



Division of Math, Science,
and Health Professions

Nursing Program Handbook

2021-2022 Academic Year

Student Responsibility

It is the student's responsibility to become thoroughly familiar with the MCCC Nursing Program Handbook and to comply with the provisions as written. The rules and regulations set forth in this publication constitute students' rights and responsibilities, as well as outlining the requirements for admission, retention and the degree requirements for the nursing program. The Nursing Program has stringent requirements for admission and retention that takes priority over the MCCC General Catalog minimum requirements. This publication is reviewed and revised each academic year. The current Nursing Program Handbook becomes effective on the first day of the new semester. Students will be notified if there are changes to program procedures applicable to all students regardless of date of admission to the nursing program. This publication contains information valid for 2021-2022 academic year. A copy of the current semesters nursing program handbook can be accessed at www.mccc.edu/nursing.

Welcome

Welcome to the 2021-2022 Academic Year! The Nursing Program Handbook provides vital information regarding information about your upcoming semesters in the nursing program. It also includes nursing program procedures.

All professional phase nursing students are held accountable to the program requirements and procedures outlined in the current academic year Nursing Program Handbook. Students are required to read the handbook and provide documentation that certifies that they have been informed of nursing program procedures

The entire nursing education department team looks forward to working with you to achieve your goal of becoming a registered professional nurse. We are available to assist you along the journey – should you have any questions or concerns, please contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elizabeth Mizerek', with a long horizontal line extending to the right.

Elizabeth Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN
Director of Nursing Education

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General Information

Mission Statement

The Associate Degree Nursing program supports the mission of Mercer County Community College. The faculty is committed to providing high quality nursing education to meet the diverse and changing health-care needs of the community and to promote the development of qualified students prepared for the professional role of the entry level registered nurse. Students will be challenged to achieve their goals in a caring, creative, and engaged learning environment.

Philosophy and Purpose of the Associate Degree Nursing Program

The philosophy of the Associate Degree Nursing program is derived from the essential components of nursing, humans, health, and environment. The foundation for the curriculum is based on the principles of patient-centered care, team work and collaboration, clinical reasoning, quality improvement, leadership, information technology, and safety. Based on these principles, faculty mentor, teach and encourage students to develop competency in the knowledge, skills and attitudes required to provide safe and effective nursing care.

The graduate of the Associate Degree Nursing program at Mercer County Community College is prepared to meet the educational competencies defined by the National League for Nursing (2010), Institute of Medicine (2004), and the Nurse Practice Act of New Jersey. Graduates of this program meet the requirements to take the National Council Licensure Examination (NCLEX-RN).

A concept based approach to learning will provide the opportunity to apply adult learning theory to meet the needs of our diverse student population. Education is a life-long process that affords the learner the opportunity to develop intellectually, socially, and personally. Learning is a personal and active process that involves cognitive and psychomotor activities to fulfill ones potential. The student is a proactive participant in the learning process and is responsible for the acquisition of knowledge, skills and attitudes through goal directed learning endeavors. The teaching-learning process is a collaborative experience between students and faculty where knowledge is shared and there is a commitment to excellence and mutual respect. Faculty shapes the educational environment which empowers students to become independent learners, to accept responsibility for life-long learning, and to develop professional behaviors.

Upon completion of the program the graduate is qualified to submit an application to take the NCLEX-RN® examination.

The nursing program uses the program's mission and philosophy to formulate program student learning outcomes which serve as the basis for the development, implementation, and

evaluation of the nursing program curriculum. The nursing faculty at Mercer County Community College defines the essential components of the curriculum as:

Humans: Humans are complex, multidimensional and unique individuals possessing value and worth, and a member of a family, community and culturally diverse society. All humans have dynamic bio-physical, psychological, socio-cultural, spiritual, and developmental needs that contribute to health, quality of life, and achievement of potential. All humans should be cared for, respected, nurtured, understood, and assisted. In order to provide and manage care, nurses must view the individual at the center of any nursing activity.

Health: Health is a dynamic, ever-changing state of mental, physical, and spiritual well-being, which exists on a continuum from wellness to illness. An individual's needs for healthcare are determined by their position on the continuum. An individual's health is based on their cultural perceptions and beliefs of health and illness. The individual is responsible for and capable of identifying, learning and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness or achieve a dignified death.

Environment: The environment concept of nursing comprises all the internal and external factors that act on human beings and affect their behavior and development. This includes psychological, spiritual, social, physical, and cultural forces as well as the environment in which nursing care is provided. The idea behind this concept is that the environment influences individual and collective health and that individuals who experience a positive, comfortable nursing environment are more likely to demonstrate good health versus those who receive a level of care that is lacking.

Nursing: Nursing refers to the process of caring for the health of human beings and assisting individuals in meeting their needs while also teaching them the basics of caring for themselves. The responsibilities of the nursing profession are to promote good health, to prevent disease when possible, to promote healing in those who are ill, and to ease the suffering of dying patients. The concept of nursing extends beyond the health care facility to the community and society as a whole, and views individual health and the environment as closely related. Nursing is defined as care that is tailored to the needs of individuals and that is provided in an efficient and effective manner.

Patient Centered Care: The nurse will provide holistic patient centered care that identifies and recognizes an individual's preferences, values, and needs to promote human flourishing, by providing compassionate, coordinated, age and culturally appropriate, safe, and effective care.

Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Clinical Reasoning: Clinical reasoning is the process of using nursing judgment through the spirit of inquiry to arrive at a decision regarding the prevention, diagnosis, or treatment of a clinical problem

Quality Improvement: The use of criteria and improvement methods to monitor outcomes, design, and test changes which lead to the continuous improvement of quality and safety.

Leadership: The process of influencing people through one's professional identity to accomplish goals or to move toward group goal setting and achievement

Information Management: The use of information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Nursing Course Descriptions

NRS111 Clinical Reasoning in Nursing Practice 1
credits Prerequisites: formal admission to the nursing program

This course introduces the skill of clinical reasoning as it applies to nursing practice and clinical decision making. Clinical reasoning builds on the skills of critical thinking to move the student to engaged, practical reasoning that complements the scientific reasoning represented in the nursing process. This course introduces critical thinking skills and strategies and forms the basis for the clinical reasoning processes applied throughout all nursing courses. *1 lecture hour*

NRS112 Concepts of Nursing Practice I 6
credits Prerequisites: formal admission to the nursing program.

This course introduces the student to the fundamental concepts of nursing practice and the application of the concepts with a focus on wellness and health promotion across the lifespan. The application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings. *3 lecture/3 college laboratory/6 clinical hours*

NRS 125 Concepts of Nursing Practice II 8
credits

Prerequisites: BIO 104 with a minimum C+ grade, NRS 111, NRS 112 with a minimum C+ grade

Builds on the first semester courses to further refine the concepts of nursing practice with application to the care of diverse clients with uncomplicated acute and chronic conditions across the lifespan. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings. *3 lecture/3 college laboratory/12 clinical hours*

NRS 225 Concepts of Nursing Practice III 8
credits Prerequisites: BIO 201 with a minimum C+ grade, NRS 125 with a minimum C+ grade

Builds on the previous nursing courses to further refine and apply the concepts of nursing practice in the care of diverse clients with complicated acute and chronic conditions across the lifespan. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings. *3 lecture/3 college laboratory/12 clinical hours*

NRS 235 Concepts of Nursing Practice IV 8
credits Prerequisite: NRS 225 with a minimum C+ grade

Builds on all previous nursing courses to further refine and apply the concepts of nursing practice in the care of diverse client populations with acute and chronic complex conditions across the lifespan. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings. *3 lecture/3 college laboratory/12 clinical hours*

Program Outcomes

1. 80% of graduating class will pass the NCLEX-RN, on the first attempt
2. 40% of students enrolled in the nursing program will graduate within six semesters of beginning the professional phase of the program.
3. 80% of program graduates seeking employment will be employed, as an RN, within one year of passing the NCLEX-RN.
4. 75% of program graduates will begin baccalaureate nursing education within one year of graduation.

Student End of Program Learning Objectives

Mercer County Community College provides a program that prepares graduates who will function with technical competence within various care settings. The graduate will:

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
2. Engage in clinical reasoning to make patient-centered care decisions.
3. Participate in quality improvement processes to improve patient care.
4. Collaborate with members of the inter-professional team, the patient, and the patient's support persons.
5. Use information management (informatics) principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Assimilate leadership, management, legal, and ethical guidelines in practice as a Registered Nurse.

General Education Course Limit

All general education courses must be completed with a grade of C or better. Biology courses must be completed with a grade of C+ or better. Students must successfully complete all general education courses by the third attempt. Students who exceed the three attempt limit are not eligible to apply for the nursing program.

General Education Courses Completed at Other Colleges

If a student completes any applicable science, mathematics or other course at another college, it is the student's responsibility to ensure that Mercer County Community College receives transcript evidence and that the corresponding MCCC course is entered on the transcript. Official transcripts from other colleges must be sent to the MCCC Student Records office for evaluation. It may take 6-8 weeks for transcript evaluations to be completed and posting of equivalent courses on your MCCC transcript.

Nursing Courses Completed at Other Colleges

The nursing program does not accept transfer credits for nursing coursework from other academic institutions

Academic Requirements

The Nursing curriculum will follow the program for the Associate in Science Degree (AS).

Code	Course (lecture/lab/clinical hours)	Credits
Semester 1	Pre-Professional Phase (only these courses are required to be completed or in progress at the time of application to the nursing program)	
BIO103	Anatomy & Physiology I (3/3)	4
CHE 107	General & Physiological Chemistry (2/1/2)	4
MAT125	Elementary Statistics I (3/0) ¹	3
ENG101	English Composition I (3/0)	3
Semester 2	Professional Phase	
BIO104	Anatomy & Physiology II (3/3)	4
ENG102	English Composition II (3/0) ^{2*}	3
NRS 111	Clinical Reasoning in Nursing Practice (1/0)	1
NRS112	Concepts of Nursing Practice I (3/3/6)	6
	(NRS111 & NRS112 are co-requisites)	
Semester 3		
BIO 201	Microbiology (3/3)	4
PSY 101	Introduction to Psychology (3/0)*	3
NRS 125	Concepts of Nursing Practice II (3/3/12)	8
	(NRS125 pre-requisites: BIO104, NRS111, NRS112)	
Semester 4		
PSY207	Developmental Psychology: Across the Lifespan (3/0) ^{3*}	3
NRS 225	Concepts of Nursing Practice III (3/3/12)	8
	(NRS225 pre-requisites: BIO201, NRS125)	
Semester 5		
NRS235	Concepts of Nursing Practice IV (3/3/12)	8
	(NRS235 pre-requisites: NRS225)	
	General education elective ^{4*}	
	Total Credits	65

¹ MAT 135, 140 (4 credits) or MAT 200 (3 credits) are acceptable alternatives.

² ENG112 is an acceptable alternative

³ SOC 101 is an acceptable alternative

⁴ PHI 102 or PHI 205 are recommended

*These courses can be completed at any time but must be completed prior to graduation.

Check with Nursing Faculty Advisor regarding electives.

Nursing Program Concepts

The nursing curriculum utilizes a conceptual approach to learning. A concept-based curriculum sorts information into categories according to common characteristics and provides only the information and skills necessary for students to learn and apply the information when providing patient care. The faculty has identified the concepts essential for nursing. The alterations that deviate from the normal presentation of the concept are exemplars. The concepts for the nursing curriculum are as follows:

Accountability: The ability and willingness of an individual to assume responsibility for his or her actions and to accept the consequences of his or her behavior.

Acid Base Balance: The method by which the acidity and alkalinity of body fluids are kept in a state of balance.

Addiction: A psychological or physical need for a substance (such as alcohol) or process (such as gambling) to the extent that the individual will risk negative consequences in an attempt to meet a need.

Affect: The immediate and observable emotional expression of mood, which people communicate verbally and nonverbally; the outward manifestation of what the individual is feeling.

Cellular Regulation: The process in which cells reproduce, proliferate, and grow.

Clinical Decision Making: A process used by nurses in the clinical setting to evaluate and select the best actions to meet desired goals.

Cognition: The complex set of mental activities through which individuals acquire, process, store, retrieve, and apply information.

Collaboration: Two or more people working towards a common goal.

Comfort: A state of physical ease and freedom from discomfort whether physiological, social, psych spiritual, or environmental.

Communication: The exchange of information, feelings, thoughts, and ideas through verbal or other techniques.

