



South Georgia State College

School of Nursing Handbook
2018-2019

Name: _____

SGSC Banner ID Number _____

Date: _____

South Georgia State College (SGSC)

History

South Georgia State College was created by the Board of Regents of the University System of Georgia on January 8, 2013 from the consolidation of South Georgia College in Douglas, Ga. and Waycross College in Waycross, Ga. South Georgia State College, formed from the consolidation of South Georgia College and Waycross College on January 8, 2013, is a residential state college serving over 3,000 students.

VISION

South Georgia State College will be a student-centered institution that produces life-long learners well equipped to succeed in a diverse global society.

MISSION

South Georgia State College, a state college of the University System of Georgia, is a multi-campus, student-centered institution offering high-quality associate and select baccalaureate degree programs. The institution provides innovative teaching and learning experiences, a rich array of student activities and athletic programs, access to unique ecological sites, and residential options to create a diverse, globally focused, and supportive learning environment.

(Current Mission approved by the Board of Regents of the University System of Georgia May 8, 2012).

South Georgia State College (SGSC)

School of Nursing (SON)

Mission: The School of Nursing at SGSC prepares the entry-level generalist through the acquisition of knowledge and skills which promote health in the community, contribute to the professional and community life, and provide direct care to a diverse population. The nursing curriculum emphasizes competence, accountability, and legal and ethical standards in the practice of the profession. The mission of the RN-BSN program is to build on this education base and assist RNs in continuing their education to the next level by providing seamless academic progression.

Signature: _____ Date: _____

Accreditation

South Georgia State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate and baccalaureate degree. Contact the Commission on Colleges
866 Southern Lane,
Decatur, Georgia 30033-4097
404.679.4500 for questions about the accreditation of South Georgia State College.

School of Nursing

The South Georgia State College School of Nursing continues full approval for the ASN program and Full approval for the RN-BSN nursing program
Georgia Board of Nursing,
237 Coliseum Drive
Macon, GA 31217-3858
478-207-2440

Accreditation Commission for Education in Nursing (ACEN)

South Georgia State College's School of Nursing ASN and RN-BSN programs are accredited by Accreditation Commission for Education in Nursing (ACEN).
3343 Peachtree Road NE, Suite 850,
Atlanta, GA 30326
404-975-5000

Signature: _____ Date: _____

South Georgia State College - School of Nursing
Student Learning Outcomes (SLOs)

Associate of Science in Nursing (ASN):

1. Students will evaluate general education content and critical thinking principles in decision making to provide therapeutic nursing care.
2. Students will analyze principles of responsibility and accountability for professional nursing roles.
3. Students will implement evidence-based practice for decision making, critical reasoning, and creative thinking to improve nursing practice.
4. Students will integrate caring, compassion, and empathy in all aspects of nursing practice.
5. Students will integrate collaboration in partnerships to promote, maintain, and restore health.
6. Students will analyze leadership principles in nursing practice.
7. Students will evaluate healthcare information in providing nursing care.

Bachelor of Science in Nursing:

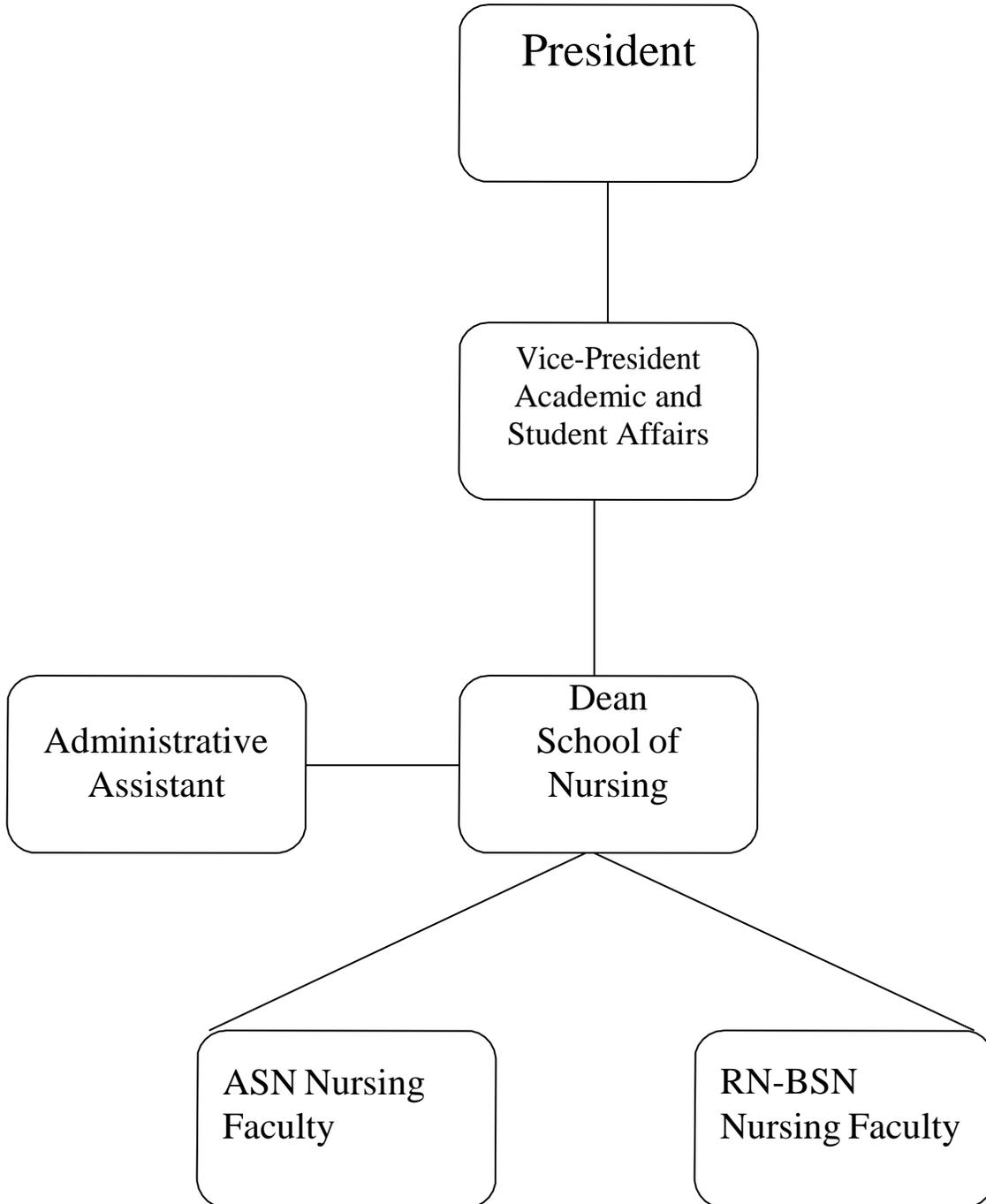
1. Students will evaluate appropriate research findings in evidence-based nursing practice.
2. Students will integrate effective ethical written and oral communication as members of an interdisciplinary healthcare team.
3. Students will synthesize leadership concepts, skills, and decision making in order to provide oversight and accountability for the delivery of safe, quality care in a variety of healthcare settings.
4. Students will analyze reliable evidence from multiple perspectives to inform practice and make reasonable clinical judgments.
5. Students will integrate a variety of patient care technologies, information systems, and communication devices that support evidence-based nursing practice in a variety of healthcare settings.
6. Students will analyze knowledge of healthcare policy, finance, and regulatory environments including local, state, national, and global healthcare trends.
7. Students will manage the direct and indirect care of individuals, families, groups, communities, and populations to promote, maintain, and restore health.

Student learning outcomes are assessed by the following measures:

1. Written papers and oral presentations
2. Written examinations
3. Patient care plans
4. Simulated clinical examinations
5. Peer evaluations
6. Classroom projects
7. Clinical skills check offs for physical assessment and basic skill mastery
8. Clinical evaluation of student
9. HESI online assignment, specialty exams and exit exams which show evidence of decision making, priority setting and delegation activities.
10. Student self-evaluation
11. End of course classroom and clinical evaluation

Signature: _____ Date: _____

**SGSC School of Nursing
Organizational Chart**



South Georgia State College Philosophy for the School of Nursing

The SGSC School of Nursing is an integral part of the parent institution. The philosophy of the School of Nursing has evolved from the successful history and tradition of academic excellence in nursing education. It is congruent with the South Georgia State College mission statement, institutional goals, and general education learning outcomes. The School of Nursing's purpose is to educate associate and bachelor's degree nurses by providing an environment that promotes critical thinking, problem solving, accountability, self-evaluation and attainment of program outcomes. The SGSC nursing faculty adheres to the following beliefs:

The **Client** is viewed holistically with physical, emotional, intellectual, social, and spiritual needs. These needs, which are common to all human beings regardless of culture, race, and gender, exist through a person's life span. The client is dynamic and adapts to perceived internal and external stressors. The client moves through progressive developmental stages in a sequential manner. Each client has basic needs which are hierarchically arranged and individually perceived.

The **American Nurses Association (ANA)** defines nursing as the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of clients, families, communities, and populations. The profession of nursing recognizes the political, economic, social and demographic impact on healthcare. Nursing emphasizes competence, accountability, and legal and ethical standards in the practice of its profession. Graduates from the School of Nursing are prepared to function as providers of care utilizing critical thinking, clinical competence, and accountability. In addition, there is a commitment to the value of caring as managers of healthcare delivery. Graduates work through collaboration, organization, delegation, accountability, and advocacy. They function as members of the interdisciplinary team and have a commitment to professional growth, evidence-based practice, and continuous lifelong learning. This program provides career mobility for the associate degree prepared registered nurse in the South Georgia area. Bachelor's prepared graduates also serve as leaders, researchers, and community healthcare providers.

Health is defined by The World Health Organization as, "A state of complete physical, mental and social well-being and not merely the absence of disease or infirmity" (1946). Health and illness are on a continuum with clients having neither absolute health nor absolute illness. A client's health status is dynamic with the potential for high level wellness, extremely poor health and/or death. A person's perception of health is influenced by his culture, heredity, internal and external environments, and adaptive responses.

Society both influences and is influenced by its norms, values, members, institutions, and cultures. A society is composed of clients and groups who are in interdependent relationships. Society is influenced by environmental forces that affect the client's rights, responsibilities, and modalities of the healthcare delivery system. The environment is an aggregate of all the conditions and influences affecting the life and development of a person. The environment impacts the client's ability to meet basic human needs and influences movement toward self-actualization.

Signature: _____ Date: _____

Teaching and Learning is a dynamic and methodical process between the learner and the educational environment. Learning involves the acquisition of knowledge, skills, attitudes, values, critical thinking and clinical reasoning and is evident by safe and effective care delivery to clients and groups. Clients learn in a variety of ways, and diverse resources are available to meet client student learning needs through utilization of current technology and evidenced-based practice guidelines. The nursing process throughout the curriculum is an expression of critical thinking that enables the formation of clinical judgments based on evidence-based practice to provide comprehensive nursing care to clients on the health-illness continuum, in all stages of the life span within the healthcare delivery system. The faculty is committed to creating a learning environment where students provide healthcare for diverse ethnic and cultural populations in a spectrum of settings.

The faculty believes that nursing education is based on environmental, biological, physical, and behavioral sciences. The science of nursing is based on principles and theories of nursing, behavioral and natural sciences, which embody knowledge, skills and critical thinking. The art of nursing is exemplified by the characteristics of caring that include commitment, authenticity, advocacy, responsiveness, presence, empowerment and competence. The faculty value lifelong learning and professional advancement; thus, adding the RN to BSN is integral to this belief.

Explanation of Curriculum Paradigm: The organizational framework is derived from the philosophical statement. The program of learning is based on the faculty's beliefs related to man, society, health, nursing and learning. The faculty believes that this paradigm is appropriate for associate degree and baccalaureate-prepared nurses who will practice in community settings as generalists.

