

GERMANNA COMMUNITY COLLEGE

NURSING AND HEALTH TECHNOLOGY PROGRAMS HANDBOOK



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INTRODUCTION

Germanna Community College exists to serve the educational needs of individuals interested in beginning or advancing their careers, or in transferring to a four-year college or university. The College offers its educational and other services as part of a statewide system of community colleges that places relatively low cost, high quality post secondary education within commuting distance of all Virginians. Germanna nursing programs serve the residents of the counties of Caroline, Culpeper, Fauquier, King George, Madison, Orange, Spotsylvania, Stafford, and the city of Fredericksburg.

Germanna strives to offer courses at times and locations convenient for students. The College operates on a year-round basis, with two semesters and several summer sessions per year. Courses are scheduled both day and evening on both the Locust Grove and Fredericksburg Area Campuses, and as needed at other locations with the College's service region.

The current GCC catalog contains more information about Germanna's affiliation and accreditation as well as statements about the college's mission, purpose, and history.

If you have any questions or concerns about course content, course outlines, textbooks, support materials, or teaching matters, contact the Nursing office (540-423-9821) and the secretary will direct you to the appropriate contact person.

Adjunct faculty are crucial to the operation of GCC. The College could not offer the number and variety of courses it does without the help of adjunct faculty. This handbook is designed to provide a convenient reference for both full-time and adjunct faculty to academic and administrative policies and procedures at GCC. Please use it as a beginning point for information on questions you may have and then solicit additional information or clarification from the appropriate assistant as needed.

This handbook is revised and reorganized annually. We welcome questions and suggestion for improvement. Please send such suggestions to the Dean of the Nursing and Health Technology Programs.

NURSING & HEALTH TECHNOLOGY PROGRAMS FACULTY RESPONSIBILITIES

GENERAL -All faculty members are responsible for team teaching theory and clinical instruction in any semester of the nursing curriculum.

ORIENTATION - All faculty members are responsible for participating in the general faculty orientation program. Health Technology faculty are responsible for adhering to any regulations of the Department of Health Professions.

In addition, nursing faculty members are responsible for orientation to the Associate Degree Nursing/PN Program(s) including:

1. General

- a. Rules and Regulations, Virginia State Board of Nursing
- b. Faculty Record of Professional Development - completed and updated as needed.
- c. National League for Nursing Accrediting Commission
Criteria for the Evaluation of Educational Programs in Nursing and programs' Systematic Evaluation Plans.
- d. Professional Responsibilities: Current Virginia License, Membership in Professional Organizations, CPR Certification and other credentials required in contracted agencies.

2. Review and Revise

- a. Philosophy of Nursing Program and Systematic Evaluation Plan annually.
- b. Curriculum semester course outlines:
 - (1) Overview
- c. Clinical Schedules – Collaborate with Clinical Coordinator in preparing clinical schedules and identifying clinical facilities to be used for each semester. **Faculty are expected to submit clinical schedule requests to Clinical Coordinator at the time the Clinical Coordinator sets, so that the Clinical Coordinator may submit schedules to the clinical facilities by facility deadlines. Failure to submit schedule requests by set date may result in the Clinical Coordinator not being able to accommodate requests.**

3. All Nursing & Health Technology Faculty are responsible for:

- a. **A-V & Library Resources** - Inventory Library Resources. Recommend materials to be purchased by library, department. Assist librarian with identification of resources to be weeded from collection.

- b. **College Nursing & Health Technology Labs** - Responsible for returning supplies and adhering to lab guidelines and policies.
- c. **Orientation to Clinical Facilities** - Prior to student clinical experience. Arrangements must be made by each faculty member to have an individual orientation by clinical staff in each area.
- d. **Student Counseling and Advising** - All faculty will post office hours for counseling students and participation in group/individual advising sessions. Faculty are to advise students. All student records are to be filed in locked cabinet in designated area. Faculty are expected to participate in scheduled registration periods.
- e. **Student Records** – Student records will be kept on file for a minimum of three (3) years in the Nursing & Health Technology Program Office.
- f. **Faculty Meeting** - Attendance required
- g. **Admission Committee** - Responsible for reviewing of application form. Participate in selection of applicants at Admission Selection Committee meetings. Review criteria and make recommendations on admissions procedures and policy.
- h. **Office Responsibilities:**
 - 1) Maintain student advising files.
 - 2) Maintain course files.
 - 3) Submit requests for equipment and lab supplies to Dean.
 - 4) Respond to individual's request for advising.
 - 5) Email course outline (syllabus) to the Instructional Administrative Staff, in the Nursing & Health Technology Office.
- i. **Clinical Evaluation** - At the end of each semester, evaluate students' performances and file the documentation in student's file. Evaluate clinical facilities. Have students evaluate clinical facility and clinical faculty electronically.
- j. **Participation** - Participate in college-wide orientations, in-services, professional development activities, committees and community outreach activities.
- k. **On-going Assessments** of student and program.
 - 1) Identify "early alert" students and recommend remedial resources.
 - 2) Conduct regular assessment of student progress, documenting process and outcomes. Maintain files on assessment for faculty evaluation and program evaluation.

