Chattanooga State Nursing Program

Student Handbook

2022 – 2023

Approved by **Tennessee Board of Nursing**
665 Mainstream Drive Nashville, TN 37243
1-800 -778-4123

The Associate Degree Nursing Program at
Chattanooga State Community College
located in Chattanooga, TN is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Rd. NE, Suite 1400
Atlanta, GA 30326 1-404-975-5000
ACEN Website

Approved by faculty 01/2023

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Information and policies in this handbook are subject to change. Students will receive written notification of any changes.

Table of Contents

Philosophy of the Nursing Program

Nursing is a caring profession whose members advocate for and provide health care to diverse individuals across the life span in various settings. Building on a broad knowledge base, nursing is both an art and a science.

The *individual*, as a member of a family and community, is a unique being, innately worthy of respect and dignity. Each individual is viewed as multifaceted with physiological, psychological, sociocultural, and spiritual components.

Health is a dynamic state that reflects adaptation responses in order to maintain physiological, psychological, sociocultural, and spiritual well-being. Health reflects the individual's ability to maintain essential life functions, including protective, sensory-perceptual, comfort/rest, activity/mobility, nutrition/metabolism, fluid and gas transport, elimination, psychosocial-cultural, and growth and development (including reproduction) functions. Variations and/or alterations in any function potentially affect health. *Wellness* requires the integration of health practices by individuals throughout life in order to reach their optimum potential. Illness exists when adaptation responses are ineffective and/or incomplete. Nurses collaborate with clients and the healthcare team in the promotion and maintenance of health, management of illness, restoration of function, education of individuals, and preservation of dignity.

The art of nursing is based upon wisdom, effective communication, and respect for human dignity and encompasses the caring aspect of the profession. Caring incorporates compassion, integrity, responsibility, and ethical practices. Caring also includes advocacy for clients and families in ways that promote their self-determination, integrity, and ongoing growth as individuals. As a science, nursing utilizes critical thinking in a clinical decision-making process. The art and science of nursing are woven together in the implementation of caring interventions. Nurses make judgments based on knowledge and evidence to provide safe, quality care. The nurse uses communication, collaboration, and coordination to effectively manage the care of individuals and/or groups of clients. In support of positive client and organizational outcomes, the nurse is accountable for care delegated to others and the efficient use of resources. As an ever-changing profession, nursing responds to advances in health care by incorporating evidence-based practice and informatics, as well as current standards of practice.

The nurse demonstrates professional behavior by functioning within the ethical and legal framework of nursing practice and in accordance with the standards of nursing care. Professional behavior further encompasses the responsibility for personal and professional growth, continued learning, and self-development.

Nursing education is a continuous, lifelong process that results in observable and measurable changes in knowledge, skills, and attitudes. Nursing education is best accomplished in an institution of higher learning where knowledge from the areas of natural sciences, social and behavioral sciences, written and oral communication, humanities, mathematics, and technology is integrated with nursing science. This provides learners with a foundation on which to develop the knowledge, skills and attitudes needed to assist individuals with actual or potential health alterations. The curriculum of the nursing program is derived from identified program student learning outcomes (PSLOs) that are used in the development of course outcomes, learning objectives, activities, and evaluation methodologies. Upon graduation from an associate degree nursing program, the graduate is eligible to take the NCLEX-RN and prepared for entry level practice as a registered nurse.

Approved by Faculty 8.17.20

Glossary

Adaptation:
   A response to a stressor through which an individual attempts to maintain health.

Caring Interventions:
   Individual actions to assist clients in achieving their optimum state of health.

Essential Life Functions:
   The physical and psychosocial processes essential to maintain life. The ability to function adequately in each component results in a healthy individual.

Variation in Function: Differences in function occurring within accepted ranges, often between individuals of similar age, size, etc.

Alteration in Function: Changes in function that may require adaptation responses by the individual and intervention by healthcare providers.

Client:
   Individual who interacts with healthcare providers, frequently as a result of variation(s) and/or alteration(s) in function that require intervention. The client may be an individual, individual and significant support person(s), or group of individuals.

Clinical Decision-Making Process (also referred to as the Nursing Process):
   Application of critical thinking is a decision-making process used in nursing practice that includes five phases:
   Assessment: collection and validation of data about the client's state of adaptation and ability to maintain life functions.
   Analysis: Categorization and interpretation of data leading to the identification of a nursing diagnosis.
   Planning: Establishment of priorities, development of client outcomes, and identification of specific interventions for implementation.
   Implementation: Initiation and completion of interventions.
   Evaluation: Planned, systematic comparison of the client's state of adaptation with previously established client outcomes to determine if the outcomes have been achieved, resulting in a modification in the plan of care.

Critical Thinking:
   Intellectual and disciplined process of conceptualizing, applying, analyzing, synthesizing, and evaluating information.

Evidence Based Practice:
   Integration of best available research with clinical experience, client's preferences, and available resources in planning and implementing care.

Health Promotion:
   Activities directed toward attaining, maintaining, or enhancing individual health, well-being or safety.

Informatics:
   Use of technology to store, retrieve, transmit, and manipulate information.

Program Student Learning Outcomes:
   Expected changes in student knowledge, skills, and attitudes that occur as a result of a formal educational experience.

Standards of Nursing Care
   General guidelines that provide a foundation as to how a nurse should act and what the nurse should and should not do when functioning in a professional capacity. These standards are considered the baseline for quality care.

Purpose of the Nursing Program

The purpose of the nursing program is derived from and consistent with the mission of Chattanooga State Community College. Specifically, the Chattanooga State Community College Nursing Program serves students from multiple counties in Tennessee, Georgia and Alabama by preparing them to be competent nurses who will help meet the current and emerging need of the workforce for registered nurses. The nursing program maintains state (Tennessee Board of Nursing) approval and national (ACEN) accreditation. Graduates of the program obtain an AAS degree and are eligible to take the National Council Licensure Exam (NCLEX-RN) to obtain the title of Registered Nurse (RN).

Nursing Program Outcomes

1. NCLEX-RN State Board Pass Rate

    •   Within twelve (12) months of graduation, first time NCLEX-RN pass rate will be 85% or higher

2. Graduation Rate

    •   70% of new students in each class will graduate with no interruptions (100% program length)

    •   80% of new students in each class will graduate following reentry within one year of departure from the program (150% program length)

3. Employment

    •   Within twelve (12) months of program completion, at least 80% of program graduates will be employed as a registered nurse (RN) and/or enrolled in higher education

Program Student Learning Outcomes (PSL0s)

In order to achieve the knowledge, skills, and attitudes needed to function as a registered nurse, program graduates must demonstrate identified student learning outcomes basic to the practice of associate degree nursing. Each course in the nursing program contributes to the development of these outcomes.

Nursing Program Student Learning Outcomes are listed below and are aligned with the related Institutional Student Learning Outcome(s) (ISLOs). ISLOs are the student outcomes expected of all Chattanooga State graduates.

Competencies/Student Outcomes:

Upon completion of the program, the student will be able to meet the eight (8) core competencies as evidenced by:

1. **Knowledge:** Integrate knowledge and skills acquired from general education foundation and nursing discipline to assist diverse individuals across the lifespan to achieve optimum health. **(ISLOs-Information Literacy, Quantitative Literacy)**

2. **Assessment**: Collect subjective and objective data from individuals across the life span and analyze the data to identify potential or actual health alterations. **(ISLO-Competency in a Specialty)**

3. **Clinical Decision-Making:** Use a clinical decision-making process to plan, provide and evaluate safe, effective, evidence-based care for diverse individuals across the life span with actual and potential variations/alterations in health. **(ISLO-Critical Thinking Skills)**

4. **Caring Interventions**: Implement caring interventions for individuals across the life span in diverse settings that incorporate knowledge, evidence-based practice and principles of dignity, diversity, and safety. **(ISLOs-Competency in a Specialty, Global and Cultural Awareness)**

5. **Communication**: Communicate effectively in the healthcare environment, using written, verbal and non-verbal techniques **(ISLO-Communication)**

6. **Teaching and Learning:** Develop, implement, evaluate, and modify individualized teaching plans based on learning needs of clients/families and/or groups. **(ISLOs-Information Literacy, Communication)**

7. **Management of Care/Collaboration**: Organize nursing care for clients and groups of clients using principles of management, including collaboration, prioritization, delegation, conflict resolution, informatics and resource utilization. **(ISLOs-Competency in a Specialty, Work Ethic)**

8. **Professional Behavior**: Practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice. **(ISLOs-Competency in a Specialty, Work Ethic)**

Organization of the Curriculum

Both the Chattanooga State nursing program philosophy and curriculum organization are centered on the individual, a clinical decision-making process, and the knowledge, skills, and attitudes of the registered nurse.

The achievement of eight (8) program student learning outcomes (PSLOs) enable program graduates to function as an entry level registered nurse. Corresponding course student learning outcomes (CSLOs) are identified in each course syllabus. These describe the level of performance expected as the student progresses through the nursing curriculum.

The program and course student learning outcomes are related to:

- Knowledge
- Assessment
- Clinical Decision-Making
- Caring Interventions
- Communication
- Teaching/Learning
- Management of Care/Collaboration
- Professional Behaviors

Development of the program student learning outcomes is achieved through the instructional process. Inherent in this process is an understanding of content threads. These threads are integrated throughout the curriculum and identified in all course syllabi.

Content threads and appropriate coding symbols include

A - Adaptation

D - Diversity

H - Health Promotion

L - Life Span

N - Nutrition

P - Pharmacology

S - Safety

Learning objectives are identified for each unit of instruction and are listed in the course syllabus, along with a content summary relevant to the objective. Each learning objective is coded to identify the associated course student learning outcomes (CSLOs) and content threads.

Program of Studies Summary

Program of Study – Day Program

GENERAL EDUCATION COURSES	27 CREDIT HOURS	1:1 lecture/contact
		1:3 clinical /lab/contact

- BIOL 2010 – 4 credit hours
- BIOL 2020 – 4 credit hours
- BIOL 2230 – 4 credit hours
- MATH 1530 – 3 credit hours
- ENGL 1010 – 3 credit hours
- PSYC 1030 – 3 credit hours
- Psych 2130– 3 credit hours
- HUMANITIES ELECTIVE* – 3 credit hours

*The Humanities/Fine Arts Elective (one course) must be completed from the following:
ARTH 2010, ARTH 2020, ART 1030, ENGL 2110, ENGL 2120, ENGL 2140, ENGL 2210, ENGL 2220,
ENGL 2410, ENGL 2420, HUM 1010, HUM 1020, HUM 2130, HUM 2150, MUS 1030, PHIL 1030,
PHIL 2030 or THEA 1030.