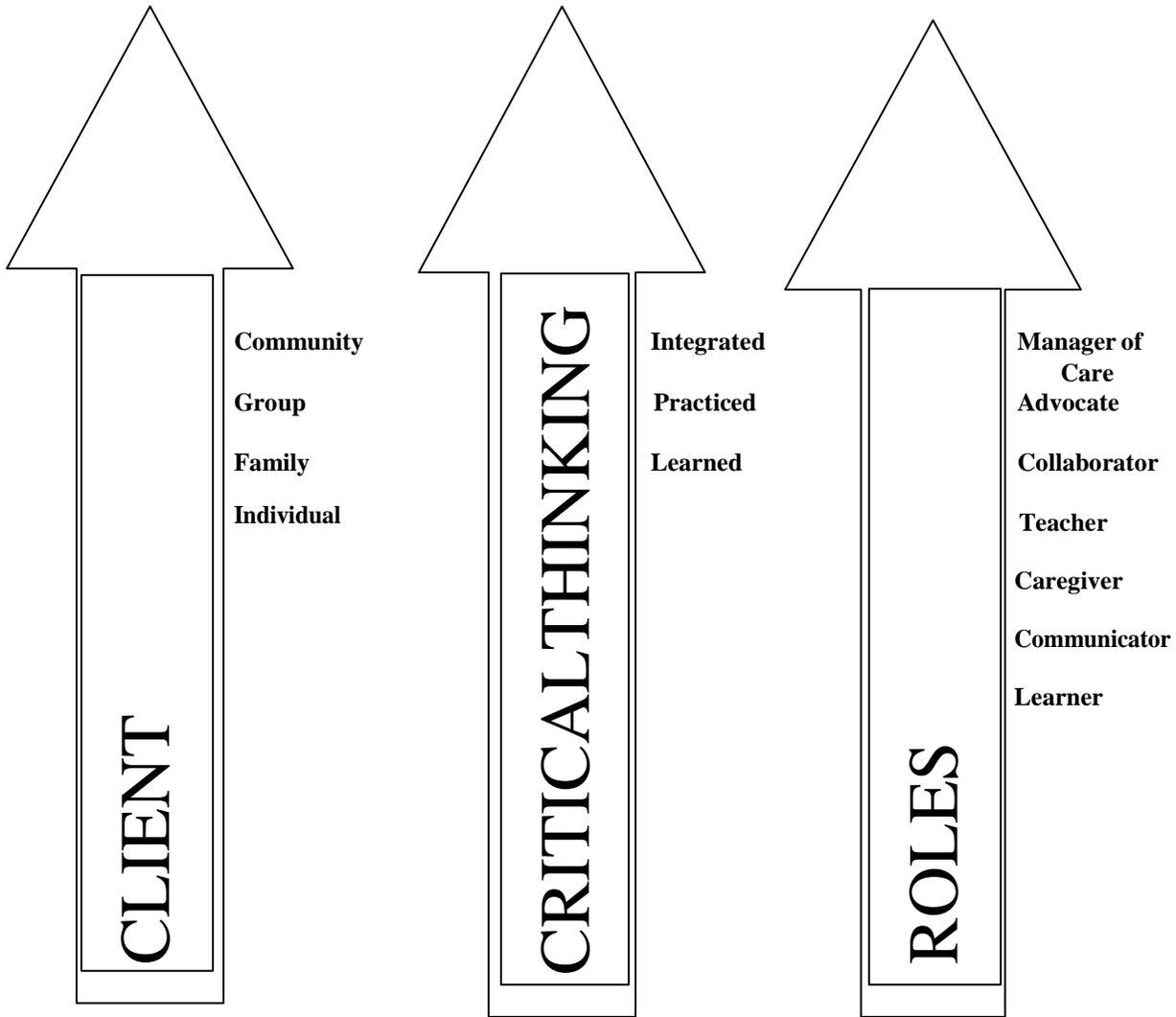
The major themes of the paradigm are both progressive (vertical) and pervasive (horizontal). The progressive themes begin at a fundamental level and advance toward more complex levels. Pervasive themes are presented as concepts (i.e. developmental stages) which are emphasized throughout the nursing program.

There are **three progressive themes: The Client, Critical Thinking, and Roles of the Nurse.** There are five pervasive themes that evolve from the philosophical statement: Adaptation, Development, Needs, Health Promotion, Management and Restoration, and Environment. These themes are identifiable throughout the nursing sequence in first level outcomes, course objectives, and program outcomes.

Signature: _____ Date: _____

School of Nursing Curriculum Paradigm

INDIVIDUAL NURSING HEALTH SOCIETY TEACHING-LEARNING



ADAPTATION

NEEDS (Maslow)

DEVELOPMENT (Erikson)

HEALTH PROMOTION, MANAGEMENT, and RESTORATION

ENVIRONMENT

Reviewed 5 2018 Curriculum Committee

Major Progressive Themes:

Client-The client or group of clients will benefit from nursing care. Clients exist in relationships with their families, groups, and communities. The client's health status is dynamic. Health may range from high level wellness to extremely poor health or death. Nursing care may be sought to promote, manage and/or restore the client to optimum health or to support him through death with dignity.

The family is defined as a small social system of clients related by reciprocal ties. The nurse respects the influence of the family upon the client and his well-being. The group is a dynamic assemblage of clients who are interrelated. Groups may have different functions and interests, structure and cohesiveness. Clients may function in groups or be influenced by groups. A community is a cluster of groups which may or may not be defined by geographic boundaries.

Communities share common interests, similarities or identities.

Critical Thinking-Critical thinking is learned, practiced and integrated, and it provides the foundation for appropriate clinical decision-making. Critical thinking is a method of reasoning.

Utilizing critical thinking, the nurse remains open-minded, considers alternatives, and assesses and recognizes the consequences of decisions. The nursing process is a critical thinking tool that enables the formation of clinical judgments based upon scientific rationale.

Roles of the Nurse-Throughout the program of study, emphasis is placed on the nurse's role as learner, communicator, caregiver, teacher, collaborator, advocate and manager of care. These roles are reflected in the program outcomes.

As a **learner**, the nurse gains knowledge through study, instruction and experience. Lifetime learning is continuous discovery and reflection.

As a **communicator**, the nurse exchanges meanings with clients through a common system of symbols, verbally and/or nonverbally, and thereby demonstrates caring, compassion and cultural awareness.

As a **caregiver**, the nurse assists clients to achieve positive outcomes through caring interventions. Caregivers preserve and respect the client's dignity.

As a **teacher**, the nurse shares knowledge and expertise with the client in order to develop, implement and evaluate individualized teaching plans. The goal of teaching is to empower the client in managing his personal health.

As a **collaborator**, the nurse interacts with the client's significant support persons, peers and other healthcare professionals to provide holistic care and improve client outcomes.

As an **advocate**, the nurse preserves the client's legal and human rights. The nurse offers support and may act as an intercessor.

As **manager of care**, the nurse plans, organizes, delegates, directs, coordinates and allocates resources to meet the needs of the client and achieve the mission of the organization.

Signature: _____ Date: _____

Pervasive Themes:

Adaptation-Adaptation is the internal and external response to stress. It is a dynamic, ongoing, life-sustaining process of reacting to change. The nurse promotes man’s adaptation by utilizing critical thinking to facilitate a return to homeostasis.

Needs- Basic needs theory is useful in helping the nurse identify and prioritize problems and interventions. Maslow’s Hierarchy identifies man’s needs on five levels ranked in order of importance for survival. This theory assists the nurse and the client in organizing and setting goals.

Development- Erikson’s Eight Stages of Man describe predictable, age-related, task-specific stages that cover the life span. Man’s internal and external environments influence these eight levels of achievement.

Health Promotion, Management, and Restoration-Health promotion, management and restoration activities are directed toward assisting clients to reach their optimum comfort and functioning in a diverse population. These activities may promote a change in a client’s internal or external environment. Clients are ultimately responsible for their own health.

Environment: The individual’s environment is unique and complex. The nurse functions with an awareness of the biologic, psychologic, physiologic and sociologic environments of both the person and the nurse. The nurse evaluates the relative importance of the person’s internal and external environments and analyzes their effects on the person. The nurse’s awareness of these environments is incorporated into health promotion, management and restoration.

Internal Environment:

Biologic- An individual’s biologic internal environment, including his physical, chemical, and neurologic areas, exists within narrow ranges. The nurse must provide care with an awareness of the variables related to these areas. Changes in one of these areas impact adaptation in the other areas and may result in an imbalance. All roles of the nurse promote, manage, and/or restore man to homeostasis in his biologic internal environment.

Psychologic- An individual’s psychologic internal environment, including the cognitive and affective domains, interpersonal relationships, self-concepts, and coping patterns, also exists within narrow ranges. The client’s biologic environments are interrelated and are affected by his psychologic environment. Changes in any of the environments may elicit imbalance. The nurse functions to promote health environments which support homeostasis.

External Environment:

Physiologic- The physiologic external environment of the client consists of air, water, food, and conditions of living. When these environments fail to promote health and wellness, the role of the nurse is to achieve safety for the person or group.

Sociologic- The sociologic environment of the person consists of the sociocultural dimensions of health and wellness. Emphasis is placed upon the person’s culture, habits, spirituality, ethnic group, and vocation. The forces of the political and economic environment are contemplated in promoting health and wellness. When applicable, influence is utilized to enhance the environment for the evolution of the person or group.

Signature: _____ Date: _____

Reviewed 5 2018 Curriculum Committee

**South Georgia State College
School of Nursing (SON)
2018 Admissions Criterion**

Associate of Science in Nursing (ASN):

The requirements for entry into the program are that the student must:

- Complete the **SGSC Admissions Application** and be fully accepted to the college.
- Admission cycle: **SGSC School of Nursing Application** will be available October 1 of each year.
 - LPN-RN Priority Deadline January 15 of each year.
 - ASN Priority Deadline February 15 of each year.
- Submit a completed SGSC School of Nursing Admission Packet with
 - Official sealed copies of all transcripts from technical schools, colleges and universities previously attended
 - **Official Scholastic Assessment Test (SAT) or American College Test (ACT) scores**
 - Copy of HESI A2 passing scores (**75** in each section). The Critical Thinking examination is also required. Please see the SGSC School of Nursing website for detailed instructions prior to taking the examination, **SGSC Department ID: 199898. HESI scores from other programs vary in content and will not be accepted at SGSC.**
 - A cumulative overall **grade point average of 2.80.**
 - Incomplete SGSC School of Nursing Application Packets will not be accepted.
- Exit all learning support classes (Corequisite courses).
- Admission to the School of Nursing is competitive. Meeting the minimum qualifications does not guarantee acceptance into the program.
- Students who have earned a grade of less than “C” and have failed a Nursing (NURS) course at another institution, are ineligible to apply to the SGSC School of Nursing Generic ASN program. However, they are encouraged to complete an LPN program and apply to the LPN-RN Bridge program.

**2018 HESI A2 Assessment Testing
ASN and LPN-RN Applicants Only**

Completion of the HESI A2 Exam with a score of 75 is a requirement for admission to the LPN- RN Bridge Program and Associate Degree Nursing program. HESI A2 exam scores from other schools will not be accepted, because the SGSC HESI A2 content is specifically designed by the nursing faculty. The HESI A2 exam may be taken a maximum of two times within the yearly application cycle beginning October 1 of each year. The student has two opportunities to score 75 or higher on each section. When considering applicants for admission, the highest score in each category will be utilized. If a minimum score of 75 is not attained on the 2nd attempt, it is recommended the student explore other healthcare career opportunities at South Georgia State College. The HESI A2 exam is offered through a third-party vendor, Elsevier through Prometric Testing Centers. <https://evolve.elsevier.com/> **The SGSC Department HESI A2 ID: 199898**

Applicants are encouraged to purchase the study guide:

HESI Admission Assessment Exam Review 3rd edition (2013) ISBN: 978-1-4557-0333-3.

Signature: _____ Date: _____

Admission Assessment (A2) Content Information:

Math
Reading Comprehension
Vocabulary and General Knowledge
Grammar
Anatomy and Physiology
The Critical Thinking section is also required.

ASN Two-Year Completion Admission Requirement:

To be eligible to complete the nursing program in 2 years and be considered for admission, students must have a combined minimum verbal and math SAT score of 920 or minimum ACT average score of 20 (Math plus Verbal). Prospective students without college work must have a minimum high school GPA of 2.0. A minimum cumulative overall **GPA of 2.80** is required on all college work attempted. The non-traditional student with a GED and combined minimum verbal and math SAT of 920 or a minimum average composite ACT score of 20 (Math + Verbal) will be eligible to be considered for admission.

Alternative Admission:

Alternative admission criteria will be evaluated for students' whose combined verbal and math SAT falls below 920, ACT average score is less than 20 (Math plus Verbal), or high school GPA is less than 2.0. Students may be considered for admission upon the completion of 21 semester hours of required general education requirements for the School of Nursing. Eight of these hours must include BIOL 2210K and BIOL 2211K. A minimum college **GPA of 2.80** is required to be considered for admission, and students must make grades of "C" or better in all required general education courses.

ASN Science/General Education Performance Requirements

A minimum grade of C is required in all science and general education courses included in the curriculum for nursing. A student who makes less than a C in more than one required science course, including a repeated course, will not be eligible for admission to, or progression in, the nursing program. Grades of less than "C" in the required science courses taken at another institution will be considered the same as if taken at South Georgia State College.

Admission to the LPN-RN Career Mobility Course: NURS 1104

- Meet the general admission requirements for South Georgia State College and the School of Nursing.
- Be licensed as a Licensed Practical Nurse (LPN) in the state of Georgia with no current public or private disciplinary action by the first day of enrollment in the nursing course.
- Complete 27 semester hours of SGSC's SON general education requirements before enrolling in Nursing 1104. The 27 hours must include BIOL 2210K, BIOL 2211K, and PSYC 1101. Completion of all general education courses is strongly advised before enrolling in Nursing 1104.