- 3) Participate in annual program assessment. Record via faculty minutes assessments, actions, and evaluations.
- 4) Identify learning resources needed for program and submit purchase request directly to Librarian.
- 5) Participate in annual and long term Nursing & Health Technology Program budget preparation.

l. Remediation of students – Faculty will participate in remedial sessions for students.

m. Course Preparation

- 1) Course Outline - Refer to Instruction Folder, S Drive (Public) for guideline.
- 2) Academic Computing Center Assignments- communicated to ACC staff prior to the assigning to students by completing ACC template.
- 3) Testing Center assignments communicated to Testing Center Staff by completing Testing Center Template.
- 4) Course Calendar - Daily and Semester - Including dates of assigned theory.
- 5). Preparation and Review Guidelines – as applicable. Examples
 - a) Family - Patient Profile and Grading Scale.
 - b) Clinical Guidelines - To be reviewed and updated by faculty prior to clinical experience.
- 6) Student Clinical Assignments - Posted in advance in designated areas and clinical agency faculty member.
- 7) Student Evaluation - Theory and clinical by faculty members. Semester evaluation interview with each student by faculty member.
- 8) Final Exam and Grades - faculty will compile final grades and report in People Soft as directed by the Dean of Instruction.

n. Other Duties

- 1) Responsible for major presentation and testing of theory for assigned unit.
- 2) Each faculty member - Prepared to assist in presentation of theory and evaluation and schedule making in collaboration with the Clinical Coordinator.
- 3) Clinical Application - Each faculty member:

- a) responsible for posting assignment and identifying clinical objectives
 - b) clinical supervision
 - c) pre- and post-conferences
- 4. **Communication** - faculty member will communicate regularly with adjunct and full-time faculty and laboratory coordinator . Communication may be by phone, email, blackboard, or in person.
 - a. To evaluate previous & current progress.
 - b. Plan learning experiences
 - c. Record item discussions and communicate pertinent information to all program faculty.
- 5. **Conferences** - with clinical facility staff to plan and evaluate student clinical experience before and after scheduled clinical experiences as assigned.
 - a. Students evaluate clinical units at the end of each semester. Summary reports will be reviewed by Clinical Coordinator and faculty.

INSTRUCTIONAL RESPONSIBILITIES OF ADJUNCT LAB PERSONNEL AND CLINICAL FACULTY

Adjunct lab personnel and faculty play an integral role in the academic life of Germanna Community College. Academic preparation and teaching requirements are the same for full-time and adjunct faculty. The Dean of Nursing and Health Technology supervises the full time nursing faculty and lab personnel. The Division Chairs supervise the adjunct nursing faculty and lab personnel.

Appointments are made by Germanna Community College according to instructional needs, and the college reserves the right to change or withdraw teaching assignments based on enrollments and other institutional requirements.

MOVING OR CANCELING CLASSES

If you know in advance that you will need to be absent from lab or clinical class, it is your responsibility to coordinate all arrangements with the assigned Course Faculty and Clinical Coordinator. Please be aware that such absences should be limited and that excessive lab and clinical absences may result in a poor performance evaluation and failure to be reappointed in subsequent semesters. **Missed clinical are to be rescheduled by the program's clinical coordinator.**

If you cannot meet with your lab and clinical class at its scheduled time because of illness or other emergency circumstances, **you must notify the students in your clinical group and the assigned Course Faculty and clinical coordinator.**

Faculty should adhere to the scheduled beginning and ending times of clinical class meetings unless exceptional circumstances dictate otherwise.

No children of faculty or of students are allowed in the lab or clinical setting.

GRADING POLICY

Academic Performance

The student will be evaluated on his/her knowledge, skills, and personal characteristics, which influence the practice of nursing, based on all of the objectives for the course. The student's knowledge and understanding will be measured by written assignments and tests.

Profile/Case Study

Computation of the profile/case study grade is described in the Course Syllabus. Additional information may be found at the Blackboard site.

All information and data must be anonymous. Copying of any patient data by copier is prohibited. Failure to comply with these directions will result in a zero (0) grade.

Profile assignments are submitted in paper format to the FT faculty-no electronic delivery is accepted. FT faculty grade the profile assignments.

Clinical/College Lab

The student's clinical performance will be evaluated on his/her performance in the college laboratory and clinical setting and is based on satisfactory attainment of specific performance objectives for each skill and those described in the clinical competencies.

All students will participate in required mandatory lab and assigned lab activities as scheduled throughout the semester. The lab activities are designed to promote critical thinking with psychomotor skills.

The student's personal characteristics and demeanor will be evaluated by instructor's observations and student, client and staff input. Failure to adhere to the professional code of ethics is grounds for dismissal from the nursing program. Please refer to clinical evaluation tool for a detailed description of expected clinical behaviors. Two unsatisfactory clinical days may result in dismissal from the program.

Faculty and students are expected to wear lab coats in the lab. Students and faculty are expected to wear picture ID in lab and clinical settings.

Each student is to **keep the master skills checklist in her/his portfolio current** as he or she progresses in the program. The student will review and update the checklist with the faculty.

ATTENDANCE

Regular attendance at classes/clinicals/labs is required for successful completion of course objectives. When absence from class or lab/clinical becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence. Attendance will be recorded daily. **Punctuality is imperative.** Class and clinical/lab absences may result in dismissal from the nursing program.

Germanna Nursing Student Attendance Policy

The nursing faculty supports the policy with regard to class attendance as adopted by the college faculty at large (see college catalog). In addition, the nursing faculty believe that clinical and campus learning laboratory experiences cannot be made up by means of outside assignments. Therefore, attendance at all clinical labs and college labs and classes is mandatory. The only legitimate excuse for absence is personal illness or death in the immediate family. Physician and dental appointments, other than emergency, are **NOT** acceptable reasons for missing lab clinicals and classes. An unexcused absence from a lab clinical and class may affect the final grade.

If the student is unable to attend class/lab, the student must call or email the instructor at least one hour prior to the scheduled class. **In the event of a clinical absence, the student must contact the instructor and notify the appropriate unit at least one half hour prior to the onset of the clinical assignment.** Two episodes of unexcused absences or lateness in the clinical days may result in dismissal from the nursing program.

For each excused clinical absence, the student will complete a make-up clinical assignment.

