



**DIRECT HEALTH CARE
PROVIDER
PROGRAM HANDBOOK**

SPRING 2008

Greetings!

To all of our new students and welcome to the spring 2008 semester. The Direct Health Care Provider Program Handbook will outline vital information regarding your upcoming semester and includes procedures for students to follow.

All students are responsible for the information contained in the handbook, so take some time to become familiar with its contents. The final two pages of the handbook are acknowledgements that you have read, understand, and agree with the college code of conduct and the information presented in this handbook. ***These forms are to be filled out, signed and returned to your instructor or the nursing education office by the end of the first class week.***

I look forward to working with you toward your goal of becoming a direct health care provider.

Sincerely,

Linda Martin

Linda A. Martin, RN, MSN, APRN, BC, CNE
Director, Nursing Education

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 3615.

Direct Health Care Provider Program Accreditation

The college's direct health care provider program Home Health Aide course is accredited by the New Jersey Board of Nursing, 124 Halsey Street, 6th Floor, Newark, NJ 07102, (973) 504-6430 and the Certified Nursing Assistant course is accredited by the New Jersey Department of Health and Senior Services, 120 South Stockton Street, Lower Level, Trenton, NJ 08611-1730.

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ACADEMIC REQUIREMENTS/INFORMATION

Courses in the Program

The Direct Health Care Provider curriculum is comprised of the following courses:

XAH250	Unlicensed Assistive Personnel
XAH251	Certified Nursing Assistant
XAH252	Home Health Aide

Description of Direct Health Care Provider Courses

XAH250 Unlicensed Assistive Personnel *6.6 CEU*

This core course is required for students seeking certification as either a Certified Nursing Assistant or Home Health Aide. This course provides the student with the skills necessary to assist with client care activities in a variety of health care settings. Students who complete this course and either the Certified Nursing Assistant or Home Health Aide course will be eligible to sit for the State Certification Examination as a C.N.A. or H.H.A..

XAH251 Certified Nursing Assistant *2.4 CEU*

This specialization course prepares the student to sit for the State Certification Examination as a Certified Nursing Assistant. Students in this course must have completed, or be currently enrolled in, the Unlicensed Assistive Personnel course.

Co-Requisite: XAH250 – Unlicensed Assistive Personnel Course

XAH252 Home Health Aide *1.0 CEU*

This specialization course prepares the student to sit for the State Certification Examination as a Home Health Aide. Students in this course must have completed, or be currently enrolled in, the Unlicensed Assistive Personnel course.

Co-Requisite: XAH250 – Unlicensed Assistive Personnel Course

Method of Instruction

1. Lecture: Presentations may include new content, clarification or amplification of specified content.
2. College Lab: All audio-visual and computer-assisted instructional materials are available in the lab. Demonstrations of required skills will be scheduled.

During the college lab session you are expected to utilize the required media programs, complete assigned activities and practice the skills which have been demonstrated.

Each student is required to demonstrate mastery of each selected skill for the Visual Evaluation. Skills should be practiced prior to the evaluation. Individuals will vary in how much practice is needed to achieve mastery of a particular skill. Standard precautions are to be utilized as appropriate in the performance of skills in the college lab setting.

3. Clinical Lab: Each session will include conference and patient care activities. In order to assure the needed clinical experiences for all students, it may be necessary to schedule certain experiences at times other than those listed on the class schedule. Students will be notified of such changes in sufficient time to make such personal arrangements as needed.

Preparation for the clinical lab will be reviewed by the program coordinator and/or the clinical instructor at the orientation session. Students are expected to come to the lab with evidence of prior preparation. **Faculty are authorized to deny a student the privilege of participation in clinical laboratory sessions when the student is unprepared, the student presents a health hazard to clients, when performance falls below a competent level with regard to patient safety or when the student does not meet agency health standards.**

In such situations, participation in clinical laboratory 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.

4. Testing: For all tests, no dictionaries or reference books are to be used. Only the scantron forms will be scored.

An overall grade average of 75% or better is required on the tests.