REGISTERED NURSING CORE COURSES	39 CREDIT HOURS	TOTAL CLINIC/LAB HOURS: 540

- NRSG 1710 Fundamentals of Nursing – 7 credit hours *(4 lecture, 3 clinical/lab)*
- NRSG 1720 Medical Surgical Nursing 1 – 7 credit hours *(5 lecture, 2 clinical/lab)*
- NRSG 2730 Medical Surgical Nursing 2 – 7 credit hours *(5 lecture, 2 clinical/lab)*
- NRSG 2740 Medical Surgical Nursing 3 – 7 credit hours *(5 lecture, 2 clinical/ lab)*
- NRSG 1320 Women's Health and Childbearing - 3 credit hours *(2 lecture, 1 clinical/lab)*
- NRSG 1330 Pediatric Nursing – 3 credit hours (*2 lecture, 1 clinical/lab)*
- NRSG 1340 Mental Health Nursing – 3 credit hours *(2 lecture, 1 clinical/lab)*
- NRSG 2240 Professional Practice in Nursing – 2 credit hours **(*2 lecture*)**

Chattanooga State Community College Day Nursing Curriculum

*All general education and core requirements must be completed prior to acceptance into the nursing program. Curriculum

Year 1 – First Semester	Year 1 - Second Semester
NRSG 1710: Fundamentals of Nursing (4 Credit) NRSG 1710: Fundamentals of Nursing Clinical (3 credit =135 clinical hours) Total Credit Hour: 7 Credit Hours	NRSG 1720: Medical- Surgical Nursing 1 (5 Credit) NRSG 1720: Medical- Surgical Nursing 1 Clinical (2 credit = 90 clinical hours) NRSG 1340: Mental Health Nursing (3 CH) Total Credit Hour: 10 Credit Hours
Year 2 - Third Semester	**Year 2 - Fourth Semester**

NRSG 2730: Medical-Surgical Nursing 2 (5 Credit)
NRSG 2730: Medical-Surgical Nursing 2 (2 Credit = 90 clinical hours)
 	
NRSG 1320: Women's Health and Childbearing Family (2 Credit)
NRSG 1320: Women's Health and Childbearing Family (1 Credit = 45 clinical hours)
    OR
NRSG 1330: Pediatric Nursing (2 Credit)
NRSG 1330: Pediatric Nursing (1 Credit = 45 clinical hours)
 	
Total Credit Hour: 10 Credit Hours
	NRSG 2740: Medical- Surgical Nursing 3 (5 Credit)
	NRSG 2740: Medical- Surgical Nursing 3 (2 Credit = 90 clinical hours)
	
	NRSG 1330: Pediatric Nursing (2 Credit)
	NRSG 1330: Pediatric Nursing (1 Credit = 45 clinical hours)
	    OR
	
	NRSG 1320: Women's Health and Childbearing Family (2 Credit)
	NRSG 1320: Women's Health and Childbearing Family (1 Credit = 45 clinical hours)
	
	NRSG 2240: Professional Practice in Nursing (2 Credit)
	
	Total Credit Hour: 12 Credit Hours

Curriculum approved by TBON 02/2016
Curriculum approved by ChSCC Nursing Faculty 8/2020
Curriculum approved by ChSCC
Curriculum Committee, 10/2020
Final Curriculum approved by ChSCC
Curriculum Committee 02/01/2021

Program of Study – Night Program

GENERAL EDUCATION COURSES   **27 CREDIT HOURS**   **1:1 lecture/contact**

1:3 clinical/lab/contact

- BIOL 2010 – 4 credit hours
- BIOL 2020 – 4 credit hours
- BIOL 2230 – 4 credit hours
- MATH 1530 – 3 credit hours
- ENGL 1010 – 3 credit hours
- PSYC 1030 – 3 credit hours
- Psych 2130– 3 credit hours
- HUMANITIES ELECTIVE* – 3 credit hours

*The Humanities/Fine Arts Elective (one course) must be completed from the following:
ARTH 2010, ARTH 2020, ART 1030, ENGL 2110, ENGL 2120, ENGL 2140, ENGL 2210, ENGL 2220,
ENGL 2410, ENGL 2420, HUM 1010, HUM 1020, HUM 2130, HUM 2150, MUS 1030, PHIL 1030,
PHIL 2030 or THEA 1030.

REGISTERED NURSING CORE COURSES   **39 CREDIT HOURS**   **TOTAL CLINIC/LAB HOURS: 540**

- NRSG 1710 Fundamentals of Nursing – 7 credit hours *(4 lecture, 3 clinical/lab)*
- NRSG 1542 Medical Surgical Nursing 1 – 5 credit hours *(3 lecture, 2 clinical/lab)*
- NRSG 2540 Medical Surgical Nursing 2 – 5 credit hours (*3 lecture, 2 clinical/lab*)
- NRSG 2543 Medical Surgical Nursing 3 – 5 credit hours (*3 lecture, 2 clinical/ lab*)
- NRSG 2645 Medical Surgical Nursing 3 – 6 credit hours (*3 lecture, 3 clinical/ lab*)
- NRSG 1320 Women's Health and Childbearing - 3 credit hours (*2 lecture, 1 clinical/lab*)
- NRSG 1330 Pediatric Nursing – 3 credit hours (*2 lecture, 1 clinical/lab*)
- NRSG 1340 Mental Health Nursing – 3 credit hours *(2 lecture, 1 clinical/lab)*
- NRSG 2240 Professional Practice in Nursing – 2 credit hours **(2 lecture**)

Chattanooga State Community College Night Nursing Curriculum

*All general education and core requirements must be completed prior to acceptance into the nursing program.

Year 1 – First Semester	Year 1 - Second Semester
NRSG 1710: Fundamentals of Nursing (4 Credit) NRSG 1710: Fundamentals of Nursing Clinical (3 credit =135 clinical hours) Total Credit Hour: 7 Credit Hours	NRSG 1542: Medical- Surgical Nursing 1 (3 Credit) NRSG 1542: Medical- Surgical Nursing 1 Clinical (2 credit = 90 clinical hours) NRSG 1340: Mental Health Nursing (2 Credit) NRSG 1340: Mental Health Nursing (1 Credit = 45 clinical hours) Total Credit Hour: 8 Credit Hours
Year 2 - Third Semester	**Year 2 - Fourth Semester**

NRSG 2540: Medical-Surgical Nursing 2 (3Credit)
 NRSG 2540: Medical-Surgical Nursing 2 (2 Credit = 90 clinical hours)
 	
 NRSG 1320: Women's Health and Childbearing Family (2 Credit)
 NRSG 1320: Women's Health and Childbearing Family (1 Credit = 45 clinical hours)
     OR
 NRSG 1330: Pediatric Nursing (2 Credit)
 NRSG 1330: Pediatric Nursing (1 Credit = 45 clinical hours)
 	
 Total Credit Hour: 8 Credit Hours
	NRSG 2543: Medical- Surgical Nursing 3 (3 Credit)
	 NRSG 2543: Medical- Surgical Nursing 3 (2 Credit = 90 clinical hours)
	
	 NRSG 1330: Pediatric Nursing (2 Credit)
	 NRSG 1330: Pediatric Nursing (1 Credit = 45 clinical hours)
	     OR
	 NRSG 1320: Women's Health and Childbearing Family (2 Credit)
	 NRSG 1320: Women's Health and Childbearing Family (1 Credit = 45 clinical hours)
	
	 Total Credit Hour: 8 Credit Hours

Year 3- Fifth Semester	
NRSG 2645: Medical- Surgical Nursing 4 (3 Credit) NRSG 2645: Medical- Surgical Nursing 4 (3 Credit = 135 clinical hours) NRSG 2240: Professional Practice in Nursing (2 Credit) Total Credit Hour: 8 Credit Hours	

Curriculum approved by TBON 02/2016
Curriculum approved by ChSCC Nursing Faculty 8/2020
Curriculum approved by ChSCC
Curriculum Committee, 10/2020
Final Curriculum approved by ChSCC
Curriculum Committee 02/01/2021

Program of Study LPN and Paramedic to RN Day Option– 66 TOTAL PROGRAM HOURS

GENERAL EDUCATION COURSES   **27 CREDIT HOURS**   **1:1 lecture/contact**

1:3 clinical/lab/contact

- BIOL 2010 – 4 credit hours
- BIOL 2020 – 4 credit hours
- BIOL 2230 – 4 credit hours
- MATH 1530 – 3 credit hours
- ENGL 1010 – 3 credit hours
- PSYC 1030 – 3 credit hours
- Psych 2130– 3 credit hours
- HUMANITIES ELECTIVE* – 3 credit hours

*The Humanities/Fine Arts Elective (one course) must be completed from the following:
ARTH 2010, ARTH 2020, ART 1030, ENGL 2110, ENGL 2120, ENGL 2140, ENGL 2210, ENGL 2220,
ENGL 2410, ENGL 2420, HUM 1010, HUM 1020, HUM 2130, HUM 2150, MUS 1030, PHIL 1030,
PHIL 2030 or THEA 1030.

REGISTERED NURSING CORE COURSES   **39 CREDIT HOURS**   **TOTAL CLINIC/LAB HOURS: 540**

Credit Awarded for first year
- NRSG 1710 Fundamentals of Nursing – 7 credit hours *(4 lecture, 3 clinical/lab)*
- NRSG 1720 Medical Surgical Nursing 1 – 7 credit hours *(5 lecture, 2 clinical/lab)* Second Year

- NRSG 1700: Transition to Professional Nursing -(7 Credit, 4 lecture 3 clinical)
                              OR
- NRSG 1701: Transition to Professional Nursing -(7 Credit, 4 lecture 3 clinical)
                     Paramedic
- NRSG 2730 Medical Surgical Nursing 2 – 7 credit hours (*5 lecture, 2 clinical/lab)*
- NRSG 2740 Medical Surgical Nursing 3 – 7 credit hours (*5 lecture, 2 clinical/ lab)*
- NRSG 1320 Women's Health and Childbearing - 3 credit hours (*2 lecture, 1 clinical/lab)*
- NRSG 1330 Pediatric Nursing – 3 credit hours (*2 lecture, 1 clinical/lab)*
- NRSG 1340 Mental Health Nursing – 3 credit hours *(2 lecture, 1 clinical/lab)*
- NRSG 2240 Professional Practice in Nursing – 2 credit hours **(***2 lecture* **)**

Chattanooga State Community College Transition to RN Day Nursing Curriculum

*All general education and core requirements must be completed prior to acceptance into the nursing program.