The faculty member has the right to withdraw the student from the class after two clinical or laboratory absences, excused or not. A “W” will be given if there are mitigating circumstances, like personal illness or death in the family. An “F” will be given for unexcused absences. An “I” (incomplete) will be given for the final grade when a student experiences excused absences that cannot be rescheduled within the semester.

SPECIAL HEALTH CONCERNS

Should a student enter the program pregnant, or become pregnant during the school year, the student must inform her advisor and faculty. There are areas of clinical practice, which, if exposed to, could endanger the unborn child. A statement from the obstetrician regarding her ability to continue in the nursing curriculum, specifically in regard to class and lab clinical assignments, is required.

Students are responsible for meeting all class and lab clinical assignments as scheduled. Missed time in class and lab clinical due to health concerns will be treated as any other absence with withdrawal and “W” awarded when more than two clinical days are missed. A physician’s statement will be required when the student requests special consideration.

CRIMINAL HISTORY POLICY

Clinical facilities require submission of documentation on nursing students’ criminal histories. Since a clinical agency may deny any student who has a criminal record access to its clinical units, applicants offered admission and who present with a criminal record may be administratively withdrawn from the nursing program.

ACADEMIC HONESTY

The faculty of Germanna Community College recognize that academic honesty is an integral factor in the developing and sharing of knowledge. We support the concept of academic honesty, practice academic honesty in our classes, and require academic honesty from our students. Germanna Community College students are expected to maintain complete honesty and integrity in the completion and presentation of academic assignments and examinations. Any student found guilty of cheating, plagiarism, or other dishonorable acts in academic work is subject to disciplinary action.

LIABILITY

The College (Virginia Community College System) provides liability insurance for all faculty and students. However, students are required to purchase liability insurance and faculty members are encouraged to purchase insurance. Faculty members are to refer any potential legal issues to the Dean of Nursing and Health Technology Programs. Any potential legal issue will be handled by the Vice President of Administrative Services.

ACADEMIC FREEDOM

To ensure the College an instructional program marked by excellence, the Virginia Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism.

Faculty members are entitled to freedom in the clinical's in discussing their subject, but should be careful not to introduce teaching matters that have no relation to their fields. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The system also recognized that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibilities to society and to their professions by manifesting academic competence, professional discretion, and good citizenship. When speaking or writing as citizens, they will be free from institutional censorship or professional educators, they must remember that the public may judge their profession and institution by their utterances. Hence, they should be accurate at all times, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not institutional spokesmen.

At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction of all students in accordance with the objectives of the institution.

The State Board for Community Colleges approved these policies on academic freedom and responsibility December 1974.

GENERAL POLICIES

The College Catalog and the Student Handbook contain important information about Germanna's policies on Information Technology Ethics, VCCS Computer Ethics Guidelines, Responsibilities Computing Policy, Equal Employment Opportunity/Affirmative Action, Student Rights and Responsibilities, Smoking, Substance Abuse, HIV, ADA, Sexual Harassment, Release of Information on Students, and Campus Security and Crime Awareness. Please be aware of these policies and support and enforce them as necessary.

EMPLOYMENT PROCEDURES

Required Paperwork

New adjunct faculty must submit the following:

1. State Application
2. Official College Transcripts
3. Current licenses and/or certifications for specialized training, if applicable
4. I-9
5. Federal tax form (W-4)
6. State tax form (VA-4)
7. Child Support Enforcement form
8. Sexual Harassment Training
9. Terrorism Training
10. Fair Credit Reporting Act

11. Adjunct Information Sheet
12. Signed Contract
13. Acknowledgement Form of:
 - a. DHRM policy on Alcohol and Drugs
 - b. DHRM policy on Standards of Conduct
 - c. DHRM policy on Workplace Violence
 - d. DHRM policy on Workplace Harassment
14. Direct Deposit Form
15. GCC Email Account
16. VCCS Technology Ethics Agreement
17. MOAT Training

The tax forms are required for our payroll system. If the tax forms are not returned by payroll deadlines, you will be taxed at the highest single rate until the forms are received.

If you have not taught at GCC for more than a semester, check with your instructional secretary. You may have to submit updated versions of one or more of these documents.

The I-9's must be completed within three days of your date of employment. Please provide original documentation for verification to the Administrative Assistant. You will need to provide a document or documents that establish identity and employment eligibility. These documents are usually a driver's license card and a social security card or a passport. For other documents you should check with the instructional secretary.

The Child Support Enforcement form is required by Virginia state law to assist the Division of Child Support Enforcement in collecting child support payments from absent parents. This law required employers to ask employees to disclose at the time of hire if he or she is under an income withholding order for child support.

Your latest official transcripts, both graduate and undergraduate must be in your personnel folder before GCC can issue you a contract and award paychecks.

Adjunct Contracts

Contracts for a given semester are usually ready during the first week of classes. Please sign and return contracts as instructed by the date cited. Please also understand the contracts are limited to the current semester and do not guarantee employment in subsequent semesters.

Appointments are made by the College according to instructional needs, and the College reserves the right to change or withdraw teaching assignments based on enrollments and other institutional requirements.

Adjunct Pay Periods –See College-wide Policy

In order to receive your final paycheck, you must return all keys, textbooks, and other materials, unless otherwise instructed by Dean of Nursing and Health Technology Programs.

In order to determine the pay rate, the Dean follows the procedures and general provisions set by the VCCS Normal Minimum Criteria for Each Faculty Rank and the Lecturer Scale. If you have questions regarding your pay rate, please see the Dean of Nursing and Health Technology Programs.