The direct health care provider curriculum is structured so that you are actively involved in your learning. If you are having difficulty with the lecture materials, seek help from the classroom instructor; for clinical problems, seek a meeting with the clinical instructor. The student may choose to meet with the Director of Nursing Education if further assistance is needed.

SPECIAL REQUIREMENTS

Health Records

1. All students entering the Direct Health Care Provider program for the first time must submit a completed Physician's Examination Form (PE) to the Director of Nursing Education. The physical examination requirements will affirm that each student is able to meet the demands of the program without compromising the patient or themselves and meets the contractual requirements of the clinical sites. Copies of all lab work must be submitted with the Physician's Examination Form.

This examination may be performed by the physician/physician's assistant/nurse practitioner of the student's choice.

2. A signed "**Notice of Declination**" must be included with the PE Form if you choose not to have the Hepatitis B vaccine and you are not immune.
3. **The Mantoux test (PPD) (tuberculosis)** must be repeated **annually**: proof of testing, including the date of the retest and the results must be submitted to the Director of Nursing Education by the anniversary date. *If the anniversary date occurs during the semester, the student must have the test done prior to the start of that semester. Those individuals who have a positive Mantoux test must submit a statement from the health care provider indicating that he/she has been examined and "there is no evidence of pulmonary disease."*
4. The Direct Health Care Provider program will include clinical work performed in health care facilities and will include direct care or exposure to clients with a variety of illness and diseases and will include the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease carrying bacteria and microorganisms and come in contact with patient situations that could be hazardous to individuals who are pregnant. **Any student who becomes pregnant or develops health problems must obtain authorization from the attending physician/nurse practitioner to participate in the clinical lab. This authorization must be presented to the Director of Nursing Education upon confirmation of pregnancy or diagnosis.**

Any student who has any type of injury necessitating the use of ace bandages, slings, splints, casts, canes, crutches, etc., should present a physician/nurse practitioner note describing the reason for such appliance and certifying the student's current good health. The presentation of the note does not assure access to the clinical area.

After hospitalization, surgery or childbirth, students must submit medical clearance to the clinical instructor and the Director of Nursing Education. Faculty may request medical clearance at any time from a student.

5. **In order to participate in the clinical laboratory, health records must be complete.**

Accident and Health Insurance

All students are expected to carry health insurance.

All students are financially responsible for medical treatment if illness or injury occurs while enrolled in the Direct Health Care Provider program.

Liability Insurance

All students are required to purchase individual liability coverage. **Coverage must be for a Certified Nursing Assistant and/or Home Health Aide.** Contact your own insurance agent or you may contact one of the following:

Nurses Service Organization (NSO)
159 East Country Line Road
Hatboro, PA 19040
Toll-free 1-800-247-1500
Fax 1-800-739-8818
www.nso.com

Marsh Affinity Group Services
1440 Renaissance Drive
Park Ridge, IL 60068
Toll-free: 1-800-621-3008, ext 245

Cotterell, Mitchell & Fifer, Inc.
151 William Street
N.Y., N.Y. 10038
Toll-free: 1-800-221-4904

These agencies have been providing professional liability insurance for a number of years. **You will need to provide proof of liability to the nursing education office prior to starting clinical.**

Cellphones and Pagers

All cell phones are to be **TURNED OFF** while in lecture, lab or clinical. Pagers should be set to **VIBRATE**. Ringing from pagers and cell phones is disruptive and inconsiderate to your classmates. The instructor has the option to request that you leave the classroom if you are not compliant with the above policy.

DIRECT HEALTH CARE PROVIDER PROGRAM POLICIES

Academic Integrity

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 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:

- 1. Uses or obtains unauthorized assistance in any academic work.**
 - copying from another student's exam.
 - using notes, books or other aids of any kind during an exam when prohibited.
 - stealing an exam or possessing a stolen copy of an exam.

- 2. Gives fraudulent assistance to another student.**
 - completing an academic activity or taking an exam for someone else.
 - giving answers to or sharing answers with another student during an exam.
 - sharing answers during an exam by using a system of signals.