Year 1 –Credits awarded for transition	Year 2 –First Semester
NRSG 1710: Fundamentals of Nursing (4 Credit) NRSG 1710: Fundamentals of Nursing Clinical (3 credit =135 clinical hours) NRSG 1720: Medical- Surgical Nursing I (5 Credit) NRSG 1720: Medical- Surgical Nursing I Clinical (2 credit = 90 clinical hours) Total Credit Hour: 14 Credit Hours	NRSG 1700: Transition to Professional Nursing (7 Credit, 4 lecture 3 clinical) OR NRSG 1701: Transition to Professional Nursing (7 Credit, 4 lecture 3 clinical) Paramedic NRSG 1340: Mental Health Nursing (2 Credit) NRSG 1340: Mental Health Nursing (1 Credit = 45 clinical hours) Total Credit Hour: 10 Credit Hours
Year 2 - Second Semester	**Year 2 -Third Semester**
NRSG 2730: Medical-Surgical Nursing 2 (5 Credit) NRSG 2730: Medical-Surgical Nursing 2 (2 Credit = 90 clinical hours) NRSG 1320: Women's Health and Childbearing Family (2 Credit) NRSG 1320: Women's Health and Childbearing Family (1 Credit = 45 clinical hours) OR NRSG 1330: Pediatric Nursing (2 Credit) NRSG 1330: Pediatric Nursing (1 Credit = 45 clinical hours) Total Credit Hour: 10 Credit Hours	NRSG 2740: Medical- Surgical Nursing 3 (5 Credit) NRSG 2740: Medical- Surgical Nursing 3 (2 Credit = 90 clinical hours) NRSG 1330: Pediatric Nursing (2 Credit) NRSG 1330: Pediatric Nursing (1 Credit = 45 clinical hours) OR NRSG 1320: Women's Health and Childbearing Family (2 Credit) NRSG 1320: Women's Health and Childbearing Family (1 Credit = 45 clinical hours) NRSG 2240: Professional Practice in Nursing (2 Credit) Total Credit Hour: 12 Credit Hours

Program of Study LPN and Paramedic to RN Night Option– 66 TOTAL PROGRAM HOURS

<u>Night Option-Every Odd Year</u>

GENERAL EDUCATION COURSES   **27 CREDIT HOURS**   **1:1 lecture/contact 3:1 Clinical Hours**

- BIOL 2010 – 4 credit hours
- BIOL 2020 – 4 credit hours
- BIOL 2230 – 4 credit hours
- MATH 1530 – 3 credit hours
- ENGL 1010 – 3 credit hours
- PSYC 1030 – 3 credit hours
- Psych 2130– 3 credit hours
- HUMANITIES ELECTIVE* – 3 credit hours

*The Humanities/Fine Arts Elective (one course) must be completed from the following:
ARTH 2010, ARTH 2020, ART 1030, ENGL 2110, ENGL 2120, ENGL 2140, ENGL 2210, ENGL 2220, ENGL 2410, ENGL 2420, HUM 1010, HUM 1020, HUM 2130, HUM 2150, MUS 1030, PHIL 1030, PHIL 2030 or THEA 1030.

REGISTERED NURSING CORE COURSES   **39 CREDIT HOURS**   **TOTAL CLINIC/LAB HOURS: 540**

- Credit Awarded for first year
- NRSG 1710 Fundamentals of Nursing – 7 credit hours *(4 lecture, 3 clinical/lab)*
- NRSG 1542 Medical Surgical Nursing 1 – 5 credit hours *(3 lecture, 2 clinical/lab)*
- NRSG 1700: Transition to Professional Nursing -(7 Credit, 4 lecture 3 clinical)

                  OR
- NRSG 1701: Transition to Professional Nursing -(7 Credit, 4 lecture 3 clinical)
        Paramedic
- NRSG 2540 Medical Surgical Nursing 2 – 7 credit hours (*3 lecture, 2 clinical/lab*)
- NRSG 2543Medical Surgical Nursing 3 – 7 credit hours (*3 lecture, 2 clinical/ lab*)
- NRSG 2645 Medical Surgical Nursing 3 – 7 credit hours (*3 lecture, 3 clinical/ lab*)
- NRSG 1320 Women's Health and Childbearing - 3 credit hours (*2 lecture, 1 clinical/lab*)
- NRSG 1330 Pediatric Nursing – 3 credit hours (*2 lecture, 1 clinical/lab*)
- NRSG 1340 Mental Health Nursing – 3 credit hours *(2 lecture, 1 clinical/lab)*
- NRSG 2240 Professional Practice in Nursing – 2 credit hours **(***2 lecture* **)**

Chattanooga State Community College Transition to RN Nursing Curriculum

*All general education and core requirements must be completed prior to acceptance into the nursing program.

Year 1 –Credits awarded for transition	Year 2 –First Semester
NRSG 1710: Fundamentals of Nursing (4 Credit) NRSG 1710: Fundamentals of Nursing Clinical (3 credit =135 clinical hours) NRSG 1542: Medical- Surgical Nursing 1 (3 Credit) NRSG 1542: Medical- Surgical Nursing 1 Clinical (2 credit = 90 clinical hours) Total Credit Hour: 12 Credit Hours	NRSG 1700: Transition to Professional Nursing (7 Credit, 4 lecture 3 clinical) OR NRSG 1701: Transition to Professional Nursing (7 Credit, 4 lecture 3 clinical) Paramedic NRSG 1340: Mental Health Nursing (2 Credit) NRSG 1340: Mental Health Nursing (1 Credit = 45 clinical hours) Total Credit Hour: 10 Credit Hours
Year 2 - Second Semester	**Year 2 -Third Semester**

NRSG 2540: Medical-Surgical Nursing 2 (3 Credit)
NRSG 2540: Medical-Surgical Nursing 2 (2 Credit = 90 clinical hours)
 	
NRSG 1320: Women's Health and Childbearing Family (2 Credit)
NRSG 1320: Women's Health and Childbearing Family (1 Credit = 45 clinical hours)
   OR
NRSG 1330: Pediatric Nursing (2 Credit)
NRSG 1330: Pediatric Nursing (1 Credit = 45 clinical hours)
 	
Total Credit Hour: 8 Credit Hours
	NRSG 2543: Medical- Surgical Nursing 3 (3 Credit)
	NRSG 2543: Medical- Surgical Nursing 3 (2 Credit = 90 clinical hours)
	
	NRSG 1330: Pediatric Nursing (2 Credit)
	NRSG 1330: Pediatric Nursing (1 Credit = 45 clinical hours)
	   OR
	NRSG 1320: Women's Health and Childbearing Family (2 Credit)
	NRSG 1320: Women's Health and Childbearing Family (1 Credit = 45 clinical hours)
	
	Total Credit Hour: 8 Credit Hours

Year 3- Fifth Semester	
NRSG 2645: Medical- Surgical Nursing 4 (3 Credit) NRSG 22645: Medical- Surgical Nursing 4 (3 Credit = 90 clinical hours) NRSG 2240: Professional Practice in Nursing (2 Credit) Total Credit Hour: 8 Credit Hours	

Curriculum approved by TBON 02/2016
Curriculum approved by ChSCC Nursing Faculty 8/2020
Curriculum approved by ChSCC Curriculum Committee, 10/2020
Final Curriculum approved by ChSCC Curriculum Committee 2/01/2021

Policies and Procedures Related to Professional and Academic Standards

Nursing Policy on Academic Integrity
All students who have been admitted to the nursing program are expected to meet academic integrity expectations of the college.
In the event that the academic integrity violation is related to client data or written clinical work, an "unsafe" clinical evaluation can result. Academic and Classroom Misconduct College Policy

Unethical Behavior
The nursing faculty expect students to conduct themselves according to ethical standards. This includes the demonstration of integrity in both the academic and clinical settings. In the clinical setting, standards of practice, codes of ethics, and HIPAA standards provide the guidelines for expected behaviors.

Students should refer to the Chattanooga State Student Handbook and the *Nursing and Allied Health Division Student Handbook* for additional policies.

Policies and Procedures Related to Admission, Grading and Progression

Admission
Admission into the nursing program is a competitive process using an objective point system. Selection into the program is based on a comparative evaluation of test scores and transcript information. To be eligible for entry into the nursing program students must have:

- Completed admission to Chattanooga State Community College.
- Submitted complete nursing application to Chattanooga State Nursing program by published deadline.
- A nursing GPA of at least 2.5.
- A minimum overall (inclusive) college GPA of at least 2.0.
- Completed all four sections of the ATI-Test of Essential Academic Skills V (ATI-TEAS-V) within two (2) years.
- Completed any required learning support courses.
- Completed Anatomy and Physiology 1 and 2, and Microbiology within five years of enrollment in the first nursing course.

Core Performance Standards for Admission

- Critical thinking ability sufficient for effective clinical reasoning and judgment – **PSLO 1,3**
- Interpersonal abilities sufficient for professional interactions with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds – **PSLO 5,6,7, 8**
- Communication abilities sufficient for professional interactions with others in verbal and written form **PSLO 5,6**
- Physical abilities sufficient for manipulating clients, moving from room to room and maneuvering in small spaces – **PSLO 2,4**
- Gross and fine motor abilities sufficient for providing safe, effective nursing care – **PSLO 2,4**
- Auditory ability sufficient for assessing and monitoring health needs – **PSLO 2,4**
- Visual ability sufficient for observation and assessment necessary in client care – **PSLO 2,4**
- Tactile ability sufficient for physical assessment and care – **PSLO 2,4**
- Emotional stability sufficient to demonstrate sound judgment in decision making, maintain safety and security of clients and behave appropriately with clients, staff, and supervisors – **PSLO 3,4,7,8**

Students who have educational, psychological and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at Chattanooga State. The student should contact Disabilities Support Services, S-113, (423) 697-4452 or dss@chattanoogastate.edu in order to discuss individual needs. The student must provide documentation of the disability so that reasonable accommodations can be requested in a timely manner. All students are expected to fulfill essential course requirements in order to receive a passing grade in a nursing course, with or without reasonable accommodations.

General Progression Requirements

Alteration in Health Status

Any existing health condition that could affect a student's progression in the nursing program must be discussed with the course coordinator and the Director of the nursing program. Health conditions might include, but are not limited to, injury, infection, surgery, birth and complications of pregnancy, and mental health issues. The student must submit a written description from his/her healthcare provider regarding any restrictions. If it is determined student can, with reasonable accommodations, meet the course objectives, the student will be given the opportunity to remain in the course. Should the student decide to attempt to complete the course he/she must submit a medical release form. If a student chooses to withdraw from the program, the student must comply with the procedures for withdrawal and readmission included in this handbook.

After admission to the nursing program, students must meet the following conditions to remain eligible for progression.

- Comply with the policies of Chattanooga State Community College, the Nursing and Allied Health Division, and clinical affiliates
- Achieve a minimum of 70% of the total points included in all unit and final examinations during the course. (**Note**: The minimum passing examination grade for NS 024 and NS 027 transition courses is 75%)
- Numeric scores are not rounded
- If 70% (75% in NRSG 1600/1701) of the total examination points is not achieved, no other course work will contribute toward the final course grade. The letter grade equivalent to the total examination points will be awarded as the grade for the course
- Demonstrate satisfactory clinical performance.
- Maintain required clinical documentation of health requirements
- Demonstrate safe, professional, ethical, and legal conduct at all times

Classroom Attendance

Students are expected to be present and prepared for all learning experiences planned by the nursing program. Students enrolled in the nursing program obligate themselves to complete all course assignments. Although punctual and regular attendance is vital to successfully completing the nursing program, STAY AT HOME if you are sick.