Coping: A dynamic process through which an individual applies cognitive and behavioral measures to handle internal and external demands that are perceived by the individual as exceeding available resources.

Culture: The patterns of behavior and thinking that people living in social groups learn, develop and share.

Development: An increase in the complexity and function of skills progression, the individual's capacity, and skill to adapt to the environment.

Digestion: The conversion of food by means of its mechanical and chemical breakdown into absorbable substances in the gastrointestinal tract.

Elimination: The secretion and excretion of body wastes from the kidneys and intestines.

Ethics: The rules or principles that govern right or moral conduct.

Evidence Based Practice: The application of research in areas that are of interest to nursing and in the actual practice of nursing.

Family: Individuals who are joined together by marriage, blood, adoption, or residence in the same household.

Fluid and Electrolytes: Maintenance of homeostasis in the body in relation to fluid volume balance and electrolytes.

Grief: The total psychological, biological, and behavioral response to the emotional experience related to loss.

Health: A state of complete physical, mental, and social well-being.

Healthcare Systems: Methods of healthcare delivery and management, including financing and coordination of services.

Health Policy: The actions and decisions by government bodies and professional organizations that affect whether or not healthcare organizations and individuals working within the healthcare system can achieve their healthcare goals.

Illness: A state in which an individual's physical, emotional, intellectual, social, developmental, or spiritual functioning is diminished.

Immunity: The body's natural or induced response to infection and the conditions associated with its response.

Infection: An invasion of the body tissue by microorganisms with the potential to cause illness or disease.

Inflammation: An adaptive process to what the body sees as harmful, such as an allergen, illness, or injury. Inflammation typically is characterized by pain, heat, redness or swelling. Also called inflammatory response.

Intracranial Regulation: The processes that affect intracranial compensation and adaptive neurological functioning.

Leadership: The ability to rule, guide, or inspire others to think or act as they recommend.

Learning: A change in human disposition or capability that persists and cannot be solely accounted for by growth.

Legal Issues: Encompassing the rights, responsibilities, and scope of nursing practice as defined by state nurse practice acts and as legislated through criminal and civil laws.

Loss: A situation in which someone or something that is valued is altered or no longer available.

Managed care: A healthcare delivery system designed to provide cost effective, high quality care for groups of clients from the time of their initial contact with the health system through the conclusion of their health problem.

Metabolism: The complex process of biochemical reactions occurring in the body's cells necessary to produce energy, repair cells and sustain life.

Mobility: The ability to move in one's environment with ease and without restriction.

Mood: An individual's internal, subjective, sustained emotional state.

Nursing Informatics: A specialty that integrates nursing sciences, computer science, and information science to manage and communicate data, information, knowledge, and wisdom in nursing practice.

Nutrition: The process, by which the body ingests, absorbs, transports, uses, and eliminates nutrients in food.

Oxygenation: The mechanism that facilitates or impairs the body's ability to supply oxygen to all cells of the body.

Pharmacotherapy: Treatment or prevention of disease by means of drugs.

Perfusion: The process by which oxygenated blood is transported and distributed through the body.

Perioperative care: Nursing care provided during any or all of the three phases of surgery: preoperative, intraoperative and postoperative.

Professional Behaviors: Effective nursing actions based on ethical principles, clinical reasoning, and technical knowledge and expertise that form helping relationships.

Quality Improvement: The process of using systematic and continuous actions that lead to measurable improvement in healthcare services and the health status of targeted client groups.

Reproduction: The process by which male and female cells unite to form a zygote.

Safety: Protection from harm or injury.

Self: Personal perception of being that forms in response to interactions with others and the environment throughout the course of an individual's lifetime.

Sensory Perception: The conscious organization and translation of external data or stimuli into meaningful information.

Sexuality: Individual expression of sexual behavior.

Stress: The body's general, non-specific response to the demands placed upon it by a stressor.

Teaching: A system of activities intended to produce learning.

Thermoregulation: The body process that balances heat production and heat loss to maintain the body's temperature.

Tissue Integrity: Included integumentary, mucous membrane, corneal or subcutaneous tissues uninterrupted by wounds.

Violence: The use of excessive force against other individuals or oneself, often resulting in physical or psychological injuries or death.

Wellness: A state of well-being that encompasses self-responsibility, dynamic growth, nutrition, physical fitness, emotional health, preventive health care, and the whole being of the individual.

Essential Functions of Nursing

The following essential functions are necessary to practice as a student nurse. Mercer County Community College is committed to ensuring the full participation of all students in all activities,

programs, and services. Some of the essential functions listed below may be accomplished with the use of assistive technology or other reasonable accommodations. If you have a documented differing ability or think that you may have a differing ability that is protected under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act or college policy, please contact the Center for Inclusion, Transition, and Accessibility at [609-570-3422](tel:609-570-3422) for information regarding support services.

Motor Skills: Sufficient motor function is required to be able to execute movements required to provide general care and treatment to clients in all healthcare settings. Such motor functions may include but are not limited to:

- Stand and walk for up to 12 hours/day.
- Sit and maintain balance
- Stand and maintain balance
- Bend, twist, squat, and kneel
- Assist in lifting or moving clients of all age groups and weights
- Reach above shoulders
- Reach below waist
- Use hands for grasping, pushing, pulling, and other fine manipulation
- Move within confined spaces
- Sustain repetitive movements, such as performance of chest compressions

Sensory Skills: Sufficient ability to acquire information with all senses is required; especially sight, hearing, smell, and touch. Such sensory functions may include but are not limited to:

- Possess tactile ability sufficient to:
 - Feel differences in sizes and shapes
 - Feel differences in surface characteristics
 - Feel vibrations
 - Detect temperature
- Possess auditory acuity sufficient to:
 - Hear faint body sounds and voices
 - Hear normal speaking level sounds
 - Hear in situations when unable to see lips move
 - Interpret various equipment signals and use the telephone
 - Distinguish changes in tone and pitch
 - Distinguish sounds and understand verbal communication in environments with multiple auditory inputs
 - Tolerate occasional exposure to loud and unpleasant noises

- Possess olfactory ability sufficient to:
 - Detect differences in odor
 - Tolerate occasional unpleasant odors
- Possess visual acuity sufficient to:
 - Use depth perception
 - Use peripheral vision
 - Distinguish color and color intensity
 - Clearly view electronic monitors and scales
 - Visualize small font (6 font) written words and information on paper and computer screens

Communication: Communication skills are required to communicate effectively and sensitively with others. Such communication skills may include but are not limited to:

- Communicate effectively in environments with multiple auditory and visual inputs
- Express ideas and feelings clearly
- Demonstrate a willingness and ability to give and receive feedback
- Effectively read, write, comprehend, and speak the English language
- Exhibits awareness of social and cultural differences
- Prepare written documents that are correct in style, grammar, and mechanics
- Communicate relevant, accurate, and complete information in a clear and concise manner both verbally and in writing to clients and health care team members.

Cognitive Abilities: Cognitive abilities are required to measure, calculate, reason, analyze, integrate, and synthesize in the context of nursing practice. Such cognitive abilities may include but are not limited to:

- Perform mathematical calculations accurately
- Make appropriate rapid decisions in stressful or emergency situations
- Manage multiple priorities and function effectively in stressful situations
- Remember multiple messages and information
- Maintain concentration and focus in professional care setting
- Adapt rapidly to environmental changes and multiple task demands
- Read and comprehend extensive written materials
- Effectively use short term and long term memory abilities
- Solves problems using a logical systematic process
- Establish priorities among several tasks and pieces of data.

Behavioral/Emotional: Emotional health is required for full utilization of intellectual ability, the exercise of good judgement, and the prompt completion of nursing responsibilities. Such behavior and emotional abilities include but are not limited to:

- Assume responsibility and accountability for own actions.
- Function effectively under stress.
- Must possess the emotional stability to function effectively and maintain a calm demeanor under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Establish therapeutic boundaries.
- Respect differences in others.
- Illustrate insight and awareness of self.
- Experience empathy for the situations and circumstances of others and effectively communicate that empathy.

Professional Conduct: Professional conduct is essential to the practice of nursing in an ethical manner.

- Demonstrate the application of the Professional Nursing Code of Ethics to clinical practice.
- Adhere to the practice standards of the profession.
- Reflect the values of the nursing profession in practice.
- Demonstrate ethical and professional attitudes and conduct.
- Ability to reason morally.

Occupational Exposure: Work in a healthcare related environment and performance of nursing tasks and procedures involves risk of exposure to blood, body fluids, and other bio-hazardous materials by direct predictable or unpredictable exposures.

Graduation Requirements

A grade of C+ (77) or better is required as a passing grade for all nursing (NRS) courses. MCCC requires a cumulative GPA of 2.0 for graduation. It is the student's responsibility to check the College catalog regarding requirements for graduation to assure completion of appropriate courses. Should there be any question regarding acceptability of coursework, the student should consult with the Director of Nursing Education or nursing advisor. By the time of registration for the final semester, all required curriculum courses should be on the transcript or final semester schedule. All curriculum courses must be successfully completed in order to graduate from the nursing program. All financial obligations to the college must be satisfied in order to graduate.

Student Input into the Nursing Curriculum

Each semester the nursing program requests students to volunteer to contribute to program governance activities by being student representatives, for their course level. Student volunteers are invited to participate in monthly Curriculum meetings. See the full procedure in the appendix.

Communities of Interest Input into Curriculum

The nursing program holds regular meetings with a Nursing Advisory Commission to solicit input from communities of interest. The Nursing Advisory Commission members represent local healthcare agencies, schools, alumni, and community members.

Accreditation

The MCCC nursing program is accredited by the New Jersey Board of Nursing, 124 Halsey Street, 6th Floor, Newark, NJ 07102, (973) 504-6430. The associate degree nursing program at Mercer County Community College at the West Windsor campus located in West Windsor, New Jersey is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

Equal Employment Policy

Mercer County Community College is committed to a policy of equal opportunity and non-discrimination against individuals on the basis of personal beliefs or characteristics such as political views, religion, national or ethnic origin, race, color, gender, sexual orientation, age, marital status, veteran status or disability unrelated to job or program requirements. Questions

regarding the equal opportunity policy and compliance statement may be directed to the Equal Opportunity Officer or ADA Compliance Officer, West Windsor Campus, (609) 570-3601, or (609) 570-3615.

Title IX Notice

Mercer County Community College strives to offer an inclusively welcoming and nurturing college, focused on student engagement and success. In that effort and in compliance with Title IX requirements, the College does not discriminate on the basis of race, color, national origin, disability, age, and sex in its educational programs and activities. Members of the college community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

For more information, contact the Title IX Interim Coordinator Elizabeth Mizerek, Director of Nursing, Math and Science Building (MS) Room 125, phone (609)570-3526 or e-mail mizereke@mccc.edu or Title IX Deputy Stephen Waniak, Kerney Campus (KC) Room 210, phone (609)570-3165 or email waniaks@mccc.edu.

Special Requirements of the Associate Degree Nursing Program

Requirements for Licensure as a Registered Professional Nurse

The Nurse Practice Act of the State of New Jersey, the Board of Nursing Statutes (NJSA 45:11-26 et seq.) and Regulations (NJSA 13:37) govern the legal practice of nursing in the state. It is important that applicants who plan to study nursing know that licensure requirements include the following:

"An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant...is of good moral character, is not a habitual user of drugs, and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs;"

There are three elements that are required for licensure as a nurse in New Jersey:

1. Graduations from an approved school of professional nursing;
2. Criminal history background check clearance;
3. Pass the NCLEX-RN licensing examination.

In addition, the official application for professional nurse licensure by examination requires that applicants provide information or answer the following questions. The graduate will be required to:

1. Submit a valid social security number.
2. Provide proof of US citizenship or permanent residency.
3. Provide documentation if you are in default of any student loan.
4. Provide information regarding court ordered child support.
5. Answer questions and provide information regarding any medical conditions or impairments.
6. Answer the question, have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trial intervention (PTI); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction. (Parking or speeding violations need not

be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be).

7. Answer the question, have you ever been convicted of any crime or offense under any circumstances? This includes, but is not limited to, a plea of guilty, non vult, nolo contendere, no contest, or a finding of guilt by judge or jury.

Thus, before beginning the nursing program, applicants must consider whether there is any legal reason why they might not be qualified for licensure. A criminal background check is required for all new licenses. The New Jersey Board of Nursing has the authority to deny licensure if the applicant has a criminal record.