Signature: _____ Date: _____

Adopted 10/26/92; Reviewed 01/02; Revised 8/02; Reviewed 8/03; Reviewed & revised 11/13/2006; Reviewed 1/2012, Revised 2/2013, Reviewed 5/2014. Reviewed and Revised 5 2017, Reviewed and Revised 5 2018

Bachelor of Science in Nursing: The RN-BSN program design allows the smooth transition from ASN to BSN. The requirements for entry into the program are that the student must:

- Complete the SGSC Admissions Application and be fully accepted to the college.
- Admission cycle: SGSC School of Nursing Application will be available October 1 of each year.
RN-BSN Priority Deadline – April 15 of each year.
- Submit a completed SGSC School of Nursing Admission Packet with
 - Official sealed copies of all transcripts from technical schools, colleges and universities previously attended
 - Official SAT or ACT scores
 - Meet the overall cumulative grade point average of **2.50**
 - Obtain a grade of “C” or higher in all classes
 - Be licensed as a Registered Nurse in the state of Georgia with no current public or private disciplinary action by the first day of enrollment in the RN-BSN nursing courses
 - Exit all learning support classes (Corequisite courses)
 - Incomplete SGSC School of Nursing Application Packets will not be accepted

RN-BSN Clinicals:

RN-BSN students must complete the Clinical Agency Health Information Packet annually. RN-BSN students must complete clinical agency orientation in facilities where they will be completing preceptor learning experiences. RN-BSN students may complete their experiences in the facilities where they are employed.

Advanced Placement in RN-BSN Nursing: Advanced placement is possible for persons who have had prior education in a program leading to licensure as a registered nurse. A comprehensive examination or examinations may be required for a student attempting advanced placement. If a student fails an exemption examination, he/she may take the course when offered. Transferring from other nursing programs is possible from colleges that are ACEN accredited or CCNE accredited and will be evaluated on a case by case basis by the Dean of the School of Nursing. Transfer students must meet admission requirements for SGSC and the SON. Students interested in further details should contact the SON. RN-BSN students who have taken a 3000 or 4000 level Nursing course may request the School of Nursing Admissions Committee to review the course content for credit.

RN-BSN Alternative Admission

Students who do not meet eligibility requirements to be accepted into the nursing courses will need to complete the following requirements prior to acceptance into the RN-BSN Completion Program:

- Completion of validation testing will be required of all associate degree or diploma graduates who graduated from non-NLNAC or ACEN accredited schools outside the state of Georgia, who graduated more than four years ago, and who have less than 1,000 clinical practice hours. Successful completion of the four subsets of the National League for Nursing (NLN-ACE II) competencies is required to validate current knowledge in the areas of Pediatrics, Obstetrics, Adult Health, and Psychiatric Nursing.
(continued)

Signature: _____ Date: _____

- Clinical competencies will be validated through psychomotor skills evaluation by BSN faculty. A list of selected skills and evaluation criteria will be provided to students prior to examination. Evaluation of psychomotor skills will occur prior to acceptance into the RN-BSN Completion Program.
- Upon successful completion of examination and skills requirements and admission into the RN-BSN Completion Program, students will then follow the Progression, Dismissal, and Readmission standards applicable to all nursing students.

Applicants who graduated from a U.S. high school must meet the admission criteria for regular students. Applicants who graduated from a non-U.S. high school must meet the admission criteria for international students but will not be required to provide the financial documentation. All non-U.S. citizens are required to provide documentation of their immigration status to be considered for in-state tuition. Applicants whose first language is not English and whose language of instruction was not English throughout secondary school must meet the English proficiency requirement by submitting the results of the SAT I with a minimum verbal score of 430 (12 ACT) or the Test of English as a Foreign Language (TOEFL) with a minimum score of 523 (paper based), 193 (computer-based), or 70 (internet-based). The TOEFL will be at the expense of the student and is a condition for program admission.

The CGFNS International Credentials Evaluation Service (CES) report will be used to analyze the credentials of multiple levels of nursing professionals who are educated outside of the United States and who wish to pursue licensure or academic admission in the United States. The CES report will be at the expense of the student and is a condition for program admission. The RN-BSN program embodies a coherent course of study. This new degree program is compatible with SGSC's mission. In addition to the 60 credit-hours in core requirements (Core Area A-F), 32 hours of credit for previous ASN course work and acceptance into the institution's Bachelor of Science in nursing degree program, 30 semester credits hours will be required for bachelor degree completion, totaling 122 semester credit hours.

Signature: _____ Date: _____

Nursing Orientation Advisement and Registration (NOAR). After receiving a letter of conditional acceptance, the student will attend a mandatory Nursing Orientation Advisement and Registration (NOAR). The student will be provided the Clinical Agency Health Information Packet and the deadline. This form is located on the School of Nursing website.

The Clinical Agency Health Information Packet requires the student to provide documentation to the clinical agencies:

- Annual Physical Examination and laboratory testing (Hemoglobin, Hematocrit, and Urinalysis)
- Annual PSI Background Check and Urine Drug Screen
- Annual PPD skin testing or Past Positive PPD documentation with follow up per protocol
- Current CPR certification: Adult, Child and Infant (American Red Cross or American Heart Association)
- Proof of Health Insurance coverage throughout enrollment in nursing classes.
- Immunizations: MMR, Varicella, TDAP, Hepatitis B Vaccine injections and blood titer. Varicella (Chicken Pox) 2 shot series or blood titer
- The Influenza Vaccine is required per agency policy every fall semester.

Deadlines will be provided for each required activity and students who do not meet the deadlines will not be allowed to begin nursing courses. (revised April 2015, reviewed and revised 5 2018).

Signature: _____ Date: _____

South Georgia State College
School of Nursing
General Policies

Science/General Education Performance Requirements: A minimum grade of “C” is required in all science courses included in the curriculum for nursing. A student who makes less than a “C” in more than one required science course will not be eligible for admission to or progression in the nursing program. Grades of less than “C” in the required science courses taken at another regionally-accredited institution will be considered the same as if taken at South Georgia State College. Academic renewal does not apply to grades less than “C” in required science courses. A minimum grade of “C” is required in all general education courses required for the nursing major.

Clinical Experience: Students in nursing obtain clinical experience in the campus skills laboratory, in the simulation laboratory and selected community clinical facilities. The student must assume responsibility for travel to clinical agencies. Students will provide care to assigned clients regardless of diagnosis, age, sex, race, creed, sexual orientation, or ethnic origin.

First Level Academic Standards in Nursing Courses: A minimum grade of “C” (75) is required in each nursing course.

Second Level Academic Standards in Nursing Courses: A minimum grade of “C” (75) is required in each nursing course. In order to begin second-level nursing courses, students must have completed PSYC 2103 and BIOL 2210K, 2211K, and 2215K with a minimum grade of “C” in each course. The student must also have a minimum cumulative grade point average of 2.0 in order to enter second-level nursing courses. All required general education courses must be completed prior to or must be completed during the final semester of nursing. If students withdraw from remaining general education courses during the final semester of nursing, they must also withdraw from all nursing courses.

RN-BSN Academic Standards in Nursing Courses: Students must successfully complete all courses required in the degree program. They must attain 122 semester credits for the RN-BSN program, achieve a cumulative GPA of at least 2.0 (on a 4.0 scale) for graduation with no grade lower than a C, complete at least 30 program credits in residency at the school, and meet all SGSC graduation policies.

Recurrent Enrollment in ASN & RN-BSN Nursing Programs: Students who make less than a “C” (75) in any two nursing courses, including a repeated course, will not be allowed to continue in the nursing program. Students repeating a nursing course must complete it at SGSC. A student who withdraws/makes a “D” or “F” in a nursing course must complete a **Repeating A Nursing Course Request Form** and submit to the School of Nursing Admissions Committee. Students will be evaluated for reentry by the School of Nursing Admissions Committee members and will be readmitted on a space available basis.

Signature: _____ Date: _____

Adopted 10/5/79; Reviewed 8/03, Revised 11/05; Reviewed & revised 11/13/2006; Reviewed 1/2009 Reviewed 8/2015, Reviewed and Revised 4/2016, Reviewed and Revised 5 2018

Program Readmission

1. Students who are unsuccessful in Nursing 1100 or Nursing 1104 may make application to the ASN program during the next application cycle.
2. Students who make a “D” or “F” in LPN-RN Bridge Program (Nursing 1104) are ineligible to be considered for readmission to the LPN-RN Bridge Program (Nursing 1104). The entire nursing application process must be completed again during the next application cycle.
3. A request for readmission to the School of Nursing Program does not guarantee readmission to the program. All applicants will be evaluated by the School of Nursing Admissions Committee.
4. Students who are readmitted to NURS 1100 have 36 months to complete the program beginning with the semester they are readmitted.
5. Students who do not complete the LPN-RN Bridge program of study in 24 months or the generic ASN program in 36 months as dictated by their entry course may not apply for readmission to the School of Nursing.

Repeating a NURS class

1. Students who are unsuccessful in Nursing 1101, 1102, 1103, 2211, 2213, 2214 or 2215 may complete a **Repeating a Nursing Course Request Form** and submit to the School of Nursing Admissions Committee.
2. Students will be admitted on a space available basis. Students must complete their program of study according to established program completion guidelines.
3. Students who make less than a "C" (75) in any two (2) nursing courses, including a repeated course in their program of study (ASN, RN-BSN), will not be allowed to continue in the School of Nursing program.
4. Students may be required to update their skills and their knowledge in the course. Course specific remediation designated by the nursing instructor (HESI EAQ, NCLEX-RN questions, modules case studies, etc.) will be required before the student is allowed to enroll and repeat the course.

Program Completion:

ASN Once a generic student begins their first nursing course (Nursing 1100), they have a maximum of 36 months to complete the program. Once a student begins Nursing 1104 (Career Mobility for LPNs to RNs), they have a maximum of 24 months to complete the ASN program of study.

Nursing Program Delivery

Nursing 1104 is offered in Douglas and Waycross each Summer Semester on a rotation basis. The SGSC SON offers the RN-BSN program in a hybrid format on the SGSC Douglas campus. Students are required to meet on the campus at assigned dates and times each semester.

Auditing Nursing Courses: Students may, with the approval of the Dean of the SON and the course coordinator, audit nursing courses; however, students who audit nursing courses are not allowed to participate in clinical lab activities. Fees for auditors are the same as those for students registered for credit.

Signature: _____ Date: _____

Adopted 10/5/79; Reviewed 8/03, Revised 11/05; Reviewed & revised 11/13/2006; Reviewed 1/2009 Reviewed 8/2015, Reviewed and Revised 4/2016, Reviewed and Revised 5 2018

ASN Expenses for the School of Nursing: In addition to general college tuition and mandatory fees, nursing students will need to plan and budget for additional nursing expenses which are associated with the programs of study. The requirements and amounts are subject to change.

1. Complete the Annual Clinical Health Information Packet.
2. Register and pay for the Evolve HESI Testing Package: The package is approximately \$600.00. Each payment is due the first week during the drop/add period. Failure to pay results in withdrawal from the course. Students on financial aid must make this payment before financial aid overage checks are disbursed by the Office of Financial Aid
3. Purchase royal blue scrub pants and solid white scrub top with SGSC nursing patch on the left shoulder.
4. Provide travel to and from the clinical area.
5. Mandatory professional liability insurance \$15.00 per year (assessed in SGSC Banner Fees by the SGSC Office of Business Affairs). This insurance is only applicable while participating in clinical experiences as assigned by SGSC nursing faculty
6. Mandatory nursing supply fee for nursing clinical courses: \$15.00 (assessed in SGSC Banner Fees by the SGSC Office of Business Affairs).
7. Purchase the Skills Laboratory Kit from the SGSC Bookstore: Approximately \$260.00
8. Purchase health insurance coverage for each semester enrolled in a nursing course.
9. Purchase required textbooks and online learning module access codes for each course
10. Pay SGSC Graduation Fee: \$40
11. Upon successful completion and graduation, students will:
12. Apply to the Georgia Board of Nursing for licensure, pay the background and finger printing fee as well as the Pearson-Vue testing center fee. Approximately \$400.00

My signature acknowledges that I will abide by the South Georgia State College School of Nursing General Policies.

Signature: _____ Date: _____

Reviewed 8/2015, Reviewed and Revised 4/2016, Reviewed and Revised 5 2018

Policy on Client Care: The SGSC SON's policy on caring for patients/clients is consistent with the Georgia Board of Nursing Standards of Practice on caring for all patients/clients. The Standards of Practice states, "The registered nurse shall:

1. respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes or nature of health problems,
2. maintain each patient's/client's right to privacy by protecting confidential information unless obligated by law, to disclose the information,
3. provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed, sexual orientation or color." Students will comply with HIPAA at clinical facilities and no confidential information may be duplicated.

Signature: _____ Date: _____

Source: Rules of Georgia Board of Nursing, Recommended by Policy Committee 10/20/92; Adopted 10/26/92; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/06; Reviewed 1/2009, Reviewed 8/2015, Reviewed 4/ 2016

Policy Regarding Disabilities: The Rehabilitation Act of 1973 states that the term disability means, "with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such an impairment, or being regarded as having such an impairment. Major life activities include such functions as talking, walking, performing manual tasks, hearing, caring for oneself, and working." The SGSC SON accepts applications from all students without regard to disabilities. However, applicants will be evaluated on an individual basis regarding reasonable accommodations to the classroom and ability to perform safely in the clinical setting. Please refer to performance standards on the SGSC School of Nursing Application and the website.