Performance Evaluation

Adjunct Faculty will be asked to administer student evaluations during each fall and spring semester they teach. Adjunct faculty who are teaching for the first time in a summer session will also be asked to administer student evaluations. Adjunct faculty will receive a copy of the student evaluations and a summary report.

Student evaluations of faculty and lab personnel are conducted electronically thru the course's Blackboard.

Professional Participation and Development

Adjunct faculty are encouraged to not only teach but also to participate in some type of professional development, which maintains and advances their knowledge and skills as teachers. The College provides adjunct faculty with a number of opportunities for professional growth. All adjunct faculty are encouraged to attend.

Before each fall semester we provide an Adjunct Faculty Orientation. While this meeting is intended to give new adjunct faculty the basic information about the College operations, we also discuss changes in procedures since the previous academic year. Therefore, all adjunct faculty are encouraged to attend.

Adjunct faculty are invited to participate in campus activities with full-time faculty as their schedule permits, such as faculty workshops and discipline-based meetings for the revision and improvement of courses and their delivery, textbook review and selection, and other curricular issues.

Adjunct faculty may be approved to take credit or non-credit courses, attend training programs or off-campus conferences at the expense of the College. Reimbursement, return obligations, and other related matters are determined on a case-by-case basis.

In addition to the above opportunities, the Virginia Community College System offers professional development for faculty. Adjuncts are invited to participate in VCCS peer group meetings within their specific discipline. For more information, visit the VCCS website at <http://www.vccs.edu/vcprodev/Peergroups.htm>.

Adjunct Concerns

You may have questions that arise during the semester and you do not know whom to ask. Contact the assigned Course Faculty and/or Clinical Coordinator. **Note: Adjunct Faculty and the Course Faculty must communicate regularly by phone, email, blackboard, or in person.**

SUPPORT SERVICES

E-Mail Accounts and Web Pages

All adjunct faculty and lab personnel are eligible for a college e-mail account. Your mail can be read via a web mail interface that requires only a browser with an Internet connection. To have an e-mail account created for you, the nursing secretary has a form that needs to be filled out with your name, date of birth, and social security number. **We also collect this information at the adjunct orientation.** E-mail accounts are also available to all GCC students.

Copying

At LGC, the self-service photocopy center is located in Room 400. If you need help learning to use the equipment, please see staff support in the Nursing office.

Note: No GCC copiers are to be used for the purpose of copying entire books or large sections of books. The College Bookstore can create a package of copies to sell to students rather than illegally copying books or supplemental material under copyright. Students use the photocopier in the library.

Learning Resources

The Learning Resources Division consists of the libraries, academic computing centers, testing centers, and tutoring centers.

Libraries

There are libraries on both campuses and the Daniel Center for Advanced Technology. The circulating book collection is housed at the Locust Grove Campus and the Fredericksburg Area Campus library focuses on on-line reference and research. Inter-library loan services are available at both campuses and faculty can check out videos from both library video collections.

The library catalog is accessible from the library's web page and materials may be requested, checked out and returned at either campus. The check out period is three weeks and all items are renewable unless they have been put on reserve.

Faculty may place materials on reserve at either library. Reserve request forms are available at both campuses. Reserves can consist of library materials or materials owned by the instructor. All library reserves will be removed at the end of each semester.

The faculty is encouraged to contact the librarians to arrange orientation/instruction sessions for their classes.

Academic Computing Centers

The Academic Computing Centers provide an open lab environment for students to complete course assignments, review computer-based tutorials, and access and send email, along with other academic uses. In addition, the ACC's administer most of the college placement tests.

Testing Center

The Testing Centers provide proctored testing for online courses for make-ups, and other times when students can take a test over a designated span of time.

Tutoring Center

The Tutoring Centers provide remediation opportunities on identified topics to students one on one or in small groups.

Inclement Weather

Please check email/blackboard for cancellations and delays. Adjunct faculty must have a plan in place to communicate cancellations and delays to their students in the clinical setting.

GUIDELINES FOR NURSING AND HEALTH TECHNOLOGY PROGRAM FACULTY MEETING

1. The faculty shall be organized for the purposes of developing and implementing the nursing program and maintaining a formal channel for communications.
2. All members of the faculty shall participate actively.
3. Officers shall be a chairperson, who shall be the program head and a secretary who may be chosen by the group.
4. Meetings shall be scheduled on a regular basis. Meetings will be scheduled so as to permit attendance by all faculty members.
5. Committees shall be established as needed and dissolved when the need has been met.
6. Minutes of faculty and committee meetings, including actions taken shall be posted on the Faculty Development website and a copy kept in notebook in Dean's office.
7. Copies of minutes shall be maintained for (2) two years.

Germonna Community College

ACCOUNTABILITIES AND RESPONSIBILITIES OF NURSING AND HEALTH TECHNOLOGY PROGRAM FACULTY

1. Teach the identified core concepts in Program's philosophy.
2. Prepare and distribute to students unit outlines for course that reflect program's core concepts.
3. Communicate regularly with team teachers on curricular issues and document actions.
4. Communicate regularly with team teachers on student issues and document actions in student files.
5. Communicate regularly with all level and program-nursing teachers on curricular issues.
6. Communicate regularly with all level and program-nursing teachers on student issues.
7. Communicate regularly with the faculty on curricular issues and student issues.
8. Communicate regularly with inter-disciplinary faculty teaching general education courses in the Nursing and Health Technology Program.
9. Collaborate with team members and the Clinical Coordinator in planning, preparing and implementing laboratory and clinical schedule of course.
10. Identify student outcomes and conduct student outcomes assessments annually with team members, all level and program-nursing teachers and the Dean of the Nursing and Health Technology Program.
11. Provide advising and counseling to students in course.
12. Evaluate clinical sites used for clinical instruction every semester.
13. Evaluate and document evaluation of student's clinical competencies every semester.
14. Collaborate with level teachers in planning, preparing and evaluating tests.
15. Attend faculty meetings.
16. Present reports assigned by Dean of Nursing and Health Technology Program in nursing faculty meetings and annual advisory committee meetings.
17. Participate in pre-clinical and post-clinical planning and evaluation meetings with contracted clinical agencies.