The New Jersey State Board of Nursing makes a determination on an individual case basis at the time of application for licensure. Applicants should consider their current lifestyle and personal history before embarking on a course of study in order to ensure that, even though successful in completing the nursing program, they are ineligible for licensure.

Questions and concerns regarding these requirements may be discussed in confidence with the Director of Nursing Education. Applicants may, if they prefer, call anonymously to discuss their situation with the Director. The full application and detailed information can be found at http://www.nj.gov/lps/ca/nursing/nurse_app.pdf.

Licensure Exam (NCLEX-RN)

In order to receive licensure as a Registered Professional Nurse (RN), all graduates must successfully pass the National Council Licensure Exam (NCLEX-RN). The NCLEX is developed to measure the minimum knowledge, skills, and abilities required to deliver safe, effective nursing care at the entry level. It is written and administered by the National Council of State Boards of Nursing (NCSBN), NCSBN is a not-for-profit organization whose members include the boards of nursing in the 50 states, the District of Columbia and four U.S. territories. NCSBN is the vehicle through which boards of nursing act and counsel together to provide regulatory excellence for public health, safety, and welfare.

The goal is to test within 4-6 weeks of program completion and pass the NCLEX on the first attempt.

In order to prepare for the exam, each new professional phase student will receive a copy of the latest NCLEX-RN Test Plan® upon entering the nursing program. Students should keep track of content taught in each nursing course throughout the curriculum, as it applies to the NCLEX-RN Test Plan.®

The NCLEX-RN Test Plan® provides a concise summary of the content and scope of the licensing examination. It serves as a guide for examination development, as well as candidate preparation. Each NCLEX-RN® examination is based on the test plan. The NCLEX examination assesses the knowledge, skills, and abilities that are essential for the nurse to use in order to meet the needs of clients requiring the promotion, maintenance, or restoration of health. The NCLEX-RN Test Plan® outlines beliefs about people and nursing that are integral to the examination, cognitive abilities that will be tested in the examination and specific components of the licensing examination.

Further information on the NCLEX-RN and licensure can be found at www.ncsbn.org.

Admission

Admission to the nursing program is selective. Students must apply to the nursing program during publicized application time frames. Students must complete the following minimum requirements to be eligible to apply for the nursing program: have completed or are in progress with the pre-requisite course work, attend an information session, have a minimum of a 2.5 GPA, and complete the HESI RN Admission Exam with a minimum score of 80% on the math and 80% on the composite English score. Meeting the minimum criteria is not a guarantee of seat availability or acceptance into the program.

Health

Once accepted into the professional phase of the nursing program, all students must complete a medical clearance process prior to entering the clinical component of the professional phase of nursing coursework. Proof of clearance for clinical must be submitted to the nursing program. The initial medical clearance process includes:

1. Physical exam
2. Blood titers demonstrating immunity to Rubella, Rubeola, Mumps, Varicella, and Hepatitis B. Students with negative or equivocal results may be required to obtain additional vaccinations at additional cost.
3. Urine dip for blood, protein, specific gravity, and glucose.
4. Provide proof of tetanus, diphtheria, and pertussis immunization within last ten years.

Tuberculosis Screening

All students are required to provide proof of negative results for tuberculosis testing annually. Testing may be accomplished via traditional Mantoux testing or QuantiFERON-TB, an IGRA blood test. If Mantoux testing is performed, the initial test is a two-step test. Annual testing thereafter

is a one-step test. If the student has a positive Mantoux test, a copy of a clear chest x-ray report or negative QuantiFERON-TB test is required. In addition, any student with a positive Mantoux test must have a TB Questionnaire form completed by the student and their healthcare provider.

Seasonal Flu Vaccination

All students are required to provide proof of influenza vaccination on an annual basis. Students must receive the current year's influenza vaccination between October 1st and October 31st and provide proof of immunization to the nursing program.

COVID-19 Vaccination

All students are required to provide proof of full COVID-19 vaccination, per our clinical partners requirements. Students must have completed their COVID-19 vaccine series, at least two weeks prior to their first clinical day. Additional booster shots may be required.

Drug Screening

All students are required to submit to an annual ten panel urine drug screen and submit the results to the nursing program. Students who test positive for any controlled substances, due to prescribed medication must submit documentation from the prescribing health care provider including medication, dosage, and frequency. Any student with a positive urine drug screen that cannot provide documentation of prescribed medication from a health care provider will not be permitted to continue in the nursing program.

Student Injury or Illness

Any student who has any type of injury/illness/condition that may impede their clinical performance or put patient population at risk, must present a physician/nurse practitioner note certifying the student's ability to **resume full clinical activities without restrictions**. The presentation of the note does not assure access to the clinical area. Unless full clearance to participate in clinical/lab activities is obtained from a healthcare provider, students will not be permitted to participate in clinical/lab activities.

After hospitalization, surgery, or childbirth, students must submit medical clearance to the clinical instructor and the nursing program office. This medical clearance must state the students may return to nursing program activities **without restriction**. If nursing program faculty or staff have concerns about a student's ability to safely participate in clinical activities, a student may be requested to obtain additional clinical clearance. If you have a documented differing ability or think that you may have a differing ability that is protected under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act or college policy, please contact Arlene Stinson of the

Center for Inclusion, Transition, and Accessibility at stinsona@mccc.edu for information regarding support services.

Criminal Background Check

All students are required to submit to a criminal background check, including sex offender registry. The criminal background check must be completed annually through a company designated by Mercer County Community College. Students with criminal convictions within the past seven years will not be permitted to continue in the program.

Cardiopulmonary Resuscitation Training

All students are required to submit proof of training in Cardiopulmonary Resuscitation (CPR) from the American Heart Association. The CPR training must be geared towards the healthcare professional and include use of an automated external defibrillator (AED). The CPR certification must remain current throughout the duration of the semester.

Liability Insurance

All nursing program students are required to purchase individual liability coverage. Coverage must be for the **registered nursing student**. Coverage is purchased on an annual basis and must remain current throughout the academic year. Coverage must be renewed each year. Students must have the following *minimum* coverage:

- \$1,000,000 each claim
- \$3,000,000 aggregate

Health Insurance

All students are required to carry personal health insurance throughout the duration of the nursing program. All students are financially responsible for medical treatment if illness or injury occurs while enrolled in the nursing program.

All nursing students are covered by the college, under a group accident and injury policy for medical expenses arising from injuries on campus or in the hospital. This is automatically purchased for you from the general student fee. It provides secondary coverage and is only designed to supplement personal coverage.

Accidental Injury

To take advantage of the college insurance accidents causing injury, the following procedure must be followed:

1. Advise your instructor immediately of the incident and ensure that an incident report is completed.
2. Obtain an insurance claim form from the nursing office. Follow the instructions included with the form for processing the claim through the insurance company.
3. Students are responsible for filing of all claims and for any follow up necessary directly with the insurance company. All claims must be filed within 90 days of the incident.

Participation in Clinical

In order to participate in clinical, health records must be up-to-date, complete, and effective for the entire academic semester, prior to the start of each academic semester. The nursing program may establish a date prior to the start of the semester in which required documents are due. Any student who is not compliant with the procedure will be unable to begin any scheduled nursing classes for the semester and will be required to follow the Reinstatement to a Nursing Course procedure in order to return to the program.

Learning Activities

Attendance

Students in nursing courses are expected to attend all lecture, college laboratory, and clinical laboratory sessions. Attendance records will be maintained. Missing two or more days of any scheduled learning activity may place a student at risk for failing the course. **Attendance at clinical is mandatory.** To report any absences or lateness, students are to follow the instructions given to them by their clinical instructor at the beginning of the clinical rotation. See the full procedure in the appendix.

Illness

Students may not attend class, including theory, lab, and clinical while acutely ill. Examples of acute illness include but are not limited to: vomiting, diarrhea, green or yellow drainage from the eye(s), a cough that disrupts normal activity, or a temperature greater than 100.4°F. Students may not return to class until they have been symptom free for 24 hours, without use of fever reducing medication. See the full procedure in the appendix.

Inclement Weather

Official college closings or delayed openings are announced on local media outlets, the college radio station WWFM, 89.1 and through the M-Alert emergency notification system. Notices of emergency closings are also announced on the college website at www.mccc.edu. The M-Alert Emergency Notification System enables MCCC administrative and security professionals to reach all students, faculty, and staff with time-sensitive messages via voice recording, e-mail, and text messaging. During unforeseen events, such as inclement weather or emergency situations, the college may employ the system to broadcast pertinent information (such as school closures) and appropriate response. Participation in the M-Alert notification system requires that you must establish an M-Alert account and must maintain your account with current contact information. Registration for the M-Alert notification system can be completed at www.mccc.edu/m-alert.

If the college has a delayed opening on a clinical day, the clinical coordinator or clinical instructor will contact students with further instructions. If the college is closed due to inclement weather, students cannot attend clinical. See the full procedure in the appendix.

Theory Class

Theory class consists of classroom learning activities, introducing and applying nursing program concepts using various interactive strategies. Students should refer to the course outlines for weekly learning objectives and pre-class assignments. Students are expected to prepare for learning activities prior to attending class. Theory class is three hours per week.

BlackBoard

BlackBoard is the MCCC on-line learning management system. Faculty will use the course BlackBoard environment to distribute grades, course outline, supplemental instructional materials, and more.

Lab

MCCC provides a laboratory for students to practice nursing skills. Students will be oriented to the use of all laboratory equipment. Report any broken or malfunctioning equipment to the professor, teaching assistant or instructor immediately so repairs or replacement can be made. No materials or equipment may be removed from the lab without explicit permission of the instructor. Equipment is to be turned off after use and returned to its proper storage space. Students are expected to keep the laboratory areas neat and orderly. Children under the age of 18 are not permitted in the laboratory for safety reasons. Lab class is three hours per week.

Clinical

Clinical learning takes place in a hospital or healthcare facility. Most experiences will include conference activity, as well as direct patient care under the guidance and supervision of MCCC nursing faculty.

Clinical start times may vary from what is listed on class schedules and students should verify clinical start times with assigned clinical instructors. Assigned clinical day is subject to change based on clinical facility availability. Students will be notified if clinical day is changed.

Clinical assignments are determined by the clinical instructor. Students are expected to adequately prepare to care for assigned patients prior to the clinical experience. **Faculty are authorized to deny a student the privilege of participation in clinical sessions when the student is unprepared, the student presents a health hazard to patients, when performance falls below a competent level with regard to patient safety, or when the student does not meet agency health or professional standards.** In such situations, participation in clinical experiences will be discontinued until there is evidence that the student's progress meets minimal criteria for safe

clinical performance. Students who are identified as not meeting clinical objectives will have an action plan for performance improvement developed by their clinical instructor. (See Student Notification of Unsatisfactory Progress Procedure).

Students must wear their MCCC ID badge with the picture, at all times.

Certain clinical agencies require that badges be worn. Badges will be given to you at the start of clinical rotation. **Failure to return them at the end of the rotation may result in an incomplete grade for the course.**

Students are not permitted to visit any patient in the hospital while in uniform nor may they go to any area of the hospital, other than their assigned unit, unless they have special permission from their clinical instructor.

Telephones in the hospital are not for personal use. **Students do not make or receive telephone calls while on the unit.** Students are not to use mobile devices for personal reasons during clinical. Any emergency call will be taken by your instructor. Give the phone number of the nursing office, 609-570-3391, to your family, day care, sitter, etc., for use in an emergency. Include in your directions that the caller should state:

1. The name of the person to be contacted (you).
2. A brief statement regarding the nature of the emergency.
3. A phone number for you to call.

The nursing office will then contact the clinical instructor at the agency and relay the message. Cell phones are to be used only in areas designated by clinical facilities during scheduled break times only.

Chewing gum is not permitted in patient care areas. All agencies in this area are “smoke free.” Cigarette smoking or any tobacco use is not permitted while on clinical agency property.

Students may not discuss patients or patient care in elevators, corridors or other public areas of the hospital; this is a potential violation of patient rights. Students are not allowed to photocopy or otherwise duplicate patient information - this is a violation of patient confidentiality and can result in program expulsion.

Students may not act as a witness for any consent form. The student may not transact any business for patients. Students are not to make engagements with or to take gifts from patients, nor are students to give patients gifts. This is both unprofessional and unethical.

Students are never permitted to take or receive medications from the clinical unit in the hospital.

All breakage of equipment should be reported to the clinical instructor and charge nurse of the patient care unit.