Signature: _____ Date: _____

Recommended by Policy Committee 10/20/92; Adopted 10/26/92; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009 Reviewed 8/2015 Reviewed 4/ 2016

SGSC Douglas Campus Syllabus Access Statement

If you have a disability and require reasonable classroom accommodations, please see the instructor after class or make an appointment during office hours. If you plan to request accommodations for a disability, please register with the Office of Disability Services in Room 116, Davis Hall, phone number 912-260-4435. Also, if you find that any content in this course is inaccessible because of your disability, please contact me as soon as possible.

Signature: _____ Date: _____

Revised 5 2018

SGSC Waycross Campus Syllabus Access Statement

If you have a disability and require reasonable classroom accommodations, please see the instructor after class or make an appointment during office hours. If you plan to request accommodations for a disability, please register with the Office of Disability Services in Room 130, Dye Building, phone number 912-260-4435. Also, if you find that any content in this course is inaccessible because of your disability, please contact me as soon as possible.

Signature: _____ Date: _____

Revised 5 2018

Counseling Statement

Counseling Statement for Douglas Campus and Waycross Campus Counseling Services are confidential and free to all SGSC students. To speak to a Licensed Professional Counselor, please call the SGSC Counseling Center at either 912-260-4438 (Douglas Campus) or 912-449-7593 (Waycross Campus). Additionally, you can contact the Counseling Center via email at counselingcenter@sgsc.edu. The Counseling Center is located on the Douglas Campus in Davis Hall, Office 116 and on the Waycross Campus in the Dye Building, Office 130.

Signature: _____ Date: _____

Revised 5 2018

Academic Success Syllabus Statement

SGSC Douglas Campus

Academic Success

Academic Success offers various resources to assist SGSC students with their academic success. These resources are available to SGSC students at no charge and have two convenient locations:

- Academic Support Center (ASC) in room 220 in Engram Hall
- STEM Center in room 125 of Stubbs Hall

All locations offer course-specific peer tutoring, academic skills workshops, and resources on study skills, time management, note-taking, and learning strategies. Live, online tutoring is also available 24/7 in GeorgiaView through tutor.com. For more information about any of the resources available, contact Amber Wheeler, Academic Success Director, at amber.wheeler@sgsc.edu

Signature: _____ Date: _____

Revised 5 2018

SGSC Waycross Campus

Academic Success

Academic Success offers various resources to assist SGSC students with their academic success. These resources are available to SGSC students at no charge and have two convenient locations:

- Academic Success Center (ASC) in room 148A of the Dye Building
- STEM Center in room 141 in the Dye Building

All locations offer course-specific peer tutoring, academic skills workshops, and resources on study skills, time management, note-taking, and learning strategies. Live, online tutoring is also available 24/7 in GeorgiaView through tutor.com. For more information about any of the resources available, contact Amber Wheeler, Academic Success Director, at amber.wheeler@sgsc.edu

Signature: _____ Date: _____

Revised 5 2018

School of Nursing Reserve Clause

The School of Nursing reserves the right to make changes to published policies and procedures, the course syllabus and the course calendar during the semester. Therefore, the syllabus (including but not limited to class, laboratory, and clinical activities and locations) is subject to change. Students will be notified of any changes in writing. Changes will be posted on GeorgiaView and/or college email. Students must check GeorgiaView and college email daily for updates and information.

Signature: _____ Date: _____

Revised 5 2018

Plagiarism - Plagiarism involves two kinds of wrongdoing. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. Plagiarism is sometimes a moral and ethical offence rather than a legal one since some instances of plagiarism fall outside the scope of copyright infringement, legal offence. Plagiarism is almost always seen as a shameful act, and plagiarists are usually regarded with pity and scorn. They are pitied because they have demonstrated their inability to develop and express their own thoughts. They are scorned because of their dishonesty and their willingness to deceive others for personal gain. The act and practice of plagiarism is not only sometimes criminally prosecutable and always dishonest and shameful, but it is also intellectually lazy and deprives the plagiarist of an education. Examples of plagiarism include:

- Any quotation, or even rewording, paraphrase, or summary of another person's words, thoughts, ideas, opinions, or theories without appropriate acknowledgement. This example would obviously include any copying and pasting material from any source, including the Internet, regardless of to what degree.
- The presentation in any form of another's artistic, literary, scientific, or other creative work as one's own.
- Allowing someone else to write one's paper; copying, buying, or stealing either in part or in its entirety one's paper from another source such as a book, an article, or the Internet.
- Appropriate acknowledgement includes, but is not limited to, quotation marks around quoted material and citation appropriate to the Discipline. See the APA and MLA guidelines in the Hodges' Harbrace Handbook (Glenn and Gray 552-650) available in the campus bookstore.

Faculty members reserve the right to add to these rules at their discretion. Any addition to the rules will be plainly stated in said faculty member's syllabus. Ignorance of these rules does not constitute innocence and is not an excuse for plagiarism. Students accused of plagiarism will be referred via the non-criminal incident reporting system to the Student Conduct Board for hearings to adjudicate said accusation. The sanctions for plagiarism include at a minimum a zero grade on the plagiarized assignment and may include failure of the course, suspension and even expulsion from the College. Please refer to the sanctions section of the student handbook for more information.

Signature: _____ Date: _____
SGSC Update 8 2015

School of Nursing Attendance Policy

Attending class regularly allows you to interact with instructors and other students in the learning process. Students are responsible for attending class and for the material presented in all classes. At the beginning of each semester, all instructors will inform students of policies regarding class absences. Faculty are responsible for counseling with students regarding the consequences of absences from classes or laboratories. Students may independently withdraw from a class by completing the necessary paperwork at the Registrar's office. A non-punitive grade for courses dropped after the published deadline can be assigned only by the Hardship Withdrawal Committee. Students may be called before a School of Nursing Faculty Panel to formulate a plan of action for excessive absences and referred to appropriate SGSC resources. In addition, nursing students who miss classroom lecture and learning activities may be required to submit a five-page handwritten paper and may not make up any unannounced pop quizzes.

Signature: _____ Date: _____
Reviewed and Revised 5 2017 Reviewed and Revised 5 2018

Missed Exams Policy: All students are required to take ALL unit exams. For students who have missed a unit exam, there will be a make-up exam time scheduled after the last unit exam and before the final. The make-up exam may vary in form, and may include, but will not be limited to, discussion questions, short answer questions, fill in the blank questions, multiple choice questions, select all that apply questions, case studies, etc. If the student knows they will need to be absent on a scheduled exam day, they may have the option of taking the exam early or taking the make-up exam. This decision will be at the discretion of the nursing faculty members teaching in the course. No more than one (1) unit exam may be missed per course. Other missed unit exams will be assigned a grade of "0". If a student misses the final exam, a written appeal may be made to the Dean of the SON. A faculty panel will be appointed to determine if the student may make up the final exam. All requirements of the course must be met in order to receive a passing grade and to progress in the program.

Signature: _____ Date: _____

Effective January 1, 1993; Adopted 11/16/92; Reviewed 01/02; Reviewed 8/03; Revised 3/06; Reviewed 11/13/2006; Reviewed 1/2009; Revised 4/2010 Reviewed and revised 8/2015

Grading Policy:

The grading policy for the SGSC School of Nursing is as follows:

90-100 = A

80-89 = B

75-79 = C

65-74 = D (Note: 74.99 = D)

Below 65 = F

(Grades will not be rounded to the next whole number and will not be given via telephone or e-mail.)

Signature: _____ Date: _____

Adopted 2/3/86; Reviewed 01/02; Revised 4/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009 Reviewed 8/2015

Code of Conduct: The SGSC SON complies with the SGSC Code of Conduct policies. The SGSC Student Handbook, which includes the Code of Conduct and adjudication process, may be found on the SGSC website. I agree to comply with the SGSC Code of Conduct and will review the policy.

Signature: _____ Date: _____

2/2013 Reviewed 8/2015

Children in the Classroom, Campus, and Clinical Facilities: Children are not allowed in classrooms, laboratories or clinical facilities during class/clinical time. Children may not be left in the library or anywhere on campus while the parent is in class. When children are on campus for any reason, they must be supervised by an adult.

Signature: _____ Date: _____

Reviewed 8/2015

Confidentiality/HIPAA: In accordance with the Official Code of Georgia, every patient’s right to confidential treatment must be protected. The nursing student must keep in confidence all knowledge about any client. Personal identifying information is any information which is readily used to identify a particular patient including, but not limited to: name, address, Social Security number, physical description, names of family members and photographs, disease processes, prognosis, and financial and/or insurance status. Discussion of confidential information about a client other than in classrooms and clinical conferences or with other members of the health team in inappropriate settings is a serious breach of ethics and is grounds for dismissal. The student may also be subject to civil and/or criminal liability. Students are required to complete the HIPAA orientation. Students are not allowed to duplicate or capture any medical record information/data in clinical agencies.

Signature: _____ Date: _____
Reviewed 8/2015

Student Employment Policy:

A healthy work-life balance is important for physical and mental wellbeing in nursing school. Nursing students are expected to make representative employment decisions as the hours worked outside of the nursing program and family responsibilities are not an excuse for failing to meet academic and clinical performance standards. Students are not permitted to work the night shift prior to a day clinical or a shift immediately preceding the starting time of their assigned clinical hours. This is considered impairment due to deprivation of sleep and compromises patient safety.

Unlicensed students shall be employed only as unlicensed nursing personnel (unlicensed assistive personnel, multi-skilled workers, patient care techs, etc.). Students are encouraged to review the Georgia Board of Nursing Scope of Practice Decision Tree. They shall not represent themselves or practice as nursing students except as part of a learning activity in a practice setting, which is integral to the South Georgia State College School of Nursing curriculum. Upon graduation, students may not be employed as a graduate nurse or perform duties as a registered nurse until licensure has been granted. Such employment may be determined by the Georgia Board of Nursing as unlicensed practice.

<http://sos.ga.gov/PLB/acrobat/Forms/38%20Reference%20-%20Position%20Statement%20-%20Assignment%20to%20Unlicensed%20Assistive%20Personnel.pdf>

Signature: _____ Date: _____
Reviewed 8/2015 Reviewed and Revised 5 2018

Communication Devices: The purpose of this policy is to ensure an environment that is conducive to learning and HIPAA compliant. Course Coordinators and Nursing Faculty will provide acceptable use of communication in the classroom and clinical if allowed. Communication devices (laptop, phones, cameras, iPads, etc.) may not be used at any time in patient care areas for any reason. Audio and Visual Recording is prohibited in the classroom and clinical. Communication devices are a source of disruption to the learning environment and must be turned off or set to silent alert during class and clinical. If a communication device disrupts the class (cell phone rings), the instructor may ask the student to leave for the remainder of the day. All classroom and clinical information must be kept confidential. Students cannot post any classroom or clinical information on social networks, email, or any other electronic source. Failure to comply with this requirement will result in expulsion from the nursing program.

Emergency Contact Information – Nursing Faculty and Staff

Each School of Nursing faculty and staff member will be available for students during class time and posted office hours. Instructions for emergency communication related to class and clinical will be provided by each faculty member. This contact information is reserved for emergencies only and is not to be utilized for general questions and information.

Signature: _____ Date: _____

Reviewed 8/2015 Reviewed and revised 5 2018

School of Nursing Social Media Policy

In the profession of healthcare, nursing students must be aware of three important concepts related to social media: privacy, confidentiality and protected health information (PHI). Any information covered by Health Insurance Portability and Accountability Act (HIPAA) such as health status, provision of healthcare, payment and medical records may be linked back to an individual. The School of Nursing recognizes the American Nurses' Association Principles of Social Networking (ANA 2011) as:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm patient's privacy, rights, or welfare to the attention of appropriate authorities.

Students are prohibited from disclosing through social media information such as (but not limited to) the following:

1. Patient protected health information as defined by HIPAA, including identifiable information concerning patients and family members.
2. Clinical discussions for the purpose of education that include any identifiable information related to patients or clinical institutions and employees.
3. Location of clinical sites and dates of clinical experiences.
4. Confidential information including text messages, photos or videos of patients, patient families, students, faculty, staff, and clinical institutions and employees.
5. Comments that are threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

The improper use of social media may violate state and federal laws established to provide confidentiality and protect patient privacy. Both civil and criminal penalties may apply. Inadvertently, intentional or unintentionally breaching of privacy and confidentiality may result in disciplinary action including: referral to a nursing faculty panel, failure in a nursing course, dismissal from the clinical agency, simulation laboratory or skills laboratory and/or dismissal from the SGSC School of Nursing program.

(Adapted from Florida Southwestern State College, School of Health Professions with permission May 2018).

Signature: _____ Date: _____
Updated 8 2015

Laboratory Learning Experiences:

Simulation training allows nursing students to learn and practice how to act and react in a real-life patient encounter and not just in the classroom. Simulation in teams is a chance for you to make your mistakes in a safe environment, improve communication, and develop critical thinking skills. It is important to understand that, in order to maximize the benefits of the simulation for you and your fellow students, you must enter into the spirit of simulation and act as if the patient simulator were a real patient. "Believing" the simulation will make it a much better learning experience.