- 3. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.**
 - submitting a paper of 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.

- 4. Fabricates data in support of an academic assignment.**
 - falsifying bibliographic entries.
 - submitting any academic assignment that contains falsified or fabricated data or results.

- 5. Inappropriately or unethically uses technological means to gain academic advantage.**
 - inappropriate or unethical acquisition of material via the Internet.
 - using hidden devices for communication during an exam.

Each instructor is authorized to establish specific guidelines consistent with this policy.

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 course grade, failing the student in the course, or other penalty appropriate to the violation, including dismissal from the program. In all cases, the instructor shall notify the Chairperson of the Academic Standards Committee (ASC) of the violation and the penalty imposed.

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

Appeals

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

Attendance

1. Mercer County Community College does not have a "cut system." **Students in the Direct Health Care Provider courses are required to attend all lecture, college laboratory and clinical laboratory sessions.** Attendance records will be maintained.
2. Official college closings or delayed openings are announced on local radio stations, the college radio station WWFM, 89.1 and Mercer County Community College TV Channel 23. On other stations the college may be referred to by name or Code #922. It is the student's responsibility to listen and act accordingly. Notices of emergency closings are also announced on the college website at www.mccc.edu.

If the college has a delayed opening on a clinical day, you should report to the office of the clinical instructor **on campus** at the announced opening time. An extended clinical conference will be held; anyone not attending the conference will be considered absent. In the event of delayed opening **do not call** the agency; the instructor will notify them of the change.

Grading

1. A final grade of "C" (75% - 77%) or better in each direct health care provider course is necessary to complete the program. See each course outline for specific information on grade calculation for that course.

General considerations for grading in XAH250, XAH251 and XAH252:

- a. The summary grade on the Clinical Performance Evaluation must be Satisfactory. Failure to receive the summary grade of Satisfactory will result in an "F" grade for the course. **If, during the semester it is apparent that the summary grade will be Unsatisfactory, the student may not continue in the clinical area.** With the permission of the instructor, the student may participate in the balance of the course with the understanding that performance and test scores cannot alter the "F" grade.
2. Students are expected to be present and on time for all tests and exams.

Grade Appeal (See MCCC Student Calendar / Handbook)

Appeal of academic grade or decision received during the semester:

1. **First meet with the instructor for review/discussion of grade appeal as soon as possible. The grade appeal must be filed within six weeks of the end of the semester.**
2. **If you are not satisfied after Step 1, write a statement describing the exact nature of the appeal. Give it to the dean of the academic division responsible for the course, in order to appeal the action. It is your responsibility to bring all relevant evidence which is in your possession to the division dean. If some materials needed as evidence have not been returned by the instructor during the semester or are unavailable, it is incumbent upon you to request that the division dean secure such evidence prior to the meeting. Appeal for a course grade should be made as soon as possible.**

In a case involving the appeal of a course grade, the dean's authority, if the grading instructor is still employed by the college, is limited to reviewing the evidence and advising the instructor that a grade change may be in order. If the instructor is no longer employed, the dean may recommend a change of grade. Such a recommendation is then reviewed by the Academic Standards Committee, which reports its recommendation to the Vice president for Academic and Student Affairs for final action.

3. **If you are not satisfied with the action of the division dean and still wish to pursue the matter, you may make an appointment to discuss the action with the chairperson of the Academic Standards Committee. You may inquire at the College Information Center as to how to contact the current chairperson.**

The chairperson, in consultation with at least one other member of the committee, decides whether there is enough evidence to call a meeting

of the committee for the purpose of holding a hearing. The chairperson advises you as to whether a hearing will be held.

If such a hearing is to take place, all parties involved are notified at least two weeks in advance. In this notification, you are advised to the ground rules and procedures to be employed during the hearing. You must be present and must bring all evidence pertaining to the grade to this meeting. You may waive the two week notification required if a faster disposition is desired.