18. Communicate regularly with lab and clinical support personnel and/or adjunct clinical faculty.
19. Identify, in concert with level teachers, all nursing faculty and the Dean, the goals of the Nursing and Health Technology Program annually.
20. Fulfill role responsibilities of Course Coordination.
21. Fulfill role responsibilities of recorder of level teaching meetings.
22. Fulfill role responsibilities of recorder at Nursing and Health Technology Program faculty meetings.
23. Participate in statewide peer group meetings.
24. Recruit and advise prospective Nursing and Health Technology Program students at on and off campus settings.
25. Attend professional development programs on test item writing and teaching and learning.
26. Utilize current information technology in preparation of one's instructional materials, including power point, word processing, blackboard, streaming video, etc.
27. Identify and request current information softwares that will support curriculum.
28. Identify and request instructional supplies and equipment at annual budget preparation.
29. Participate in Nursing and Health Technology Program activities, e.g., convocation, admissions committee, and special events.
30. For the Nursing Programs, review the NLNAC's Standards and Criteria for accredited Associate Degree Nursing Programs and Practical Nursing Programs and complete and revise annually assigned Standard and Criteria documentation and review annually the Virginia Department of Health Professions Board of Nursing Regulations for approved Associate Degree Nursing and Practical Nursing Programs.

Systematic Evaluation Plan Review Schedule

Month	Standard
August	Educational Effectiveness
September	Mission & Governance
October	Faculty
November & May	Curriculum
January	Resources
February	Students

31. Maintain current vitae with copy of professional license in faculty file in Nursing and Health Technology Program Office.
32. Maintain current CPR certification and other clinical agency mandated credentials. Provide copy of documentation in faculty file in Nursing and Health Technology Office.
33. Provide copy of completed course units, clinical objectives and samples of tests as requested.
34. When teaching in clinical setting, orient to clinical agency prior to student clinical experience.
35. Conduct conference regularly weekly with clinical support personnel, i.e., clinical adjuncts and document issues discussed.
36. All members of the teaching level are expected to be on campus and accessible to students in their assigned courses and to follow level faculty on the days and at the times that level-taught classroom, laboratory and clinical courses are scheduled.

ADVISING PROSPECTIVE STUDENTS

Effective July 1, 2002 all prospective nursing students entering their first semester at Germanna Community College may be advised by appropriate Counseling Center staff members.

The Counseling staff will:

- Provide general information about the Nursing program to prospective students.
- Advise students to contact the Nursing department at LGC to schedule a group advising session.
- Refer prospective students with complicated issues to a Nursing Faculty advisor.
- Advise prospective students taking their first 10 college-level credits.

The Nursing and Health Technology Department will:

- Be responsible for ensuring that the Counseling Centers on each campus have access to up-to-date information to effectively advise prospective Nursing students.
- Schedule group-advising sessions for prospective Nursing students during each semester.
- Provide appointments for students to attend group-advising sessions.
- Provide training to the Counseling staff regarding Nursing program requirements as needed.
- Advise all prospective Nursing students who have completed a minimum of 10 college-level credits.

Advising Guidelines

- ✓ GCC application must be on file.

For students entering College for the first time,

- ✓ GCC Placement Tests must be taken in Pre-Algebra, Reading, and Writing **OR** must have SATs with minimum verbal score of 500 and math score of 490 taken within the last 2 years.
- ✓ New Student Workshop must be completed.
- ✓ Pre-requisites of Biology, Chemistry, Math 03, and Computer Competency must be met – either recent credit (within 5 years) or retake.
- ✓ Pre-Admission test, must be taken after the pre-requisites are completed and before the application to enter the program is submitted. A minimum score of 45% percentile rank is expected in all sections. Higher scores will be given priority consideration, applicant is responsible for cost of test.
- ✓ Walk-in advising is available as scheduled on the Nursing website.
- ✓ Use e-mail to communicate with faculty directly. Their addresses are available on-line.

- ✓ Clinical times and dates will vary. Schedules are distributed during the scheduled clinical orientation.

Nursing Program Application must be on file:

- ✓ The application deadline for the RN program is February 1st.
- ✓ The application deadline for the LPN program is February 1st.
- ✓ The application deadline for the LPN to RN transition program is May 15th (for fall).
- ✓ The application deadline for transferring and returning nursing students is May 15th for fall and October 15th for spring semester.
- ✓ Information may be obtained at: <http://germanna.edu/nursing>

Steps to Entering the Nursing Program

These steps should be completed **BEFORE** setting with a nursing faculty member for advising.

1. Turn in an application for admission to GCC. This gets your name into the computer and begins your permanent record.
2. Make arrangements for your high school and any previous college transcripts to be mailed to the Admission Department of GCC and **ask to have them evaluated.**
3. If first time college student, you must take the Placement Tests for Pre-Algebra, Reading, and Writing. Contact the Counseling Center at either the Fredericksburg Campus (891-3021) or the Locust Grove Campus (423-9123) to make arrangements.
4. Attend a New Student Orientation Workshop. Make arrangements with either Counseling Center.
5. Visit the Nursing & Health Technology Program website, <http://germanna.edu/nursing> for information.

**Nursing and Health Technology Program Faculty
(follow the format in preparing your course syllabi)**

GCC APPROVED COUSE OUTLINE FORMAT:

Course Number, Title, and Section Number: HIS 121: United States History I, Section21

College Name: Germanna Community College – often a four-year institution asks for copies of course outlines for transcript evaluation.