Confidentiality and HIPAA: All patient encounters in the simulation lab are to be treated with the same standards as in the hospital setting. All patient information is subject to HIPAA policies. Students are not to discuss any patient information outside of the simulation laboratory experience. Clinical paperwork to be completed on the patient is to be kept confidential at all times. Any HIPAA violations on your patient are grounds for an unsatisfactory clinical experience, a course failure and/or dismissal from the nursing program.

I understand the above statements and will act in accordance. I understand that ALL simulated clinical experiences are subject to HIPAA policies and failure to abide by these policies can result in an unsatisfactory clinical experience and dismissal from the nursing program.

Signature: _____ Date: _____

Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009; Reviewed and Revised 4 2016 Reviewed and revised 5 2018

Clinical Agency Clinical Placement Requirements

Clinical facilities utilized by the School of Nursing require components of the Clinical Agency Health Information Packet. Clinical agencies have the right accept and to deny placement to any student. Students with criminal findings on the background check and /or a positive drug screen who are denied clinical placement will not be able to complete the program, therefore, they will be withdrawn from the program.

I will complete the annual clinical requirements by the assigned deadlines and will provide a copy each semester to the nursing faculty on the first day of class. I understand that my failure to comply may result in withdrawal from the course. The School of Nursing does not keep copies of completed Clinical Agency Health Information Packet.

Signature: _____ Date: _____ Recommended

by Policy Committee 10/20/92; Adopted 10/26/92; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009, Revised 2/2013; Reviewed and revised 5 2017, Reviewed and Revised 5 2018

Clinical: All assigned clinical laboratory hours on campus and/or within community health settings must be completed to receive a passing grade for that course. **Two clinical experiences graded unsatisfactory during a nursing course, regardless of when they occur in the semester, will result in a failure of the course with a grade of "F."** The clinical unit must be notified prior to the beginning of clinical if the student is late or unable to attend that clinical. The student may be either permitted to complete the clinical experience that day or required to make up that clinical on another day at the discretion of the clinical instructor. Makeup days will be scheduled at the convenience of instructor and agency. No more than the equivalent of (2) two clinical requirements may be made up. If the clinical absence is not made up prior to the beginning of the following semester, the student will receive a grade of unsatisfactory for the clinical component, and the student will not be allowed to progress in the nursing series and/or graduate. A student wishing to appeal must do so in writing to the Dean of the SON within (5) five working days of the absence. The Dean of the SON will consult with the faculty and course coordinator and then appoint a faculty panel if necessary.

Signature: _____ Date: _____

Adopted 10/9/91; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009 Reviewed 8/2015

Professional Attire in the Clinical Agencies:

Students will be permitted in the clinical agency only when the student's attire is correct and complete. The instructor cannot grant students any special privileges. Uniforms must be worn in all clinical settings unless otherwise indicated. The uniform consists of:

- Royal blue scrub pants with white scrub top with SGSC emblem, or royal blue scrub dress with SGSC emblem. The SGCS uniform patch must be purchased from the bookstore. The patch is to be placed on the center of the left shoulder of the scrub top and lab coat. Use white thread to attach the patch. The uniform must be clean and wrinkle free. Pants should be hemmed at the appropriate length.
- Shoes: white leather without writing. White socks/hose may be worn with pants. White hosiery with no runs must be worn with dress.
- A wristwatch with second hand is required
- Scissors, ballpoint pen with black ink, and a stethoscope.
- The SGSC student name tags and/or agency name tags must be worn on the left chest area during the time a student is in any clinical area representing SGSC. The appropriate agency badge must be worn in the corresponding agency.
- Hair: clean, neat and above the neckline. No bows or large hair ornaments. Beards and mustaches shall be short and neatly trimmed.
- No heavy make-up is to be worn. Fingernails: clean, smooth, and short and no fingernail polishes. No artificial nails are allowed.
- Jewelry: an engagement ring and/or wedding band. One set of post earrings may be worn in earlobes only; however, no large dangling earrings are allowed.
- Tattoos, Skin Decorations and Body Piercings (other than earrings): should not be visible while in the SGSC uniform and in the clinical agencies. Any student having a tattoo or other permanent skin decoration visible on the arm must be covered.
- Tobacco products are prohibited on the SGSC campuses and at all clinical agencies.
- Avoid offensive breath and body odors (tobacco, perfume, alcohol, etc.)
- Parking is allowed only in the designated student parking areas at clinical agencies. The vehicles of students who park in patient or visitor parking may be towed at the owner's expense.

Signature: _____ Date: _____

Reviewed and revised 10/26/92; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009, Revised 2/2013 Reviewed 8/2015 Reviewed and revised 8 2018

Mental Health Clinical

Conduct in the Mental Health Facilities- All students assigned to a mental health facility will be expected to adhere to the professional conduct as outlined for the conduct in the clinical agency.

Professional Attire in Mental Health Facilities- Attire in the mental health facilities has a profound effect on your clients. Khaki Pants (brown, black or navy) with oxford shirts or skirts below the knees (must follow colors of khaki pants) are required. Skirts must be approved by the instructor. No jewelry except a wedding band or post earrings are permitted. No neck ties may be worn in the clinical area.

Signature: _____ Date: _____

9/94; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006; Reviewed 1/2009 Reviewed and revised 8/2015

Guidelines for Professional Behavior: The SGSC SON regards the following as guidelines for professional behavior. Faculty and students are expected to demonstrate professional behavior in the clinical area

Professional Attributes:

Displaying honesty and integrity

- Never misrepresents or falsifies information and/or actions
- Does not engage in unethical behavior
- Shows respect for client’s dignity and rights
- Makes appropriate attempts to establish rapport with clients or families
- Shows sensitivity to the client’s or families’ feelings, needs, or wishes
- Demonstrates appropriate empathy
- Shows respect for client autonomy
- Maintains confidentiality of client information

Maintaining a professional demeanor

- Maintains professional demeanor even when stressed; not verbally hostile, abusive, dismissive or shows inappropriate anger
- Never expresses anger physically
- Accepts professionally accepted boundaries for client relationships
- Never uses his or her professional position to engage in romantic or sexual relationships with clients or members of their families; never misuses professional position for personal gain
- Conforms to policies governing behavior such as sexual harassment, consensual amorous relationships, hazing, use of alcohol/drugs (and any other existing policy of the school).
- Is not arrogant or insolent

Responding to supervision

- Accepts and incorporates feedback in a non-resistant and non-defensive manner
- Accepts responsibility for failure or errors

Demonstrating dependability and appropriate initiative

- Completes tasks in a timely fashion (papers, reports, examinations, documentation, patient care tasks)
- Does not need reminders about academic responsibilities, responsibilities to clients or to other healthcare professionals in order to complete them
- Arrives at designated clinical area on time, prepared for clinical
- Takes on appropriate responsibilities willingly (not resistant or defensive)
- Takes on appropriate client care activities
- Does not leave assigned clinical unit without approval of clinical instructor

Interacting with others members of the team

- Communicates with other members of the healthcare team in a timely manner
- Shows sensitivity to the needs, feelings, wishes of healthcare team members
- Relates and cooperates well with members of the healthcare team
- Respects professional boundaries and refrains from inappropriate relationships with patients, consumers and other healthcare professionals.

Students with unprofessional behavior in the clinical area will receive a clinical unsatisfactory for the clinical experience.

Signature: _____ Date: _____

Revised 5/2008; Reviewed 1/2009 Reviewed 5 2017

APPEAL OF A GRADE

Students who think that they have been graded unfairly must appeal the grade at issue in writing within 30 days after the last day of the final examination period for the semester in which the grade was assigned. (The written appeal follows step 1 below and must be addressed to the Chair/Dean of the Division or School, signed by the student, and delivered or postmarked within the 30-day limit.) Because the appeal of a grade is an in-house procedure, and not a court of law, no legal counsel or any other person may be present other than the persons specifically mentioned in each step below. Exceptions to this may be granted by the Vice President for Academic and Student Affairs only for the following reasons:

- (1) a student with disabilities requiring extraordinary assistance; or
- (2) a student whose first language is not English and whose English is not sufficiently fluent so as to allow him/her to represent himself/herself adequately. In these cases, the appointment will be left to the discretion of the Vice President for Academic Affairs.

The steps in the process are as follows:

1. The student will discuss the grade with the instructor involved*. This meeting should occur within three weeks of the last day of the final examination period for the semester in which the grade was assigned. The majority of grade disputes are resolved at this step.

2. In the rare cases that the disputes are not resolved in step 1, the student must file a written appeal to the Division Chair or Dean of the School within 30 days after the last day of the final examination period for the semester in which the grade was assigned. Within two weeks of receipt of the written appeal, the Division Chair or the Dean of the School will meet with the student and the instructor in an attempt to resolve the difficulty. A memorandum of records will be prepared that will include the substance of the conversation during the meeting. 3. If the difficulty remains unresolved, a divisional review board will be appointed by the Division Chair or the Dean of the School to hear the student's appeal. The review board will meet to hear the appeal no later than two weeks after step two above.

(1) There will be three members of this board, to be chaired by the Division Chair or the Dean of the School.

(2) The instructor involved will not be a member of this board.

(3) In small divisions, the membership of the board may come from outside the division.

(4) If the charge of unfair grading is made against a Division Chair or the Dean of the School, the review board will be appointed by the Vice President for Student and Academic Affairs, who will serve as its chair.

(5) The review board shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.**

(6) A record will be kept of the review board's proceedings.

(7) The findings of the review board will be reported to the Vice President for Academic and Student Affairs, along with a recommendation.

The decision of the Vice President for Academic and Student Affairs shall be submitted to the student in writing within seven days.

4. If satisfaction is not achieved with the decision of the Vice President for Academic Affairs, the student may appeal the ruling to the President in writing within seven days of receipt of the decision of the Vice President for Academic Affairs. 5

5. The decision of the President regarding grades is final.

*In the unlikely event that the student cannot locate the instructor, the student will submit a written appeal directly to the Division Chair Dean. The Division Chair or Dean will make a reasonable attempt to locate the instructor. If the instructor is not available, the Division Chair or the Dean will send reliable notice to the instructor (e.g., via certified mail) notifying the instructor that the appeal will proceed on a specified date no sooner than ten days from the sending of the notification. On the specified date, the Division Chair or the Dean of the School will meet with the student as specified in Step 2, with or without the instructor present. **If the instructor cannot be present before the review board, the student will present his or her case to the review board, and the board will make a recommendation to the VPASA

Signature: _____ Date: _____

School of Nursing Faculty Panel:

The purpose of the faculty panel is to address student issues, concerns, and formulate a plan of action to assist the student in achieving success. A faculty panel is composed of faculty members appointed by the Dean of the School of Nursing. The purpose is to facilitate communication, resolve conflict, promote professionalism and address opportunities for improvement and success. Additional referrals may be made to the Dean of Students and the Dean of Students.

Signature: _____ Date: _____

Reviewed 11/17/94; Revised 11/17/94; Approved 2/1/95; Reviewed 01/02; Reviewed 8/03; Reviewed 11/13/2006 Reviewed and revised 8/2015. Reviewed and Revised 5 2017 Reviewed and Revised 5 2018

Appendix A

2018-2019	
South Georgia State College Pathway Leading to: Associate of Science in Nursing & Associate of Science in Nursing LPN-RN Bridge Program	
GENERAL EDUCATION COURSES	CREDIT HOURS
ENGL 1101	3
DVRS 1101	1
Humanities Elective Choose one: ARTS 2205, MUSI 1100, HUMN 2211 or HUMN 2212, THEA 1100, FREN 1001, SPAN 1001	3
BIOL 2210K	4
BIOL 2211K	4
BIOL 2215K	4
PSYC 1101	3
PSYC 2103	3
SOCI 1101	3
POLS 1101 (3 Hours) and HIST 2111 or 2112 (3 Hours) for ASN & RN-BSN	3 - 3
*POLS 1100 (Non-Transferable Course to satisfy US and GA Constitution and History Requirement for the ASN only)	1
Physical Education: Choose PHED Course or HLTH Course	2
Associate of Science in Nursing Course Work	<p style="text-align: center;">YEAR ONE (Hours)</p> <ul style="list-style-type: none"> • NURS 1100 (4) Fall (Term A First 7 1/2 weeks) • NURS 1101 (4) Fall (Term B Second 7 1/2 Weeks) • NURS 1102 (5) Spring • NURS 1103 (5) Spring <p style="text-align: center;">OR Nursing 1104 LPN-RN Bridge Program (10) Summer</p> <p style="text-align: center;">YEAR TWO (Hours)</p> <ul style="list-style-type: none"> • NURS 2211 (10) Fall-Douglas, Spring-Waycross • NURS 2213 (6) Spring-Waycross, Fall-Douglas • NURS 2214 (6) Spring-Waycross, Fall-Douglas • NURS 2215 (1) Fall-Douglas, Spring-Waycross
TOTAL SEMESTER HOURS:	
ASN Program 72 hours OR 64 hours for the LPN-RN Bridge Program	

Must be fully accepted to SGSC Admissions

Official Transcripts from all Technical/Vocational Schools, Colleges and Universities

Completed Application packets accepted:

