applications with instructions can also be accessed from the DHP- Board of Nursing web site at www.dhp.virginia.gov/Boards/Nursing/ and select *Practitioner Resources, Forms*.

BASIS FOR DENIAL OF LICENSURE OR CERTIFICATION

According to [§ 54.1-3007](#) of the Code of Virginia, the Board of Nursing may refuse to admit a candidate to any examination, or refuse to issue a license or certificate, to any applicant with certain criminal convictions. Likewise, the Board may refuse licensure or certification to an applicant who uses alcohol or drugs to the extent that it renders the applicant unsafe to practice, or who has a mental or physical illness rendering the applicant unsafe to practice (referred to as a history of impairment).

Criminal convictions for ANY felony can cause an applicant to be denied nursing licensure or nurse aide certification.

Misdemeanor convictions involving moral turpitude may also prevent licensure or certification. Moral turpitude means convictions related to lying, cheating or stealing. Examples include, but are not limited to: reporting false information to the police, shoplifting or concealment of merchandise, petit larceny, welfare fraud, embezzlement, and writing worthless checks. While information must be gathered regarding all convictions, misdemeanor convictions other than those involving moral turpitude will not prevent an applicant from becoming a licensed nurse or CNA. However, if the misdemeanor conviction information also suggests a possible impairment issue, such as DUI and illegal drug possession convictions, then there still may be a basis for denial during the licensure or certification application process.

Each applicant is considered on an individual basis. There are NO criminal convictions or impairments that are an absolute bar to nursing licensure or nurse aide certification.

² See [§ 54.1-3040.1 et seq.](#) of the Code of Virginia for laws related to the *Nurse Licensure Compact* (NLC) in which Virginia began participation on January 1, 2005. The NLC allows nurses licensed and residing in another Compact state to practice nursing in Virginia on a multi-state privilege to practice without

obtaining additional licensure here. However, if the applicant is moving to Virginia and declares Virginia as the primary state of residency, licensure must be obtained here and the prior Compact state license will be de-activated. For a current list of states in the Compact, go to <https://www.ncsbn.org/nurse-licensure-compact.htm>.

ADDITIONAL NEEDED REGARDING CRIMINAL CONVICTIONS, PAST ACTIONS, OR POSSIBLE IMPAIRMENTS

Applications for licensure and certification include questions about the applicant's history, specifically:

1. Any and all criminal convictions ever received;
2. Any past action taken against the applicant in another state or jurisdiction, including denial of licensure or certification in another state or jurisdiction; and
3. Any mental or physical illness, or substance use that interferes with the applicant's ability to practice.

Indicating "yes" to any questions about convictions, past actions, or possible impairment does not mean the application will be denied. It means more information must be gathered and considered before a decision can be made, which delays the usual application and testing process. Sometimes an administrative proceeding is required before a decision regarding the application can be made. The Board of Nursing has the ultimate authority to approve an applicant for testing and subsequent licensure or certification, or to deny approval.

The following information will be requested from an applicant with a criminal conviction:

- A certified copy of all conviction orders (obtained from the courthouse of record);
- Evidence that all court ordered requirements were met (i.e., letter from the probation officer if on supervised probation, paid fines and restitution, etc.);
- A letter from the applicant explaining the factual circumstances leading to the criminal offense(s); and
- Letters from employers concerning work performance (specifically from nursing related employers, if possible).

The following information will be requested from the applicant with past disciplinary action or licensure/certification denial in another state:

- A certified copy of the Order for disciplinary action or denial from the other state licensing entity; and certified copy of any subsequent actions (i.e. reinstatement), if applicable;
- A letter from the applicant explaining the factual circumstances leading to the action or denial; and
- Letters from employers concerning work performance (nursing related preferred) since action.

The following information may be requested from applicants with a possible impairment:

- Evidence of any past treatment (i.e., discharge summary from outpatient treatment and inpatient hospitalizations);
- A letter from the applicant's current treating healthcare provider(s) indicating diagnosis, treatment regimen, compliance with treatment, and ability to practice safely;
- A letter from the applicant explaining the factual circumstances of condition or impairment and addressing ongoing efforts to function safely (including efforts to remain compliant with treatment, maintain sobriety, attendance at AA/NA meetings, etc.); and
- Letters from employers concerning work performance (specifically from nursing related employers, if possible).