Semester: Fall 200_

Instructor Information: Name, title you prefer, telephone number and times students can reach you at that number, email address.

Office Hours: times and location

Email: Students, faculty, and staff of Germanna Community College must use GCC email for all official college communications. This includes course-related communications between students and faculty. If you need help accessing your student/faculty email account please visit the ACC on either campus.

Required Texts:

VCCS Course Description: Can be obtained from college catalog. Please list exact number of hours in lecture for each credit and for lab/clinical for each credit. Please state the number of direct patient care hours in course.

Terminal Outcomes of Program

Course Objectives: the full-time faculty at GCC determines these.

Important Dates: First and last days of class, last day to drop with a refund, last day to drop without academic penalty, any holidays in which there are no classes, exam date and time. *(Note: If you are teaching a short session, i.e. 8 weeks instead of the usual 16 weeks, the add/drop dates and the last day to withdraw will be specialized to your course. These dates should be listed in the Class Schedule under the heading “Calendar for Short Session Classes”).*

Attendance Policy: You may use the College policy on page 37 of the Catalog or devise your own. Include in your policies for number of absences allowed, whether and how you differentiate between excused and unexcused absences, and your policy for making up work missed during an absence. **Whatever policy you set, please enforce it!** Also, whatever attendance policy you set must be enforceable, so please allow for student emergencies.

Grading Policy: Be specific and clear. Include the types of evaluation activities you will use (tests, quizzes, papers, projects, homework, class participation, laboratory exercises,

presentations, etc., as well as the points or percentage of the final grade each activity is worth. Please also describe the grading scale. Please note the grading scale specific to the Nursing Programs. Refer to Student Nurse Handbook for program specific grading scale.

Academic Honesty: Include a statement about Academic Honesty. An example is: At GCC we expect the highest standards of academic honesty. Violations of academic honesty include the following:

- Cheating: this includes seeking or giving unauthorized help on exams, papers, and other academic assignments
- Plagiarism: This is defined as using another's words or ideas and representing them, as one's own either knowingly or unknowingly. In other words, by not documenting ideas or putting quotations around exact phrasing and documenting the source, one is committing plagiarism. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you have the permission of that person.

Misconduct in the area of academic honesty is subject to disciplinary action which can include failure for the assignment, even failure of the course.

If you have any questions regarding plagiarism, please consult the latest issue of the GCC Catalog under the section "Academic Honesty".

Students with Disabilities: Please include the following statement:

If you are a student with a disability and will need accommodations while enrolled in this course, please contact the Coordinator of Disabilities Services in the Counseling Center.

Tentative Course Schedule:

Approximate dates when topics/chapters will be covered

Test/Quiz Dates

Due date for Projects/Papers

Date of Final Exam

Definition of credit and lab/clinical credit/contact hours:

A grade of "I" (incomplete) will be awarded for failure to meet clinical contact hour requirements.

COURSE FACULTY ROLES

The role responsibilities of the Course Faculty are as follows:

1. Complete Course Syllabus and all related materials, send electronically to Nursing and Health Technology Office's administrative assistant, and post electronically on Blackboard and S drive/Instruction.
2. Provide clinical faculty with: clinical schedule (obtained and maintained by clinical coordinator), student roster, course outline, clinical objectives, clinical competencies, level of instruction activities.
3. Follow student's credentials for updates after initial review (performed by clinical coordinator), records maintained confidentially by nursing office.
4. Submit textbook/lab kit orders by dates requested.
5. Submit schedule information for next semester's courses by dates requested.
6. Import course materials to Blackboard course site.
7. Facilitate faculty and students' utilization of Learning Resources Department.
8. Administer standardized tests, e.g., Assess Tests, Critical Thinking Tests, Mid-Curricular & Exit tests, when scheduled.
9. Meet with level Faculty on established schedule to report on progress of course, students, assessments, actions, evaluations and communication/feedback with clinical faculty. These meetings are in addition to the monthly scheduled nursing faculty meetings.
10. Post minutes of level faculty meetings on Faculty Development Blackboard site.
11. Submit Early Alert Forms on at-risk students to Counseling and report at course level meetings.
12. Collaborate with other Course Faculty to insure students' progression in program objectives.
13. Prepare and submit assessment, action, and evaluation data required by NLNAC and Virginia Board of Nursing's standards and criteria for continued approval of the nursing program.
14. Submit lab and clinical objectives to Clinical Coordinator as requested.
15. Submit course and personal clinical schedule requests to Clinical Coordinator.
16. Communicate to Clinical Coordinator any faculty member's departure from the finalized lab and clinical schedule and coordinate with Clinical Coordinator, lab and clinical faculty the make-up schedule.
17. Communicate any student absences from clinical schedule and/or schedule changes to Clinical Coordinator.
18. Forward to Dean of Nursing and Health Technology Office Administrative Assistant electronically the course content summary for posting on the College's Instructional website. The course syllabus may be used or the following outline: Course description taken from VCCS Master Course file; General Course Purpose; Entry Level Competencies; Course Objectives; Major Topics To Be Included; and Extra Topics Which May Be Included.
19. Distribute to students the clinical facilities' mandatory education requirements; submit documentation of requirements met to Clinical Coordinator.
20. Monitor and maintain student and course faculty credentials required by clinical facilities. Communicate status to Clinical Coordinator.
21. Mentor part-time lab and clinical nursing adjuncts in objectives of course's lab and clinical learning experiences.