- October 1 – January 15 for LPN-RN Bridge Program
- October 1 – February 15 for the ASN program

Minimum Overall Cumulative **GPA of 2.80** Required

HESI A2 Exam Required for the ASN Applicant with a minimum score of **75** in each category

SGSC School Code 199898

Official SAT or ACT scores required for ASN Applicants

[Rev 7/2017 Nursing Curriculum Committee](#)

Signature: _____ Date: _____

APPENDIX B			
South Georgia State College Pathway Leading to the RN-BSN Program			
AREA	COURSES	CREDIT HOURS	
A	Essential Skills (9 Semester Hours)	ENGL 1101 ENGL 1102 MATH 1001 or 1111	3 3 3
B	Institutional Options (4 Semester Hours)	DVRS 1101*(CISY if taken prior to Fall 2014) (choose one) ANTH 1102, 1104; COMM 1110, 2000, 2010; HIST 1111, 1112; POLS 2401; SOCI 2501; SABR 2001	1 3
C	Humanities/Fine Arts (6 Semester Hours)	(choose one) ENGL 2111, 2112; HUMN 2111 or 2112 (choose one) Humanities Elective: ARTS 2205; ENGL 2111, 2112, 2121, 2122, 2131, 2132; HUMN 2111, 2112; MUSI 1100; THEA 1100, FREN 1001, or SPAN 1001	3 3
D	Science, Mathematics, Technology (11 Semester Hours)	BIOL 2107K/2108K OR CHEM1211K/1212K MATH 2280	8 3
E	Social Sciences (12 Semester Hours)	HIST 2111 or 2112 POLS 1101 PSYC 1101 SOCI 1101 or ECON 2105, 2106; HIST 1121, 1122, 2100, 2111, 2112, 2200, 2220; POLS 2100, 2200, 2401; PSYC 1101, 2101, 2201; SOCI 1160, 2293	3 3 3 3
F	Courses Related to the Program of Study (18 Semester Hours)	BIOL 2210K BIOL 2211K BIOL 2215K PSYC 2103 PSYC 2101, 2201, or SOCI 1160 or 2293	4 4 4 3 3
Completion of the USG Core Curriculum or Transferred			60
ASN Course Work		Held in escrow until student successfully completes 6 semester hours of RN-BSN credit at SGSC. NURS 1101, NURS 1102, NURS 1103 OR NURS1104 & NURS 2211 NURS 2213 NURS 2214	32
RN-BSN Major Required Courses		NURS 3104 (3) – Fall NURS 3105 (3) – Fall NURS 3106 (3) – Spring NURS 4107 (3) – Summer NURS 4108 (6) – Spring NURS 4109 (6) – Summer NURS 4110 (3) – Spring NURS 4111 (3) – Fall	30
TOTAL SEMESTER HOURS			122

Must be fully accepted to SGSC Admissions

Official Transcripts from all Technical/Vocational Schools, Colleges and Universities

Completed Application packets accepted: October 1 – April 15

Minimum Overall Cumulative GPA of 2.5 Required

Be licensed in Georgia as a Registered Nurse with no current public or private disciplinary actions by the first day of enrollment in the RN-BSN program

NO SAT Requirement

Rev 7/2017 BSN Committee

Appendix C
South Georgia State College – School of Nursing
Authorization for Release of Records and Information

TO: The Board of Regents of the University System of Georgia or any of its member Institutions (hereinafter referred to as the “Institution”), and any Facility where I participate in or request to participate in an applied learning experience, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the “Facility”)

RE: _____
(Print name of student)

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the “Facility”). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this “Authorization for Release of Records and Information”.

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this “Authorization for Release of Records and Information.” In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this “Authorization for Release of Records and Information” may be accepted in lieu of the original.

I have read, or have had read to me, the above statements and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this “Authorization for Release of Records and Information”; and that I of my parent and/or guardian have read carefully and understand the above “Authorization for Release of Records and Information”; and that I have freely and voluntarily signed this “Authorization for Release of Records and Information.”

Signature: _____ Date: _____

Appendix D
Memorandum of Understanding Between
The Board of Regents of the University System of Georgia and
The Georgia Hospital Association Student Applied Learning Experience Agreement

In consideration for participating in an applied learning experience (hereinafter referred to as the "A.L.E.") at any Facility where I may participate in such an A.L.E. (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.
4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
6. To follow Centers for Disease Control and Prevention (C.D.C.) Universal Precautions for Bloodborne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control, and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a name tag that clearly identifies me as a student.
 - I understand and agree, unless otherwise agreed to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E. Unless otherwise agreed upon in writing,
 - I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and, therefore, I agree not to in any way to hold myself out as an employee of the Institution, the Regents or the Facility.
 - I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal. I understand and agree to show proof of professional liability insurance in amounts satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.
 - I further understand that all medical or healthcare (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense. I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this Applied Learning Agreement; and that I, or my parent and/or guardian, have read carefully and understand the above Applied Learning Experience

Agreement; and that I have freely and voluntarily signed this "Applied Learning Experience Agreement".

Signature

Date

Student Applied Learning Experience Agreement / University System of Georgia Office of Legal Affairs

Appendix E
Notice to All Persons Participating in Clinical
Assumption of Risk

I acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in clinical activities.

RELEASE, WAIVER OF LIABILITY AND COVENANT NOT TO SUE

The undersigned hereby acknowledges that participation in activities related to clinical experiences in any agency involves a potential risk of physical injury and assumes all such risks. The undersigned hereby agrees that for the sole consideration of South Georgia State College allowing the undersigned to participate in programs or activities, the undersigned participant does hereby waive liability, release and forever discharge the Institution, Board of Regents of the University System of Georgia, and the clinical agency, its members individually, and its officers, agents and employees of and from any and all claims, demands, rights and causes of the action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from participation in or in any way connected with such activities.

I further covenant and agree that for the consideration stated above I will not sue the Institution, the Board of Regents of the University System of Georgia, the clinical agency, its members individually, its officers, agents, or employees for any claim for damages arising or growing out of my participation in clinical activities.

I understand that the acceptance of this release, waiver or liability and covenant not to sue the Institution or the Board of Regents of the University System of Georgia or any agent or employee thereof, shall not constitute a waiver, in whole or in part, of sovereign or official immunity by said Board, its members, officers, agents, and employees, or the clinical agency. Further, I understand that this release, waiver of liability, and covenant not to sue shall be effective during the entire period of my enrollment at the Institution.

I have received a copy of this document, which I have read and understand. I accept and assume all risks, hazards and dangers involved in any such activities in which I may participate, including travel to and from the site of such activities. I certify that I am at least 18 years of age and suffering under no legal disabilities.

Signature: _____ Date: _____
Updated 8 2015

Appendix F
South Georgia State College - School of Nursing
Performance Standards for Admission to and Retention in the ASN and RN-BSN Degree Programs

A candidate for the Associate of Science in Nursing and RN-BSN degree programs must have abilities and skills of four varieties: **Observation, communication, motor, and behavioral**. Reasonable accommodations may be made on an individual basis as directed by the Disabilities Coordinator; however, a candidate is expected to perform in an independent manner. Please read the performance standards for admission and progression in the nursing program. Sign one copy and return to the SGSC SON. If you have concerns or needs, please comment in the provided space.

Motor Skills: Candidates should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to clients in all healthcare settings. (For example: For the safety and protection of the clients, the candidate must be able to administer intravenous, intramuscular, subcutaneous and oral medications; apply pressure to stop bleeding; open obstructed airway; and provide patient/client daily hygiene care; perform basic life support, including CPR, and function in an emergency situation. The candidate must have the ability, to safely assist a client in moving, for example, from a chair to a bed, or from a wheelchair to a commode.)

Sensory/Observation: A candidate must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences. He or she must be able to observe a client accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment, planning, intervention, and evaluation. The candidate must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and auditory information (client voice, heart tones, bowel and lung sounds).

Communication: The candidate must communicate effectively and sensitively with other students, faculty, staff, clients, family, and other professionals. He or she must express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A candidate must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and provide education. The candidate must be able to communicate effectively in oral and written forms. The candidate must be able to process and communicate information on the client's status with accuracy in a timely manner to members of the healthcare team. The appropriate communication may also rely on the candidate's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

Cognitive: A candidate must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of undergraduate nursing study. The candidate must be able to quickly read and comprehend extensive written material. He or she must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting. (continued)

Signature: _____ Date: _____
Updated 8 2015

Behavioral/Emotional: A candidate must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of clients and families. In addition, s/he must be able to maintain mature, sensitive, and effective relationships with clients, students, family, staff and other professionals under all circumstances including highly stressful situations. The candidate must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The candidate must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The candidate must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The candidate must be able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships. The candidate must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

Professional Conduct: Candidates must possess the ability to reason morally and practice nursing in an ethical manner. Candidates must be willing to learn and abide by professional standards of practice and South Georgia State College's School of Nursing policies. S/he must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. Candidates must be able to engage in client care delivery in all settings and be able to deliver care to all client populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised clients, and vulnerable adults.

Signature: _____ Date: _____

8/2003; Reviewed/revised 11/13/2006; Reviewed 1/2009, Updated 2/2013; Reviewed 8/2015 updated 8 2015

Appendix G
School of Nursing
Health Insurance Requirement/Management of Blood/Body

Fluid Exposure Financial Responsibility for Healthcare

All students in South Georgia State College's School of Nursing Program are required to carry health insurance while enrolled in nursing courses and provide proof of insurance. I will assume responsibility for my own healthcare in the event of accident, illness, or exposure to communicable disease while in the clinical area as a nursing student of South Georgia State College. I will be responsible for any financial bills that might occur related to accidents, illness, or exposure to communicable disease while in the clinical area. Students must obtain coverage and provide proof to the SGSC SON and clinical agencies. .

I have read and understand the Financial Responsibility for Healthcare. My signature is proof of my commitment to carry health insurance coverage throughout the nursing program. In the event I do not have coverage I will withdraw from the NURS course.

Signature: _____ Date: _____
5/06 Initiated; Reviewed 1/2009, Revised 2/2013 Reviewed and revised 5/2017

Guidelines for the Management of Blood/Body Fluid Exposure

An exposure is defined as any of the following:

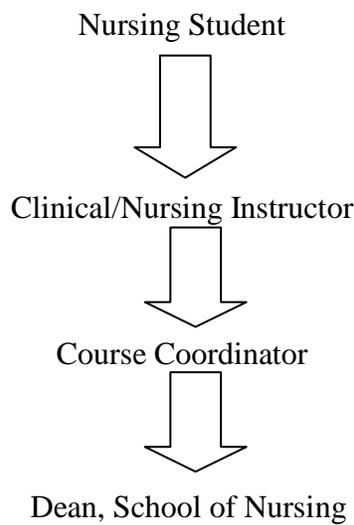
- Percutaneous inoculation (needle stick or sharp injury).
- Non-needle percutaneous exposure (open cuts and/or abrasions).
- Direct mucous membrane contact (accidental splash).
- Direct contact with large amounts of blood and body fluids without glove protection (hands frequently have small nicks or cuts, which act as a portal of entry for microorganisms).

In the event of an exposure to blood and body fluids, the student will report the incident immediately to the clinical instructor and notify the infection prevention nurse or authorized individual at the facility. The nursing student is required to follow the diagnostic testing and treatment program outlined by the clinical agency. The nursing student is responsible for the expenses associated with the testing and treatment. Therefore, health insurance coverage is required of all nursing students.

Signature: _____ Date: _____
5/2012, Revised 2/13; Reviewed 8/2015

Appendix H
South Georgia State College
School of Nursing
Chain of Command

The School of Nursing Faculty, Staff and Students are expected to appropriately utilize the Chain of Command in order to seek resolution for any issues. The chain of command in its simplest definition is the line of authority and responsibility. Conflict resolution is a skill for professional nurses to utilize to handle conflict resolution, communicate, and resolve issues.



Signature: _____ Date: _____
Reviewed 5 2018

Appendix I
South Georgia State College - School of Nursing
Drug and Alcohol Policy

Purpose: South Georgia State College School of Nursing faculty requires nursing students to provide safe, effective and supportive client care. To achieve this goal, nursing students must be free of chemical impairment during participation in any part of the nursing program including classroom, campus lab, and clinical settings.

Nursing students should conduct themselves with the highest ethical and moral standards of the professional registered nurse. Nursing students have the responsibility to maintain the highest levels of personal and professional integrity and to show compassion and respect for themselves, faculty, fellow students, clinical agency staff, and the clients who participate in their education.

SGSC Nursing faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of or has abused alcohol, illegal drugs, inhalants, synthetic designer drugs or misuse of prescribed legal therapeutic drugs and/or over-the-counter medications. Use of the above substances, which interfere with judgment and/or motor coordination, poses unacceptable risk for the student, their classmates, clients, nursing faculty, South Georgia State College and clinical agencies.

PSI Background screening and a drug screen are required prior to admission to the program and annually. Drug screens from other agencies and or laboratories will not be accepted. Students are held to the same policy that applies to a clinical institution's employees and volunteers as established by the Joint Commission on Accreditation of Hospitals. Graduates with a history of drug and alcohol abuse and/or a criminal record for the use, possession, distribution of and/or driving under the influence may not be allowed to receive licensure to practice as a Professional Registered Nurse in the state of Georgia. This decision rests with the Georgia Board of Nursing.