Grading and Examination Information

Evaluation – Theory

Students are evaluated by a variety of objective and subjective methods. These methods include examinations, article critiques, client assessments, clinical written assignments, papers, reports, quizzes, process recordings, teaching plans, oral reports, class activities/assignments, and class participation. The number of points awarded for each activity varies from course to course. The total number of points assigned for activities may vary from that included in the syllabus. Any changes will be announced in class and communicated via eLearn.

College grading policy https://catalog.chattanoogastate.edu/content.php?catoid=31&navoid=6376#Grading_Policy

Examination Policies

Computer Testing

As the NCLEX-RN licensure exam is an adaptive computer exam, the nursing program will administer computerized exams as part of the preparation for students to be comfortable taking exams on the computer. The Examplify software application is the vehicle for the nursing exams.

Students may use their personal computers for testing. If a student does not have a computer, one will be supplied by the nursing program. Instructions will be provided how and when the Examplify application will be downloaded.

Examination Make-up Policy

In the event the student is unable to take the exam at the specified time, the student will need to contact their course coordinator ASAP to make arrangements to take the exam.   Students are allowed to make-up only **one examination** per semester.

Examination Scores and Examination Review

Examination grades are posted in the online grade management system in eLearn. It is the student's responsibility to verify the accuracy of the posted grade.

Students have the opportunity to review examinations immediately after the exam. Questions concerning examination items or examination results should be submitted by email to the faculty who presented the lecture material.

Individual examination items and/or examination grades will **not** be re-evaluated or altered at the end of the semester.

ADA Testing Accommodation

All classroom/testing accommodation must be initiated through Disabilities Support Services office (S-113, 687-4426). If additional testing time or a restricted testing environment is approved by the Disabilities Support Services Office, **the student must**:

- Work with course coordinator to identify dates and times to take the examination with Disabilities Support Services. The exam times for the entire semester must be scheduled within the first two weeks of the semester.
- Complete the examination during the designated appointment time. If a student arrives late for an examination, the appointment time WILL NOT be extended. Tardiness will result in decreased total testing time.

Dosage Calculation Competency Requirement

Accurate calculation of drug dosages is critical for safe administration of medications. Students enrolled in each nursing course (other than NRSG 1710) must achieve 90% or higher accuracy on a dosage calculation competency examination in order to meet course requirements and participate in clinical activities. See course syllabi for more detailed information.

ATI Package

Nationally normed assessment tests included in the ATI Package are scheduled to be taken throughout the nursing curriculum. The fee for these test is included in the fees paid at the beginning of each semester and is not refundable. The required tests are identified in each course syllabus and procedures for taking the assessments are described in each course syllabus. The results of the assessment tests provide students with feedback concerning content mastery and provide faculty with vital information for continued program improvement.

Appeal of a Grade

According to the Chattanooga State college catalog, grades assigned by faculty members are final unless there is evidence that the grade was influenced by consideration of race, color, religion, sex, marital status, disability, or national origin, arbitrary or capricious action or other reasons not related to the academic performance of the student. In all cases the student shall assume the burden of proof with respect to the allegations

Refer to the online <u>Chattanooga State Student</u> <u>Handbook</u> for the guidelines, timeframes, and steps used to appeal a grade.

Graduation Requirements

All courses in the nursing curriculum must be completed with a grade of "C" or better in order to receive the Associate of Applied Science degree. An overall college GPA of 2.0 is also required for graduation. Students who have completed required course work and been awarded the Associate of Applied Science degree are eligible to take the NCLEX-RN licensure examination.

Policies and Procedures Related to Clinical Component of All Nursing Courses

Clinical Attendance Policy

Absence Definition

A day in which the student is not in attendance at the assigned clinical or campus laboratory location is considered an absence. There are no "excused" absences.

Attendance Expectations

The clinical nursing instructor has the responsibility and duty to decide whether or not a student is capable of clinical performance. If the risk to the student(s) or patient(s) is too great or clinical objectives and expected behaviors cannot be met, the student will be sent home for the day.

In order to develop the behaviors expected of the professional nurse, the Nursing Program has defined the following expectations for scheduled clinical time:

- Attendance at all scheduled clinical (lab) practice days is required to achieve the competencies of each clinical nursing course
- All missed clinical experiences must be made up
- The ability to provide clinical make-up experiences is limited by the availability of appropriate practice opportunities, clinical space, and faculty resources
- Punctuality and attendance are starred (*) critical behaviors on all nursing course Clinical Performance Evaluations
- Patterns of tardiness or absence can result in failure of a clinical nursing course
- **The start and stop time for clinical may vary from the time in the college schedule of classes based on requirements of the clinical agency and instructor preference**

In the event of an Absence

The student MUST speak to the clinical instructor **before** clinical starts if unable to attend due to illness or other unavoidable circumstances. Each clinical faculty will provide contact information.

The student must communicate with the course coordinator to arrange make-up for the absence and complete a Clinical Absence Form.

Specific Absence Information

Clinical practice experiences covered by the absence policy are defined as all scheduled clinical laboratory time or any activity scheduled during clinical time. Clinical time/activities include lab lecture and demonstration, clinical topics, course/clinical orientation, skills lab, skills verification, simulation experiences and clinical practice in the community or a healthcare facility.

Number of Absences:

Med-surgical

- **1st Clinical Absence*:**

- o Student is counseled that repeated absences can result in failure to achieve course competencies and a clinical failure.
  - o Clinical Absence/Tardy and Student Counseling Record forms are completed and signed.
- **2nd Clinical Absence:**
  - o Student is placed on **clinical warning AND** student is counseled that any further absences will result in failure to achieve starred (*) critical clinical competencies, resulting in course failure.
  - o Clinical Absence/Tardy and Clinical Warning forms are completed and signed.
- **3rd Clinical Absence:**
  - o Second clinical warning and Clinical failure.
  - o Exit interview process is implemented.

Specialty courses
- **1st Clinical Absence:**
  - o Student is placed on clinical warning AND student is counseled that any further absences will result in failure to achieve starred (*) critical clinical competencies, resulting in course failure.
  - o Clinical Absence/Tardy and Clinical Warning forms are completed and signed.
- **2cd Clinical Absence:**
  - o Second clinical warning and Clinical failure.
  - o Exit interview process is implemented.

*Note: If the student has not notified the course coordinator of the clinical absence within 48 hours with proper documentation, the first absence will result in a clinical warning. Only one clinical absence warning is allowed per semester. The second clinical warning results in program failure.

Program absences: A student may only be placed on clinical warning because of absence and/or tardiness in two courses. If absences occurs in a **third course that result in a clinical warning** the student will immediately receive an "Unsafe" Clinical Performance Evaluation, resulting in course failure.

Specific Tardiness Information
   Punctual attendance at clinical practice experiences is as important as attendance and therefore is factored into the attendance policy for all nursing courses.
   Tardy is defined as **late arrival** at the beginning of clinical or **after breaks** and **early departures**.
   Tardies: Two episodes of tardiness equal one day of absence.
- **1st Tardy (6-15 minutes)**:
  - o Student is counseled that repeated tardiness will result in a clinical absence.
  - o Clinical Absence/Tardy and Student Counseling Record forms are completed and signed.
- **2nd Tardy (6-15 minutes)**: The second clinical tardy equals an absent day.
  - o For hospital-based and practice experience: The student is dismissed from practice experience, requiring a clinical make-up day.
  - o For all other scheduled clinical time: Student participates in the remaining clinical time or activity and makes-up the missed time content. However, the second tardy will also count as a day of absence.
  - o *Clinical Absence and Student Counseling Record (or Clinical Warning, as appropriate) forms are* completed and signed.

Tardy >16 minutes after designated start time: Tardy counts as a day of absence. The absence is then factored into the absence policy.
- **For hospital-based and simulation practice experience**: Student is dismissed from practice experience, requiring a clinical make-up day.
- For all other scheduled clinical time: Student participates in the remaining clinical time or activity and makes-up the missed time and content. However, the tardy will count as a day of absence.

Other Related Information for Attendance Policy
- On-time arrival is determined by cell phone time or facility clock.
- All missed clinical time must be made up.

- o For skills lab practice and other non-hospital or community-based experiences, make-up may include computer programs, scheduled practice lab time or written assignments.
  - o For hospital or community-based clinical practice experiences, make-up days are at a time determined by the course coordinator. This may include school break and during the week of final examinations.
  - o All clinical make-ups must be completed with a satisfactory clinical practice evaluation and passing course grade awarded before the student can progress to the next clinical nursing course.
  - o All clinical make-up time must be scheduled by the course coordinator.
- If a student is aware of unusual circumstances or life altering events that will require absence from scheduled clinical practice, the student must discuss the situation with nursing faculty prior to the absence or as soon as the circumstances are made known to the student in the case of an emergency. The student and faculty will develop a plan to make-up all missed clinical practice. The student must then submit a written request to the Program Director that describes the reason for the clinical absences and the plan for make-up. An attempt will be made to schedule clinical make-up prior to the absence, pending availability of clinical resources and faculty approval of the plan. At the time the plan is approved, a determination will be made as to how these absent days will be factored into the attendance policy.
- All Clinical Absence/Tardy and Clinical Warning forms are included in the student's clinical folder, with attendance information recorded on the course Clinical Performance Evaluation form and reflected on the summative clinical evaluation, which is used as a basis for employment references.

Clinical Assignments

Due to hospital scheduling issues the actual start time for hospital based clinical may be other than the time included in the published schedule of classes.

- Students need to plan ahead to schedule this time.
- Refer to uniform policy for proper attire.
- Students must only access information about their assigned client's information that is provided or approved by the faculty.
- Any client information must be used only on the unit. **Under no circumstances** may students Xerox or photograph any client patient information or remove information from the unit, even with the identifiers cut off.

Other important information regarding performance in the clinical setting include:

- Students must not be on units other than the assigned one in the facility on the scheduled clinical day
- Students must not obtain information on clients other than those assigned

Details concerning the grading of the written clinical assignments are included in each course syllabus. Refer to course syllabi for specific guidelines.

Clinical Evaluation

Clinical performance is evaluated in both a formative (throughout the semester) and summative (at the end of the course) manner.

A clinical evaluation form provides the criteria used by faculty in the evaluation of clinical performance. All students are required to meet with their advisor at designated times each semester to review the Clinical Performance Evaluation.