NOTE: Some applicants may be eligible for the Health Practitioner's Monitoring Program (HPMP), which is a monitoring program for persons with impairments due to substance use, mental health or physical disabilities. Willingness to participate in the HPMP is information the Board of Nursing will consider during the review process for applicants with a criminal conviction history related to impairment or a history of impairment alone. Information about the Virginia HPMP may be obtained directly from the DHP homepage at www.dhp.virginia.gov.

Once the Board of Nursing has received the necessary and relevant additional information, the application will be considered. Some applicants may be approved based on review of the documentation provided. Other applicants may be required to meet with Board of Nursing representative(s) for an informal fact finding conference to consider the application. After the informal fact-finding conference, the application may be: i) approved, ii) approved with conditions or terms, or iii) denied. The Board will notify the testing company directly of all applicants approved so that testing may be scheduled. Upon notification of successful completion of the licensure or certification exam, the Board of Nursing will license or certify the individual based on the Board's Order, including any terms imposed for practice.

NOTE: Failure to reveal criminal convictions, past disciplinary actions, and/or possible impairment issues on any application for licensure or certification is grounds for disciplinary action by the Board of Nursing, even after the license or certificate has been issued. It is considered to be "fraud or deceit in procuring or attempting to procure a license," and a basis for disciplinary action that is separate from the underlying conviction, past action, or impairment issue once discovered. Possible disciplinary actions that may be taken range from reprimand to revocation of a license or certificate.

FOLLOWING LICENSURE OR CERTIFICATION

Criminal convictions and other actions can also affect an individual already licensed as a nurse or certified as a nurse aide by the Board of Nursing. Any felony conviction, court adjudication of incompetence, or suspension or revocation of a license or certificate held in another state will result in a "mandatory suspension" of the individual's license, multi-state privilege, or certificate to practice in Virginia. This is a nondiscretionary action taken by the Director of DHP, rather than

the Board of Nursing, according to [§ 54.1-2409](#) of the Code of Virginia. The mandatory suspension remains in effect until the individual applies for reinstatement and appears at a formal hearing before at least a panel of the Board of Nursing and demonstrates sufficient evidence that he or she is safe and competent to return to practice. At the formal hearing, three quarters of the Board members present must agree to reinstate the individual to practice in order for the license or certificate to be restored.

II. CRIMINAL CONVICTIONS AND EMPLOYMENT IN NURSING FACILITIES, HOME CARE, HOSPICE AND ASSISTED LIVING FACILITIES

According to §§ [32.1-126.01](#) and [32.1-162.9:1](#) of Title 32.1 and §§ [63.2-1719](#) and [63.2-1720](#) of Title 63.2 of the Code of Virginia, persons with certain criminal convictions are prohibited from employment in nursing facilities, home care organizations, hospice programs, or assisted living facilities, whether or not the person is licensed or certified by the Board of Nursing. These convictions are commonly known as “barrier crimes” to employment.

The law requires that owners/operators of nursing facilities, home care organizations, hospice programs, and assisted living facilities obtain a criminal record background check on each new hire within 30 days of their employment. The law requires that these background checks be obtained using the Central Criminal Records Exchange of the Virginia Department of State Police.

Generally, criminal convictions for offenses involving abuse or neglect disqualify an applicant. See a listing of the “barrier” crimes that prevent employment in a nursing facility, home care organization, hospice program or assisted living facility in the Appendix beginning on page 9.

CONVICTIONS THAT DO NOT DISQUALIFY AN APPLICANT FROM EMPLOYMENT

Under Virginia law, criminal convictions for offenses unrelated to abuse or neglect would not disqualify an applicant for employment. For example, criminal convictions such as traffic violations, possession of marijuana, and prostitution, may not disqualify an applicant. However, these convictions *may* disqualify an applicant based on a particular employer’s hiring or personnel policies, or based on other regulations or policies².

Even if the applicant has been convicted of a barrier crime, it may not always prevent employment. An applicant may be hired if:

- (i) The individual has only one misdemeanor conviction considered to be a barrier crime;*
- (i) The criminal offense did NOT involve abuse or neglect; AND (ii) Five years have lapsed since the conviction occurred.*

Examples of such misdemeanor convictions that would not necessarily be a barrier to employment may include, but are not limited to:

² Such as federal Medicare or Medicaid certification regulations.

