Registered Nursing Program Handbook

Fall 2018 & Spring 2019 Admissions
(Concept-Based Curriculum)

NOTE: Policies in this handbook are subject to revision. These revisions are stated verbally and in course syllabi to students on an ongoing basis. New handbooks are available to students upon request each semester.

Revised January 2019

The Associate Degree Nursing Program is approved by the Virginia State Board of Nursing. It is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), which may be reached at (404) 975-5000 or 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326.
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Nursing Department Mission

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

6/2018

Nursing Department Philosophy

VCCS nursing faculty ascribe to the core competencies for nursing and nursing education. While firmly based in science and the arts, the essence of nursing is caring and compassionate patient centered care. Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in the practice of patient centered care. The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Nursing care is provided in collaboration with the patient, the family, and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety, and improve patient outcomes. Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care. Information management essential to nursing care is communicated via a variety of technological and human means.

6/2018
Program Outcomes

1. The DSLCC Nursing Program’s NCLEX-RN pass rate will be at or above 80% for all first-time test-takers during the same 12-month period.
2. 60% of nursing admissions will graduate within 3 years of entering the program.
3. 75% of graduates will be employed in a health care setting within 6-12 months of graduation, or be enrolled in an advanced degree program.

Revised 6/2018

Student Learning Outcomes

Students who complete the Associate Degree of Applied Science with a major in Nursing will be expected to:

1. Provide client centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
2. Practice safe nursing care that minimizes risk of harm across systems and client populations.
3. Demonstrate nursing judgement through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care.
4. Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of life-long learning.
5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
6. Demonstrate principles of collaborative practice within the nursing and interdisciplinary healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

6/2018

Student Learning Outcomes with Competencies

1. Provide client centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
   a. Coordinate client centered care delivery with sensitivity and respect.
   b. Evaluate the effectiveness of teaching plans and outcomes and revise for achievement of desired outcomes.
   c. Promote client self-determination in making healthcare decisions as a level 4 student.
   d. Integrate therapeutic communication skills when interacting with clients and the client’s support network.
e. Advocate independently for diverse individuals, families, and communities across the lifespan.

2. Practice safe nursing care that minimizes risk of harm across systems and client populations.
   a. Evaluate human factors and safety principles.
   b. Participate in the analysis of errors and designing system improvements.
   c. Incorporate client safety initiative into the plan of care.
   d. Practice safe client care as a level 4 student.

3. Demonstrate nursing judgement through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care.
   a. Evaluate and individualized plan of care based on client values, clinical expertise, and reliable evidence.
   b. Independently prioritize changes in client status and intervene appropriately.
   c. Apply the nursing process to guide care.
   d. Prioritize client care using evidence based practice independently.
   e. Evaluate existing practices and seek creative approaches to problem solving.

4. Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of life-long learning.
   a. Incorporate ethical behaviors and confidentiality in the practice of nursing.
   b. Assume responsibility and accountability for delivering safe client care.
   c. Deliver nursing care within the scope of nursing practice.
   d. Evaluate professional behaviors in interactions with clients, families, and healthcare providers.
   e. Engage in reflective thinking for the purpose of improving nursing practice.
   f. Develop a plan for lifelong learning in the nursing profession.

5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
   a. Evaluate the common quality measures encountered in clinical practice.
   b. Evaluate use of technology and information management to promote quality.
   c. Evaluate fiscally responsible client care.

6. Demonstrate principles of collaborative practice within the nursing and interdisciplinary healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.
   a. Compare and contrast the effectiveness of the members of the interdisciplinary team to promote optimal client outcomes.
   b. Participate in the interdisciplinary plan of care to promote optimal client outcomes.
   c. Evaluate communication strategies that are inclusive of various communication and cultural differences.
   d. Evaluate management skills and principles of delegation when working with other members of the health care team.
   e. Reflects at a professional level on individual and team performance.

6/2018
ADN Program - Concept-Based Curriculum
(for Fall 2018 Admissions)

Pre-Requisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDV 100 - College Success Skills</td>
<td>1</td>
</tr>
<tr>
<td>BIO 141 - Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 111 - College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 230 - Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115 - Introduction to Computer Applications &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ITE 119 - Information Literacy</td>
<td></td>
</tr>
<tr>
<td>Credits</td>
<td>14</td>
</tr>
</tbody>
</table>

First Semester - Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 142 - Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>NSG 100 - Intro. to Nursing Concepts</td>
<td>4</td>
</tr>
<tr>
<td>NSG 106 - Competencies for Nursing Practice</td>
<td>2</td>
</tr>
<tr>
<td>NSG 130 - Professional Nursing Concepts</td>
<td>1</td>
</tr>
<tr>
<td>NSG 200 - Health Promotion and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>Semester Credits</td>
<td>14</td>
</tr>
</tbody>
</table>

Second Semester - Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 150 - Introductory Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NSG 152 - Health Care Participant</td>
<td>3</td>
</tr>
<tr>
<td>NSG 170 - Health/Illness Concepts</td>
<td>6</td>
</tr>
<tr>
<td>NSG 230 - Advanced Professional Nursing Concepts</td>
<td>2</td>
</tr>
<tr>
<td>NSG 252 - Complex Health Care Concepts</td>
<td>4</td>
</tr>
<tr>
<td>NSG 270 - Nursing Capstone</td>
<td>4</td>
</tr>
<tr>
<td>HUM EEE - Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>(PHI 220 – Ethics is recommended)</td>
<td></td>
</tr>
<tr>
<td>Semester Credits</td>
<td>13</td>
</tr>
</tbody>
</table>

Total Program Credits = 67
Nursing Credits = 39
Support Credits = 28

All nursing (NSG) courses must be taken in the order and semester listed.
All general education courses must be taken in or before the semester listed.
LPN-RN Transition Pathway Curriculum  
(for Spring 2019 Admissions)

### Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDV 100 – College Success Skills</td>
<td>1</td>
</tr>
<tr>
<td>BIO 141 – Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 142 – Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 111 – College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 230 – Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115 – Intro. to Computer Applications &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ITE 119 – Information Literacy</td>
<td>18</td>
</tr>
</tbody>
</table>

**Total Prerequisite Credits = 18**

### Transition Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 150 – Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NSG 115 – Healthcare Concepts for Transition</td>
<td>4</td>
</tr>
<tr>
<td>NSG 200 – Health Assessment and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>Semester Credits</td>
<td>11</td>
</tr>
</tbody>
</table>

*Enter second year of the ADN Program*

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 112 – College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>NSG 210 – Health Care Concepts I</td>
<td>5</td>
</tr>
<tr>
<td>NSG 211 – Health Care Concepts II</td>
<td>5</td>
</tr>
<tr>
<td>Semester Credits</td>
<td>13</td>
</tr>
</tbody>
</table>

### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 230 – Advanced Professional Nursing Concepts</td>
<td>2</td>
</tr>
<tr>
<td>NSG 252 – Complex Health Care Concepts</td>
<td>4</td>
</tr>
<tr>
<td>NSG 270 – Nursing Capstone</td>
<td>4</td>
</tr>
<tr>
<td>HUM EEE – Humanities Elective (PHI 220 – Ethics is recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Semester Credits</td>
<td>13</td>
</tr>
</tbody>
</table>

**Total Program Credits = 67**  
**Advanced Placement Portfolio Credits = 12**  
**Nursing Credits = 27**  
**Support Credits = 28**
Advanced Placement Portfolio

Qualified LPN-RN Transition Pathway applicants will be awarded 12 hours of course credit for prior learning in addition to 150 hours of clinical hours granted due to LPN Licensure and prior education. Credit will be awarded after successful completion of NSG 115 – *Healthcare Concepts for Transition*.