If the committee decides that no change is in order, it will inform you. If the committee decides that a change is in order, it forwards its recommendations to the Vice president for Academic and Student Affairs for final action.

- 4. If you are not satisfied with the decision of the chairperson of the Academic Standards Committee not to hold a hearing or of the decision of the Academic Standards Committee as a result of the hearing, you may appeal the action directly to the Vice president for Academic and Student Affairs. The vice president examines the evidence, including the decision reached by the Academic Standards Committee, and makes a final judgment. No further appeals may be made.**

Guidelines for Use of the College Laboratory

1. Depending on the times of scheduled labs, open lab hours may be available and such times will be posted on the bulletin board located just outside the door of the lab.
2. Attendance will be taken at all scheduled labs.
3. Ask about the use of unfamiliar equipment.
4. If needed equipment is not available, ask the instructor for help.
5. Report any broken or malfunctioning equipment to the instructor immediately so repairs or replacement can be made.
6. Do not remove any materials from the lab.
7. Always use a headset when listening to AV materials. Rewind all AV and video tapes after use, and return them to correct containers.
8. Turn off all equipment after use and return all equipment after use to its proper place. Please keep all laboratory areas neat and orderly.
9. When performing skills for Visual Evaluation, hair should be in a neat and professional style and excessive jewelry removed.
10. Students may not make or receive personal phone calls in the lab. Any emergency call will be taken by the instructor.
11. For safety reasons, no children are allowed in the lab.

General Policies Regarding Clinical Laboratory

1. Transportation

Each student is expected to be able to provide his/her own transportation to the clinical agencies even though he/she may car pool at times.

2. **Attendance at clinical lab is mandatory.** For all clinical sites, the policy below will be followed:

If you cannot report for clinical lab you are to call the health care facility at least one hour prior to pre-conference time **or** follow directions given by the clinical instructor. **Request the message be given to the charge nurse of your assigned unit and your instructor.**

Give the following information:

- | | |
|----------------|-------------------------------------|
| A. Your name | C. Your instructor's name |
| B. Your school | D. Your reason for absence or delay |

Please note the name of the person taking your call.

Follow the same procedure if you will be late.

3. Conduct in Clinical Lab

- a. Laboratory activities begin promptly at the specified time.
- b. Always wear your name pin in the clinical agency. In addition, you **must** carry your MCCC ID badge with the picture, at all times. On occasion, you may be asked to identify yourself as a student and the MCCC picture ID will serve that purpose.

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.**

- c. You are not permitted to visit any client in the health care facility while in uniform nor should you go to any area of the facility, other than your assigned unit, unless you have special permission from your instructor.
- d. Telephones in the health care facility are not for personal use. **Students do not make or receive telephone calls while on the unit.** 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.

We will then contact your instructor at the agency and relay the message. Cell phones are to be used only in designated areas.

- e. **Chewing gum is not permitted.** Please check with individual institution policies regarding areas where smoking is permitted. All agencies in this area are “smoke free.”
- f. Remember to keep your voices low when going to the health care facility and in all areas of the facility. Do not discuss patients or patient care in elevators, corridors or other public areas of the facility; this is a violation of patient rights.
- g. Students are not allowed to photocopy or otherwise duplicate patient information - this is a violation of patient confidentiality.
- h. Students may not act as a witness for any consent form. The student may not transact any business for clients.
- i. Students are never permitted to take or receive medications from the clinical unit.
- j. Students are not to make engagements with or to take gifts from clients, nor are students to give patients gifts. This is both unprofessional and unethical.

- k. All breakage of equipment should be reported to your instructor and charge nurse.
- l. In the event of accident or injury during a clinical lab, the student must report to the appropriate office at the agency and complete an Incident Report. Any charge is the responsibility of the student.
- m. Clinical evaluations are performed at the end of the clinical experience. A clinical failure occurs when any one objective is graded as unsatisfactory. However, faculty reserve the right to immediately dismiss a student from the clinical area if his/her behavior is deemed unsafe. This dismissal may result in a clinical failure if the instructor believes it is warranted.