- Hazing
- Reckless handling of a firearm
- Access to loaded firearm by children
- Assault and battery
- Assault and battery against law enforcement officers
- Burning or destroying any other building, or structure valued less than \$200
- Burning or destroying personal property, standing grain, etc., valued less than \$200
- Threats to bomb or damage buildings or means of transportation, false information as to danger to such buildings, etc. (if person is younger than 15 years of age)
- Setting woods, etc, on fire intentionally whereby another is damaged or jeopardized
- Setting off chemical bombs capable of producing smoke in certain public buildings
- Carelessly damaging property by fire

DISCLOSURE OF CRIMINAL CONVICTIONS

If an applicant is denied employment because of convictions appearing on his criminal history record, the employer is required to provide a copy of the information obtained from the Central Criminal Records Exchange to the applicant.

While further dissemination of the results of a criminal record check by an employer is prohibited, employers may provide criminal record information and reason for employment termination to state authorities to comply with legal reporting requirements.³ Criminal conviction information reported to the Board of Nursing that was not revealed by the licensed nurse or CNA upon initial application for licensure or certification may form the basis for disciplinary action to be taken by the Board of Nursing. Disciplinary actions for such “fraud or deceit in procuring a license or certificate” or for falsifying an employment application may range from reprimand to revocation of the license or certification.

Note: The law specifies that incomplete or false statements in an applicant’s sworn statement or affirmation disclosing any criminal convictions or any pending criminal charges constitutes a misdemeanor offense. Subsequent disclosure or discovery of a relevant criminal conviction or convictions may also disqualify the person from being hired and from continuing on in the hired employment.

III. GETTING A CRIMINAL RECORD EXPUNGED

Having been granted a pardon, clemency, or having civil rights restored following a felony conviction does not change the fact that a person has a criminal conviction. That conviction remains on the individual’s licensure/certification or employment record. Therefore, any

³ See § [54.1-2400.6](#) of the Code of Virginia for mandatory reporting requirements.

criminal conviction *must* be revealed on any application for licensing or employment, unless it has been expunged.

Chapter 23.1 of Title 19.2 of the Code of Virginia describes the process for expunging criminal records. If a person wants a conviction to be removed from their record, the individual must seek expungement pursuant to [§ 19.2-392.2](#) of the Code of Virginia. Individuals should seek legal counsel to pursue this course, which involves specific petitions to the court, State Police procedures, and hearings in court.

APPENDIX.

BARRIER CRIMES PROHIBITING EMPLOYMENT
IN NURSING HOME FACILITIES, HOME CARE ORGANIZATIONS, HOSPICE PROGRAMS
AND ASSISTED LIVING FACILITIES

NOTE: This list is not all-inclusive and should be used only as a guide. For further clarification regarding criminal offenses, refer to [Title 18.2 Crimes and Offenses Generally](#) of the *Code of Virginia*.

State Code	Offense
18.2 – 30	Murder and manslaughter declared felonies
18.2 – 31	Capital murder defined
18.2 – 32	First and second degree murder defined
18.2 – 32.1	Murder of a pregnant woman
18.2 – 33	Felony homicide
18.2 – 35	How voluntary manslaughter punished
18.2 – 36	How involuntary manslaughter punished
18.2 – 36.1	Certain conduct punishable as involuntary manslaughter
18.2 – 37	How and where homicide prosecuted and punished
18.2 – 41	Malicious wounding by a mob
18.2 – 47	Abduction
18.2 – 48	Abduction with intent to extort money or for immoral purposes
18.2 – 51	Shooting, stabbing, etc. with intent to maim, kill, etc.
18.2 - 51.1	Malicious bodily injury to law enforcement officers or firefighters
18.2 - 51.2	Aggravated malicious wounding
18.2 - 51.3	Reckless endangerment/throwing objects from places higher than one story
18.2 - 51.4	Maiming, etc., of another resulting from driving while intoxicated
18.2 – 52	Malicious bodily injury by means of caustic substance
18.2 - 52.1	Possession of infectious biological substances
18.2 – 53	Shooting, etc., in committing or attempting a felony
18.2 - 53.1	Use or display of firearm in committing felony
18.2 - 54.1	Attempts to poison
18.2 - 54.2	Alteration of food, drink, drugs, cosmetics, etc.
18.2 – 55	Bodily injuries caused by prisoners, probationers, or parolees
18.2 - 56	Hazing
18.2 - 56.1	Reckless handling of firearms
18.2 - 56.2	Allowing access to firearms by children