### Advanced Placement Portfolio

<table>
<thead>
<tr>
<th>Prior Specialized Training and LPN Licensure</th>
<th>Pre-Licensure Equivalent</th>
<th>Credits Awarded after successful completion of LPN to RN Transition Course: NSG 115 – <em>Healthcare Concepts for Transition</em> with a grade of “C” or better</th>
</tr>
</thead>
</table>
| Unencumbered license to practice as an LPN in the State of Virginia or a multi-state licensure | NSG 100 – *Introduction to Nursing Concepts*  
NSG 106 – *Competencies for Nursing Practice*  
NSG 130 – *Professional Nursing Concepts*  
NSG 152 – *Health Care Participant*  
NSG 170 – *Health and Illness Concepts* | Total of 12 credits for advanced placement |
| One hundred fifty (150) hours of PN clinical time | Pre-licensure RN Clinical Time | 150 clinical hours |
State Board Requirements

Students preparing for the NCLEX-RN Examination are required to:

1. Complete an “Application for Registered Nurse Licensure by Examination” for the state where you live. The Virginia application is completed online at the Virginia Board of Nursing website. The West Virginia application requires a notarized form with a passport-sized photograph – see the West Virginia Board of Nursing website for further details.

2. Complete a federal background (fingerprint) check as part of the application process for the NCLEX-RN Exam. This is a requirement for licensure in Virginia and West Virginia. This should be done early as this may take up to 2 months to process.

3. West Virginia requires application to sit for the NCLEX-RN Exam be submitted by April 1. Check with faculty or the Nursing Program Head for more information.

4. Students applying for licensure in West Virginia should sign a request for Student Services to send an official transcript to the West Virginia Board of Nursing.

5. Make arrangements with the Financial Aid Department of the College when loans are outstanding. Transcripts will not be sent until satisfactory arrangements are made.

Student Achievement Outcomes

<table>
<thead>
<tr>
<th>NCLEX-RN Pass Rate</th>
<th>Completion Rates</th>
<th>Employment Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All A.D.N. Admissions</td>
<td>Traditional Student Option</td>
</tr>
<tr>
<td>2018</td>
<td>100%</td>
<td>2018 65%</td>
</tr>
<tr>
<td>2017</td>
<td>100%</td>
<td>2017 56%</td>
</tr>
<tr>
<td>2016</td>
<td>79.17%</td>
<td>2016 69%</td>
</tr>
</tbody>
</table>

*Calculated by the number of graduates responding to surveys and/or reached by faculty divided by the total number of graduates.

~Calculated by graduate surveys.
Nursing Policies

Admission Policies

DSLCC advisors are available to help you plan your academic schedule. Once admitted to the Nursing curriculum, the Nursing program head will serve as your academic advisor.

NOTE: If you have a problem related to class work or clinical performance, notify your course instructor. This individual will discuss these issues with you during scheduled posted office hours. Home phone calls are discouraged, except in the case of an emergency.

Course Time Limits

Due to the rapid changes in health care, course work with NSG prefixes must be repeated if more than 2.5 years old at the time of readmission. This applies to DSLCC Nursing Students only – if not a DSLCC Nursing Student, see the policy that applies to Admission Requirements for Transfer Nursing Students. Readmission date is the start date of the semester in which the student would resume their nursing coursework. Credit by exam may be attempted in these courses.

BIO 141 – Human Anatomy & Physiology I and/or BIO 142 – Human Anatomy & Physiology II must be repeated or seek credit-by-exam, if more than 7 years old.

General Admission Requirements

1. Graduation from high school or GED

   Students must have either graduated from high school or equivalent GED or Home School Transcript of Completion. High school seniors may apply for admission to the program and may be admitted pending their graduation. An advanced degree of Associate’s or higher may be considered in lieu of high school graduation.

2. Transcripts

   Official transcripts from high school and from colleges attended should be submitted to:

   Nursing Office
   Dabney S. Lancaster Community College
   1000 Dabney Drive
   Clifton Forge, VA  24422

   Official transcripts are to be sent to the nursing department directly from the high school or college attended.

3. Admission to College

   Students must be admitted to DSLCC before being considered for admission to
the nursing program  

**ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE NURSING PROGRAM**

4. Academic Placement Test Scores

Students will need to take placement tests in Math to determine if remedial work is required.

Remedial work must be completed before being considered for admission into the Nursing Program

<table>
<thead>
<tr>
<th>PLACEMENT TEST</th>
<th>REQUIRED SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPT (Math) Test **</td>
<td>Must pass Units 1-5</td>
</tr>
</tbody>
</table>

The VPT Math Placement test may be waived if student has met any of the following standards:

<table>
<thead>
<tr>
<th>MATH PLACEMENT MEASURES</th>
<th>H. S. GPA OR SCORE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. S. GPA and Algebra II **</td>
<td>3.0 or higher</td>
</tr>
<tr>
<td>SAT Mathematics Score **</td>
<td>510-520 (or higher)</td>
</tr>
<tr>
<td>ACT Mathematics Score **</td>
<td>19-21 (or higher)</td>
</tr>
<tr>
<td>GED – Math **</td>
<td>165 or above</td>
</tr>
</tbody>
</table>

** High School GPA (H. S. GPA) is valid for five (5) years after the date of high school graduation. SAT, ACT, and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test (VPT) – Math scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after the term taken.

5. Grade Point Average (GPA)

Nursing candidates **must** have a minimum GPA of 2.5 before being considered for admission to the Nursing Program. Curricular GPA will be determined by grades received for prerequisite coursework.

6. Nursing Entrance Test – ATI Test of Essential Academic Skills [ATI TEAS]

- **Beginning September 1, 2016, DSLCC will be using the 6th Edition of the ATI TEAS Test (simply called the ATI TEAS). We will no longer accept scores from the ATI TEAS Test Version V.**
- Nursing Test (ATI TEAS) Calendar Year – May 1 to April 30
- Contact Nursing Office (540-863-2838) for ATI TEAS test registration information and any other questions
- Cost of registration and test are currently $70.00 each time test is taken.
- Optional study manuals are available through ATI Testing at an additional cost.
• DSLCC Tutoring Center offers TEAS Test Preparation. Students wishing to participate should complete Math and English placement testing first. Students should then make an appointment to meet with the Nursing Program Head, Tina Hawley, to complete a request form for TEAS Prep Tutoring. Student will then take the request form to the DSLCC Library to make an appointment for an individual tutoring session.

• Deadline for taking the ATI TEAS test is April 30th.

• ATI TEAS Scores may not be more than 24 months old as of the April 30th testing deadline.

7. Admission Ranking

• Nursing candidates must achieve a National Percentile Rank of 45 or greater in each of the following ATI TEAS test categories:
  
  - Reading
  - Mathematics
  - Science
  - English and Grammar Usage

  A National Percentile Rank of 45 corresponds to the following Individual Adjusted Score for each of the ATI TEAS categories:

<table>
<thead>
<tr>
<th>ATI TEAS Category</th>
<th>National Percentile Rank</th>
<th>Individual Adjusted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>45</td>
<td>72.3%</td>
</tr>
<tr>
<td>Mathematics</td>
<td>45</td>
<td>64.6%</td>
</tr>
<tr>
<td>Science</td>
<td>45</td>
<td>51.6%</td>
</tr>
<tr>
<td>English &amp; Grammar Usage</td>
<td>45</td>
<td>62.0%</td>
</tr>
</tbody>
</table>

• If the minimum score (45) is not obtained in one or more categories, subsequent test scores (maximum of 3 tests) may be used to replace substandard scores.

• Nursing candidates are ranked for admission based on:

  1) Overall National Percentile Rank Average (This is a composite score obtained by averaging together the highest score achieved in each of the four categories – Reading, Mathematics, Science, and English and Grammar Usage)

  2) A 45 or greater must have been obtained in each ATI TEAS test category, as emphasized above.