CLINICAL COORDINATOR ROLE

A full-time nursing faculty member serves as the Clinical Coordinator for the Nursing Programs. The purpose of the Clinical Coordinator Role is to 1) coordinate the scheduling of all nursing program labs and clinical learning experiences in order to maximize utilization of the limited number of clinical sites and clinical instructors; 2) facilitate the clinical learning experience for students, full-time faculty, adjunct clinical faculty, and the clinical sites; and 3) build a strong, reliable pool of qualified adjunct clinical faculty and clinical sites.

The role responsibilities of the Clinical Coordinator are as follows:

1. Complete lab schedules for all courses and lab faculty each semester.
2. Complete clinical schedules for all courses and clinical faculty each semester.
3. Facilitate communication of adjunct faculty through the use of Blackboard.
4. Provide course faculty the clinical facilities' mandatory requirements for faculty and students.
5. Be available for clinical issues on a daily basis by pager or cell phone.
6. Facilitate and maintain schedule changes as they occur during the semester.
7. Assist in orientation of adjunct faculty to the clinical role.
8. Perform clinical site visits as needed.
9. Provide course clinical objectives and requested clinical schedule to clinical sites on schedule set by clinical facilities. (Note: Mid April deadline for July through December clinical schedule; Mid October deadline for January through June clinical schedule).
10. Assist in providing program wide communication (i.e inclement weather schedule changes) as needed.
11. Review **INITIAL** credentials of all students.
12. Review clinical site evaluations from students, clinical faculty, course faculty and clinical facilities.
13. Attend site meetings and course faculty meetings.
14. Set dates for course faculty to submit clinical and personal schedule requests.

Nursing Program Lab/Clinical Coordinator Policy

Objective: Germanna Community College Nursing Program will provide coordinated nursing labs and clinical experience to students in all programs. These experiences will be performed in a variety of clinical agencies and communities by means of a seamless format.

Rationale: As the Nursing Program at Germanna Community College continues to expand there is evidence of a need to coordinate the various clinical objectives among all levels of the Nursing Program. Coordination of lab and clinical is needed to maximize the student's experience, maximize college resources i.e. clinical full time and adjunct faculty, and maximize the impact of lab and clinical experiences to the local healthcare community agencies. Utilization of a faculty member to facilitate clinicals in a seamless format means the faculty member in the role would coordinate the various components of clinical experiences to reduce or eliminate clinical issues from "falling through the cracks" due to the increased volume of students and the limited resources available.

Activities:

- Coordinate schedules of lab and clinical among all levels to maximize the time and experience of each student and groups of students.
- Coordinate schedules of lab and clinical among all levels to maximize the resources of lab and clinical faculty.
- Identify and coordinate compliance of healthcare agency requirements for clinical experiences. Promote a rapport with current and new clinical sites.
- Provide communication and resources for adjunct faculty in lab and clinical settings.
- Establish Internet site to enhance communication for clinicals between students and faculty, i.e. objectives, required paperwork. Evaluations, etc.
- Perform evaluations of experiences from all perspective students; faculty and facility, then disseminate feedback.
- Identify lab/clinical objectives in accordance with the Systematic Program Plan and the NLNAC criteria.
- Establish a framework for lab and clinical coordination that can be self-sustained among Nursing Program faculty in the future.

Time allocation for the facilitator role: release time during clinical assignments.

NURSING LABORATORY GUIDELINES

Germonna Community College

Nursing students to enhance student's confidence and competence regarding various nursing skills will utilize the nursing lab. The following general guidelines will be utilized in the laboratory setting:

1. NURSING LAB APPEARANCE

As a courtesy to all who use the lab, this academic learning center will need to be maintained and returned to an orderly fashion when not in use. When the day or practice time is completed, please ensure that the lab is left in an orderly fashion:

- a. Beds in the lowest position
- b. A fitted sheet, with one pillow, on each of the beds
- c. Privacy curtains drawn back against the walls
- d. Overhead tables placed at the foot of each bed
- e. One chair placed underneath each overhead table
- f. Chairs pushed underneath the center table/computer desk
- g. Storage bins returned to the storage room
- h. Equipment placed along the side of the lab walls

2. NURSING STUDENT'S SHARPS BAGS

The nursing student's sharp bags will remain locked in the lab storage area when not in use. These bags are not to leave the college campus at any time, due to legal and infection control rationales. In addition, under no circumstance will students be allowed to inject themselves or each others while in the lab settings, including fingersticks. The mannequins will be used for all intramuscular and intravenous needle sticks. Please adhere strictly to these guidelines.

3. CHILDREN ON CAMPUS

Please refer to the Germonna Community College handbook policy regarding children on the campus.

- a. No children should be in the lab setting at anytime, unless it is a scheduled and/or approved nursing academic event
- b. When children are scheduled to be in the lab setting, they must be under direct supervision at all times to prevent accidents
- c. The nursing faculty must be made aware prior to the child(ren) arrival on the college campus
- d. A nursing faculty must be present on campus at all at all times when child(ren) are present

4. FOOD AND DRINKS

Please refrain from eating or drinking, including snacks or finger foods, in the nursing lab; exception.

5. NURSING LAB EQUIPMENT

- a. No equipment (i.e. manikins, blood pressure cuffs and etc.) shall be removed from the campus nursing lab settings without the pre-approval of the lab coordinator/nursing faculty.
- b. The laminated posters and anatomical models can be removed and used for on campus academic purposes; upon completion please return to the designated area
- c. All equipment removed from the campus-nursing lab (i.e. models, posters and etc.) must be signed out beforehand, by using the equipment sign-out sheets. These forms will be located in the lab setting and the in lab coordinator's nursing office mailbox.