A "Safe" final Clinical Performance Evaluation is required to pass the course. Any student receiving an **"Unsafe"** rating on the summative Clinical Performance Evaluation, will fail the course, and be unable to progress, regardless of examination average on course work grade.

Clinical Evaluation Criteria

There are four (4) categories used to rate behaviors on the Clinical Performance Evaluation form:

4 = excellent
3 = effective
2 = marginal
1 = unsafe

Students are evaluated during each clinical rotation, and will receive a "Safe", "Marginal" or "Unsafe" rating on the Clinical Performance Evaluation Form for each rotation (see below for more details). "Marginal" and "Unsafe" scores are validated by counseling records and anecdotal notes that are dated and signed by the student and clinical instructor.   At the end of the semester, the ratings for all rotations are combined to determine the summative (final) Clinical Performance Evaluation rating for the course.

If a student receives a counseling and/or clinical warning resulting in a "Marginal" rating for a clinical rotation early in the course, the student may still achieve a "Safe" summative (final) Clinical Performance Evaluation if improvement is demonstrated within an appropriate time frame. If a student receives a counseling and/or clinical warning leading to a "Marginal" rotation evaluation late in the semester, the student will receive a "Marginal" summative Clinical Performance Evaluation, as the student will have no time to demonstrate improvement before the end of the semester. Any student receiving a "Marginal" summative Clinical Performance Evaluation will be able to progress to the next nursing course, but a specific improvement plan will be developed by faculty, and the student will be required to meet indicated criteria by a specified date early in the next course in order to continue in the nursing program.

A student can only receive a "Marginal" summative Final Clinical Performance Evaluation **once** during the nursing program.

If student performance is less than "Safe" in any subsequent nursing course, a second "Marginal" summative Final Clinical Performance **cannot** be assigned. The student will receive an "Unsafe" summative Clinical Performance Evaluation, which will result in course failure and inability to progress. The criteria for Final Clinical Evaluation are:

Safe: A score of 3 or higher on all critical (*) behaviors **AND** an average of 2.9 or higher for all behaviors.

Marginal*: A score of 2 on any critical (*) behavior **OR** an average of 2.0-2.9 for all behaviors.

A student who does not consistently demonstrate safe clinical performance/behaviors will receive a marginal clinical evaluation. An improvement plan will be developed by faculty in conjunction with the student. Reevaluation will occur after a designated time period. If a student obtains a marginal final evaluation at the completion of a course, significant improvement in the next course must be demonstrated within the time specified in the plan. Failure to demonstrate improvement will result in an unsafe clinical evaluation and course failure.

*Students MUST receive a safe evaluation in NS 249/NRSG2543 and specialty courses NRSG 1320, 1330, 1340, 2240 in the nursing program of study, in order to successfully complete the course. Marginal is not an option as there is no opportunity to progress.

Unsafe: A score of 1 on any critical behavior **OR** an average of less than 2 on all behaviors. An unsafe clinical summative course evaluation results in course failure and inability to progress.

Students **must** receive a "safe" evaluation in the final course in the nursing program in order to successfully complete the program and graduate.

Clinical Warnings/Repeated Warnings

If deficiencies indicate that the student is not performing at an expected level following feedback from faculty, the student will be placed on clinical warning.

At any time during the semester, a student with clinical performance problems may receive a written counseling record, which identifies problem area(s) and recommendations for improvement. Failure to improve the behaviors within the designated time frame will result in the student being issued a clinical warning (formative evaluation). On rare occasion, if the behavior is extreme and requires immediate faculty interventions, the student may receive a clinical warning without a prior counseling record.

When a clinical warning is issued, specific criteria for improvement as well as a time frame will be included. The student can still receive a "Safe" Clinical Performance Evaluation (summative evaluation) if the indicated criteria are met. If the student fails to meet all criteria included in the warning within the designated time frame, the student will receive an "Unsafe" Final Clinical Performance Evaluation, resulting in course failure.

Clinical Performance Warning Limits
A student can only be placed on a clinical warning two (2) times related to lack of preparation or other clinical performance issues while enrolled in the nursing program. If a third clinical warning related to performance is warranted, an "Unsafe" Clinical Performance Evaluation and course failure will result (clinical warnings related to attendance/tardiness are covered under the attendance policy).

This can occur regardless of whether all three clinical warnings occur during one semester or are spread throughout the duration of the program.

Important Note: If a student exits the program and reenters, any clinical performance warnings received prior to exiting the program will remain on the student's record and are included under this policy.

Other Clinical Information
Community-Based Clinical Practice Experiences
Students will have some clinical practice experiences in a variety of settings in the community. Because the opportunity for these experiences may occur at times other than the scheduled clinical/class meetings. Sufficient notice will be made to allow for adequate pre-planning for students.

Criminal Background Check and Drug Screenings
Following acceptance, and prior to entering the first nursing course, each student must undergo a criminal background check and drug screen, in order to comply with policies of affiliating clinical practice agencies. It is the student's responsibility to comply with instructions provided upon acceptance and provide the results by a designated date. The background and drug screen will be at the expense of the student. Students who do not meet this requirement in a timely manner or whose background check and/or drug screening results do not meet agency standards cannot attend clinical, and therefore, will be unable to successfully complete all program requirements.

Individuals who have been convicted of a crime other than a minor traffic violation may be ineligible for licensing as an RN, even though they successfully complete the nursing program of study. Questions and/or concerns regarding this issue should be addressed with the Nursing Program Director. Refer to Nursing and Allied Health Student Handbook

The Tennessee Board of Nursing also requires mandatory background checks as part of the application for licensure in the State of Tennessee. Therefore, all graduates must comply with the guidelines defined by the Board of Nursing and complete the required background check prior to submitting the application for licensure.

Confidentiality of Protected Health Information (HIPAA)
The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that was enacted to ensure that all patient/client protected health information (PHI) is privileged information. This applies to PHI that may be in written, electronic, photographic, radiographic, verbal, or in any other format. PHI **must not** be disclosed without proper, written authorization from the patient/client and in accordance with directed clinical practice. The law provides guidelines as to how healthcare providers, including students, must treat confidential patient information. Unauthorized disclosure of

health information is a breach of confidentiality punishable by state or federal law. Refer to [Nursing and Allied Health Student Handbook](#)

Violation of HIPPA guidelines will result in an "UNSAFE" Clinical Performance Evaluation and dismissal from the nursing program.

Joint Commission Hospital Orientation Requirements – Tennessee Clinical Placement System (TCPS)

All employees of affiliating clinical agencies that are accredited by the Joint Commission must have **annual** updates on specific topics common to the healthcare environment. As care providers, students are expected to meet the same requirements as facility personnel.

Chattanooga State contracts with the Tennessee Clinical Placement System (TCPS) to provide this orientation. Therefore, students must complete all of the designated orientation modules on the TCPS website by a specified date prior to clinical practice each year.

- Students upload documentation of completion of TCPS requirements to the [My Record Tracker](#) website.

Student Responsibility

All health requirements, liability insurance, CPR certification, TB testing must be kept current throughout enrollment in the nursing program. CPR certification must be valid for two (2) years. Liability insurance, TB testing, and Health Physical must be done annually. All documents are to be uploaded to [My Record Tracker](#). Students who fail to submit proof of up to date requirements **will not** be allowed to attend clinical. Absences resulting from this are covered under the clinical attendance policy.

Physical Examination and Health Requirements

Beginning students and re-entry students must submit a completed health verification (physical exam) form, signed by a healthcare provider, to the nursing program by the date designated in the program/course orientation material. In addition, students must submit the results of a Tuberculosis (TB) skin test or chest x-ray; documentation of immunity or vaccination for specific communicable diseases (Tdap, MMR, varicella, hepatitis B, Covid -19 vaccination or exemption form); a negative drug screen; and evidence of tetanus booster within the last ten years.

Students returning for the second year (NRSG 2730, and NRSG 2740) must submit a new completed health verification form. These students must also provide proof of an updated annual TB skin test.

All students are required to have an annual flu vaccine each fall while enrolled in the Nursing Program.

Documentation of all physical exams and health requirements must be uploaded to the [My Record Tracker](#) website, and a copy of the health verification form submitted to the Nursing Office. Costs associated with health requirements are the responsibility of the individual student.

Liability Insurance

Students must purchase liability insurance annually. Application and payment are completed online by clicking the mychattstate link on the Chattanooga State home page then selecting Market Place from the drop-down menu after July 1 each year. A copy of the receipt obtained from the Bursar's Office must be uploaded to the [My Record Tracker](#) account by the designated date prior to the beginning of the first semester, and annually thereafter. The approximate cost is $11.05 per year.

All requirements must remain current throughout the program.

Drug Testing Requirement

In order to assure client safety, all affiliated clinical agencies require that nursing students have a negative urine drug screen prior to participating in clinical activities. Beginning students (NRSG 1710, 1710N, 1700, 1701) will be required to submit a minimum twelve (12) panel drug screen with negative results. The drug screen must be completed after acceptance to the program, but prior to entering the first nursing course.

Refer to Nursing and Allied Health Student Handbook

Note regarding Impaired Functioning

The following policies and procedures must be followed:

- If a student appears to be under the influence of alcohol or drugs (including prescription drugs) or is functioning in an impaired manner, the faculty or clinical personnel responsible for that student have the responsibility of dismissing the student from the clinical experience that day. A random drug screening may be required. Any absence(s) must be made up according to the Attendance Policy.
- A student's consent to submit to such tests is required as a condition of acceptance into the nursing program. A student's refusal to submit to such tests may result in disciplinary action, including dismissal from the program, for a first or any subsequent refusal.
- **All drug testing expenses are paid by the student.**
- Possible disciplinary actions may include dismissal from the program, even for a first offense. Students remaining in the program may be required to provide evidence of routine or random drug screening tests and counseling.

   College policy

   Nursing and Allied Health Student Handbook

CPR Certification

Nursing program students must complete an American Heart Association CPR course for Healthcare Providers prior to entering the nursing program. The certification must be maintained throughout enrollment in the program. Documentation of current CPR certification must be uploaded to the My Record Tracker website.

N95 Fit Testing

The hospital agencies require students complete N-95 Fit Testing for the 2022-2023 academic year.

Nursing Skills Lab

The campus nursing skills lab is located within the Nursing Program building (HSC). Use of the skills lab enhances refinement of psychomotor skills necessary for effective delivery of nursing care. Students are strongly encouraged to utilize this facility for independent skills practice. Faculty assistance is available during scheduled campus laboratory hours and at practice times scheduled by the clinical lab coordinator. Individual assistance is available on request.

- Students are encouraged and expected to study and prepare prior to scheduling review/practice time with the Skills Lab personnel.

If a weakness is identified in the performance of skills in the practice setting, students may be required to schedule remediation activities with Skills Lab personnel prior to returning to a clinical practice setting.