Procedure:

1. All nursing students will be required to submit to a drug screening on admission to the nursing program. The student will be responsible for all costs.
2. Students can be randomly selected for a drug screening during any semester while enrolled in the SON program. The student may also be randomly screened according to the policy of the institution where clinical takes place. The student will be responsible for all costs.
3. Refusal to submit to drug screening on body fluids will result in immediate termination from the SGSC School of Nursing Program.
4. A student who tests positive for any illegal drug, alcohol, or prescription drug will be notified by the assigned clinical agency. Appropriate referrals will be made for substance abuse counseling and treatment. The student will be responsible for all costs. If a student is not allowed into the clinical agency, they are unable to complete the program and will be dismissed from the program.

I have read and fully understand the Drug and Alcohol Policy for the Registered Nursing Program at South Georgia State College and the consequences for the use of alcohol and drugs while in the classroom, laboratory or clinical setting.

Signature: _____ Date: _____

Appendix J
South Georgia State College
School of Nursing
PSI Background Check and Urine Drug Screen Policy

Clinical agencies utilized for the nursing courses laboratory experiences require an annual background check and drug screen for their employees, volunteers, and students. South Georgia State College has contracted with Professional Screening and Information (PSI) to provide the comprehensive background check and drug screen. PSI utilizes Laboratory Partners in Douglas and Waycross to provide the urine drug screens. Students are given the PSI contact information and must complete the background check online and the urine drug screen annually. Students are responsible for meeting the established deadlines and for payment of fees to this agency.

Clinical agencies have the right accept and to deny placement to any student. Students with criminal findings on the background check and /or a positive drug screen who are denied clinical placement will not be able to complete the program therefore, they will be withdrawn from the program.

Signature: _____ Date: _____

Adopted 1/25/2010, Revised 2/2013 Reviewed 8/2015 Reviewed and revised 5 2017

Appendix K
South Georgia State College
Overview of Assessment for the SGSC ASN Program

Student Learning Outcomes

1. Students will demonstrate understanding of general education and critical thinking principles in evidence-based decision making to provide therapeutic nursing care.
2. Students will apply principles of responsibility and accountability for professional nursing roles.
3. Students will explore scholarly inquiry and analysis for decision making, critical reasoning, and creative thinking to improve nursing practice thereby enhancing healthcare outcomes.
4. Students will express caring, compassion, and empathy in all aspects of nursing practice.
5. Students will demonstrate collaboration in partnerships to promote, maintain, and restore health.
6. Students will identify leadership principles in nursing practice.
7. Students will practice utilizing healthcare information and technology in providing nursing care.

Assessment Methods

1. Written papers and oral presentations
2. Written examinations
3. Patient care plans
4. Simulated clinical examinations
5. Peer evaluations
6. Classroom projects (such as the community health assessment)
7. Clinical skills check offs for Physical assessment and basic skill mastery
8. Clinical evaluation of student
9. HESI case studies which show evidence of decision making, priority setting and delegation activities
10. Student self-evaluation
11. End of course classroom and clinical evaluation

Signature: _____ Date: _____

Appendix L
South Georgia State College
Overview of Assessment for the SGSC RN-BSN Program

Student Learning Outcomes

1. Students will interpret, construct and evaluate appropriate findings in evidence-based nursing practice.
2. Students will demonstrate, construct and develop effective ethical written and oral communication as members of an interdisciplinary healthcare team.
3. Students will apply, evaluate and create leadership concepts, skills and decision making in order to provide oversight and accountability for the delivery of safe, quality care in a variety of health settings.
4. Students will analyze and integrate reliable evidence from multiple perspectives to inform practice and make reasonable clinical judgments.
5. Students will apply and develop knowledge and skills in using patient care technologies, information systems and communication devices that support evidence-based nursing practice in a variety of health settings.
6. Students will demonstrate and analyze knowledge of healthcare policy, finance, and regulatory environments including local, state national and global healthcare trends.

Assessment Methods

1. Research Concept
2. Papers
3. Threaded Discussion
4. Postings
5. Projects
6. Research Article
7. Analysis
8. Evidence-Base Practice
9. Guidelines
10. Clinical Evaluation
11. Tool (CET)
12. Student Evaluation of Course, Faculty,
13. Preceptorship

Signature: _____ Date: _____

Appendix M
South Georgia State College
Repeating A Nursing Course Request

Name: _____

SGSC Banner ID Number: _____

Date of Enrollment in Nursing 1100 or 1104 _____

I request to repeat _____ Semester _____

I request to be readmitted based on the following reasons:

My plan of action to be successful includes:

1. Students repeating a nursing course will be required to meet with the course faculty members to develop a plan for remediation.
2. Students may be required to update their skills and their knowledge in the course. Course specific remediation designated by the nursing instructor (HESI EAQ, NCLEX-RN questions, modules case studies, etc.) will be required before the student is allowed to enroll and repeat the course.
3. Student will be admitted on a space available basis. Students must complete their program of study according to established program completion guidelines.
4. Students who make less than a "C" (75) in any two (2) nursing courses, including a repeated course in their program of study (ASN, RN-BSN), will not be allowed to continue in the School of Nursing program.
5. Students requesting reentry must meet the same requirements for students currently in the program and complete the Clinical Agency Health Information Packet.

Signature: _____ Date: _____

South Georgia State College - School of Nursing Testing Policy

In an effort to protect the integrity and the security of all examinations administered by the faculty of the School of Nursing (SON), the following procedures shall be followed for all nursing courses. Students are encouraged to prepare for all examinations as outlined in the course syllabus and units including but not limited to assigned readings, online resources and classroom assignments.

All examination and learning activities administered to nursing students for the purpose of evaluation of learning are the property of the South Georgia State College School of Nursing. Students are prohibited from possessing, copying, saving to any electronic device or transmitting in any method the contents of examinations and learning activities used for grade calculation. Any attempts to retain or transmit said materials shall be considered academic dishonesty.

1. Faculty members will prepare examination items based on the content covered in the course. A variety of testing modalities will be utilized to reflect the NCLEX-RN Testing Plan Model.
2. A variety of testing strategies will be utilized including, but not limited to, multiple choice, fill in the blank, select all that apply, dosage calculations, sound clips and diagrams. The National Council of State Board of Nursing (NCSBN) provides NCLEX-RN information. <https://www.ncsbn.org/after-the-exam.htm>
3. Saunders 2018-2019 Strategies for Test Success: Passing Nursing School and the NCLEX Exam, 5th Edition is the recommended NCLEX-RN preparation resource.
4. Students who have test anxiety may self-refer to the Office of Disability Services for evaluation and accommodations if needed. Students who are granted extended testing time in a quiet room must abide by the rules of proctored testing by the Office of Disability Services. Students are not allowed to leave the testing environment and discuss any test items with other nursing students. The Academic Success Center is available for students and holds regular test taking strategies workshops and events. The South Georgia State College Counseling Center on the Douglas and Waycross Campus is a free resource available to students.
5. Prior to beginning the examination, all students will discontinue the use of all electronic devices and power them down. Students will place all book bags, personal belongings, hats and pocketbooks etc., at the front of the classroom.
6. Students may bring a basic calculator for dosage and solution calculations. No scientific calculators or calculators that store data may be used. Calculators are not to be shared between students during testing. Faculty will check your calculators when distributing exams.
7. It is the student's responsibility to place their name on the scan sheet and verify all answer choices prior to submission. No credit will be given for answers that do not appear on the Scantron sheet. Examination booklets will be shredded.

(continued)

Signature: _____ Date: _____

8. Students testing online in the computer center are prohibited from utilizing the web during examinations.
9. All examinations are to be numbered, and the total number of available exams shall be verified prior to and immediately after the exam is administered. If any test is unaccounted for, a thorough investigation must be initiated.
10. Nursing students are not allowed to retain copies of examinations, copy test items or make notes from the examinations.
11. Nursing examinations will be administered in the same quiet testing format of the NCLEX-RN.
12. Faculty members will not read, pronounce words, provide definitions or answer questions about the content during the examination.
13. Students will turn in their Scantron sheet, test booklet, and cover page and exit the room quietly.
14. Exam reviews are a part of the learning process and will be conducted at the discretion of the nursing faculty. Students may receive individual feedback on exam performance by the content area and by type/level of question in a format determined by the course faculty. Students are prohibited from making notes during the examination review.
15. Students are encouraged to form and become engaged in a learning community with peers.
16. School of Nursing faculty will not provide copies of old exams and written/electronic instructor resources.
17. Grades will be posted in GeorgiaView upon review by faculty members teaching in the course. No grades will be provided via phone, email or text messages.
18. Violation of the testing policy and academic dishonesty issues in the School of Nursing will be referred to a Nursing Faculty Panel, the Dean of the School of Nursing and a report will be made to the Dean of Students.

I have read and will abide by the rules of the School of Nursing Testing Policy.

Signature: _____ Date: _____

8/2011, rev 5/2012, Revised 2/2013; Reviewed 8/2015 Reviewed and Revised 5 2018

Appendix O
South Georgia State College School of Nursing
2017-2018 HESI Testing Policy

The South Georgia State College School of Nursing requires the Evolve HESI (Health Education Systems, Inc) at points along the curriculum as a program requirement. HESI online resources will be used throughout the program of study to prepare for the NCLEX-RN Licensing Examination. All students will be required to take nationally normed exams as scheduled on the first and second level. Individualized student diagnostic reports will be utilized to assist students in gaining content mastery through remediation. All exams will be administered in a secured computer testing lab and will simulate NCLEX-RN style test administration. Testing may be required in addition to scheduled class and clinical days. Students will be assessed testing fees payable during the published drop/add period on the first and second level. Students who fail to meet this course and program requirement will be withdrawn from all nursing courses they are enrolled in.

RN Specialty Exams

Students are required to take the RN Specialty Exams as scheduled across the nursing curriculum. Students who score less than 900 on the exam will be required to complete a remediation plan and submit proof of remediation prior to retesting. Students scoring less than 900 on the retest must complete an additional remediation plan. Proof of remediation is required for progression through the nursing curriculum.

The RN Exit Exam

Students are required to take the RN Exit Exam at the completion of the final semester of the nursing program. Students who score less than 900 on the exam will be required to complete a remediation plan and submit proof of remediation prior to retesting.

HESI Live Review Course

All students will be required to attend a HESI NCLEX-RN three-day live review course prior to taking the HESI EXIT Version II exam. Failure to attend the HESI Live Review will result in a course grade of Incomplete.

Student Signature

Date

5/2012, Revised 2/2013, Reviewed 8/2015, Revised 4/20/2016 Curriculum Committee

Appendix P

HESI Remediation Policy

Following HESI Specialty and Exit Exams, students are required to remediate and the remediation requirements are dependent on each individual student's HESI score for each exam. HESI Exam Scores can be indicative of the student's level of risk for success in the program and on NCLEX. Students with lower HESI scores require more intense remediation. Students who do not score an 80-conversion score for their HESI Specialty Exam or achieve a 900 score on the RN Specialty Exam and Exit Exam Version 1 must complete a Remediation Plan and Contract for approval by their course coordinator, and then complete the remediation specified in the contract.

Students receive their HESI Exam reports and correlating online remediation within 48 hours of the exam being closed. From their HESI Exam student report, students can develop their personal plan for remediation. Students will list specific activities they will complete in order to understand their missed concepts/content. Students will complete the Remediation Plan. Faculty will approve the plan. Remediation must be completed 24 hours prior to the scheduled second exam and faculty must be notified of the completion.

Students will not be eligible for admission into the second version of the HESI Specialty Exam or Exit Exam unless they complete the contract and the specified remediation activities. Students have approximately four days to develop their plan, submit it to the course coordinator, complete the remediation requirements, and submit the completed contract, depending on the date of the second HESI proctored exam. Student must complete the work on their own and sharing of information or working with other students is considered academic dishonesty and can lead to student dismissal.

Student Signature

Date

5/2012, Revised 2/2013, Reviewed 8/2015, Revised 4/20/2016 Curriculum Committee

**Required Student Remediation Plans
based on HESI scores are as follows***

HESI Score 900 or above	<ol style="list-style-type: none"> 1- Complete online remediation provided in HESI Student Access specific to the exam. A minimum of four hours of study is required.** 2- Develop two 10-question custom quizzes in Adaptive Quizzing two content areas of weakness based on your HESI Exam Student Report. Continue to take quizzes in each content area until 80% correct is achieved.***
HESI Score 850 – 899	<ol style="list-style-type: none"> 1- Complete online remediation provided in HESI Student Access specific to the exam. A minimum of five hours of study is required.** 2- Develop three 10-question custom quizzes in Adaptive Quizzing for three content area of weakness based on your HESI Exam Student Report. Continue to take quizzes in each content area until 80% correct is achieved.***
HESI Score 800 - 849	<ol style="list-style-type: none"> 1- Complete online remediation provided in HESI Student Access specific to the exam. A minimum of six hours is required.** 2- Develop four 10-question custom quizzes in Adaptive Quizzing four content area of weakness based on your HESI Exam Student Report. Continue to take quizzes in each content area until 80% correct is achieved.***
HESI Score 799 or below	<ol style="list-style-type: none"> 1- Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of eight hours is required.** 2- Develop five 10 question custom quizzes in Adaptive Quizzing four content area of weakness based on your HESI Exam Student Report. Continue to take quizzes in each content area until 80% correct is achieved.***

*Student can develop other forms of remediation that are subject to faculty approval (document how this completion of remediation will be determined).