REMEMBER AT ALL TIMES YOU ARE REPRESENTING THE COLLEGE AND ITS DIRECT HEALTH CARE PROVIDER PROGRAM.

THE USE OF THE CLINICAL AGENCY IS A PRIVILEGE.

Uniforms/Dress Code

All students are required to wear their college ID badge while on campus.

Each student makes a strong impression on patients, visitors and agency staff by her/his appearance. Appropriate attire creates an impression of competence and professionalism.

The **regulation uniform** is worn for all clinical. **Students must purchase the required school uniform.** The uniform required includes:

- A unisex scrub top (hunter green)
- A unisex scrub pant (hunter green)
- Name pin
- White uniform shoes (no sneakers or clogs)

In addition, students must purchase a stethoscope.

Guidelines for appearance while in uniform:

- a. Name pin and required agency ID are worn at all times.
- b. Uniforms, white nursing shoes, hose and shoelaces should be clean at all times.
- c. Regulation school uniform must be worn.
- d. Hair must be arranged in a neat and professional style, **off the face and collar.** Long hair must be either braided or in a bun.
- e. **No jewelry may be worn** except a wedding band and/or plain studs in pierced ears.
- f. A light amount of make-up may be worn. Heavy eye make-up and/or cologne are not permitted. Nails should not extend beyond the fingertips, artificial nails and/or nail polish are not permitted.
- g. Accessory to the uniform are bandage scissors, stethoscope, penlight, watch with second hand, pen, pencil and notebook. **Always have these items with you.** A "fanny pack" is not to be worn.

- h. A dressing room or locker space is not provided by the agency; therefore, students are advised not to bring valuables, including pocketbooks and reference books.

Failure to wear the name pin and/or appropriate attire can result in dismissal from the clinical lab.

MERCER COUNTY COMMUNITY COLLEGE
DIVISION OF SCIENCE & HEALTH PROFESSIONS

Direct Health Care Provider Program

I have received a Direct Health Care Provider program information packet. By signing below I acknowledge that I have read, understand and agree with the information presented.

NAME _____

PLEASE PRINT

SIGNATURE _____

DATE _____

STUDENT CONDUCT CODE**Reason for Policy**

To maintain a campus environment that is conducive to learning, protects the College's educational purposes, maintains reasonable order on campus, and protects the rights of all members of the college community.

Policy Statement

Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution and suitable to members of the academic community. This obligation extends to conduct on either college campus or at any other location as part of any college sponsored activity.

Prohibited Conduct

An individual, a group of individuals, or a student organization may be charged with any of the violations under this Code. In cases where a violation is committed by an individual member of a student group or organization, the entire group or organization may be held responsible, in addition to the individual member, when those members not directly involved participated in the activity by encouraging, witnessing or condoning the act in any manner. The following conduct shall be subject to disciplinary action:

A. Academic Dishonesty

(See [OMB 210.](#))

B. Alcohol Violations

Possession, consumption, dispensing, selling, or supplying of alcoholic beverages on property that is owned, operated, or maintained by the College, or at any other location as part of any college-sponsored activity. (See [OMB 651.](#))

C. Computer Misuse (See also [OMB 942.](#))

- 1 Unauthorized access, entry or use of a computer, computer system, network, software, password, account or data.
- 2 Use of computing facilities or equipment to send sexually explicit, harassing or abusive messages.
- 3 Any other act in violation of law and/or college policies and guidelines regulating computer-related use.

D. Discrimination by Student Organizations (See also [OMB 931.](#)) Selecting its membership upon the basis of restrictive clauses involving race, religion, color, national origin, gender, age, sexual orientation or disability unless said selection is specifically allowed by law.**E. Disruptive Conduct**

- 1 Actions that impair, interfere with, or obstruct the normal operations of the College and or interfere with the rights of other members of the college community or visitors.
- 2 Actions that impair, interfere with, or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his or her class. Actions that may cause disruption in the

classroom include, but are not limited to, making or receiving phone calls and the use of text messaging while class is in progress; playing loud audio devices; persistent unapproved lateness; and any other action prohibited under this Code.