Nursing Skills Pack

New nursing students must purchase a Nursing Skills Pack. Students will receive information as to how to order the pack from the Nursing Skills Lab Coordinator. Any student withdrawing from the program will not be eligible to return the Nursing Skills Pack for a refund.

Personal Injury

If a student injury occurs during clinical practice, emergency medical treatment may be obtained at the clinical facility. Treatment will be at the expense of the student. Students are encouraged to have individual health insurance coverage. Refer to the Nursing and Allied Health Student Handbook section on Safety and Well Being in the Clinical Setting for specific details on the procedure to follow in the event of an injury.

Transportation

Students must provide their own transportation to clinical practice experiences. Carpooling is recommended.

Uniform Policy

The Chattanooga State Nursing Uniform is to be worn during clinical experiences (including campus lab) unless otherwise instructed. The basic color scheme of the Chattanooga State nursing student uniform is royal blue and white. Only the designated brand name and style numbers for the pants, shirt and lab jacket are to be purchased.

The uniform for both females and males includes

- Royal blue pants (or skirt option for females)
- White Scrub top, monogrammed with Chattanooga State Nursing logo
- Optional white lab jacket, monogrammed with Chattanooga State Nursing logo
- **Note:** Uniform pants must be at least ½ inch above the floor with shoes on. For safety reasons, pants must not drag on the floor
- The Chattanooga State Nursing Program photo ID badge must be visible at all times, whether in full uniform or in street clothes and lab jacket

Hospital personnel are authorized to deny student access to client records if not appropriately dressed. Any report by facility staff of a student in inappropriate dress will be reflected on the student's clinical evaluation.

Experiences in the Community and Psychiatric Nursing Setting

Dress for clinical experiences in community-based setting, will vary according to agency policy.   Students will be instructed by course faculty if uniforms or street clothes are to be worn. Denim (regardless of color), sweatpants, shorts, tank tops, short skirts, or sandals of any kind are not to be worn during clinical experiences in community agencies.

Additional uniform guidelines

Uniform must not be wrinkled or visibly soiled. Short and long sleeved, **white t-shirts** can be worn under the scrub top. The white shirts must be able to be pulled up to the elbow to allow for effective handwashing.

Hair
- Hair must be neat, clean, and **off the neck and collar.** It must be restrained to keep it from falling around the face or in client/working areas.
- Hair accessories must be small, simple and conservative. No sparkles, beads or bows.
- Facial hair must be trimmed and neat. Beards and mustaches must be within the guidelines of affiliating agency.
- Hair should be a natural color (no purple, blue, orange, pink, etc.).
- Headbands may be worn

Shoes
- Plain white nursing shoes or all white leather athletic shoes (with inconspicuous logos) may be worn.
- The surface of the shoes must be solid with no holes or mesh fabric.
- Shoes must have closed toes. Clogs or other open back shoes **are not** acceptable unless there is a heel strap.
- Plain white solid socks must be worn.

Jewelry
- Smart watches are NOT to be used in the clinical areas except as a watch. Watch with a seconds indicator is required.
- Wedding bands may be worn (plain with no large stones).
- One pair of small stud/post earrings may be worn in the **earlobe**. No hoop or dangling earrings are allowed Other jewelry, such as bracelets or necklaces are not to be worn.
- No visible body piercing/jewelry, (including spacers, tongue, eyebrow, nose or lip jewelry) should be worn during clinical experience. The student may wear a small clear stud during clinical.

Nails
- Nails should be kept short, and well groomed.
- Nail polish may be worn but MUST BE non-chipped.

General Appearance

Students are expected to adhere to any dress policies of an assigned clinical agency or specific nursing unit if other than described above.
- The midriff and back must remain covered.
- Chest hair and cleavage must not be visible,
- Make-up must be conservative
- Undergarments must be worn and should not be visible through the uniform.
- Colognes, perfumes, and aftershave lotions are to be avoided in the clinical setting due to potential patient allergic responses.

If students report to the clinical area in inappropriate dress or otherwise not in compliance with the above policies, they **will be dismissed** for the day. The day will count as a clinical absence and will factor into the clinical attendance policy.

Clinical Equipment

A stethoscope, pen with black ink, pen light, and bandage scissors are to be carried as appropriate for the clinical setting.

Additional equipment will be determined by the faculty in individual nursing courses.

Smoking on campus and in uniform

The use of any tobacco product is prohibited on Chattanooga State campus. This policy applies to all forms of tobacco products, as well as e-cigarettes (vaping). Smoking is also prohibited on health care facility campuses. Student uniforms must not smell of smoke when in the clinical setting. Violations will be reported to the Director of Nursing Program and Dean of Students.

Policies and Procedures Related to Withdrawal/Failure/Dismissal/Readmission

Withdrawal/Failure Policy

If a student withdraws from a nursing course after completion of at least two unit examinations and has a failing theory grade and/or an unsatisfactory or marginal clinical evaluation at the time of withdrawal, this will count as an unsuccessful attempt.

Note: It is the student's responsibility to officially withdraw from a course through the Records Office in order to prevent the awarding of a grade of "F" for the course.

Nursing Program Dismissal-Current Students

Students are allowed to repeat only one nursing course following a failure or an unsuccessful attempt. After the second course failure/unsuccessful attempt, the student will be dismissed from the nursing program and will not be eligible for reentry for a minimum of five (5) years.

See Clinical Requirements and Clinical Grading Section of Nursing Student Handbook for further details.

Non- traditional students

Returning as an LPN/Paramedic through Transition Following Two Course Failures

Any student, who, after failing two nursing courses in the traditional nursing program, obtains licensure as a practical nurse or licensed paramedic, will be eligible to apply for admission to the Transition to Professional Nursing Program.

If admitted to the nursing program through the Transition to Professional Nursing Program option, students will not be allowed to continue in the nursing program following failure of any nursing course. The previous course failures count as the first failure and only two failures are allowed.

Transfer Students

Any student transferring from another Nursing Program must meet all the requirements for admission to Chattanooga State. Any failure in another nursing program counts as the first failure and only two failures are allowed.

After Five (5) Years

Any student who has failed two nursing courses at any other nursing program is not eligible for admission to the Chattanooga State nursing program for a period of five (5) years. Students may apply for admission and must meet all application requirements for admission.

Procedure to re-enter

Exit Interview:

In order to be eligible for readmission consideration, students who withdraw from a nursing course or who are terminated for academic or other reasons must complete a mandatory exit interview within 4 weeks. No student will be considered for readmission unless a completed exit interview form is on file.

It is the student's responsibility to schedule this interview with their faculty advisor. Failure to comply with this timeline will prevent the student from being considered for readmission in a future class.

Readmission Policy

Readmission is always on a space available basis. Students are eligible to reenter only if an Exit Interview Form is on file.

Important Note: If a student received any warnings prior to exiting, these will remain on the student's record upon readmission to the program and will factor into the total number of repeated warnings allowed during the program. See Clinical Requirements and Clinical Grading Section in Nursing Student Handbook

Procedure: The following paragraphs outline the readmission process for students who have exited the program.

Request to Reenter:

   Students must submit a written request to the Nursing Program Director no later than the date specified on the *Reentry Requirement and Recommendation* tables located at the end of this handbook.

   The request must include an explanation of factors that contributed to the unsuccessful first attempt and a description of actions taken to enhance your success, students must hand-deliver the request to the front office of the Nursing Department. At that time, the student will receive a receipt for the request, indicating the date the request was submitted. It is the student's responsibility to retain the receipt as proof of the request submission. The Nursing Program Admissions and Progression Committee will review each request for reentry.

Placement upon Reentry:

   Nursing courses build on the knowledge in previous nursing courses and mastery of content and up-to-date clinical competence is vital. Therefore, students requesting readmission to the Nursing Program will be required to participate in remediation and/or validation of previous nursing course content.

   The placement available to a student requesting to reenter the nursing program is summarized on the *Reentry Requirements and Recommendations* tables at the end of this handbook, which is based on the length of time between exit and reentry.

Time:

   Placement depends on whether the request to reenter is the next time the course is offered (within 1 year) or if there is another intervening year (2 years)**.** If there are more than two intervening years, reentry into NRSG 1710 is the only available option.

   Any student who fails two nursing courses will be required to wait five (5) years before reapplying and must meet all application requirements for admission

   The readmission recommendation will be made by the Nursing Program Admissions and Progression Committee and forwarded to the program director. The decision for reentry will be based on the following criteria
- Original accrued application points
- Theory exam grade
- Length of time between exit and reentry
- Clinical attendance, clinical warnings and other evaluation information.
- The applicant's reasons for leaving and the completion by the student of any recommended and/or remedial action will be considered.

Reentry Enrollment Documentation:

   Upon receiving final approval to reenter, the student must provide the following documentation by date specified in the reentry notification:
- Data update form
- TCPS Hospital Joint Commission and orientation requirements for current year
- Health Verification (Physical Exam) form
- Current TB test (within one year)
- Documentation of immunity or vaccination for specific communicable diseases (Tdap, MMR, varicella, hepatitis B, Covid -19 vaccination or exemption form)
- Proof of liability insurance payment
- Updated criminal background check
- N95 Fit testing
- Drug test
- Handbook signature forms

For readmission, students are encouraged to review drug dosage calculation and nursing skills as a mandatory drug dosage calculation examination and skill competency verification (check-offs) occur during the first two weeks in the semester.

Failure to complete the reentry enrollment requirements by the date specified in acceptance notification will prevent reentry.

Transfer/Advanced Placement

Nursing courses completed at other colleges or universities will be evaluated on an individual basis for equivalency to Chattanooga State nursing program courses. In keeping with the readmission policy for Chattanooga State nursing students, any student with nursing coursework over two (2) years old must apply to enter the program as a new student. Advanced placement is not an option.

Return after More Than Two (2) Years

Any student who has been out of the program for more than two years is not eligible to reenter with advanced placement. The student must apply to the program for initial acceptance and be included in the applicant pool for selection. This requires a nursing program application, current TEAS test score, and Anatomy and Physiology and Microbiology courses completed within the past five (5) years.

See *Reentry Requirements and Recommendations* Tables at the end of this handbook for more details.

General Information for Nursing Students

Academic Advising

Nursing program faculty office hours are posted outside faculty offices. Nursing students are advised by their assigned nursing faculty advisor. Students needing advisement are encouraged to seek assistance before a problem becomes critical.

Cell Phones and Other Personal Communication Devices (Smart watches)

Personal mobile devices are to be turned off or set to silent/vibrate during class and while in any clinical practice experience. In addition:

- Students must not interfere with another student's learning by sending and/or receiving text messages, phone calls or emails during class or clinical
- To minimize disruptions of the class, students are expected to wait until break to respond to incoming calls
- These devices must only be used for emergencies during class or clinical practice
- No communication devices are allowed during an examination or examination review

Devices may be used to access health related information based on hospital policy and faculty approval. Students must be aware of the policies and procedures regarding their use in a specific clinical unit. Violation of HIPAA will be enforced.