**Student must be logged into their HESI Student Access account and the online test specific remediation content for the number of hours specified. Don't print and log out of HESI remediation to study. Time spent in remediation content is monitored and student can break up the required remediation hours into multiple sessions.

***When using Adaptive Quizzing as remediation after HESI exams, use Custom Exams and not Mastery Exams. Additionally, it is advised that only one content area be selected for each weakness area (as opposed to combining multiple topic areas into a quiz with more questions).

Student Signature

Date

5/2012, Revised 2/2013, Reviewed 8/2015, Revised 4/20/2016 Curriculum Committee

HESI Remediation Plan and Contract

Name: _____ Date: _____

Exam Type (specialty or exit): _____

HESI Score - _____

Hours of HESI online post exam remediation to be completed: _____

Adaptive Quizzing Topics (10 question custom quiz – must achieve 80%) _____

Other: _____

1. Remediation hours and activity will be monitored within Evolve to verify the required hours and activity details.
2. Student must keep up with their own hours. **ONLY ONLINE STUDY TIME UNDER REMEDIATION COUNTS FOR REMEDIATION.**
3. Failure to complete the remediation will result in the student being unable to take the HESI Exit Version 2
4. Students must complete the remediation prior to the administration of the Version 2 exam.
5. Failure to complete the HESI RN Specialty and Exit Exams will result in a course grade of incomplete until the required remediation is completed and satisfactory scores are achieved. The student will be unable to progress in the nursing program until the grade of incomplete is removed.
6. For remediation to be considered completed (determined by the HESI coordinator) the student must spend the required time doing the following:
 - Access all recommended categories of remediation in the HESI remediation for the specific exam.
 - Access and review the online remediation
 - Review specialty and subspecialty areas
 - View and submit practice questions in each area that is in the HESI remediation packet if applicable
 - View multimedia if applicable
 - Only creating and printing study packets will not count as doing remediation, student must spend time studying the material that is recommended.
 - The total time spent under the online remediation will count towards the required remediation hours.

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

5/2012, Revised 2/2013, Reviewed 8/2015, Revised 4/20/2016 Curriculum Committee

HOW TO ACCESS YOUR REMEDIATION

Go to: evolve website

Click on "**HESI**" tab

Under **Get Started**: you will find several links. Please review these links and this will tell you how to access your remediation for your HESI exams.

TECHNICAL SUPPORT HESI/EVOLVE: CALL 1-800-222-9570

HESI Distribution of Probability Scores According to	
CATEGORY	DESCRIPTION
A. 950 – Higher	OUTSTANDING probability of passing
B. 900 – 949	EXCELLENT probability of passing
C. 850 – 899	Average probability of passing
D. 800 – 849	Below average probability of passing
E. 750 – 799	Additional preparation needed
F. 700 – 749	Serious preparation needed
G. 650 – 699	Grave danger of failing
H. <649	Poor performance expected

I have read and understand the School of Nursing HESI Testing and Remediation Policy. My signature is proof of my commitment to adhere to this policy.

Student Signature

Date

5/2012, Revised 2/2013, Reviewed 8/2015, Revised 4/20/2016 Curriculum Committee

Appendix Q
South Georgia State College
School of Nursing
Consent for Audio and Video Recording

I, the undersigned, do hereby consent and agree that **SOUTH GEORGIA STATE COLLEGE**, its employees, or agents have the right to take photographs, videotape, or digital recordings of me upon admission and through the progression of the ASN and RN-BSN program to use these in any and all media, now or hereafter known, and exclusively for the purpose of education in clinical simulation and nursing information projects which utilize technology.

I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to **SOUTH GEORGIA STATE COLLEGE**, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that **SOUTH GEORGIA STATE COLLEGE** is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Student Signature

Date

5/2012, Revised 2/2013, Reviewed 8/2015, Revised 4/20/2016 Curriculum Committee

Appendix R
Hospital Corporation of America
Memorial Satilla Health
1900 Tebeau Street
Waycross, GA 31501

South Georgia State College School of Nursing
100 West College Park Drive
Douglas, Georgia 31533

EXHIBIT A
STATEMENT OF RESPONSIBILITY

For and in consideration of the benefit provided the undersigned in the form of experience in a clinical setting at Southeast Georgia Health Services, LLC d/b/a Memorial Satilla Health ("Hospital"), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks and be solely responsible for any injury or loss sustained by the undersigned while participating in the Program operated by: South Georgia State College ("School") at Hospital unless such injury or loss arises solely out of Hospital's gross negligence or willful misconduct.

Signature of Program Participant/Print Name Date

Parent or Legal Guardian Date
If Program Participant is under 18 / Print Name

EXHIBIT B
Confidentiality and Security Agreement

I understand that the Hospital or business entity (the "Hospital") for which I work, volunteer or provide services manages health information as part of its mission to treat patients. Further, I understand that the Hospital has a legal and ethical responsibility to safeguard the privacy of all patients and to protect the confidentiality of their patients' health information. Additionally, the Hospital must assure the confidentiality of its human resources, payroll, fiscal, research, internal reporting, strategic planning information, or any information that contains Social Security numbers, health insurance claim numbers, passwords, PINs, encryption keys, credit card or other financial account numbers (collectively, with patient identifiable health information, "Confidential Information").

In the course of my employment/assignment at the Hospital, I understand that I may come into the possession of this type of Confidential Information. I will access and use this information only when it is necessary to perform my job-related duties in accordance with the Hospital's Privacy and Security Policies, which are available on the Hospital intranet (on the Security Page) and the Internet (under Ethics & Compliance). I further understand that I must sign and comply with this Agreement in order to obtain authorization for access to Confidential Information or Hospital systems.

General Rules:

1. I will act in the best interest of the Hospital and in accordance with its Code of Conduct at all times during my relationship with the Hospital.
2. I understand that I should have no expectation of privacy when using Hospital information systems. The Hospital may log, access, review, and otherwise utilize information stored on or passing through its systems, including email, in order to manage systems and enforce security.
3. I understand that violation of this Agreement may result in disciplinary action, up to and including termination of employment, suspension, and loss of privileges, and/or termination of authorization to work within the Hospital, in accordance with the Hospital's policies.

Protecting Confidential Information:

1. I understand that any Confidential Information, regardless of medium (paper, verbal, electronic, image or any other), is not to be disclosed or discussed with anyone outside those supervising, sponsoring or directly related to the learning activity.
2. I will not disclose or discuss any Confidential Information with others, including friends or family, who do not have a need to know it. I will not take media or documents containing Confidential Information home with me unless specifically authorized to do so as part of my job. Case presentation material will be used in accordance with Hospital policies.
3. I will not publish or disclose any Confidential Information to others using personal email, or to any Internet sites, or through Internet blogs or sites such as Facebook or Twitter. I will only use such communication methods when explicitly authorized to do so in support of Hospital business and within the permitted uses of Confidential Information as governed by regulations such as HIPAA.
4. I will not in any way divulge, copy, release, sell, loan, alter, or destroy any Confidential Information except as properly authorized. I will only reuse or destroy media in accordance with Hospital Information Security Standards and Hospital record retention policy.
5. In the course of treating patients, I may need to orally communicate health information to or about patients. While I understand that my first priority is treating patients, I will take reasonable safeguards to protect conversations from unauthorized listeners. Whether at the School or at the Hospital, such safeguards include, but are not limited to: lowering my voice or using private rooms or areas (not hallways, cafeterias or elevators) where available.
6. I will not make any unauthorized transmissions, inquiries, modifications, or purging of Confidential Information. I will not access data on patients for whom I have no responsibilities or a need-to-know the content of the PHI concerning those patients.
7. I will not transmit Confidential Information outside the Hospital network unless I am specifically authorized to do so as part of my job responsibilities. If I do transmit Confidential Information outside of the Hospital using email or other electronic communication methods, I will ensure that the Information is encrypted according to Hospital Information Security Standards.

Following Appropriate Access:

1. I will only access or use systems or devices I am officially authorized to access and will not demonstrate the operation or function of systems or devices to unauthorized individuals.
2. I will only access software systems to review patient records or Hospital information when I have a business need to know, as well as any necessary consent. By accessing a patient's record or Hospital information, I am affirmatively representing to the Hospital at the time of each access that I have the requisite business need to know and appropriate consent, and the Hospital may rely on that representation in granting such access to me.

Using Portable Devices and Removable Media:

1. I will not copy or store Confidential Information on removable media or portable devices such as laptops, personal digital assistants (PDAs), cell phones, CDs, thumb drives, external hard drives, etc., unless specifically required to do so by my job. If I do copy or store Confidential Information on removable media, I will encrypt the information while it is on the media according to Hospital Information Security Standards
2. I understand that any mobile device (Smart phone, PDA, etc.) that synchronizes Hospital data (e.g., Hospital email) may contain Confidential Information and as a result, must be protected. Because of this, I understand and agree that the Hospital has the right to:
 - a. Require the use of only encryption capable devices.
 - b. Prohibit data synchronization to devices that are not encryption capable or do not support the required security controls.
 - c. Implement encryption and apply other necessary security controls (such as an access PIN and automatic locking) on any mobile device that synchronizes Hospital data regardless of it being a Hospital or personally owned device.
 - d. Remotely "wipe" any synchronized device that: has been lost, stolen or belongs to a terminated employee or affiliated partner.
 - e. Restrict access to any mobile application that poses a security risk to the Hospital network.

Doing My Part – Personal Security:

1. I understand that I will be assigned a unique identifier (e.g., 3-4 User ID) to track my access and use of Confidential Information and that the identifier is associated with my personal data provided as part of the initial and/or periodic credentialing and/or employment verification processes.
2. I will:
 - a. Use only my officially assigned User-ID and password (and/or token (e.g., SecurID card))
 - b. Use only approved licensed software.
 - c. Use a device with virus protection software.
3. I will never:
 - a. Disclose passwords, PINs, or access codes.
 - b. Use tools or techniques to break/exploit security measures.
 - c. Connect unauthorized systems or devices to the Hospital network.
4. I will practice good workstation security measures such as locking up diskettes when not in use, using screen savers with activated passwords, positioning screens away from public view.

5. I will immediately notify my manager, Hospital Information Security Official (FISO), Director of Information Security Operations (DISO), or Hospital or Corporate Client Support Services (CSS) help desk if:

- a. my password has been seen, disclosed, or otherwise compromised;
- b. media with Confidential Information stored on it has been lost or stolen;
- c. I suspect a virus infection on any system;
- d. I am aware of any activity that violates this agreement, privacy and security policies; or
- e. I am aware of any other incident that could possibly have any adverse impact on Confidential Information or Hospital systems.

Upon Termination:

- 1. I agree that my obligations under this Agreement will continue after termination of my employment, expiration of my contract, or my relationship ceases with the Hospital.
- 2. Upon termination, I will immediately return any documents or media containing Confidential Information to the Hospital.
- 3. I understand that I have no right to any ownership interest in any Confidential Information accessed or created by me during and in the scope of my relationship with the Hospital.

By signing this document, I acknowledge that I have read this Agreement and I agree to comply with all the terms and conditions stated above.

Signature of Program Participant/Print Name

Date

Hospital Name

Hospital Corporation of America

Memorial Satilla Health

1900 Tebeau Street

Waycross, GA 31501

Business Entity Name

South Georgia State College School of Nursing

100 West College Park Drive

Douglas, Georgia 31533

EXHIBIT C

Attestation of Satisfactory Background Investigation

On behalf of South Georgia State College, I acknowledge and attest to Southeast Georgia Health Services, LLC d/b/a Memorial Satilla Health (“Hospital”) that we own, and have in our possession, a background investigation report on the individual identified below. Such background investigation is satisfactory in that it:

- _____ does not reveal any criminal activity;
- _____ does not reveal ineligibility for rehire with any former employer or otherwise indicate poor performance;
- _____ confirms the individual is not on either the GSA or OIG exclusion lists;
- _____ confirms the individual is not listed as a violent sexual offender;
- _____ confirms this individual is not on the U.S. Treasury Department’s Office of Foreign Assets Control list of Specially Designation Nationals;
- _____ no other aspect of the investigation required by Employer reveals information of concern; and

This attestation is provided in lieu of providing a copy of the background investigation. Identified Individual Subject to the Background Investigation:

Name: _____

Address: _____

Date of Birth: _____

Social Security Number: _____

I also acknowledge and agree to an annual compliance audit by Hospital of five percent (5%) or a minimum of thirty (30) such background investigation files as authorized by the subjects under the Fair Credit Reporting Act (FCRA).

Signature _____ Date _____

Printed Name: _____ Date _____