  3) For Nursing candidates with equal ATI TEAS overall test scores, highest GPA (based upon prerequisite courses) will then be used.
8. **Nursing Application Form**
   - Forms are available within the Nursing Office or online on the DSLCC website. (Select “Programs of Study” from the QuickLinks dropdown menu, then select “Nursing (ADN)”)
   - Applications will be accepted beginning January for Fall admission. **Deadline for submission is May 15th.**
     This includes the receipt of all required documentation:
     - Transcripts
     - TEAS scores
     - Placement test scores
     - Completed Application
     (It is the student’s responsibility to ensure that all required documents are received prior to the May 15th deadline.)

10. **An Interview with the Nursing Program Head is required.**
   - You will be required to meet with the Nursing Program head for an interview to review information and admission requirements. It is the applicant's responsibility to contact the Nursing Program Head to schedule an interview.
   - Accepted applicants will be required to attend an orientation session. Failure to attend the orientation will result in forfeiture of your position in the program.

11. **Notification Policy**
   - Nursing candidates will be notified via formal letter regarding admission status on or after June 1st.

12. **Post-Admission Requirements**
   - These must be completed and results submitted to the nursing office prior to the first day of class.
   - Those offered admission to the Nursing Program **MUST** complete the following for final acceptance:
     - **Pre-Entrance Medical Record Form** – Physical Exam
     - **Up-to-date Immunizations**
       - MMR
       - Varicella
       - Tdap (Tetanus booster)
       - Hepatitis-B (Strongly recommended, but may decline)
       - Two-Step Tuberculin Skin Test (TST)
       - Flu vaccine (during season)
It is the responsibility of the nursing student to maintain up-to-date immunizations and to obtain an annual Tuberculin Skin Test while enrolled in the Nursing Program.

- **Drug Screen and Background Check**
  ★ These screenings MUST be obtained through CastleBranch, Inc.
  ★ Screenings may have to be repeated based on clinical settings’ contractual agreements.
  ★ Students are subject to random screening at any time.
  ★ Failure to submit to and/or pass the drug screen or background check will result in denial of admission to and/or dismissal from the Nursing Program.
  ★ Admission drug screen is conducted only once. A finding of an unprescribed substance will result in being declined admission.
  ★ Some clinical agencies may require additional drug screens and/or background checks submitted throughout the program.

- **CPR Certification**
  All Allied Health Programs at DSLCC require “CPR for Health Care Providers” certification.
  It is the responsibility of the nursing student to maintain current CPR Certification while enrolled in the Nursing Program.

- **DMV Driving Record**
  All students must obtain a DMV driving record at the beginning of each academic year to place in their file in accordance with agreements with our clinical sites.

- **Medical Insurance Coverage**
  Students should have Medical Insurance coverage.
Admission Requirements for Transfer Nursing Students

Admission of Nursing Students transferring Nursing Credits from another college are considered on an individual basis.

1. Nursing Students requesting transfer of Nursing Courses must meet all general Nursing Program admission requirements.

2. Transfer students must be in good standing with their current nursing program and college. (Good standing is defined as the ability to continue on in their current nursing program, not ineligible due to grades or other circumstances. Good standing is verified by a letter from the Nursing Program Head).

3. Official transcripts, course syllabi, course schedule, and any other course materials requested must be submitted for review.

4. Nursing Credits from a Nursing Program that does not hold national nursing accreditation (such as ACEN or CCNE) will not be accepted in direct transfer. Credit-by-exam will be offered if equivalency of course material is determined by the Nursing Program Head; a score of 80% or better is required. Exams will be taken in progression according to the course sequence.

5. Credits older than 2.5 years based on admission date, will not be accepted in direct transfer. Admission date is the start date of the semester in which the student would begin nursing coursework. Credit-by-exam will be offered if equivalency of course material is determined by the Nursing Program Head; a score of 80% or better is required. Exams will be taken in progression according to the course sequence.

6. At least 25% of courses used toward completion of the Nursing Degree must be taken in residence at DSLCC.

7. Last semester NSG courses will not be accepted in transfer nor will they be offered for credit-by-exam. Students must complete the NSG final semester courses at DSLCC.

8. Nursing Transfer students must also demonstrate competency of basic nursing skills through successful completion of return demonstration as per a grading rubric/performance skill sheet.

Readmission Requirements

All students, regardless of entry option, seeking readmission to the program must:

1. Have a minimum 2.5 Curricular GPA. (See Admission Requirements for GPA calculations)

2. Complete a Nursing Entrance Exam (ATI TEAS) within 24 months of return date.

3. Submit a 1 to 2 page typed “Plan for Success”. (Why are you more prepared now than previously?) Paper must be submitted to Program Head for faculty review.
4. Have two positive written faculty recommendations.

Assuming the above criteria have been met, a student will be placed in the applicant pool. Admission will be granted using ATI TEAS scores (see General Admission Criteria for acceptable score) and availability.

All nursing courses, older than 2.5 years, must be repeated or competency proven through credit-by-exam.

A student may only be readmitted once unless:

1. The first Admission was directly from high school.
2. The first admission was interrupted by a serious mitigating circumstance as approved by the majority of nursing faculty.

LPN-RN Transition Pathway Admission Requirements

1. Graduation from high school or homeschool or GED

Students must have either graduated from high school or have completed their GED equivalent or provide Home School Transcript of Completion. High school seniors may apply for admission to the program and may be admitted pending their graduation. An advanced degree of Associate’s or higher may be considered in lieu of high school graduation.

2. LPN License

Unencumbered license to practice as a LPN in the State of Virginia, or multi-state licensure.

3. Pre-requisite Courses

In addition to their LPN license, students must have completed the following prerequisite courses or equivalent: SDV 100, BIO 141, BIO 142, ENG 111, PSY 230, and ITE 115 OR ITE 119.

4. Academic Placement Testing

Students will need to take placement tests in Math to determine if remedial work is required.

Remedial work must be completed before being considered for admission into the Nursing Program

<table>
<thead>
<tr>
<th>PLACEMENT TEST</th>
<th>REQUIRED SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPT (Math) Test **</td>
<td>Must pass Units 1-5</td>
</tr>
</tbody>
</table>

The VPT Math Placement test may be waived if student has met any of the following standards:

<table>
<thead>
<tr>
<th>MATH PLACEMENT MEASURES</th>
<th>H. S. GPA OR SCORE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. S. GPA and Algebra II**</td>
<td>3.0 or higher</td>
</tr>
</tbody>
</table>
** MATH PLACEMENT MEASURES **

<table>
<thead>
<tr>
<th><strong>H. S. GPA OR SCORE RANGE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT Mathematics Score **</td>
</tr>
<tr>
<td>510-520 (or higher)</td>
</tr>
<tr>
<td>ACT Mathematics Score **</td>
</tr>
<tr>
<td>19-21 (or higher)</td>
</tr>
<tr>
<td>GED – Math **</td>
</tr>
<tr>
<td>165 or above</td>
</tr>
</tbody>
</table>

** High School GPA (H. S. GPA) is valid for five (5) years after the date of high school graduation. SAT, ACT, and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test (VPT) – Math scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after the term taken.