Channel of Communication

If there is any problem that arises during your time in the nursing program the following lines of communication should be followed. The order in which discussion should occur is as follows:

- Clinical instructor/advisor
- Course coordinator
- Nursing program director
- Dean for Division of Nursing & Allied Health
- Vice President for Academic Affairs
- President of the College

Children in the Nursing Facility

Chattanooga State prohibits children from accompanying adults into classrooms, offices or other work-spaces as a babysitting function and does not assume responsibility for unsupervised children.

Code of Conduct

Students in the nursing program are expected to abide by the Chattanooga State Student Disciplinary Policy that includes the Student Code of Conduct. This document describes disciplinary and academic and classroom misconduct offenses, as well as disciplinary procedures and sanctions. This information can be found in the Chattanooga State College Student Handbook, under the *Student Code of Conduct*.

Computer Lab (HSC 1002, Corridor C)

The computer lab houses selected textbooks and reference materials, study tables, student copy machine, and 60 computers with Internet connections and a print management printer. This area is available for students whenever HSC it is not use for a class and the building is open.

- There is no eating or drinking allowed in this room
- When using the computer lab, always carry a flash drive, if you do not have a cloud storage account, in case there is a problem with the printer or internet access.
- The textbooks are available for use in the Resource Room on an honor system. It is expected that students will return used material to the appropriate location on the shelves prior to leaving the area.
- This room is a place for computer use and study, not for social gatherings. Please keep casual conversations and cell phone use to a minimum.

Computers

Students will be using computers in all nursing courses. This includes access to eLearn and various Internet resources, as well as proctored tests.

Students who do not have a computer/laptop can request the use of a laptop from the college. Information is on the college website.

TigerWeb

Most of the functions of the Chattanooga State offices of admissions, records, and financial aid can be performed via TigerWeb. These include student contact information updates, access to the schedule of classes each semester, drop and add registration functions, course grade posting, and reviewing and requesting copies of the college transcript.

College Communication through TigerMail

The official college email system is through TigerMail. The college regularly sends out college-wide messages related to registration, fee payment, financial aid, and other reminders. Students are required to check their TigerMail email on a regular basis.

Online Learning Management System

eLearn is used to support the instructional process in all nursing courses. For help on how to use eLearn, go to the eLearn Assistance site.

All information and communication related to a course is done via **eLearn,** which includes

- Emails regarding assignments and any changes to the course schedule/calendar.
- Study guides and lecture handout.
- Submission of assignments in the course drop box.
- Required course surveys.
- Grade posting following each examination and assignment

Prior to the end of the semester, students are expected to verify that all course points are included on their individual grade record.

All communication with instructors about course work should be through the eLearn email system.

Nursing students are expected to access eLearn on a daily basis.

Recording and Social Media

Students must maintain professional boundaries in the use of electronic media. Students **are prohibited** from recording and posting any classroom, laboratory, or clinical activity, assignment, and experience on any social networking site, unless authorized by the instructor of that particular classroom or lab activity. Further, students are prohibited from recording (audio or video) and sharing any learning activity on **any** form of digital or electronic device, unless explicitly authorized by the instructor of the classroom or lab activity.

A student who engages in any of the above acts of misconduct will be subject to the provisions of the Student Code of Conduct. Violation of the Student Code of Conduct will be reported to the college Judicial Affairs Officer and is grounds for dismissal from the nursing program and college.

Course Syllabus and Calendar

The faculty reserve the right to adjust the course calendar as circumstances may dictate. All changes will be announced in class and communicated through eLearn. Students not attending class are responsible for obtaining this information via eLearn or from classmates.

Emergency Messages

Students who need to provide a number where they can be reached in case of an emergency should provide the contact information of the Nursing Program office: (423) 493-8740. Only emergency messages will be relayed to the student.

Grievance/Complaints

The nursing program strives to resolve any issue or complaint that nursing students may have regarding issues within the nursing program. However, the Judicial Affairs Office assumes the task of upholding the rights, as well as the responsibilities of students of the college in an effort to maintain an atmosphere which is conducive to learning. A student who wants to file an official complaint against the college, its processes or procedures, faculty and staff or against another student or condition of the college should contact the Office of Judicial Affairs, HPF-106, 423-697-3276.

Inclement Weather Policy

In the event of severe weather, a determination regarding the delayed opening or cancellation of classes and activities at Chattanooga State will be made independent of other local schools' decisions. Notification will be made by the following procedures:

- Rave Tiger Alert system sent by text message and email. Directions for registering for these alerts can be found on the Chattanooga State website.
- Chattanooga State website, Facebook, or Twitter
- Local TV channels 3, 9, and 12
- The main campus phone line at (423) 697-4400
- The Remind system text alerts from the nursing program

If the school opening time is delayed:

- **Class day:** Report at the delayed start time if during a scheduled class day
- **Clinical day:** Do not report unless contacted by your clinical instructor or simulation educator. Be prepared for potential alternate assignment

If time is missed because of inclement weather, students must be prepared to attend class or clinical at times other than the scheduled times. This might involve extending the clinical or class day, attending virtually or attending clinical on days other than the scheduled day.

If there is inclement weather and Chattanooga State is open, students are urged to use their best judgment regarding attendance based on conditions in their specific geographic area.

Parking

Student parking is provided in a lot adjacent to the Health Sciences Center (HSC). The lot is frequently full during peak class hours, requiring students to park in more distant areas. Students should plan accordingly when calculating time needed to park and arrive at class on time.

- Do *not* park in orange lined spaces that are reserved for faculty and staff
- Do *not* park in green lined spaces that are reserved for visitors
- Students should only park in white lined spaces.
- Students must have a Chattanooga State student hang tag when parking on campus.
- Tickets are issued for students parking in faculty/staff/visitor reserved parking areas or creatively engineering other parking spaces.

Pinning Ceremony

Graduates are expected to attend the annual Pinning Ceremony, which is held in May for day program graduates and December for night program graduates.

Tobacco/Smoking on Campus

The college policy applies to all campuses and to the entire college community. It is the responsibility of everyone to adhere to, enforce, and inform visitors of the College's tobacco policy. See the Smoking and Tobacco Use Policy for more details.

Student Organization - NSNA and CSSNA

Students are encouraged to join the local chapter of the National Student Nurses' Association. (NSNA)

Student Representation

Students are elected by their classmates to represent each nursing class at student/faculty liaison meetings. The student representatives attend scheduled meetings with the course coordinators and program director to communicate problems, concerns, and comments to the faculty. The faculty, in turn, use this as a channel of communication to relay information back to the student body. Student representatives are asked to consult with their classmates individually or in scheduled class time prior to the meeting to identify any topics for discussion. After the meeting students are provided class time to report the outcomes from the meetings.

Students Rights and Responsibilities

Students are expected to comply with the students' rights and responsibilities policies of the college as stated in the Chattanooga State Student Handbook.

Violations of Policies

Violation of stated policies and expectations is a violation of the Division of Nursing/Allied Health and Chattanooga State Student Code of Conduct and is grounds for dismissal from the program and college.

Nursing and the Law

Section 63-7-103 – Practice of Professional Nursing Defined

1. Practice of professional nursing means the performance for compensation of any act requiring substantial specialized judgment and skill based on knowledge of the natural, behavioral, and nursing sciences, and the humanities as the basis for application of the nursing progress in wellness and illness care.
2. Professional nursing includes:
   A. Responsible supervision of a patient requiring skill and observation of symptoms and reactions and accurate recording of the facts.
   B. Promotion, restoration and maintenance of health or prevention of illness of others.
   C. Counseling, managing, supervising, and teaching of others.
   D. Administration of medications and treatments as prescribed by a licensed physician, dentist, podiatrist, or nurse authorized to prescribe pursuant to 63-7-123.
   E. Application of such nursing procedures as involve understanding of cause and effect
   F. Nursing management of illness, injury or infirmity including identification of patient problems.

Section 63-7-104 - Registered Nurse Qualifications

An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that such applicant:

1. Is in good physical and mental health,
2. Holds a diploma from a four-year accredited high school, or the equivalent thereof, as determined by the board,
3. Has successfully completed a course of study in an approved school of nursing, as defined by the board, and the applicant holds a diploma or degree from an approved school of nursing, or the approved school has certified to the board that the applicant has met all requirements for a diploma or degree

Section 63-7-105 - Registered Nurse Licensure

1. *By Examination:* An applicant for a license to practice professional nursing shall be required to pass an examination in such subjects as the board may determine. The board shall issue a license to practice professional nursing to an applicant who successfully completes the examination.
2. *Without Examination:* The board may issue a license to practice professional nursing to a professional or registered nurse who has been duly licensed in another state or territory if, in the opinion of the board, the individual meets the professional nurse qualifications which, at the time of the applicant's graduation, were in effect in this state.

Section 63-7-107 - Use of Registered Nurse Title

Any person who holds a license to practice professional nursing under this chapter shall, during the effective period of such license, be entitled to use the title "nurse," "registered nurse," or the abbreviation "R.N." No other person shall assume such title or use such abbreviation or any other words, letters, or signs to indicate that the person using the same is a professional or registered nurse.

63-7-115 Grounds for Denial, Revocation or Suspension of License

1. The board shall have power to deny, revoke or suspend any certificate or license to practice nursing or to otherwise discipline a licensee upon proof that the person:
   A. Is guilty of fraud or deceit in procuring or attempting to procure a license to practice nursing.
   B. Is guilty of a crime.
   C. Is unfit or incompetent by reason of negligence, habits, or other cause.
   D. Is addicted to alcohol or drugs to the degree of interfering with nursing duties.
   E. Is mentally incompetent.
   F. Is guilty of unprofessional conduct; or has violated or attempted to violate, directly or indirectly or assisted in or abetted the violation of, or conspired to violate, any provision of this chapter or any lawful order of the board issued pursuant thereto. **(Source: Tenn. Code Ann. § 63-7, LexisNexis, retrieved 8/06/20; selected information included)**

Campus Facilities and Services

Bookstore

The bookstore is located on the first floor of the Student Center. The bookstore sells textbooks, school supplies, and logo clothing. Posted hours of operation include Monday – Thursday, 8:00 AM – 4:00 PM and Friday, 8:00 AM – 2:00 PM. Hours are generally extended at the beginning and end of each semester.

Career Services and Counseling Department

Services to help students explore career and life planning needs and prepare to enter the workforce are provided by the Career Services and Counseling Department, located in the Student Support Center, 423-697-4421. Refer to Career Services webpage for more detailed information. Notices of ongoing activities are sent via TigerMail.