- 3 Participating in, leading or inciting others to disrupt authorized scheduled campus activities, events and programs.
- 4 Intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
- 5 Solicitation on campus without prior approval from appropriate college officials.

F. Drugs

- 1 Any legally prohibited possession, use, distribution, delivery, or sale of narcotics, prescription drugs or other controlled substances.
- 2 Any legally prohibited possession or use of drug paraphernalia.

G. Failure to Comply

- 1 Failure to comply with a lawful order of a college official, including a campus security officer, in the performance of his or her duty.
- 2 Failure to comply with the sanctions rendered during the student judicial process.

H. Falsification/Fraud/False Testimony

- 1 Furnishing false information to the College, including false reporting of emergencies, knowingly making false accusations or giving false testimony during the disciplinary process.
- 2 Misuse, reproduction, alteration or forgery of any college related documents, records, identification, keys, access codes or property.

I. Fire and Safety

- 1 Damage to, removal of or tampering with any fire safety systems, firefighting equipment or other emergency warning equipment.
- 2 Intentional or reckless burning or setting fire to any building or piece of property owned or controlled by the College.

J. Gambling Gambling or participation in games of chance on campus for money or other things of value, except as provided by law.

K. Hazing Any act that does not contribute to the positive development of a person, which inflicts or intends to cause physical or mental harm or anxieties, and or which demeans, degrades, or disgraces any person regardless of location, intent or consent of participants that is an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization.

L. Physical Abuse and Endangerment

- 1 Physical violence or attempted physical violence toward another person or group.
- 2 Threat of physical violence against another person or group.
- 3 Any action that endangers the health, safety or welfare of a person or group.
- 4 Attempt to harm, or actual harm to, oneself.

M. Property/Facilities/Services

- 1 Theft of college property or property of a member of, or visitor to, the College.
- 2 Damage, destruction, or defacement of college property or property of a member of the

College or visitor.

- 3 Wrongful appropriation of college property or property of a member of the College or visitor.
- 4 Unauthorized possession and or use of college property or property of a member of the College or visitor, including knowingly being in possession of stolen goods.
- 5 Unauthorized entry into college facilities, including but not limited to buildings, classrooms, hallways, entryways, conference rooms, and campus grounds.
- 6 Use or operation of rollerblades, skates, skateboards, bicycles, and similar items inside college facilities or other prohibited areas.

N. Sexual Misconduct/Sexual Harassment (See also [OMB 965.](#))

- 1 Any sexual act that occurs without the consent of the other person or occurs when the other person is unable to give consent.
- 2 Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments or gestures, or other forms of verbal or physical conduct or communications constituting sexual harassment.
- 3 Obscene or indecent behavior, which includes, but is not limited to, indecent exposure or the display of sexual behavior that would reasonably be offensive to others.

O. Other Harassment/Stalking (See also [OMB 965.](#))

- 1 Non sexual conduct that creates an intimidating, hostile, or offensive campus, educational or work environment for another person or group.
- 2 Non sexual conduct that threatens, intimidates, humiliates, or otherwise harms another person or group.
- 3 Stalking, defined as purposely and repeatedly following another person, and engaging in a course of conduct or making a credible threat with the intent of annoying or placing that person in reasonable fear of death or bodily injury.

P. Weapons/Firearms/Explosives Possession, storage or use on campus of firearms, pellet guns, paintball guns, gunpowder, ammunition, explosives, firecrackers, incendiary devices, or other articles or substances which could endanger health or safety.

Approved: December 21, 2006 Board of Trustees Meeting

MERCER COUNTY COMMUNITY COLLEGE

DIVISION OF SCIENCE & HEALTH PROFESSIONS

Direct Health Care Provider Program

I have received the Mercer County Community College Code of Conduct. By signing below I acknowledge that I have read, understand and will abide by said Code of Conduct.

NAME _____

PLEASE PRINT

SIGNATURE _____

DATE _____