5. **Transcripts**

Official transcripts from college from which the practical nursing certification was received should be sent to:

Nursing Office
Dabney S. Lancaster Community College
1000 Dabney Dr.
Clifton Forge, VA  24422

6. **Admission to the College**

- Students must be admitted to DSLCC before being considered for admission to the nursing program.
- ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE NURSING PROGRAM

7. **Nursing Entrance Test (ATI TEAS Test of Essential Academic Skills [ATI TEAS])**

- Nursing Test (ATI TEAS) Calendar Year – January 1 to December 1
  (**ATI TEAS test must be taken by December 1**)
- ATI TEAS Test scores may not be more than 24 months old as of the December 1 testing deadline.
- Nursing candidates may take TEAS test as many as 3 times during January 1 to December 1 for a SPRING admission.
- Cost of registration and test are $70.00 each time test is taken.
- Optional study manuals are available at an additional cost
- **DSLCC Tutoring Center offers TEAS Test Preparation. Students wishing to participate should complete Math and English placement testing first. Students should then make an appointment to meet with the Nursing Program Head, Tina Hawley, to complete a request form for TEAS Prep Tutoring. Student will then take the request form to the DSLCC Library to make an appointment for an individual tutoring session.**

8. **Admission Ranking**

- Nursing candidates **must** achieve a National Percentile Rank of 45 or greater in each of the following ATI TEAS test categories:
  - Reading
A National Percentile Rank of 45 corresponds to the following Individual Adjusted Score for each of the ATI TEAS test categories:

<table>
<thead>
<tr>
<th>ATI TEAS Category</th>
<th>National Percentile Rank</th>
<th>Individual Adjusted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>45</td>
<td>72.3%</td>
</tr>
<tr>
<td>Mathematics</td>
<td>45</td>
<td>64.6%</td>
</tr>
<tr>
<td>Science</td>
<td>45</td>
<td>51.6%</td>
</tr>
<tr>
<td>English &amp; Grammar Usage</td>
<td>45</td>
<td>62.0%</td>
</tr>
</tbody>
</table>

- If the minimum National Percentile Rank (45) is not obtained in one or more categories, subsequent test scores (maximum of 3 tests) may be used to replace sub-standard scores.
- Nursing candidates are ranked for admission based on
  1. Overall National Percentile Rank Average (This is a composite score obtained by averaging together the highest score achieved in each of the four categories – Reading, Mathematics, Science, and English and Grammar Usage)
  2. A 45 or greater must have been obtained in each ATI TEAS test category, as emphasized above.
  3. For Nursing candidates with equal ATI TEAS overall test scores, highest curricular GPA will then be used.

8. Grade Point Average (GPA)
   - Nursing candidates must have a minimum GPA of 2.5 before being considered for admission to the Nursing Program. GPA will be calculated by grades received for prerequisite coursework.

9. Nursing Application Form
   - Forms are available in the Nursing Office
   - Applications will be accepted until December 1 for January admission.
   - Deadline for submission of all the required admission criterion is December 1.

10. An Interview with the Nursing Program Head is required

11. Notification Policy
    Nursing candidates will be notified via formal letter regarding admission status by December 15.

12. Re-Admission Requirements
    LPN-RN Transition Pathway students seeking readmission must follow the Readmission Requirements Policy (pgs. 16-17).
13. **Post-Admission Requirements**

These must be completed and results submitted to the nursing office prior to the first day of class.

Those offered admission to the Nursing Program **MUST** complete the following for final acceptance:

- **Pre-Entrance Medical Record Form** – Physical Exam

- **Up-to-date Immunizations**
  - MMR
  - Varicella
  - Tdap (Tetanus booster)
  - Hepatitis-B (Strongly recommended, but may decline)
  - Two-Step Tuberculin Skin Test (TST)
  - Flu vaccine (during season)

  **It is the responsibility of the nursing student to maintain up-to-date immunizations and to obtain an annual Tuberculin Skin Test while enrolled in the Nursing Program.**

- **Drug Screen and Background Check**
  - These screenings **MUST** be obtained through **CastleBranch, Inc.**
  - Screenings may have to be repeated based on clinical settings’ contractual agreements.
  - Students are subject to random screening at any time.
  - Failure to submit to and/or pass the drug screen or background check will result in denial of admission to and/or dismissal from the Nursing Program
  - Admission drug screen is conducted only once. A finding of an unprescribed substance will result in being declined admission.
  - Some clinical agencies may require additional drug screens and/or background checks submitted throughout the program.

- **CPR Certification**

  All Allied Health Programs at DSLCC require “CPR for Health Care Providers” certification.

  **It is the responsibility of the nursing student to maintain current CPR Certification while enrolled in the Nursing Program.**
• DMV Driving Record
  All students must obtain a DMV driving record at the beginning of each academic year to place in their file in accordance with agreements with our clinical sites.

• Medical Insurance Coverage
  Students should have Medical Insurance coverage.

Classroom & Clinical Policies

Attendance

Class Attendance
  • Regular class attendance is recommended. Quizzes or class activities conducted or distributed during class time cannot be made-up unless an excused absence is approved. Refer to the Unexcused Absences on Testing Dates section of this handbook.
  • A student may be withdrawn administratively for prolonged, consecutive, unexcused absences from a course. [See: Administrative Withdrawal, 2017-2018 DSLCC Catalog & Student Handbook]

Clinical Attendance
  • Since clinical experiences are limited, it is imperative that the student attend every experience. All missed clinical time MUST be made up. It is the student’s responsibility to contact the instructor and the course coordinator concerning the need to be absent and the scheduling of make-up experiences prior to the start of clinical. More than two (2) unexcused absences will result in failure of the clinical and, therefore, failure of the course. Arrival after the start of clinical is considered being tardy. After the second tardy, a student will be given an unexcused absences for that clinical day as a result of being tardy. More than two unexcused absences does result in failure of clinical and therefore, failure of the course.

Reasons for an excused absence are limited to:
  ▪ Illness (for self, significant other, or child) with a physician’s written verification, unless waived by instructor.
  ▪ Death in the student’s immediate family with written verification. Immediate family includes: parent, child, sibling, significant other, or grandparent.

  • Students must realize that satisfactory make-up clinical experiences may not be available, and this could result in failure of the course as well as dismissal from the program unless mitigating circumstances are determined by the total faculty.
Selected learning experiences will be provided in a number of health agencies located within the geographical area served by the college such as general hospitals, nursing homes, clinics, and schools. Transportation to and from institutions and clinical agencies is each student’s personal responsibility.

The scheduling of clinical groups cannot be guaranteed due to carpooling. Faculty reserve the right to determine and assign clinical groups based on program needs.

Due to safety issues, liability, and performance issues, students shall not attend clinical if they have worked in the previous 8 hours before a clinical assignment.

Inclement Weather

All nursing classes and clinicals will be held as usual if DSLCC classes are in session. If the College is closed, there will be no classes or clinical activities.

It is the student’s responsibility to register for DSLCC ALERT on the DSLCC web site.

If students have any questions or concerns about traveling, the student should call his/her clinical instructor before leaving home. If students are unable to attend clinical, be sure to follow the appropriate notification procedure (described in Clinical Policies).

Students are responsible for checking Blackboard announcements prior to leaving for clinical each day.

Professional Behavior

Only professional behavior will be accepted in the classroom, labs, and clinical environments. Disruptive behavior will result in the student being dismissed from the classroom, lab, or clinical.

Performance characteristics that indicate professional behavior include:

- Care of property
- Good work habits
- Cooperation with instructors
- Cooperation with other students
- Cooperation with affiliating agencies and staff
- Reliability
- Communication
- Classroom and clinical civility
- Receives constructive criticisms and makes appropriate changes.

Civility is defined as the authentic respect for others requiring time, presence, engagement, and an intention to seek common ground. Incivility is defined as disregard and insolence of others, causing an atmosphere of disrespect, conflict, and stress.

The following are examples of how civility can be demonstrated to others:
• Assume goodwill
• Be honest and non-judgmental
• Be inclusive and collaborative
• Use open communication
• Be humble and fair
• Stand for something good
• Assume personal responsibility
• Model respectful social discourse
• Discourage gossip
• Hold one another accountable
• Listen carefully
• Respect and celebrate diversity
• Take care of each other

Children & Pets

No children, family members, significant others, or pets are allowed in the class, lab, or clinical academic environments.

Computer Testing Policy

No food or drink is allowed in the computer labs at any time. During testing, all personal items must be cleared off of desks and put away. All cell/mobile phones must be turned OFF and also put away. Scratch paper will be provided by faculty. Any student engaging in disruptive behavior may be asked by faculty to leave the classroom.