Dental Clinic

Student-rendered dental hygiene services and a full range of dental procedures performed by a licensed dentist are available for a nominal fee through the Dental Clinic located on the second floor of the HSC. Call the Dental Clinic at `697-4444 to schedule an appointment.

Disabilities Support Services

Students who have educational, psychological, and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at Chattanooga State. These students should notify the instructor immediately and should contact Disabilities Support Services in order to discuss individual needs. All students are expected to fulfill essential course requirements, with or without reasonable accommodation, in order to receive a passing grade in a class. Disabilities Support Services is located in the CAT building, room 54, phone 423-697-4452, e-mail: dss@chattanoogastate.edu.

Financial Aid and Scholarships

Many forms of student aid are available to students at Chattanooga State. For general information and virtual assistance, refer to the Financial Aid webpage. Specific information and applications may be obtained through the Financial Aid Office in the Student Center or by calling 697-4402

Students must meet satisfactory academic progress guidelines to continue to receive financial aid. Any student who participates in a federal loan program while at Chattanooga State must have an exit interview prior to graduation. The purpose of this process is to ensure that students understand their fiscal obligation to repay the loan. The exit interview can be completed online. Transcripts will not be released following graduation until this requirement is met.

Other scholarships sponsored by healthcare and civic organizations are also available for students enrolled in the nursing program. Information concerning scholarships is posted as it becomes available. Students are encouraged to apply for these scholarships.

Food Services

Chattanooga State cafeteria offers several food service locations on campus. Limited snack food and beverage vending machines are located in the HSC student lounges.

Library

The Augusta R. Kolwyck Library is located on the first floor of the Instructional Media Center (IMC). Hours of operation during the school year are posted on the Chattanooga State webpage. Students must present a current, validated Chattanooga State identification card in order to check out books. Books are due on the date printed on the check-out receipt. All books must be returned no later than the end of each semester and any fines paid in order to receive grades or transcripts and be eligible to register for classes. Books on reserve for particular classes are located at the circulation desk.

Online library resources can be readily accessed from any computer on the Chattanooga State campus. If used from a computer at home or other off-campus location, the student's username and password may be required to access the resources. Online library resources frequently used by nursing students include the Student Tech Support page and the Nursing Lib Guide.

Math Center and Donald F. Andrews Reading and Writing Center

The Math Center is located on the second floor of the IMC, in Room 225. Tutoring services and assistance with math related to drug calculation is available. The Donald F. Andrews Reading and Writing Center is located in IMC-215, and provides assistance with various aspects of preparing written papers for any class.

Records Office Services

The Records Office supplies information regarding academic procedures and requirements, transcripts, student schedules, transfer credits, and graduation requirements. Note – many of these services are also available via TigerWeb.

Student Support Center

The Student Support Center (SSC) is located in IMC 124 and provides a starting point for a variety of services, such as counseling, academic support, veteran's services, and adult student services. See the SSC webpage for more information.

Day Reentry Requirements and Recommendations

Exiting Course	Status	Time, Return within	Reentry request due date	Return To Course - On a space available basis	Requirements/Recommendations
NRSG1710					
	Passed	1-2 years	September 1	NRSG1720 space available basis	• Complete exit interview within specified time frame (see handbook). • Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter. • Submit reentry documentation by deadline. • Review prior nursing skills.
	Withdrew or Failed	1-2 years	March 1	NRSG1710 applicant pool	• Complete exit interview within specified time frame (see handbook). • Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter. • Option to retake TEAS test. Must be within 2 yrs of application deadline date.
NRSG1720					
	Passed	1 year	March 1	NRSG2730 space available basis	• Complete exit interview within specified time frame (see handbook). • Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter. • Submit remediation and reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.
		1-2 years	March 1	NRSG2540 nights odd years space available basis	

Exiting Course	Status	Time, Return within	Reentry request due date	Return To Course - On a space available basis	Requirements/Recommendations
NRSG 1720(continued)					
	Withdrew or Failed	1 year	September 1	NRSG1720 space available basis	• Complete exit interview within specified time frame (see handbook). • Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter. • Submit remediation and reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.
		1-2 years	September 1	NRSG1542 nights odd years space available basis	
NRSG2730					

	Passed	1 year	September 1	NRSG2740 space available basis	• Complete exit interview within specified time frame (see handbook).
					• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter.
		2 years	September 1	NRSG2543 nights even years space available basis	• Submit remediation and reentry documentation by deadline.
					• Review drug dosage calculation and prior nursing skills.

Exiting Course	Status	Time, Return within	Reentry request due date	Return To Course - On a space available basis	Requirements/Recommendations
NRSG2730(continued)					
	Withdrew or Failed	1 year	March 1	NRSG2730 space available basis	• Complete exit interview within specified time frame (see handbook).
					• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter.
		2 years	March 1	NRSG2540 nights odd years space available basis	• Submit remediation and reentry documentation by deadline.
					• Review drug dosage calculation and prior nursing skills.
NRSG2740 (NS 249 spring 2023)					
	Withdrew or Failed	1 year	September 1	NRSG2740 space available basis	• Complete exit interview within specified time frame (see handbook).
					• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter.
		2 years	September 1	NRSG 2543 nights even years space available basis	• Submit remediation and reentry documentation by deadline.
					• Review drug dosage calculation and prior nursing skills.

Exiting Course	Status	Time, Return within	Reentry request due date	Return To Course - On a space available basis	Requirements/Recommendations
All specialty courses (NRSG 1310, NRSG 1320, NRSG 1340 and NRSG 2240)					
	Passed and was unsuccessful in Med-Surg course	Return to med-surg course according to time frame within this document and does not repeat specialty course **NOTE: Cannot graduate until all program requirements are met**			• Complete exit interview within specified time frame (see handbook).
					• Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter.
					• Submit reentry documentation by deadline.
					• Review prior nursing skills.

Exiting Course	Status	Time, Return within	Reentry request due date	Return To Course - On a space available basis	Requirements/Recommendations
	Withdrew or Failed and was successful in Med-Surg Course			Continues in the med-surgical course and repeats specialty course at next available opportunity **NOTE: Cannot graduate until all program requirements are met.** **If the next available opportunity to take the specialty course is past the med-surgical cohort final semester grade date, the student will not graduate with cohort. They can graduate when the specialty course has been completed and passed, and participate in the next available graduating cohort ceremonies. (Fall or Spring)**	• Complete exit interview within specified time frame (see handbook).

Exiting Course	Status	Time, Return within	Reentry request due date	Return To Course - On a space available basis	Requirements/Recommendations
Nursing Transition NRSG 1700 and NRS G1701					
	Passed	1 or 2 years	March 1	NRSG2730 or on even year, NRSG2540 nights Space available basis	• Complete exit interview within specified time frame (see handbook). • Submit Re-admission Application Form and letter requesting reentry by deadline, and obtain receipt for letter.
	Withdrew or failed	1 or 2 years	March 1	NRSG1710, day or odd year night Space available basis	• Submit reentry documentation by deadline. • Review prior nursing skills.

Reentry Requirements and Recommendations

Night Program NRSG 2540

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Passed Course Returning in 1 year	September 1	NRSG 2543 space available basis	• Complete exit interview within specified time frame (see handbook). • Submit Re-admission Application Form and letter requesting reentry by deadline and obtain receipt. • Review drug dosage calculation and prior nursing skills.
Passed Course Returning in 2 years	March 1	NRSG 2540 space available basis	• Complete exit interview within specified time frame (see handbook). • Submit Re-admission Application Form and letter requesting reentry by deadline and obtain receipt. • Submit remediation and reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.
Withdrew or Failed Returning in 1 year	March 1	NRSG 2540 space available basis	• Complete exit interview within specified time frame (see handbook). • Submit Re-admission Application Form and letter requesting reentry by deadline and obtain receipt. • Submit remediation and reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.
Withdrew or Failed Returning in 2 years	March 1	NRSG 1542 space available basis	• Complete exit interview within specified time frame (see handbook). • Submit Re-admission Application Form and letter requesting reentry by deadline and obtain receipt. • Submit remediation and reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.
Withdrew or Failed Returning in 3 year	September 1	NRSG 1720 space available basis	• Complete exit interview within specified time frame (see handbook). • Ensure science lab courses will meet 5-year limit for date of reentry. If more than 5 years will need to repeat course(s) and obtain a passing grade. • Submit Re-admission Application Form and letter requesting reentry by deadline and obtain receipt. • Submit reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.

Reentry Requirements and Recommendations

Night Program NRSG 2543

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Passed Course Returning in 1 year	March 1	NRSG 2645 space available basis	• Complete exit interview within specified time frame (see handbook). • Continue to complete general education courses. • Submit Re-admission Application Form and letter requesting reentry by deadline and obtain receipt. • Submit remediation and reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.
Passed Course Returning in 2 years	September 1	NRSG 2543 space available basis	• Complete exit interview within specified time frame (see handbook). • Continue to complete general education courses. . • Submit Re-admission Application Form and letter requesting reentry by deadline and obtain receipt. • Submit remediation and reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.
Withdrew or Failed Returning in 1 year	September 1	NRSG 2543 space available basis	• Complete exit interview within specified time frame (see handbook). • Continue to complete general education courses. • Submit Re-admission Application Form and letter requesting reentry by deadline and obtain receipt. • Submit remediation and reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.
Withdrew or Failed Returning in 2 years	September 1	NRSG 2540 space available basis	• Complete exit interview within specified time frame (see handbook). • Continue to complete general education courses. • Submit Re-admission Application Form and letter requesting reentry by deadline and obtain receipt. • Submit remediation and reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.

Reentry Requirements and Recommendations

Night Program NRSG 2645

Status	Reentry Request Due Date	Return to Which Course	Requirements Recommendations
Withdrew or Failed Returning in 1 year	March 1	NRSG 2645 space available basis	• Complete exit interview within specified time frame (see handbook). • Continue to complete general education courses. • Submit Re-admission Application Form and letter requesting reentry by deadline and obtain receipt. • Submit remediation and reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.
Withdrew or Failed Returning in 2 years	March 1	NRSG 2543 space available basis	• Complete exit interview within specified time frame (see handbook). • Continue to complete general education courses. • Submit Re-admission Application Form and letter requesting reentry by deadline and obtain receipt. • Submit remediation and reentry documentation by deadline. • Review drug dosage calculation and prior nursing skills.

Reentry Requirements and Recommendations

Specialty Courses NRSG 1320, NRSG 1330, NRSG 1340, NRSG 2240

Withdrew or Failed: Passed Med-Surg	Register by March 1, or September 1, respectively	Continue with Med-Surgical course, take specialty course at next available opportunity. If there is no opportunity until after the last semester, student cannot graduate until specialty course has been completed and passed.
Passed Specialty, Failed Med-surg course		Specialty course does not have to be repeated. Return to Med-surgical course per previous guidelines