Clinical Locations

Clinical locations vary from course to course and are based on course learning objectives and facility availability. Students may not choose their clinical facility assignment. Due to facility and adjunct faculty availability, **all schedules are subject to change**. Clinical experiences and college labs may be scheduled during any week or weekend day or evening for the day and evening programs. For example, an evening student may have an observational experience or college lab scheduled during the day in order to achieve the objectives of the course. These schedules may include holidays (both calendar and religious). Please see the College calendar in the MCCC student handbook for college closing dates.

Each student is expected to be able to provide his/her own transportation to the clinical agencies. Parking facilities at the various clinical agencies are limited and areas closest to the entrance of the hospital are usually reserved for patients and visitors. Students are requested to park in specific areas as designated by the agency. Addresses and directions to the clinical agencies are listed on the nursing program website.

Simulation

Selected clinical experiences will be held in a simulation lab. Students will participate in clinical scenarios with low or high fidelity patient simulators to enhance critical reasoning skills.

V-Sim

Students are required to complete assigned v-Sim[®]s for Nursing program. This virtual simulation program will allow students to practice assessment and clinical decision making in preparation for high fidelity simulations or direct patient care.

Clinical Uniform

Maintain a neat and professional appearance during all clinical experiences, consistent with program uniform or dress code. Meticulous personal hygiene is essential. Students may not make visits of a personal nature while in Mercer County Community College nursing clinical uniform. See the full procedure in the appendix.

Recording of Learning Activities

Students are to obtain permission from the instructor prior to audio recording any lecture, lab, or clinical session. If the instructor grants permission to record the class session, the recording is not to be posted on any public or social media domain and is for **individual student use only**. Exam review sessions are not to be recorded under any circumstances. Student violation of this procedure is subject to disciplinary action. See full procedure on Student Use and Distribution of Nursing Course materials in the appendix.

Active Learning

The nursing curriculum is structured so that students are actively involved in their learning. If any student is having difficulty with the course materials, it is incumbent on the student to seek assistance from the nursing faculty.

Supporting Student Learning

The nursing faculty are committed to promoting student academic success throughout the program. To ensure ongoing success as students' progress through the program the following academic support initiatives have been implemented.

Upon entry to the nursing program, students will attend a mandatory orientation session which includes orientation to course and faculty, nursing program procedures, grading procedure, classroom, lab and clinical expectations, course resources, and students support services. Students will complete additional assessments to determine areas of strength and areas where more support may be needed. Students should schedule an appointment in the first few weeks of their first semester with their nursing faculty advisor to review results of assessments and implement an academic support plan.

For all students, nursing faculty will meet with students who receive a course average of 78% or below at mid-semester to review study and test taking skills. At any time, faculty may initiate a Faculty Concern Form to notify students of unsatisfactory academic, clinical, or professional behavior issues. The faculty and student will meet to review the Faculty Concern Form and any subsequent plans for correction. See Student Notification of Unsatisfactory Academic Progress Procedure in the appendix.

Evaluation of Student Learning

Grading procedure

A final grade of "C+" (77% - 79.99%) or better in each nursing course is necessary to progress to the next nursing course and to graduate. See each course outline for specific information on grade calculation for that course... All assignments and course grading requirements specified in the course outline must be completed by the date specified. **There is no rounding of grades in the nursing program.** See the full procedure in the appendix.

Distribution of Grades

All faculty will enter grades in the BlackBoard course on-line gradebook. No grades will be given via e-mail, fax, or telephone.

Exams

Written and computerized exams are given throughout the nursing program to evaluate student learning. The exam environment is controlled to mimic the NCLEX examination process. All books and personal items are to be placed in the front of the room or an area designated by the instructor. Personal electronic devices must be turned off and placed with personal items in the front of the room.

Students who feel that they are too ill to sit for an exam must notify the instructor prior to taking the exam. Once an exam has been submitted for grading, a student may not appeal the grade on the grounds that they were too ill to test. If the student and/or instructor determines that a student is too ill to test, an alternate exam may be administered at the instructor's discretion.

Students may use a proctor distributed calculator during exams. No additional web browsers are to be opened during any web-based exams. No reference materials or dictionaries may be used during an examination. See the full procedure in the appendix.

Exam Review Process

Post exam reviews are conducted at the instructors' discretion and will be completed within two (2) weeks of posted exam grades. No exam reviews are conducted once a course is completed. **No electronic devices are to be used to record any audio or video part of an exam review.** See the full procedure in the appendix.

HESI

In order to determine student's learning progression, students will be given nursing HESI examinations in every course. The HESI exams are nationally normed tests that allow students and faculty to compare a student's progress against national benchmarks. Information from the HESI exams may be used to guide faculty instruction. Students who do not achieve the HESI exam benchmark as defined in the course outline may be required to complete remediation in order to successfully complete the course.

Clinical Evaluation Tool

The clinical component of each course is graded on a pass/fail basis. Students are evaluated frequently throughout the course based on Clinical Laboratory Performance Evaluation tool.

All clinical competencies listed on the Clinical Laboratory Performance Evaluation must be completed to the level appropriate for the course by the end of the clinical session. Please refer to the Clinical Laboratory performance Evaluation forms in each respective course outline for details.

Failure to successfully complete the clinical requirements by the end of the clinical session will result in an "F" grade for the course. If it is determined by the clinical instructor that the student is demonstrating unsafe practice at any time during the clinical experience, the student will not be permitted to continue in the course and will receive a course failure.

Patient Care Documentation

Students are expected to document the care provided to patients in the clinical setting. Falsification of documentation is a serious violation of the Health Professions Student Standards of Conduct. Students may use only their own access codes, passwords, login codes, keys, and facility access cards. Students may not access clinical documentation systems of clinical facilities outside the scope of their student nursing responsibilities.

Written Assignments (other than patient care documentation)

Students may be required to complete written assignments as part of the assigned course work. The nursing program uses American Psychological Association (APA) formatting for all formal written work. Faculty will grade assignments according to the rubric described in the course outline.

Simulation

During learning activities involving simulation of clinical activities, students are expected to fully participate to the best of their ability. Experiences may include debriefing conferences, standardized patient experiences, and journaling activities.

Laboratory

Graded activity may occur in the laboratory setting. This may include patient teaching, presentations, debates, or other assigned activities.

Students Requiring Special Accommodations for Testing

Any student requiring special accommodations for testing are required to provide copies of their MCCC accommodations form from the Center for Inclusion, Transition, and Accessibility to the course coordinator each semester. Accommodations forms are to be submitted to the course coordinator no later than the first week of class. Both student and course coordinator must sign a copy of the Receipt of Accommodations form.

Students are responsible for contacting the Academic Testing Center (ATC) to schedule their testing appointments in accordance with specific accommodation requirements. The course coordinator will designate a specific time period for the student to complete the testing. An alternate version of the exam may be administered if the student is testing at a time different from the rest of the class. In the event that the assessment is timed, the time allocated for the exam will be noted on the top of the exam cover sheet. The student is responsible for monitoring his or her time in the ATC. Students may use their personal ‘non-smart’ watch or request a countdown timer from the ATC. Taking more time than allocated for an exam is violation of academic integrity. The student may be subject to disciplinary action in accordance with academic integrity policies, up to and including awarding a “0” for the exam.

Students with testing accommodations acknowledge that submission of the exam for grading indicates that testing accommodations were met during the exam. See the full procedure in the appendix.

Student Information

Student Nurses Association

All students are encouraged to join the MCCC Student Nurses Association. See the nursing program website for details of upcoming meetings and events

Code of Conduct

In order to support an atmosphere of growth and facilitate meaningful learning activities, the faculty has approved Health Professions Student Standards of Conduct which outlines student expectations of behavior. All students must adhere to the MCCC Student Code of Conduct. However, additional Standards of Conduct apply to students in professional programs in which highest standards of honesty, integrity, and competence are demanded. This Code does not replace professional judgement and is not all inclusive. It is a framework for understanding and guiding acceptable behaviors. It is expected that every student adheres to the guidelines and maintains professional conduct in all academic and clinical settings. Violations of the code will be reviewed and may result in a written student action plan. This action plan may include additional coursework, written assignments, or other consequences appropriate to the violation. A report of student misconduct with regard to these standards may also initiate a grievance process that could lead to student dismissal from the health professions program. Violations of federal, state, and local laws may be applicable and would be reported to law enforcement as appropriate. These standards shall not diminish or remove the applicability of college wide policies on student behavior. Students are held to the standards of the [American Nurses Association Code of Ethics](#). See the full procedure on Health Professions Student Standards of Conduct in the appendix.

Electronic Communication

To ensure information between students, faculty, and staff are communicated in an effective manner, all students, staff, and faculty will use their assigned Mercer County Community College e-mail account for all electronic communication. Email notifications may also be sent directly from BlackBoard to a student email account. Students are expected to check their email on a daily basis. Time sensitive information may be sent via email. As with all communication between faculty, staff, and students, respectful and professional language is to be used. See the full procedure in the appendix.

Personal Electronics and Cell Phones

Student may not engage in non-approved use of cell phone or other electronic device in clinical area. Cell phone and electronic device use during lecture and lab is at the discretion of the instructor. Students are not to use cell phones to audio or video record instructors without first obtaining permission from the instructor. Violating this procedure may result in the student being permanently dismissed from the program.

Academic Integrity Policy

Academic honesty is important to the learning organization's purpose of helping learners to develop critical, independent thinking skills and habits. Cheating and other forms of academic dishonesty run counter to this purpose and violate ethical and intellectual principles; they are therefore subject to penalties.

Mercer County Community College is committed to Academic Integrity – the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty. The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:

A. Uses or obtains unauthorized assistance in any academic work.

Copying from another student's exam.

Using notes, books, electronic devices, or other aids of any kind during an exam when prohibited.

Stealing an exam or possessing a stolen copy of an exam.

B. Gives fraudulent assistance to another student.

Completing a graded academic activity or taking an exam for someone else

Giving answers to or sharing answers with another student before, during, or after an exam or other graded academic activity.

Sharing answers during an exam by using a system of signals.

C. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.

Submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.

Using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately

Presenting another individual's work as one's own.

Submitting the same paper or academic assignment to another class without the permission of the instructor.

D. Fabricates data in support of an academic assignment.

Falsifying bibliographic entries.

Submitting any academic assignment which contains falsified or fabricated data or results.

E. Inappropriately or unethically uses technological means to gain academic advantage.

Inappropriate or unethical acquisition of material via the Internet or by any other means.

Using any electronic or hidden devices for communication during an exam.

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this procedure.

Consequences for Violations of Academic Integrity

For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final grade, failing the student in the course, or other penalty appropriate to the violation. In all cases, the instructor shall notify the Chair of the Academic Integrity Committee of the violation and the penalty imposed.

When two (or more) violations of academic integrity are reported on a student, the Academic Integrity Committee may impose disciplinary penalties beyond those imposed by the course instructor/s. The student shall have the right to a hearing before the Academic Integrity Committee or a designated subcommittee thereof.

Appeals Process for Violations of Academic Integrity

The student has a right to appeal the decision of the instructor, or the Academic Integrity Committee. Judicial procedures governing violations of Academic Integrity are contained in the MCCC Student Handbook.

Tutoring

MCCC offers comprehensive free tutoring services. Contact the Academic Learning Center in LB218 on the West Windsor campus or call 609-570-3422. The Academic Learning Center offers reading, writing, math, study skills tutoring and more.

Nursing Tutoring

MCCC offers free nursing tutoring. Contact the nursing office for more information.

Peer Tutoring

All fourth semester nursing students are required to provide a designated number of hours as a peer tutor. Tutoring takes place in the Nursing Learning Center, at scheduled times.

Nursing Learning Center

The Nursing Learning Center is located in the MS building. Services offered include peer tutoring, skills practice, and study group facilitation. Contact the nursing office for more information.

Success Coaching

MCCC has Success Coaches located within each academic division. Success Coaches can assist students with a variety of academic and non-academic concerns. Contact the nursing office for more information.

Counseling Services

MCCC offers free confidential counseling services for students. Counselors can assist with stress, anxiety, grief, depression, domestic issues and more. Drop-ins are welcome but appointments are recommended. Counselors are available Monday through Friday; they can be reached by email counseling@mccc.edu or stopping by the counseling center. There is a counseling request form on the MCCC counseling site https://www.mccc.edu/student_services_counseling.shtml.