Learning Resources

Pearson My Lab digital resources (w/ optional print textbooks) will be used. Students will need access to their online resources on a regular basis. Computers are available for purchase with Financial Aid in the DSLCC Bookstore. Computers are also available for student use in the library.

Essential Functional Abilities

Students must meet the essential functional abilities with or without accommodation to be admitted to or continue in the nursing program. See Appendix A.

Scholastic Dishonesty

The value of the College’s degrees and certificates depends upon the academic integrity of the work done by each student; therefore, it is imperative that students maintain a high standard of individual honor in their scholastic work. Scholastic dishonesty, as a general rule, involves one of the following acts:

• Cheating on an examination or quiz.
• Giving or receiving, offering or soliciting information on any quiz or examination, including the following classes of dishonesty:
★ Copying another student’s work.
★ Use during the examination of prepared materials, notes, or tests other than those specifically permitted by the instructor.
★ Collaboration with another student during an examination.
★ Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of a coming examination or the use of any such materials.
★ Substituting for another person during an examination or allowing such substitutions for one’s self.
★ Bribery of any person to obtain examination information.
★ Plagiarism, the appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of these passages as one’s own in written work offered for credit.
★ Collusion, collaboration with another person in the preparation or editing of notes, themes, reports, or other written work offered for credit.

It is always assumed that the written work offered for credit is the student’s own unless proper credit is given to the original author by the use of quotation marks or other explanatory inserts. This includes the copy of laboratory reports and homework or the unchanged use of essential ideas or conclusions of such work as well as the use of themes, theses, books, web pages, or pamphlets without credit.

Examples of collusion include extensive use of another’s ideas for preparing a creative assignment or undue assistance in the preparation or editing of written materials. Collusion may be specifically approved in advance by the instructor.

The Nursing Honor Code

The DSLCC Nursing Program values truthfulness, respect for others and honesty in academic work. Violation of these values cannot be condoned and may result in permanent dismissal from the program. Violations include lying, cheating, and plagiarism (as defined above) and/or failure to report these activities.

The Nursing Program requires students to write the Honor Code Pledge in full on each assignment, which is as follows:

“I have neither given nor received unauthorized assistance on this assignment nor do I have reason to believe that anyone else has.”

Signature: ________________________________

Grades will not be posted for an assignment which does not include a hand-written, signed honor code statement.
Dismissal

Faculty reserves the right to require program withdrawal from any nursing student whose health, academic standing, clinical performance, or behavior in the nursing program is unsatisfactory, threatening or potentially unsafe.

Also the following criteria may be used for the dismissal of any nursing student:

**Breach of Confidentiality**

Evidence that the student is inappropriately accessing and/or disseminating information gained in the clinical setting. The following shall be considered a Breach of Confidentiality:

- Disclosing any identifiable patient information to anyone except clinical instructors and those health care professionals who provide direct care to the patient.
- Operating or attempting to operate computer equipment without specific authorization from clinical facility.
- Accessing computer information during clinically related learning experiences.
- Failure to maintain in the strictest confidence computer access passwords or any other computer access codes. This includes disclosing the password or access code to anyone, at any time, for any reason.
- Disclosing any portion of a facility computerized system to any unauthorized individual at any time for any reason.

**Scholastic Dishonesty**

*(Stated Above)*

**Unsatisfactory Clinical Performance**

Negligence in carrying out nursing skills due to improper technique and judgment as well as failure to exhaust all possible resources to ensure correctness and accuracy in the performance of nursing activities.

**Inappropriate Behavior**

Repeated episodes of behavioral responses in given situations that do not correspond to acceptable or usual patterns of behaving.

**Substance Abuse**

Evidence of possession or use of drugs that are not medically prescribed is prohibited. Also, the possession or use of alcohol during clinical lab times is prohibited. Suspicion of substance use or abuse will result in further investigation.
Students will be required to submit to random drug testing. Failure to submit to and/or pass the drug test will result in denial of admission to and/or dismissal from the Associate’s Degree in Nursing Program.

All students must obtain a DMV driving record at the beginning of each academic year to place in their file in accordance with agreements with our clinical sites.

Violation of Social Media Policy

The purpose of this policy is to provide guidelines for the appropriate use of, and conduct on, social media sites. Examples of social media include, but are not limited to blogs, microblogs, wikis, virtual worlds, Facebook, MySpace, YouTube, Twitter, and Flickr. Do NOT post confidential or sensitive information about Dabney S. Lancaster Community College (DSLCC) or its community affiliates including patients, other students, faculty, or staff. Posting of class, lab, or clinical audio or video recordings or photos is prohibited. Students who participate in social networking represent themselves, DSLCC, and the Nursing Department. *Think before you post.* Use privacy settings when appropriate. You do not have the college’s permission to use the Dabney S. Lancaster Community College name. What you write is your responsibility, and so are any repercussions. The consequences of violating this policy may include disciplinary action up to and/or including nursing program dismissal.

**NOTE:** Any issue with disciplinary actions will adhere to the procedural guidelines outlined in the DSLCC Catalog & Student Handbook (see *Code for Student Rights, Responsibilities and Conduct* and the *Student Complaint and Grievance Policy*).

Dress Code Policies

As the U.S. Department of Education’s Manual on School Uniforms notes, “Dress Codes and/or Uniforms by themselves cannot solve all of the problems of school discipline, but they can be one positive contributing factor to discipline and safety.”

This statement is synonymous with DSLCC’s goal of maintaining a school climate that effectively fosters learning, provides a setting preparing students for *expectations in the adult workplace*, and strives for safety, a sense of community, and respect for others.

Therefore, sexually provocative or distracting clothing will not be allowed, and for the purpose of hygiene, DSLCC requires the body and feet to be appropriately attired.

**NOTE:** However dressed, instructors have the prerogative to ask students to leave their classroom setting if the student’s appearance is distracting to the instructor’s learning environment (See: *Dress Code: DSLCC Catalog & Student Handbook*).
Dress Code for Nursing Laboratory

For the campus laboratory, students will be required to wear uniforms unless specifically directed otherwise by their instructor. Standards of good grooming are expected, with hair off the collar.

Dress Code for Clinical Agencies

Students must be in full uniform, including their DSLCC student ID Badge, watch with a second hand, bandage scissors, penlight, and stethoscope during clinical hours in the affiliating agencies. While wearing the DSLCC uniform the student represents the college and should project a professional appearance.

- The student uniform should consist of:
  1. Royal blue pants – style number and color provided at orientation. All uniforms must be of ample size and length to adequately cover the student. The hem of the pants must not touch the floor.
  2. Royal blue scrub top – style number and color provided at orientation. DSLCC RN Patch must be on the left sleeve. Patches are available for purchase through the DSLCC bookstore.
  3. White lab jacket with DSLCC RN patch on the left sleeve. Patches are available for purchase through the DSLCC bookstore.
  4. Plain white crew-length socks or hose (no ankle socks or footies).
  5. Clean white leather shoes (no canvas shoes), shoe laces must also be clean and white. Shoe jewelry is not allowed. No open-holed or open-toed shoes are allowed. Clogs are allowed if they are an approved nursing shoe, such as Dansko or Nursemate.

- Specific regulations while in uniform:
  1. All uniforms and lab jackets must be clean and wrinkle-free.
  2. Only plain white shirts may be worn under scrub tops.
  3. Hair must be clean, neat, and above the collar. No long, dangling pony tails, no fancy bows or barrettes, no hanging strands of hair or curls, extreme cuts or colors. Facial hair should be clean shaven or mustache/beard neatly groomed.
  4. No necklaces or bracelets; jewelry allowed includes a plain band ring, stud type earrings—only in the ear (maximum of 2 pair). No costume jewelry. Wearing of jewelry in visible pierced body parts, other than ears is NOT PERMITTED. No ear gages are allowed.
  5. Excessive makeup should be avoided.
  6. Nails must be kept short (to the end of the finger) and clean. Clear nail polish may be worn. Artificial nails may not be worn.
  7. Cologne or perfume may not be worn in the clinical area.
8. Tattoos must be concealed. (May wear long-sleeve plain white shirt under DSLCC scrub top.)