	Offense
State Code	
18.2 - 57	Assault and battery
18.2 - 57.01	Pointing a laser at law-enforcement officer
18.2 - 57.2	Assault and battery against a family or household member
18.2 - 58	Robbery
18.2 - 58.1	Carjacking
18.2 - 60	Threats of death or bodily injury
18.2 - 60.3	Felony stalking
18.2 - 61	Rape
18.2 - 63	Carnal knowledge of child between 13 and 15 years of age
18.2 - 64.1	Carnal knowledge of certain minors
18.2 - 64.2	Carnal knowledge of inmate, parolee, probationer, or pre-trial or post-trial offender
18.2 - 67.1	Forcible sodomy
18.2 - 67.2	Object sexual penetration
18.2 - 67.2:1	Marital sexual assault
18.2 - 67.3	Aggravated sexual battery
18.2 - 67.4	Sexual battery
18.2 - 67.4:1	Infected sexual battery
18.2 - 67.5	Attempted rape, forcible sodomy, object sexual penetration, aggravated sexual battery, and sexual battery
18.2 - 77	Burning or destroying dwelling house, etc.
18.2 - 79	Burning or destroying meeting house, etc.
18.2 - 80	Burning or destroying any other building or structure (valued at \$200 or more)
18.2 - 81	Burning or destroying personal property, standing grain, etc. (valued at \$200 or more)
18.2 - 82	Burning building or structure while in such building or structure with intent to commit felony
18.2 - 83	Threats to bomb or damage buildings or means of transportation, false information as to danger to such buildings, etc. (if person is older than 15 years of age)
18.2 - 84	Causing, inciting, etc., commission or acts described in 18.2 - 83 (if person is older than 15 years of age)
18.2 - 85	Manufacture, possession, use, etc. of fire bombs or explosive material or devices
18.2 - 86	Setting fire to woods, fences, grass, etc.
18.2 - 87	Setting woods, etc. on fire intentionally, where another's property is damaged or jeopardized
18.2 - 87.1	Setting of chemical bombs capable of producing smoke in certain public buildings
18.2 - 88	Carelessly damaging property by fire
18.2 - 286.1	Drive by shooting
18.2 - 289	Use of a machine gun in a crime of violence
18.2 - 290	Aggressive use of a machine gun
18.2 - 300	Use of a sawed-off shotgun in a crime of violence
18.2 - 314	Failing to secure medical attention for injured child
18.2 - 355	Pandering, taking, detaining, etc., person for prostitution, etc., or consenting thereto
18.2 - 361	Crimes against nature involving children
18.2 - 366	Incest

Offense	
State Code	
18.2 - 369	Abuse and neglect of incapacitated adults
18.2 - 370	Taking indecent liberties with children
18.2 - 370.1	Taking indecent liberties with child by person in custodial or supervisory relationship
18.2 - 371.1	Abuse and neglect of children
18.2 - 373	Obscene items enumerated
18.2 - 374	Production, publication, sale, possession, etc., of obscene items
18.2 - 374.1	Production, publication, sale, possession with intent to distribute, financing, etc., of sexually explicit items involving children
18.2 - 374.1:1	Possession of child pornography
18.2 - 374.3	Electronic facilitation of pornography
18.2 - 375	Obscene exhibitions and performances
18.2 - 376	Advertising, etc., obscene items, exhibitions or performances
18.2 - 376.1	Enhanced penalties for using a computer in certain violations
18.2 - 377	Placards, posters, bills, etc.
18.2 - 378	Coercing acceptance of obscene articles or publications
18.2 - 379	Employing or permitting minor to assist in offense under article.
18.2 - 474.1	Delivery of drugs to prisoners
18.2 - 477	Escape from jail
53.1 - 203	Felonies by prisoners
	Equivalent offense in another state