Student Notification of Unsatisfactory Academic Progress

At any time, faculty may identify a student who is not satisfactorily progressing through the nursing program. This includes academically, clinically or professionally. The faculty will schedule a face to face meeting with the students to complete either a Remediation Referral Form or a Faculty Concern Form. Students will fail to schedule a meeting with the faculty member will be ineligible to sit for the next scheduled course exam. See the full procedure on Student Notification of Unsatisfactory Academic Progress in the appendix.

Remediation Referral and Faculty Concern Forms

At any time, a faculty may initiate a Remediation Referral or Faculty Concern Form. Faculty may complete a referral form to direct students to complete remediation on areas of concern. This remediation can include workshop attendance, additional assignments, tutoring, or skills practice. For more serious or repeated concerns, faculty will complete a Faculty Concern Form.

Student Concerns

If a student has a course related issue or concern, they must follow Student Concerns Procedure (see appendix). If the student wishes to appeal a grade or an academic/administrative decision, they should follow the college procedure for a grade appeal.

Course Withdrawal

There are a variety of reasons why a student may choose to withdraw from a nursing course. It is recommended that students considering course withdrawal meet with their program advisor for appropriate guidance.

Students withdrawing for medical reasons or anticipated a leave of more than one semester should file an official “Leave of Absence (LOA)” form, which can be obtained from the College Registrar’s office... A copy should also be submitted to the Nursing Program office.

Students, who choose to withdraw from a nursing course and have a failing average at the time of withdrawal, will be required to follow the Reinstatement to the Nursing Program procedure.

Students are required to withdraw from a course by the course withdrawal date, which is posted by the college. Any requests for course withdrawal after the posted course withdrawal date must be approved by the division dean and/or college registrar.

Failure of a Nursing Course and Reinstatement Procedure

Students who were unsuccessful or withdraw with a failing average from a nursing course must take the following steps to be reinstated into a nursing course: submit a letter of intent to return, with their nursing program advisor, complete remediation for HESI examinations, attend a success workshop, and create a written plan for success.

Students are reinstated on a space available basis after all progressing students are accommodated. See the full procedure in the appendix.

Program Completion Procedure

In alignment with the Accreditation Commission for Higher Education in Nursing (ACEN) and nursing education best practice standards, all nursing students must complete the nursing program within six semesters of the initial start of the first clinical course this six semester program completion time frame is inclusive of any course withdrawals, leave of absence, and/or course failures. If a student cannot successfully complete the program within the required six semesters, the student may be dismissed from the nursing program. See full procedure in the appendix.

Leave of Absence

Nursing students may apply for a leave of absence from the professional phase of the Nursing Education program. Students may only take a leave of absence for two semesters. If the student requires a leave beyond two semesters, they may be required to reapply to the Nursing Education program to restart the professional phase of the Nursing Education program. See full procedure in the appendix.

Program Dismissal

A student will be dismissed from the nursing program if they do not receive a passing grade in any two nursing courses. This includes being unsuccessful in the same professional phase nursing course twice or being unsuccessful in two nursing courses in two different levels of the program.

Health Professions Suspension Procedure

Suspension is a non-learner status during which a student/learner will not lose previously accrued academic credits but may not continue to participate in any of the Health Professions programs. Students who have been suspended from the College will not or be considered for re-admission or initial admission to any of the application based, externally accredited health professions programs.

Health Professions Expulsion Procedure

Students/learners who are or have been subjected to disciplinary action for violation of the College's policies regarding Academic Integrity, which have resulted in suspension or expulsion by the Mercer County Community College Academic Integrity Committee are no longer eligible to participate in any of the application based, externally accredited health professions programs.

Readmission to the Nursing Program after Dismissal

If a student has been dismissed from the nursing program, there are two options to consider for possible one-time readmission to the nursing program:

- Nursing Program Readmission Due to Extenuating Circumstances (see full procedure in appendix)
- Second Chance Nursing Program Option (see full procedure in appendix).

All students returning to any course in the nursing program will be held to the current program procedures/admission standards in effect at the time of their return.

Appendix

Mercer County Community College
Division of Health Professions
Nursing Program

Attendance

Purpose: To ensure student attendance in course lecture, clinical and lab is sufficient for students to meet the objectives of each course.

Procedure:

1. Students are expected to be on time and attend all classes, labs, and clinical experiences. Habitual absences and/or tardiness demonstrates a lack of commitment to the educational process and is grounds for disciplinary procedures.
2. Students will not be allowed to make-up theory, clinical or college lab hours, with the exception of scheduled make-up exams.
3. Students must report their absence in theory, lab, or clinical to the course coordinator and instructor of session being missed.
4. Two points will be deducted from the overall course grade for every unexcused absence from any educational session.
5. Two episodes of unexcused lateness will be treated as an unexcused absence; points will be deducted from the final course grade accordingly.
6. Each request for an excused absence will be considered separately, on its own merit. Examples of events which might be considered excused include:
 - a. Attendance at professional events considered beneficial to the student's education
 - b. Illness
 - c. Extenuating circumstances that may include jury duty, birth of a child, or bereavement time.
7. Any combination of more than two absences in theory, lab, or clinical may result in inability to meet course objectives and course failure.
8. Absences will be tracked each semester. Patterns of absenteeism may result in failure to meet the program objectives and lead to program dismissal.
9. Theory Hours
 - a. A student who is absent from theory for any reason is expected to make up the work on his/her own and will be responsible for material covered.
 - b. Students who arrive after the scheduled start time will be admitted to the class at the instructor's discretion.
10. College Lab
 - a. A student who is absent from lab for any reason will be responsible for material covered.

- b. Students must contact course coordinator and lab instructor to determine how best to meet learning objectives for the session missed.
- c. Students who arrive after the scheduled start time will be admitted to the class at the instructor's discretion.

11. Clinical

- a. Students are expected to be at clinical 15 minutes prior to their scheduled start time to accommodate for clothing changes and other pre-shift requirements.
- b. Students who arrive after the scheduled start time will be sent home from clinical and counted as absent for the day.
- c. Students must notify their assigned clinical instructor prior to the start of a clinical shift of the anticipated absence. This is necessary to ensure appropriate clinical patient assignments.

12. Exams

- a. The student is responsible to notify the course coordinator prior to the exam being missed.
- b. Failure to notify the course coordinator of an absence **prior** to a scheduled exam will result in a grade of "0" for that exam, at the discretion of the instructor.
- c. A make-up exam may be scheduled and may be of a different format.
- d. Students who arrive late for a scheduled exam will not be given additional time to complete the exam.
- e. Any student missing more than one exam in a course will be automatically referred to the Director of Nursing Education.

Effective Date: August 1, 2006, January 2018

Revised Date: May 2009, January 2010, May 2011, September 2013, August 2016, January 2017, July 2017, October 2017

Reviewed: May 2018, May 2020

Approved by:



Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN
Director of Nursing Education

Mercer County Community College

Division of Health Professions

Nursing Program

Electronic Communications

Purpose: To ensure information between students, faculty, and staff are communicated in an effective manner

Procedure:

1. All students, staff, and faculty will use their assigned Mercer County Community College e-mail account for all electronic communication. Email notifications may also be sent directly from BlackBoard to a student email account.
2. Students are expected to check their email on a daily basis. Time sensitive information may be sent via email.
3. As with all communication between faculty, staff, and students, respectful and professional language is to be used.

Effective Date: July 2017

Revised: May 2018

Reviewed: May 2020

Approved by:



Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN
Director of Nursing Education

Mercer County Community College
Division of Health Professions
Nursing Program

GRADING PROCEDURE

Purpose: To provide a consistent grading format for all courses in the nursing program.

Procedure:

1. Prior to the start of each semester, the Course Coordinator will determine the percent value for each exam/assignment. This information is to be included as part of the course outline available to students.
2. Grades will be assigned following the college grading system as follows:

Nominal %	Letter Grade
93-100	A
90-92.99	A-
87-89.99	B+
83-86.99	B
80-82.99	B-
77-79.99	C+
70-76.99	C
60-69.99	D
0-59.99	F

3. Students must earn a C+ (77%) or better and pass the clinical/lab component in order to successfully complete any of the professional phase nursing courses.
4. Grades will be calculated to the one hundredth place (two decimal points), when available.
5. After calculation to the one hundredth place, grades will not be rounded.
6. All grades are final.

7. Students who fail the clinical or lab portion of the class will be assign a C or their earned theory grade, whichever is lower.
8. Grade books must be turned into the Nursing Office, along with a copy to the Division Office at the end of each academic semester or session.

Effective Date: August 1, 2006

New Effective Date: January 1, 2019

Revised Date: May 2011, April 2013, January 2014, April 2014, October 2015, July 2017, December 2018

Reviewed: May 2018, May 2020

Revised December 2018 to combine Grading Policy and Calculation of Grades Policy

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

Elizabeth A. Mizerek, MSN, RN, FN-CSA, CEN, CPEN, CNE, FAEN
Director of Nursing Education

Mercer County Community College

Division of Health Professions

Nursing Program

Exam Administration Procedure

Purpose: To ensure secure conditions for exam administration.

Procedure:

1. The exam proctor is to walk about the room while the exam is in progress. If remote proctoring is used, the student must comply with the requirements of the remote proctoring process/program.
2. Students may not read out loud questions and/or answers during an exam, whether in person, at the testing center, or remotely proctored.
3. All personal articles will be placed in the front of the room during the examination.
4. Students may not access any educational, test preparation, or study materials during the exam.
5. Students may not use personal calculators. The exam proctor will issue calculators.
6. Students must power off and place the following devices with personal items: cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras, or other electronic devices.
7. Students may not wear watches. A timer will be displayed during the exam period.
8. Coats, hats, hoods, scarves, and gloves are not permitted to be worn during testing. Students may be required to expose their ears to the proctor.

9. Students are permitted to have extra pencils, erasers, colored pens, and/or highlighters. Adhesive notes or flags are not permitted.
10. Earplugs are available from the faculty upon requests. Students may not bring personal testing earplugs, ear buds, or headphones, unless approved by instructor.
11. Students are not permitted to have food, gum, candy or beverages.
12. Students are not permitted to have medical aids, devices, or lip balm.
13. Students may not have any personal items at the desk.
14. There is to be no talking or other communication between students and/or faculty during the examination. No questions will be answered during the exam. Comments regarding any question on the exam are to be written on the student's test booklet.
15. Student may not continue to answer questions or transfer answers to grading sheet after the exam time has expired.
16. Any student who does not abide by the above may receive a "0" for that exam.

Effective Date: February 24, 2009

Revised Date: 1/26/10, 6/20/12, 8/10/16, 7/11/17 – Formerly called Exam Proctoring Policy, May 2018, May 2019, July 2020

Approved by:



Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN

Director of Nursing Education

Mercer County Community College
Division of Health Professions
Nursing Program
Faculty Concern Form

Student Name: _____

Student ID# _____

Academic Concerns

- Missing assignments
- Multiple assignments submitted past due date
- Written work below expectations for college level writing
- Exam performance below expectations
- Performance on medication calculations below expectations
- Potential violation of academic integrity
- Student is in danger of failing course academically
- Other: _____

Clinical/Lab Issues

- Unsatisfactory plan for clinical day
- Unprepared and/or missing clinical equipment
- Performance of skills below level of expectation
- Multiple absences that threaten successful completion of course objectives
- Unsafe clinical practice
- Student is in danger of failing course clinically
- Other: _____

Professional Issues

- More than one unexcused absence
- Chronic tardiness
- Violation of dress code
- Poor personal hygiene
- Behaviors disruptive to the learning of others and/or conduct of class
- Theft or mistreatment of school facilities or property
- Failure to report or take responsibility for clinical error
- Performing tasks outside the scope of a student role
- Sharing access codes, logins, passwords or keys with others

Outcomes

Student is referred to:

- Academic learning center
- Writing center
- Nursing tutor
- MCCC College Counselors for personal issues
- MCCC Student Success Coach
- Other: _____

Clinical and Professional Behaviors

Specific change required: _____

- Student has been counseled on the behavior change(s) required and has contracted with faculty to change behaviors, as outlined above. Failure to comply with mutually agreed upon goals may result in further disciplinary actions, including referral to Dean of Health Profession, Academic Integrity Committee, and/or program dismissal.

Date of student counseling session: _____

Additional Professional Behaviors Outcomes

- No additional referral recommended at this time (subject to change by review of Director of Nursing Education)
- Immediate removal from clinical recommended (subject to review by program director and/or Dean of Health Professions)
- Referral to Dean of Health Professions
- Referral to Dean of Student Services
- Referral to Academic Integrity Committee

Form Completed By:

Faculty Name (printed)

Faculty Signature

Date

Mercer County Community College
Division of Health Professions
Nursing Program

Illness Procedure

Purpose: To ensure student attendance in course lecture, clinical and lab is sufficient for students to meet the objectives of each course.