9. While in clinical facilities, smoking, eating, and gum chewing will be permitted only in non-patient areas such as designated staff areas.

While wearing the DSLCC nursing uniform, the student represents the College and therefore, will always conduct themselves as professionals.

On special assignments in the community, the student will dress in accordance with the dress code of the respective agencies. At no time will a student report to an assigned experience in jeans, shorts, mini-skirts, open-toed shoes, or flip-flops.

**Grading Policy**

The grade for most nursing courses is comprised of multiple components including, but not limited to, theory, written work, clinical skills, and clinical behavioral objectives.

**NUR Courses**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>B</td>
<td>84 – 91</td>
</tr>
<tr>
<td>C</td>
<td>80 – 83</td>
</tr>
<tr>
<td>D</td>
<td>70 – 79 (failure)</td>
</tr>
<tr>
<td>F</td>
<td>0 – 69.9</td>
</tr>
</tbody>
</table>

Exam Grades for “NSG” prefix courses are rounded to the hundredth’s place. *Final grades for courses with an “NSG” prefix are NOT rounded up.*

Grade appeals are outlined in the DSLCC Catalog & Student Handbook (See: Policies Specific to Grade Appeals, and Appealing Final Grade: DSLCC Catalog & Student Handbook).

In order to progress in the Nursing Program, students must earn a grade of “C” or better in the nursing, biology, required psychology and health courses.

The number of quizzes and/or tests may vary from course to course. Pharmacology questions, math problems, therapeutic communication, and nutrition questions may be included on any test or exam. All grades will be disseminated by posting on Blackboard.

Blackboard is used as a means of communication and is not a means to convey final course grades.

Opportunity for test review will be provided once the test is completed. The tests will then be available by appointment for a period of one week for student review. *Individual review of tests will not be allowed after this time period.* Student concerns regarding specific test questions must be sent to the instructor in writing.
Final Exams will be available for review only to those students that do not pass the course. Review must be completed by appointment prior to the posting date for course grades.

DSLCC NCLEX Success Plan

To help students become more successful in their Nursing Courses and on the NCLEX-RN Exam, the following strategies were developed by faculty.

Faculty will identify students that are “At Risk” of failure:

- Students whose course average drops to 83% or below will be considered “At Risk”. A re-evaluation will occur at Midterm if the student was designated “At Risk” prior to Midterm.
- Students entering their second or subsequent semester that have earned a “C” on the previous semester’s Nursing Courses or had HESI Exam scores below 850 in the previous semester will be considered “At Risk”. A re-evaluation will occur at Midterm.
- Students that are taking a Nursing Course for the second time due to failure or withdraw with low course grades will be considered “At Risk” during their returning semester. A re-evaluation will occur at Midterm.

There are several components of the plan: Ticket-to-Class, Test Review, Test Remediation, Tutoring, and HESI Exam Remediation.

- **Ticket-to-Class:**
  Pre-Class and Pre-Lab assignments are at the discretion of the faculty. Examples include Case Studies, Adaptive Quizzing, videos, quizzes, reflections, and readings. Preparation allows the student to participate in application and higher-level activities within the classroom. Students that learn to apply information tend to retain the information; in Nursing, retention of information is essential to success. The “Ticket-to-Class” is proof the student completed the assignment. **All students must complete a required “Ticket-to-Class”**. Those that do not have a “Ticket-to-Class” will go to the library, complete the assignment, and then return to class. It is at faculty discretion whether a “Ticket-to-Class” will be turned in as a printed-paper copy or be accepted on an electronic device.

- **Test Review:**
  All students are encouraged to attend, however, students that do not pass a course test and “At Risk” Students will be required to attend all Test Reviews. The faculty will schedule test reviews as needed.
• **Test Remediation:**
  All students are encouraged to participate, however, **students that do not pass a course test and “At Risk” Students will be required to complete Test Remediation.** A SAILS Alert will be submitted by faculty for test failures. Students will need to meet with faculty and may be asked to complete a Loma Linda Test Analysis Worksheet at the first meeting to determine reasons for the test failure. Test Remediation, determined by the course instructor, will include such things as Adaptive Quizzing, study questions, videos, and reading assignments that cover material from the test and will be due one week following the assignment.

• **Tutoring:**
  All students are encouraged to attend; however, **“At Risk” Students will be required to attend all tutoring sessions.** Designated faculty, in collaboration with the course instructor, will offer tutoring at specific times and will cover difficult material from the class. Tutoring sessions usually last 1 hour and are specific to one course. Students that are having difficulty in more than one course will need to attend multiple tutoring sessions.

• **HESI Exam Remediation:**
  ★ HESI Standardized Exams will be administered each semester. Students in first-year must strive to obtain a score of 850 or greater. Students in second-year must strive to obtain a score of 900 or greater. Students will be allowed 2 attempts at achieving the required score and the grade awarded will be the highest of the two. Each student will take both versions of the HESI Exam regardless of score on the initial exam as this allows for practice in taking an NCLEX-type of computerized exam. Students should strive to do their very best on both versions. The student will be given access to at least one practice test prior to administration of the first HESI Exam. Each practice test will count as a quiz grade.
  ★ First-year students that score less than 850 on the first HESI Exam will be required to meet with the course instructor, review the Student Analysis and perform the required remediation as directed by the instructor prior to taking the second HESI Exam for that course. If the student is unable to score at least an 850 on the second HESI Exam, the student will be required to meet a second time with the course instructor, review the Student Analysis and perform the required remediation as directed by the instructor prior to taking the Final Exam for the course.
  ★ Second-year students that score less than 900 on the first HESI Exam will be required to meet with the course instructor, review the Student Analysis and perform the required remediation as directed by the instructor prior to taking the second HESI Exam for that course. If the student is unable to score at least a 900 on the second HESI Exam, the student will be required to meet a
second time with the course instructor, review the Student Analysis and perform the required remediation as directed by the instructor prior to taking the Final Exam for the course.

Grades for the HESI Exam will be given based on the highest score of the 2 HESI Exam attempts according to the following scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1050 &amp; above</td>
<td>100%</td>
</tr>
<tr>
<td>1040 – 1049</td>
<td>99%</td>
</tr>
<tr>
<td>1030 – 1039</td>
<td>98%</td>
</tr>
<tr>
<td>1020 – 1029</td>
<td>97%</td>
</tr>
<tr>
<td>1010 – 1019</td>
<td>96%</td>
</tr>
<tr>
<td>1000 – 1009</td>
<td>95%</td>
</tr>
<tr>
<td>990 – 999</td>
<td>94%</td>
</tr>
<tr>
<td>980 – 989</td>
<td>93%</td>
</tr>
<tr>
<td>970 – 979</td>
<td>92%</td>
</tr>
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<td>960 – 969</td>
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**Student Expectations:** Students are expected to abide by this Success Plan to increase their chance of success in their nursing courses and on NCLEX. Students that fail to complete required assignments or fail to attend mandatory sessions will be counseled by the instructor and referred to the Nursing Program Head. Students that fail to comply with the Success Plan will face administrative withdraw from the program.

**HESI Exam Fees**

New students beginning the program, including LPN Transition Pathway students in their first semester, are required to submit to the nursing office a copy of their HESI receipt from the bookstore before they will be given the access code card. If the receipt is not submitted by the Add/Drop Date, the student may be administratively withdrawn from the nursing program.

Remaining students (already enrolled and in subsequent semesters) will be required to submit to the nursing office a copy of their HESI receipt from the bookstore by the Add/Drop Date; if not submitted by this date, the student may be administratively withdrawn from the nursing program.
Unexcused Absences on Testing Dates

All students will take tests as scheduled and on time unless excused. Reasons for an excused absence are limited to:

- Illness (for self, significant other, or child) with a physician’s written verification unless waived by instructor.
- Death in the student’s immediate family with written verification. Immediate family include: parent, child, sibling, significant other, or grandparent.