DUE TO LAB EXPANSION AND EQUIPMENT EXPENSE, CERTAIN EQUIPMENT WILL NOT BE CHECKED OUT OF THE LAB SETTING:

- | | |
|--------------------|--|
| 1. Camcorders | 4. Otoscopes |
| 2. Manikins | 5. Dopplers |
| 3. Ophthalmoscopes | 6. Others as designated by the lab coordinator |

- d. Do not remove the reference books from the lab setting

6. NURSING LAB STORAGE ROOM

- a. The nursing lab storage area will remained locked and/or closed when not in use
- b. The storage bins are labeled with numbers and content names
- c. The storage bins should be returned to the designated area
- d. The storage room supplies are for faculty instructional demonstration purposes. These supplies are not to be used to routinely supplement the students' nursing kits
- e. This area is off limit to nursing students, unless indicated by the nursing faculty.

7. NURSING LAB LINENS

- a. The linen in the nursing lab will be used for practice purposes. Please do not remove the linen from the lab setting for personal use

- b. During bed making procedures, personal linen supplies and toiletries are supplied by the students
- c. Some personal care items, for demonstration and lab use, are located within the bedside stand

8. VIDEOTAPING

The purpose of the videotaping is for skills enhancement. This process encourages repetition of nursing skills, which in term will promote retention of the skills.

- a. Digital camcorders are used for videotaping
- b. Personal digital camcorders can be utilized for taping nursing skills. Please keep these cameras in your possession at all times
- c. Videotaping is completed according to the designated nursing faculty

9. NURSING STUDENT'S OPEN LABS

- a. The scheduled open lab days will be as designated by the nursing faculty
- b. Students must sign up to attend open labs on the designated form and/or computer
- c. The maximum number of students in the open lab at any given time will be limited to ten students per time period, exception as per lab coordinator/nursing faculty
- d. Please adhere to the time-scheduled period allotted to allow times for all students to use the lab effectively

10. NURSING LAB SUPERVISION

- a. The nursing lab will be supervised by the designated nursing faculty
- b. The nursing lab doors will remain closed and/or locked when not in use
- c. No student can be in the nursing lab setting before opening and after closing hours

**GERMANNA COMMUNITY COLLEGE
NURSING DEPARTMENT**

JOB TITLE: **Laboratory Coordinator/Instructor**

COLLABORATES WITH: **Faculty/Clinical Coordinator**

POSITION SUMMARY:

The role of the laboratory coordinator/instructor is to assist the Course Faculty in accomplishing the mission of Germanna Community College Nursing Program.

DUTIES AND RESPONSIBILITIES:

1. In collaboration with the Course Faculty, facilitate student for learning in the laboratory;
2. Follow the syllabus, lesson plans and teaching materials prepared by the Course Faculty;
3. Monitor student attendance.
4. Discuss and collaborate with Course Faculty student failure to progress in laboratory or clinical setting.
5. Ensure that students are properly attired for laboratory experiences;
6. During assigned laboratory times the laboratory coordinator/instructor will:
 - a. Assemble and set up (check function of) equipment to be used in lab
 - b. Checks accuracy of inventory list
 - c. Communicate inventory needs
 - d. During non-peak times in lab, demonstrates self-directed learning behavior in areas such as virtual and simulated technology.
 - e. Return laboratory equipment to originally designated location and secures laboratory at the end of the day.
7. Maintains clinical competency, continuing education and provide documentation annually.

QUALIFICATIONS:

8. Baccalaureate degree, preferable with a major in nursing from an accredited college or university preferred.
9. Current license as a registered Nurse in Virginia required.

NURSING LAB EQUIPMENT CHECK - OUT FORM

All nursing equipment must be signed out, before removal from the campus-nursing lab, by completing the information below:

I, _____
(student/nursing faculty name - please print)

HAVE REMOVED THE FOLLOWING EQUIPMENT(S) FROM THE LAB

1. _____
2. _____
3. _____
4. _____

THE EQUIPMENT(S) WILL BE RETURNED ON _____
(date)

SIGNATURE _____ DATE _____
(student/faculty)

SIGNATURE _____ DATE _____
(lab coordinator or faculty/staff)

NURSING & HEALTH TECHNOLOGY

New Employee Check-In Sheet

Last Name	First Name
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Department/Check In	Initials	Date
Applicant's receipt of Application Packet		
Checked for Completion		
Administrative Assistant Specialist III		
Interview with Dean		
Date of Hire/Message sent to CICO:		
Position: Full time Faculty [] Adjunct Faculty []		
Interview with Clinical Coordinator/Schedules:		
Human Resources Office:		
Receipt of ID Badge		
IT Office e-mail account assigned		
Blackboard account assigned		
Meeting with Lab Coordinator		
Lab Coat		
Phone		
PDA		
IPOD		
Books		
Library Card		
Book Store		
Orientation to facility with preceptor		
Preceptor:		
Open Lab		
VIV		
Virtual Hospital		
Blackboard		
Simulation		
Check-offs		
DVD camera		

Signature of Applicant: _____ Date _____

Signature of Dean or Designee: _____ Date _____

Signature of Lab Coordinator: _____ Date _____

Signature of Administrative Assistant _____ Date _____

Employee Check-Out Sheet

Last Name	First Name
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Department/Check Out	Initials	Date
Submission of termination notice		
Exit Interview with Dean or Designee		
Exit Interview with Lab Coordinator		
Returned assigned equipment:		
Lab Coat		
Phone		
PDA		
IPOD		
Books		
Library Card		
Book Store		
Human Resources: Return ID badge		
IT: Terminate E-mail account		
Blackboard: Terminate Blackboard account		

Signature of Applicant: _____ Date _____

Signature of Dean or Designee: _____ Date _____

Signature of Lab Coordinator: _____ Date _____

Signature of Administrative Assistant: _____ Date _____