Procedure:

1. Students are expected to be on time and attend all classes, labs, and clinical experiences. See Nursing Education Program Attendance Procedure.
2. Students may not attend class, including theory, lab, and clinical while acutely ill. Examples of acute illness include but are not limited to: vomiting, diarrhea, green or yellow drainage from the eye(s), a cough that disrupts normal activity, or a temperature greater than 100.4°F.
3. Students must report their absence in theory, lab, or clinical to the course coordinator and instructor of the session being missed through e-mail, phone, or other method directed by the faculty.
4. Students may not return to class until they have been symptom free for 24 hours, without use of fever reducing medication.
5. The Nursing Education department does not require a provider's excuse note for an isolated episode of illness.
6. In the event of prolonged or repeated absences due to illness, the Nursing Education department may require a provider note to return to class.

7. After overnight hospitalization, surgery, or childbirth, students must submit a provider note indicating that they are cleared to return to Nursing Education program activities without restriction.

Effective Date: July 1, 2020

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN
Director of Nursing Education

Mercer County Community College

Division of Health Professions

Nursing Program

Inclement Weather Procedure

Purpose: To provide a standardized response to a delayed opening, school closing or severe weather.

Procedure:

1. Delayed Opening

- a. Faculty will determine whether the clinical experience will continue at the assigned clinical site or if an alternative assignment will be given.
- b. In the event of a delay opening, students are expected to attend based on the announced schedule. This may include a delayed start time for class, clinical or lab.
- c. Any student not attending must follow the procedure for a clinical absence and will be counted as an absent day.

2. School Closing

- a. M-Alert Emergency Notification System enables MCCC administrative and security professionals to reach all students, faculty, and staff with time-sensitive messages via voice recording, e-mail, and text messaging. During unforeseen events, such as inclement weather, the college may employ the system to broadcast pertinent information (such as school closures) and appropriate response. Students should keep their contact information up-to-date via the Student Portal. Additional information regarding M-Alert can be found on the college website at www.mccc.edu/m-alert.
- b. Students may also check the MCCC website (www.mccc.edu) for school closings in the event of inclement weather.
- c. No students are to report to **any** clinical site when MCCC is closed.
- d. School closures will not count as an absence.

3. Severe Weather

- a. In the event of severe weather that creates unsafe driving conditions; individual faculty members have the right to make an alternative assignment for their clinical group.

- b. Alternative assignments must meet the clinical objectives for that assigned day.
- c. Any faculty member who determines an alternative assignment is in the best interest of the student's safety must report this change of assignment to their course coordinator.
- d. All students **must** complete alternate assignment by the assigned due date or this will count as an absent day.

Effective Date: February 24, 2009

Revised Date: June 20, 2012, July 2017

Reviewed: May 2018, May 2020

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN
Director of Nursing Education

Mercer County Community College

Division of Health Professions

Nursing Program

Laboratory Reference Ranges and Outside Materials

Purpose: To provide guidance for students on appropriate reference materials

Procedure:

1. Normal ranges of laboratory values can vary between resources, providers, and institutions. The attached appendix is the accepted MCCC reference ranges for laboratory values.
2. The Nursing Education program expect all students to memorize the normal range of laboratory values in the appendix. These values are specifically identified on the NCLEX blueprint as testable items.
3. Laboratory values other than those in the appendix may be tested, as long as a reference range is provided within the question.
4. Students are expected to use the class preparation materials provided by the program and the faculty. Materials not vetted by the nursing education faculty may not contain accurate information and students should use caution in reading outside materials. The nursing faculty critically appraise evidence to determine which materials are most relevant; students may not have the same skill to determine which material is appropriate for use.

Effective Date: July 1, 2019

Reviewed: May 2020

Approved by:



Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN
Director of Nursing Education

Laboratory Reference Ranges Appendix

NCLEX expects that you can identify normal laboratory values and compare to client laboratory values. The following list is outlined in the NCLEX Detailed Test Plan. **Memorize these normal values; you will be tested on them.** The values listed below are normal adult values.

Arterial Blood Gasses (ABGs)	
pH	7.35-7.45
PO ₂	80-100 mmHg
PaCO ₂	35-45 mmHg
SaO ₂	Equal or greater than 95%
HCO ₃	22-26 mEq/L

Basic Metabolic Panel (BMP)	
Sodium (Na ⁺)	135-145 mEq/L; panic value is less than 115mEq/L
Potassium (K ⁺)	3.5-5.0 mEq/L
Glucose	70-105 mg/dL (fasting)
Creatinine (Cr)	0.5-1.5 mg/dL
Blood Urea Nitrogen (BUN)	5-25 mg/dL

Complete Blood Count (CBC)	
Hematocrit (Hct)	Male: 40%-54%, Female 36%-46% (Concern for values less than 15% or more than 60%)
Hemoglobin (Hgb)	Male 13.5-18 g/dL, Female 12-15 g/dL
Platelets (Plt)	150,000-400,000 μ l
White blood cells (WBC)	4.5-10 μ L

Coagulation Studies	
Prothrombin time (PT)	10-15 seconds
Partial Thromboplastin Time (PTT)	60-70 seconds
Activated Partial Thromboplastin Time (aPTT)	20-35 second
INR: With oral anticoagulant therapy	2.0-3.0 INR
INR: No anticoagulant therapy.	0.8-1.2 INR

Other Studies	
Cholesterol (total) Adult desirable levels	Less than 200 mg/dL
Glycosylated hemoglobin (HgbA1C)	Non diabetic: less than 5.7% Prediabetes: 5.7% - 6.4% Diabetic: 6.5% or greater

Mercer County Community College
Division of Health Professions
Nursing Program

Leave of Absence Procedure

1. Nursing students may apply for a leave of absence from the professional phase of the Nursing Education program.
2. Students may only take a leave of absence for two semesters. If the student requires a leave beyond two semesters, they may be required to reapply to the Nursing Education program to restart the professional phase of the Nursing Education program.
3. Students wishing to take a leave of absence should submit the appropriate documentation to the MCCC student records office and submit a Nursing Education program Leave of Absence Request form to the nursing office.
4. A leave of absence does not exempt a nursing student from the requirement to complete the professional phase of the nursing education program within six semesters.

Effective Date: July 1, 2020

Approved by:



Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN
Director of Nursing Education

Mercer County Community College

Division of Health Professions

Nursing Education Program

Leave of Absence Request Form

Name: _____

Student ID: _____

I am requesting a leave of absence from the Nursing Education program.

I understand that this leave of absence may not exceed two semester. If my leave exceeds two semester, I will be required to reapply to the Nursing Education program to restart the professional phase.

I also acknowledge that I must still complete the nursing education program within six semester of my first nursing class.

I understand that an interruption in my nursing education can impact my ability to be successful in the program.

Anticipated return semester/year: _____

Student Signature

Date

Mercer County Community College
Division of Health Professions
Nursing Program

Medication Calculation Exam

Purpose: To ensure that students have the requisite medication calculations skills to safely administer medications in the clinical setting.

Procedure:

1. Students will be required to demonstrate proficiency in medication calculation each semester prior to being permitted to administer medications in the clinical setting.
2. Proficiency will be demonstrated through the successful completion of a written medication calculation exam. Medication calculation exams are not timed; students should strive to answer each questions within two minutes.
3. Students in first, second, and third semester nursing courses are required to obtain a score of 90% to demonstrate proficiency. Students in the fourth semester nursing course are required to obtain a score of 100% to demonstrate proficiency.
4. Failure to complete the medication calculation exam in the time frame directed by the course coordinator will count as an exam failure.
5. Students who are unsuccessful on the first medication calculation exam attempt must complete remediation as directed by the course coordinator.
6. Students who are unsuccessful in their second attempt at the medication calculation exam may receive a clinical failure and dismissal from the course.

Effective Date: January 1, 2018, Revised: May 2018, Reviewed: May 2020

Approved by:



Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN
Director of Nursing Education

Mercer County Community College

Division of Health Professions

Nursing Program

Nursing Program Procedures

Procedure:

1. Nursing students will be held accountable to the program requirements and procedures outlined in the Mercer County Community College Student Handbook and the Nursing Program Handbook for each academic year.
2. Upon entering the nursing program, students will be provided with a copy of the current academic year nursing program handbook.
3. Every academic year thereafter, students will be required to review the nursing program handbook available on the nursing program website.
4. All students will be required to sign a receipt of the nursing program handbook by the first day of each semester. Signing the receipt of the nursing program handbook form acknowledges that the student understands and agrees to ***comply with all the procedures contained in the handbook and any subsequent revisions of the handbook.***
5. Non-compliance with signing the receipt of nursing program handbook form does not release students from the responsibility for complying with nursing program procedures, as outlined in the current nursing program handbook.
6. Should a student need to withdraw from a nursing course or return to the nursing program after an interruption to their expected progression in the program, they will then be held accountable to the procedures and standards in effect for the nursing program at the time of their return.

7. Students will be notified of any changes to nursing program requirements, procedures, or standards. Notification may take place via the nursing program website, MCCC email, and/or class announcements.

Effective Date: June 1, 2011

Revised Date: April 2013, January 2014, July 2017 (combined program requirements and receipt of program handbook policy), May 2020

Reviewed: May 2018

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN

Director of Nursing Education

Mercer County Community College
Division of Health Professions

Nursing Program

Nursing Program Readmission due to Extenuating Circumstances

Purpose: To provide students who were dismissed from the nursing program, who may have experienced extenuating circumstances that impacted their ability to be successful, an opportunity to be reviewed for possible readmission to the nursing program.

Procedure:

1. Students who are dismissed from the nursing program and wish to be considered for readmission due to extenuating circumstances will be required to submit a letter requesting readmission consideration to repeat the course or courses in which they were unsuccessful or withdrew, along with all remaining curriculum coursework.
2. Students will be required to write an essay describing the extenuating circumstance(s) and how the event(s) impacted their ability to be successful in the nursing program. Complete documentation supporting the extenuating circumstance(s) (e.g., legal documents, medical documentation) **must** be included.
3. The extenuating circumstance(s) **must** have occurred during the semester of a course failure or withdrawal. Extenuating circumstances include, but are not limited to, medical emergencies, death of spouse/parent/child, and loss of home due to circumstances beyond student's control.
4. Any student requesting readmission consideration due to extenuating circumstances must submit the required documentation to the nursing office within thirty working days of the end of the semester in which the dismissal occurred.
5. A committee comprised of the Director of Nursing Education and nursing faculty will review all documentation submitted by students requesting to return due to extenuating circumstances.
6. If readmission is approved, a student will need to complete all steps in the "Reinstatement to a Nursing course" procedure for the course in which they were unsuccessful.

7. Any student re-admitted to the nursing program due to extenuating circumstances will be held to the standards and procedures of the nursing program at the time of re-admission.
8. Students may only submit an application for readmission for extenuating circumstances one time.

Effective Date: February 1, 2012

Revised Date: December 10, 2012; December 2013; December 2014, August 2015, February 2016, August 2016, July 2017

Reviewed: May 2018, May 2020

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN
Director of Nursing Education



Division of Health Professions

Student Standards of Conduct

Purpose

To support an atmosphere of growth and facilitate meaningful learning activities while maintaining unwavering ethical standards, honesty, integrity, and professional competence.

All Mercer students must adhere to the MCCC Student Code of Conduct. However, this document details additional Standards of Conduct that apply to students in professional programs in which highest standards of honesty, integrity, and competence are demanded. This Code does not replace professional judgement and is not all inclusive. It is a framework for understanding and guiding acceptable behaviors. It is expected that every student adheres to these guidelines and maintains professional conduct in all academic and clinical settings or affiliations as a student representing MCCC.

Procedure

1. All actions by students must represent the Division in a positive manner and indicate that the student was acting in an honest and professional manner. Any actions that potentially indicate a lack of integrity in professional matters is considered a violation of professional ethics.
2. Any MCCC student, faculty, or staff observing a violation of this code by a health professions student should report the incident to the program coordinator or Division Dean as soon as possible.
3. The program coordinator and/or Division Dean will review each incident. If substantiated, the incident will result in a written student action plan. This action plan may include additional coursework, written assignments, or other consequences appropriate to the violation.
4. A report of student misconduct about these standards may also initiate a process that could lead to student dismissal from the health professions program. Violations of federal, state, and local laws may be applicable and would be reported to law enforcement as appropriate.
5. Respectful and professional language is to be used when interacting with faculty, staff, peers, patients, and others.