Notification of absences or late arrival must be made in advance to the start of the test or a 10-point penalty will be applied to the test grade. A test missed due to an excused absence must be made up within 24 hours unless an extension is given by the instructor. More than one (1) excused makeup will require full nursing faculty approval. An unexcused absence will result in a zero for that test.

Clinical Evaluation

Satisfactory performance in the clinical area will be evaluated by six student competencies:
1. Client-Centered Care
2. Safety
3. Clinical Judgement
4. Professional Behavior
5. Quality Improvement
6. Collaboration

Clinical performance will be evaluated as Satisfactory, Unsatisfactory, or Needs Improvement (See Clinical Evaluation Tool for each clinical course). The clinical evaluation is completed by both the student, as a self-evaluation at specific times during or at the end of the clinical semester, as well as by the clinical instructor. In accordance with §54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct patient care tasks to which he/she has been assigned.

Progression Policy

To progress to the next semester, students must:

- Complete all Nursing Courses with a ‘C’ or better.
- Complete Biology, Psychology, and English courses with a ‘C’ or better.
- Earn a Satisfactory on the final clinical evaluation for all clinical components within each Nursing Course.
- Complete requirements of the NLCEX Success Plan (See DSLCC NCLEX Success Plan in the Nursing Program Handbook).
- Submit designated assignments to the E-Portfolio; students must “share” their submission with course faculty to verify this has been completed.
• Earn a 90% on all Drug Calculation Tests (see Drug Calculation Test in the Nursing Program Handbook).
• Complete the Non-Nursing Courses in or before the semester as it appears in the curriculum.
• Complete all Nursing Courses in the sequence as it appears in the curriculum.
• Complete evaluations such as those for Simulation experiences, clinical instructors, clinical sites, etc.
• Demonstrate Essential Functional Abilities (see Appendix A in Nursing Program Handbook)
• Follow all policies as found in the Nursing Program Handbook.
• Turn in clinical agency badges to the Nursing Office at the end of each semester.
• During the first semester, students who drop/withdraw from any of the non-clinical courses (NSG 130, NSG 106, or NSG 200) may NOT remain enrolled in NSG 100, which contains a clinical component.
• During the fourth semester, NSG 252 and NSG 270 must be taken concurrently.

Learning Disabilities
Special testing situations will be established for students with documented learning disabilities as defined by the Americans with Disabilities Act. Contact Suzanne Ostling, Admissions Officer for information about accommodations. (sostling@dslcc.edu; 540-863-2826)

APA Format
Written work is required in nursing courses. American Psychological Association (APA) is the accepted format for health sciences careers and is therefore required in the nursing curriculum. For APA format guidelines, students should access the APA Manual and online sites such as Purdue Owl APA. **Late work will not be accepted unless prior approval is granted by the instructor.**

Drug Calculation Test
Beginning with the second semester, a drug calculation test will be administered in the Medical/Surgical Nursing course each semester. This Drug Calculation Test demonstrates that students meet the math competencies needed to determine safe medication dosage calculations. Students must obtain a 90% competency on this test as a requirement for passing the course. Three attempts will be allowed in each course. The score from this test will not be reflected in the course grade. The student must attend a remedial tutoring session prior to taking test #2 and test # 3 (if applicable). There will be three different versions of the test. Failure to achieve a 90% or above after 3 attempts will result in dismissal from the nursing program.
**Blackboard Learning Management System**

Blackboard (Bb) is used extensively in the Nursing Program to communicate with students, post assignments, conduct class, and post grades. Students are expected to check their Blackboard (Bb) each day for faculty communications.

**Specific Clinical Policies**

Students will be assigned to clinical agencies on a rotating basis which may involve both day and evening clinical experiences. It is to be understood that during some semesters you will be assigned clinical duty in out-of-town facilities. Transportation to the clinical facilities is the responsibility of each student. Clinical dates and times are subject to change.

**Under-Age Students:** Program participation of those younger than 18 years old is governed by current clinical agency policies and/or Virginia Board of Nursing regulations.

**NOTE:** Use of cell phones, during clinical experiences, is prohibited unless instructed.

**Liability Insurance**

Each student is legally and financially responsible if another person is injured or suffers loss as a result of his/her negligence. Dabney S. Lancaster Community College can assume no legal or financial responsibility for the actions of a nursing student when activities occur off campus (i.e., in the various hospitals and other locations where your clinical experiences takes place). The college strongly recommends that students purchase liability insurance.

**Health Insurance**

Each student is responsible for his/her medical care should an illness or accident occur while enrolled in the nursing program. Students should be covered by Health Insurance. Neither the college nor the affiliating agencies will be liable for accidents.

**Accidental/Occupational Exposure Precaution**

In the event of an accidental/occupational exposure to blood or body fluids, students and faculty should:

1. Immediately report the incident to the instructor or supervisory personnel.
2. Immediately wash the area of exposure with soap and water.
3. Initiate referral to the nearest Emergency Department for post exposure management.
4. Decisions regarding post exposure management, prophylaxis, and follow up will be at the discretion of the individual and his/her health care provider.
5. Students/faculty will be financially responsible for emergency treatment, prophylaxis, and follow up care resulting from the incident.
6. Appropriate documentation of the incident will be completed according to the agency standards, with a copy of the report forwarded to the Nursing Program Head.
Faculty/Student Responsibilities to Prevent Exposure to Blood and Body Fluids

1. Receive agency/unit orientation regarding infection control policy and post exposure management procedures.
2. Utilize appropriate barrier precautions during the administration of care to all individuals.
3. Utilize appropriate safety devices for the handling/disposing of contaminated sharps and other instruments.
4. Immediately report accidental exposure to blood or body fluids.
5. Initiate immediate intervention for the management of accidental exposure to blood or body fluids.

Student Involvement

A student representative is elected from both the first and second year class. These students may attend nursing faculty meetings and will serve as liaison between students and faculty.

Students are encouraged to participate in student clubs and other campus organizations. More information about these opportunities is provided in the DSLCC Catalog and Student Handbook.

All fund-raising activities must be approved by the nursing faculty.

Appendices C, D, E, F, G, H, and I are forms that must be signed, dated, and submitted prior to the first day of class.

Students requesting faculty recommendations must first ask the faculty member’s permission and sign the Release of Information Form in Appendix B. When providing recommendations, faculty will utilize clinical records, academic grades, attendance records, and anecdotal notes from the student’s file.
Appendix A: Essential Functional Abilities

To provide safe patient care and meet student learning outcomes, nursing students must possess certain functional abilities:

- Gross motor and fine motor skills
- Physical endurance and strength
- Mobility
- Sensory abilities (hearing, vision, tactile ability, and smell).
- Emotional stability
- Analytical thinking and critical thinking skills
- Interpersonal and communication skills
Appendix B: Nursing Information Release Form

I, the undersigned, authorize representatives of Dabney S. Lancaster Community College to release written information pertaining to my enrollment in the DSLCC Nursing Program for the purposes of reference for employment or for educational pursuits. I will not hold the College responsible for the outcome of employment or educational opportunities based upon the information provided to potential employers or academic programs. Upon written request, I will be granted access to the information provided to potential employers or academic programs. I understand that this information release form will be maintained in my permanent record and will be in effect until withdrawn by me in writing.