6. Civil, polite, reasonable, and respectful behaviors are to be exercised in all professional, academic, and therapeutic relationships. Disagreements are to be handled directly with the other party and reported to an appropriate third party if mediation is necessary.
7. The following list includes student prohibited behaviors towards any MCCC faculty, MCCC staff, clinical facility staff, or other MCCC students:
 - a. Creating or contributing to an unsafe and/or unhealthy learning environment; demonstrating behaviors that interfere with the learning of other students and the conduct of class.
 - b. Malicious, aggravated, injurious, intimidating, or threatening or bullying behaviors.
 - c. Demonstrating an injurious, offensive, demeaning, intimidating, threatening, belittling, coercing, disrupting, and/or abusive disposition.
 - d. Harassment or any behavior that creates a hostile or intimidating environment in which verbal or physical contact, because of its severity or persistence, is likely to significantly interfere with an individual's work or education. This includes sexual harassment through physical contact, verbalizations, gestures, electronic or non-electronic media, and illustrations/graphics.
 - e. The use of physical force or violence to restrict the freedom of action or movement of another person.
 - f. Physical behavior or verbal expressions that involve an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college sponsored activities.
 - g. Inflammatory speech intended as a personal insult to someone and/or abusive language, inherently likely to provoke a violent reaction in the one the comments were directed toward or others who could hear it.
8. Personal information shared by classmates or faculty during instructional session to enhance the learning experience should be treated as confidential information and not discussed outside of the class.
9. Cell phone and electronic device use during lecture and lab is at the discretion of the instructor.
10. Students are expected to be on time and attend all classes, labs, and clinical experiences. Habitual tardiness demonstrates a lack of commitment to the educational process and may be grounds for disciplinary procedures.
11. All students, staff, and faculty will use their assigned Mercer County Community College e-mail account for all electronic communication. Email notifications may also be sent directly from BlackBoard to a student email account. Students are expected to check their email on a daily basis. Time sensitive information may be sent via email.

12. Recording of theory class or other learning activities are at the discretion of the instructor. Students may only use recordings for personal study and may not post recordings to the internet in any form.
13. Students are expected to adhere to the academic integrity policy. All work is expected to be original or properly attributed.
14. Cheating or disclosing the contents of an examination or practical exam before, during, or after administration is a violation of academic integrity and will be reported to the academic integrity committee.
15. Students are expected to adhere to the exam procedures, set out by their respective program and/or instructor.
16. Students are expected to be respectful of all school facilities and property. It is the responsibility of everyone to ensure that facilities are well maintained, and that property is not abused or stolen.
17. No equipment or supplies may be removed from the college, clinical or affiliation settings by students without the explicit permission of faculty. Diverting of supplies, equipment, for personal or unauthorized use is prohibited.

Clinical, Off-Site, and/or Field Experiences Associated with Health Professions Programs

18. Student prohibited behaviors towards any patient or client include but are not limited to:
 - a. Abusing, neglecting, or abandoning a patient in need of care.
 - b. Discriminating based on diagnosis, race, religious creed, color, national origin, age, disability, gender, and/or sexual identity in the rendering of healthcare services within one's scope of practice.
 - c. Engaging in activity that could constitute fraud or forgery, such as falsification of documentation or students misrepresenting themselves to clients or staff.
 - d. Acting in a manner that could or do compromise patient/client safety; including those that are malicious, careless, or risky.
 - e. Engaging in romantic, sexual, or other non-professional relationships with patients/clients under any circumstances.
 - f. The giving and receiving of gifts between students and patients/clients is prohibited. Gifts of food may be accepted, provided it is shared among the entire student and/or clinical team.
19. Students are strongly encouraged to consider how their internet presence on social networks, professional networks, public comment sections on web pages, etc. can reflect on their professional careers.

20. Patient privacy rights are protected by federal law.
 - g. Materials containing patient identifiers must not be removed from any clinical setting.
 - h. Any computer-generated materials or protected health information must be placed in a secure disposal or shredder box prior to the student leaving the clinical unit.
 - i. Information about patients and/or their circumstances should not appear on public forums, such as social media sites.
21. Students may not engage in non-approved use of cell phone or other electronic devices in clinical area.
22. Students may not take still pictures, videos, or audio recordings of patients or clients. Any pictures taken of students, faculty, and/or clinical staff may not include information identifying the clinical facility, staff, and/or patients, e.g. name badges, facility signs, logos, etc.
23. While the college respects the free speech rights of students, patient/client privacy must be the highest priority. Even de-identified information posted in a social media forum may be recognized by patients/clients, their families, or college clinical partners.
24. Students are not allowed to attend or visit a clinical site for school related purposes outside of scheduled clinical days.
25. Students may use only their own access codes, passwords, login codes, keys, and facility access cards. These are to be considered confidential, not shared with anyone, and used only for the intended purpose related to clinical learning.
26. Any pictures taken of students, faculty, may not include information identifying the facility, staff, e.g. name badges, facility signs, logos, etc.
27. It is expected that all students will maintain a neat and professional appearance during all clinical experiences, consistent with their program uniform or dress code. Meticulous personal hygiene is essential.
28. Students may not act as a witness for any consent form.
29. Students may not transact any business for patients.
30. Personal or unauthorized use or diverting of supplies, equipment, or drugs is strictly prohibited.
31. Any student who realizes that s/he has made a clinical error is obligated to report the situation to their instructor immediately.
32. Students may not perform acts beyond the scope of practice of a student. This includes practicing or demonstrating skills not yet taught by the instructor in the clinical, lab, or classroom setting.
33. Students may not assume duties and responsibilities within the practice that the student has not been prepared or trained for.

34. Students may not access clinical documentation systems of clinical facilities outside the scope of their student responsibilities.
35. Students may not make visits of a personal nature while in Mercer County Community College clinical or affiliation attire.
36. Use of chewing gum and tobacco is prohibited at all clinical sites. This includes chewable tobacco products, snuff, and smoking by inhaling, exhaling, burning or carrying any lighted cigarettes, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes.

Effective Date: January 1, 2019

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN
Interim Dean, Health Professions

Mercer County Community College
Division of Health Professions
Nursing Program

Program Dismissal, Suspension, and Expulsion

Purpose: To align with nursing education and national accreditation standards in regard to program completion best practice.

Procedure:

1. All MCCC Nursing students must complete the program within six semesters of the initial start of the first clinical course. This six semester program completion time frame is inclusive of any course withdrawals, leave of absence, and/or course failures. A student may be dismissed from the nursing program if they cannot successfully complete the program within the required six semesters.
2. A student will be dismissed from the nursing program if they are unsuccessful in two nursing courses. This includes failure of the same nursing course twice and/or failure of two different level nursing courses.
3. A student may be dismissed from the nursing program at any time due to repeated and/or serious violations of academic integrity, MCCC code of conduct, or the Nursing Student Standards of Conduct.
4. Suspension is a non-learner status during which a student/learner will not lose previously accrued academic credits but may not continue to participate in any of the Health Professions programs. Students who have been suspended from the College will not be considered for re-admission or initial admission to any of the application based, externally accredited health professions programs.
5. Students, who have been subjected to disciplinary action for violation of the College's policies regarding Academic Integrity, which have resulted in suspension or expulsion by the Mercer County Community College Academic Integrity Committee, are no longer eligible to participate in any of the application based, externally accredited health professions programs.

Effective Date: 1/1/15

Revised: 4/15, 8/15,
7/17 (combined program completion and program dismissal procedure), 7/18
Review: May 2020
Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN
Director of Nursing Education

Mercer County Community College

Division of Health Professions

Nursing Program

Reinstatement to a Nursing Course

Purpose: To provide an equal opportunity for reinstatement to a nursing course (students not dismissed from the nursing program), in an effort to promote future success in the nursing program.

Procedure:

1. Students are eligible for reinstatement within two semesters of course withdrawal or failure. Students must complete the nursing education program within six semesters of their first nursing course. Students who do not reinstate within this time frame may be eligible for reinstatement through the second chance nursing program or extenuating circumstances policy.
2. Students are reinstated on a space available basis after all progressing students are accommodated.
3. Students who are reinstated into a nursing course must complete the course in which they were unsuccessful or withdrew before being permitted to progress to the next level of nursing courses
4. Students returning to any course in the nursing program will be held to all current policies/standards in effect at the time of reinstatement to the nursing program.
5. Students requesting reinstatement to a nursing course who were on a leave of absence (LOA) due to medical reasons or withdrew from a nursing course due to documented extenuating circumstances will be reinstated before students who were unsuccessful in a nurse course for placement in the next semester on a space available basis.
6. Students must take the following steps to be reinstated into a nursing course:
 - a. Submit a letter of intent to return to the nursing program office. This letter should be submitted within two weeks of the initial course failure or withdrawal.

- b. The student must attend a nursing program approved success workshop or on-line learning activities.
 - c. The student will create a written plan for success. This will be reviewed with their nursing program advisor and/or Director of Nursing Education.
7. The student must complete all the reinstatement requirements listed above by the announced deadline in order to be registered for the nursing class.

Effective Date: February 1, 2012

Revised Date: July 2013, November 2013, January 2014, January 2015, May 2015, August 2016, January 2017, May 2018, December 2018, May 2020

Approved by:

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Director of Nursing Education

Mercer County Community College
Division of Health Professions
Nursing Program

Required Student Documents

Purpose: To ensure all students are able to meet the clinical facilities contractual requirements of the nursing program.

Procedure:

1. Upon acceptance to the nursing program, students will be provided with information regarding required student documents. Students are required to submit all required documents in the timeframe and manner proscribed by the nursing program. Any student who is not compliant with the procedure will be unable to begin any scheduled nursing classes for the semester and will be required to follow the Reinstatement to a Nursing Course procedure in order to return to the program.
2. All nursing students are required to complete an initial medical clearance process. This must include:
 - a. Physical exam
 - b. Documentation of tuberculin testing via QuantiFERON-TB® or PPD skin testing. Students who test positive may be required to obtain additional testing, such as a chest x-ray at additional cost.
 - c. Blood titers demonstrating immunity to Rubella, Rubeola, Mumps, Varicella, and Hepatitis B. Students with negative or equivocal results may be required to obtain additional vaccinations at additional cost.
 - d. Urine dip for blood, protein, specific gravity, and glucose.
 - e. 10 panel urine drug screen.
 - f. Provide proof of tetanus, diphtheria, and pertussis immunization within last ten years.
3. All students are required to be vaccinated against the influenza virus in the fall of each year. Vaccinations must be received between October 1 and October 31st for maximum effect during the influenza peak season. Vaccination received earlier than October 1st will not be accepted.

4. Any student with a positive urine drug screen may jeopardize their placement in the nursing program. Students who test positive for any controlled substances, due to prescribed medication must submit documentation from the prescribing health care provider including medication, dosage, and frequency. Any student with a positive urine drug screen that cannot provide documentation of prescribed medication from a health care provider will not be permitted to continue in the nursing program.
5. After hospitalization, surgery, or childbirth, students must submit medical clearance to the nursing program office. If nursing program faculty or staff have concerns about a student's ability to safely participate in clinical activities, a student may be requested to obtain additional medical clearance. This medical clearance must state the students may return to nursing program activities **without restriction**.
6. All students are required to carry personal health insurance and provide proof annually.
7. All students are required to purchase individual liability coverage for the registered nursing student and submit proof of coverage. Coverage is purchased on an annual basis and must remain current throughout the academic year. Coverage must be renewed each year. Students must have the following *minimum* coverage \$1,000,000 each claim and \$3,000,000 aggregate
8. All students are required to submit proof of training in Cardiopulmonary Resuscitation (CPR) from the American Heart Association. The CPR training must be geared towards the healthcare professional and include use of an automated external defibrillator (AED). The CPR certification must remain current throughout the duration of the semester.
9. Students are required to complete a criminal background check upon acceptance to the program and annually. The background check must be completed through the designated nursing program provider. The background check includes a sex offender registry. Students with criminal convictions within the past seven years will not be permitted to continue in the nursing education program.
10. Students must repeat the following medical clearance items annually: 10 panel urine drug screen and tuberculosis testing. This is the student's annual responsibility and is not linked to the course enrollment, e.g. if initial testing is completed during summer, repeat testing is completed the following summer.

11. Additional medical clearance requirements may be added at the recommendation of the health department or clinical agencies.

Effective Date: August 1, 2009

Revised Date: February 22, 2011, March 23, 2012, December 2013, August 2014, July 2015, December 2015, January 2016, July 2017, May 2018, May 2019, May 2020

Approved by:

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Director of Nursing Education

Mercer County Community College

Division of Health Professions

Nursing Program

Second Chance Nursing Program Option

Purpose: To enable students who have been dismissed from the nursing program to have a one-time opportunity to restart the nursing program from the beginning.

Procedure:

1. The student must apply for the nursing program following the current nursing program petition deadlines. The student should identify their application as a second chance application.
2. Students must meet all the current nursing program admission requirements at the time of petition.
3. Students may apply for the second chance program after an absence of one year or greater from the nursing education program.
4. A student may apply for the second chance program during the next petition period after dismissal.
5. With the application to the nursing program, the student must submit a written success plan outlining how they plan to address the issues that interfered with their success during their first attempt at the program.
6. Applications for the second chance program will be reviewed by the Director of Nursing Education to ensure that no previous college or program disciplinary or patient safety issues exist. Documentation of such occurrences may make the candidate ineligible for the second change program.
7. Students accepted for the second chance program will begin with NRS112.

8. Students accepted into the second chance program are required to submit all required student documents and comply with all standards and procedures of the nursing program at the time of readmission.
9. Readmission to the nursing program through the second chance nursing program option can be attempted once.
10. Students dismissed from the program while enrolled in the second chance program are ineligible for further readmission consideration.

Effective Date: 1/1/13, 1/18

Revised: 10/2/13, 01/14, 01/15, 8/16, 7/17, 12/17, 5/19

Reviewed: 5/18, 5/20

Approved by:

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Division of Health Professions

Nursing Program

Student Concerns

Purpose: To ensure proper procedures are followed for a student that reports a course related issue or concern. Students appealing a grade, academic or administrative decision of the nursing program must follow the Grade Appeal procedure in the MCCC student handbook.

Procedure:

1. The student must first make an appointment to review the issue with the faculty for the course in which they have an issue. The student must provide a written summary of the concerns, including any supporting documentation. The summary should be provided to the faculty prior to the meeting so the faculty can review the concerns.
2. After the completion of the appointment, the faculty will complete a summary of the discussion and any actions taken, if any. The summary will be electronically sent to the student and the nursing office within seven business days.
3. If the student is dissatisfied with the outcome of the appointment with the faculty, the student must make an appointment to review the issue with the course coordinator. If the course coordinator is the faculty member, provide to the next step. The student must provide a written summary of the concerns, including any supporting documentation prior to the meeting.
4. After the completion of the appointment, the course coordinator will complete a summary of the discussion and any actions taken, if any. The summary will be electronically sent to the student and the nursing office within seven business days.
5. If the student is dissatisfied with the outcome of the appointment with the faculty, the student must make an appointment to review the issue with the Director of Nursing Education. The student must provide a written summary of the concerns, including any supporting documentation prior to the meeting.
6. After the completion of the appointment, the Director of Nursing Education will complete a summary of the discussion and any actions taken, if any. The summary will be electronically sent to the student within seven business days.

7. If the student is dissatisfied with the outcome of the appointment with the faculty, the student must make an appointment to review the issue with the Dean of Health Professions. The student must provide a written summary of the concerns, including any supporting documentation prior to the meeting.
8. After the completion of the appointment, the Dean of Health Professions will complete a summary of the discussion and any actions taken, if any. The summary will be electronically sent to the student within seven business days.
9. For any meeting to discuss a student concern, students may request the aid of their faculty advisor, success coach, or other college employee to assist in presenting a professional concern.

Effective Date: April 1, 2012

Revised Date: January 2014, October 2014, May 2018

Reviewed: May 2020

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

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Mercer County Community College

Division of Health Professions

Nursing Program

Student Exam Review Procedure

Purpose: To establish guidelines for timely review of exams.

Procedure:

1. Course faculty will conduct group test reviews. Conditions for the group test review will mirror those for exam administration.
2. Students may schedule an appointment to review the most current course exam with their Course Coordinator within two weeks of posted grades.
3. After the two week period, no further appointments will be scheduled to review an exam.
4. Faculty will review only those questions which the students answered incorrectly.

Effective Date: January 19, 2015

Revised Date: 8/10/16, 7/17, 5/18

Reviewed: May 2020

Approved by:



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Director of Nursing Education

Mercer County Community College
Division of Health Professions
Nursing Program

Student Input into Curriculum Procedure

Purpose: Student feedback on the nursing program curriculum is actively solicited for programmatic improvement.

Procedure:

1. Each semester the nursing program requests students to volunteer to contribute to program governance activities by being student representatives, for their course level. One volunteer and one alternate volunteer from each level are requested. Student volunteers may not have had violations of the Nursing Student Standards of Conduct within the previous academic year. Students from each class will vote to select their class representatives.
2. Student volunteers are invited to participate in monthly Curriculum meetings. The responsibilities of the student representatives are to:
 - a. Attend the monthly Curriculum meeting
 - b. Attend any additional meetings as requested
 - c. When requested, student representatives are to gather feedback from their classmates to represent to the Curriculum committee.
 - d. Provide feedback on program and curriculum items from the student perspective
 - e. Keep private information confidential.
3. The Curriculum Committee is not a forum to address individual faculty or course management concerns.

Effective Date: August 1, 2017

Reviewed: May 2018, May 2020

Approved by:



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Mercer County Community College
Division of Health Professions
Nursing Program

Student Notification of Unsatisfactory Academic Progress Procedure

Purpose: To ensure all students are provided with the information and resources to remediate unsatisfactory academic progress in nursing courses.

Procedure:

1. At any time, faculty may identify a student who is not satisfactorily progressing through the nursing program. This includes academically, clinically or professionally. Faculty will complete a Faculty Concern Form. If there is a specific incident which precipitates this concern, the form will be completed within a timely manner.
2. Faculty may complete a referral form to direct students to complete remediation on areas of concern. This remediation can include workshop attendance, additional assignments, tutoring, or skills practice. For more serious or repeated concerns, faculty will complete a Faculty Concern Form.
3. At the mid-semester point, all Course Coordinators will identify those students who are in danger of failing academically due to a cumulative grade point average less than 77% and initiate a Faculty Concern Form. The faculty will schedule a face to face meeting with the students to complete the Faculty Concern Form. Students who fail to schedule a meeting with the faculty member will be ineligible to sit for the next scheduled course exam.
4. The student will be encouraged to complete the student portion of the Faculty Concern Form.
5. If the student refuses to sign acknowledgement of the Faculty Concern Form, the faculty member will note that on the form.
6. The original completed Faculty Concern Form will be sent to the nursing office and placed in the student's file. A copy is maintained by the faculty member. A copy is sent to the student's nursing faculty advisor.

Effective Date: December 20, 2012. Revised Date: August 29, 2013, January 2014, January 2015, August 2016, January 2017, May 2018 Reviewed: May 2020

Approved by:



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Division of Health Professions

Nursing Program

Students Requiring Accommodations for Testing Procedure

Purpose: To ensure that students who present a Recommendation for Accommodations Form from the Center for Inclusion, Transition, and Accessibility with documented special learning or testing needs, are accommodated in accordance with Mercer County Community College procedure.

Procedure:

7. Students are required to provide copies of their MCCC accommodations form from the Center for Inclusion, Transition, and Accessibility to the course coordinator each semester. Accommodations forms are to be submitted to the course coordinator no later than the first week of class.
8. In the event a need for accommodation is identified during the semester, the student must submit the accommodation form to the course coordinator within one week of receiving the form from the Center for Inclusion, Transition, and Accessibility. Notification needs to be given to the course coordinator at least one week prior to an exam and/or quiz in order for specific arrangements to be made for the assessment to be available for proctoring in the Academic Testing Center.
9. Both student and course coordinator must sign a copy of the Receipt of Accommodations form. Student is given a copy of the signed form. The course coordinator must maintain the original with the course records.
10. Student is responsible for contacting the Academic Testing Center (ATC) to schedule their testing appointments in accordance with specific accommodation requirements. The course coordinator will designate a specific time period for the student to complete the testing.
11. The Course Coordinator is responsible to complete the appropriate ATC form and deliver all forms and exams to the ATC per ATC procedure. The Course Coordinator will ensure pick up of all exams from the ATC.

12. An alternate version of the exam may be administered if the student is testing at a time different from the rest of the class.
13. In the event that the assessment is timed, the time allocated for the exam will be noted on the top of the exam cover sheet. The student is responsible for monitoring his or her time in the ATC. Students may request a countdown timer from the ATC. Taking more time than allocated for an exam is violation of academic integrity. The student may be subject to disciplinary action in accordance with academic integrity policies, up to and including awarding a "0" for the exam.
14. Students with testing accommodations acknowledge that submission of the exam for grading indicates that testing accommodations were met during the exam.


Effective Date: January 1, 2012

New Effective Date: August 29, 2015

Revised Date: January 2014, June 2015, Sept. 9, 2015, May 25, 2017, May 2019

Reviewed: May 2018, May 2020

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

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Director of Nursing Education

Mercer County Community College

Division of Health Professions

Nursing Program

Student Use and Distribution of Nursing Course Materials Procedure

Purpose: To ensure that course materials (lectures, handouts, etc.) are used by students are intended by faculty

Procedure:

1. All written course materials and handouts are for individual student use only. Items are not to be copies in any form, nor distributed without the written consent of the faculty member.
2. Audio and/or video recording (including online course materials) of lectures, presentations, and clinical simulations are for student use only. These materials are not be distributed in any form without the written consent of the faculty member.
3. Failure to comply with the above is a violation of educational copyright.

Effective Date: February 22, 2011

Revised Date: 8/10/16, 7/17

Reviewed: 5/18, 5/20

Approved by:



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Director of Nursing Education

Mercer County Community College
Division of Health Professions
Nursing Program

Uniforms

Purpose: To ensure uniform appearance for all nursing students in the clinical environment. Each student makes a strong impression on patients, visitors and agency nursing staff by her/his appearance. Appropriate attire creates an impression of competence and professionalism.

Procedure:

1. Students must visibly display a valid MCCC ID at all times on campus.
2. Students may wear street clothes while in theory or lab class.
3. The MCCC Nursing Program uniform is worn for all clinical experiences, unless other directions are given by the instructor.
4. All students must purchase the school uniform from the school's uniform vendor.
5. A changing room is not provided by clinical agencies.
6. The following guidelines apply to the student nurse in the clinical setting:
 - a. The student nurse clinical uniform includes:
 - i. Forest green or white scrub top with MCCC Nursing Student emblem patch
 - ii. Forest green or white scrub bottoms
 - iii. White lab coat with MCCC Nursing Student emblem patch
 - iv. MCCC photo ID badge
 - v. White uniform shoes or predominantly white sneakers (no open back, open toe, or sling back shoes)
 - b. Plain white undershirts (including long sleeve) may be worn under scrub top. No logos may be visible on undershirt.
 - c. Uniforms should be clean and pressed at all times. Shoes, including shoelaces, must be clean.
 - d. Hair must be arranged in a neat and professional style, off the face and collar. Long hair must be braided, in a pony-tail or in a bun at the

- discretion of the instructor in the clinical setting. No head coverings are to be worn unless for established religious purposes.
- e. MCCC student ID, and required agency ID are worn at all times.
 - f. No jewelry may be worn except a wedding band or plain studs in pierced ears.
 - g. One stud per ear is permitted. No other visible face or body piercings are permitted. Clear placeholder studs may be permitted.
 - h. A light amount of make-up may be worn. Heavy eye make-up is not permitted.
 - i. Perfume, cologne, and/or heavily scented body products are prohibited.
 - j. Fingernails should not extend beyond the fingertips. Colored nail polishes are not permitted. Artificial nails, acrylic, shellac and gel nail polishes are prohibited.
 - k. Proper supportive undergarments are to be worn, including socks. Undergarments should match student skin tone or uniform so as not to be visible. Socks or support hose may be colored but no graphics may be visible.
 - l. Specific clinical sites may require covering of all visible tattoos.
 - m. Accessories to the uniform are stethoscope, blood pressure cuff, scissors, penlight, watch with second hand, pen, pencil and notebook. A "fanny pack" or backpack may not be worn during the provision of nursing care.

Effective Date: August 1, 2017

Revised: May 2018, July 2020

Approved by:



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