________________________________________
Name (Print)

________________________________________
Signed

________________________________________
Date
Appendix C: Standards for Safe Clinical Practice

In a clinical practice, students are expected to demonstrate responsibility and accountability as professional nurses with the goal of health promotion and prevention of harm to self and others. Students are expected to follow strict HIPAA protocols in lab, clinical, and other health care facilities. The School of Nursing believes that this goal will be attained if each student’s clinical practice adheres to the Standards of Safe Clinical Practice. Safe clinical performance always includes, but is not limited to, the following behaviors:

1. Practice within boundaries of the nursing student role and the scope of practice of the registered professional nurse.
2. Comply with institutional policies and procedures for implementing nursing care.
3. Prepare for clinical learning assignments according to course requirements and as determined for the specific clinical setting.
4. Demonstrate the application of previously learned skills and principles in providing nursing care.
5. Promptly report significant client information in a clear, accurate, and complete oral or written manner to the appropriate person or persons.

Acknowledgement:

I have read the Standards of Safe Clinical Practice and I agree to adhere to them. I understand that these standards are expectations for my clinical practice and will be incorporated into the evaluation of my clinical performance in all areas, which may result in clinical failure.

________________________________________________________________________

Name (Print)

________________________________________________________________________

Signed

________________________________________________________________________

Date
Appendix D: Confidential Information Agreement

**Breach of Confidentiality:** Evidence that the student is inappropriately accessing and/or disseminating information gained in the clinical setting.

The following shall be considered *Breach of Confidentiality*:

- Disclosing any identifiable patient information to anyone except clinical instructors and those health care professionals who provide direct care to the patient.
- Operating or attempting to operate computer equipment without specific authorization from clinical faculty.
- Accessing computer information during non-designated clinical hours.
- Accessing information on patients who are not assigned to the student and for whom the student does not provide direct care.
- Failure to maintain in the strictest confidence computer access passwords. This includes disclosing the password to anyone, at any time, for any reason.
- Disclosing any portion of a facility computerized system to any unauthorized individual at any time for any reason.

**FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN DISMISSAL FROM THE NURSING PROGRAM.**

I have read and fully understand the above Confidential Information Agreement and further understand that any breach in this agreement will result in dismissal from the nursing program at Dabney S. Lancaster Community College.

________________________________________
Name (Print)

________________________________________
Signed

________________________________________
Date
Appendix E: DSLCC NCLEX Success Plan

I have reviewed and understand the DSLCC NCLEX Success Plan as it applies to me.

_________________________________________
Name (Print)

_________________________________________
Signed

_________________________________________
Date
Appendix F: Recording of Students in Simulation Lab

The video and audio recording of simulation activities may occur for teaching, evaluation, or research purposes. Simulation, a unique teaching strategy, may use student recordings during the debriefing period to enhance the learning experience. Graded student performance returns may also be recorded as a means to ensure fair evaluation of students. Student recordings will be stored in a locked room for security and will be maintained by faculty.

I have read ‘Recording of Students in Simulation Lab’ and understand that video and audio equipment may be used during simulation activities.

______________________________
Name (Print)

______________________________
Signed

______________________________
Date
Appendix G: Simulation Lab Policy

1. Wear uniform or scrubs as you would for any nursing lab held on campus.
2. Bring your Nursing Supplies Kit, stethoscope, pen light, paper, and pencil to lab.
3. Bring your Clinical Skills Record and Daily Record of Clinical Hours Form.
4. Complete the Pre-Simulations Work-Up Form(s) and turn in on arrival to the Simulation Lab. Students that arrive without a completed form will receive an Unsatisfactory Clinical Grade for the day and a Counseling Form will be placed in their file.
5. The Simulation Experience is to be treated as a “real” experience, with the expectation the student behaves as if caring for an actual patient in the clinical setting. For example, privacy should be maintained during care; address SimMan as you would your patient, explain and teaching them about the care you provide.
6. Treatments, medications, etc. should be performed with the same technique and care that you would provide a patient in an actual clinical setting. It is expected that you would look up any unfamiliar treatments, medications, etc. prior to administration.
7. Confidentiality should be maintained as you would in the healthcare setting. Please do not discuss the scenario, your performance, or the performance of your fellow students outside of the simulation lab. “What happens in Sim Lab stays in Sim Lab.”
8. A pre-brief period will occur prior to the scenario. A Mini-Debrief will occur before lunch and a Final Debriefing will occur at the conclusion of the day. All students should be prepared to participate in these sessions.
9. An evaluation of the simulation will be completed by all students prior to leaving for the day. Please use constructive feedback, as faculty will use your comments to improve and enhance Simulation experience. Other evaluation-type forms may be used for collection of data to be completed by students before and/or after Sim lab.
10. Please make the most of the Simulation Experience. It has been designed with certain learning objectives in mind and requires your full participation to obtain the maximum benefit.

I have read and understand the “Simulation Lab Policy”.

_________________________________________
Name (Print)

_________________________________________
Signed

_________________________________________
Date
Appendix H: SimChart Policy

SimChart may be used in a variety of settings within the nursing program to enhance student learning. The following will be used to guide the student in the proper care of electronic devices and use of SimChart.

Use of SimChart:
- Students may use SimChart as part of their classroom, Nursing Skills lab, Simulation lab, or clinical activities.
- The program uses a variety of clinical agencies that may or may not approve of the use of SimChart within the agency. Before taking an electronic device into the clinical area, students must clarify with the clinical instructor if the use of SimChart is permitted within a particular clinical agency.

Caring for the Tablet/Computer:
- Students will be responsible for their own device regardless of the setting.
- Students will follow infection control practices when using the device.

Safeguarding and Maintaining the Tablet/Computer:
- The device should be fully charged.
- The device must have a security code for opening the device if used in the clinical setting and the code must not be shared with others.
- The device should be locked off when not in use in the clinical area. If the device is found unattended with a SimChart program visible in the clinical area, it will be confiscated by the instructor.
- Students will assume full responsibility for the safety of their own device. Clinical agencies and staff, instructors, and the college will not be liable for any damage to or loss of a student's device.

Prohibited Used with the Device:
- Accessing inappropriate materials.
- Illegal activities – for financial or commercial gain.
- Violating patient confidentiality (HIPAA).
- Unauthorized access – any student found trying to gain access to another student's account will be subject to disciplinary action.
- Students are expected to use the internet for class, lab, or clinical related activities only.
- Devices are to remain in conference room when in the clinical setting. Devices must not be taken into the patient rooms or care areas.

Appropriate Use of the Device:
- Research
- Teaching materials for the class or lab only, not for use in the clinical area with patients (clinical agencies provide their own teaching materials).
- Assigned educational activities as assigned in SimChart.

I have read and understand the “SimChart Policy”.

_________________________________________
Name (Print)

_________________________________________
Signed

_________________________________________
Date
Appendix I: Permission to Release Personal Information to Clinical Agencies

Clinical Agencies used by the college for clinical experiences require personal information on students practicing at their clinical agencies. These agencies include, but are not limited to Carilion Stonewall Jackson Hospital, Lewis Gale Alleghany Hospital, and Greenbrier Valley Medical Center. At a minimum, agencies require the names of students that are practicing in their agencies. For agencies that permit access to their electronic medical records systems, more information is required as part of the agencies’ safety and security practices. Students are required to use these electronic medical records to review patient data, document treatments, and administer medications.

The use of electronic medical records (informatics) in the provision of nursing care is essential for the student to meet learning objectives for all clinical courses. Students’ private information that may be required include name, address, phone, email, birthdate, and social security number. Only the specific information requested by the agency will be provided and all information will be transferred in a secure manner as per college procedures.

The signature below gives permission for the information listed above to be shared by the college nursing department with the clinical agencies that are contracted with the college to provide clinical experiences. This permission is in effect while the student is enrolled in the nursing program.

_________________________________________
Name (Print)

_________________________________________
Signed

_________________________________________
Date
Appendix J: Program Handbook Disclaimer and Signature Form

This Dabney S. Lancaster Community College Nursing Program Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the program. Furthermore, the College reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

Your signature on this page is simply your acknowledgement that you have received and agreed to abide by the policies within.

_______________________________________
Name (Print)

_________________________________________
Signed

_________________________________________
Date