



**NURSING PROGRAM  
HANDBOOK**

**INFORMATION PACKET  
SPRING 2010**

## ***Greetings!***

I would like to welcome all of our new and returning students to the spring 2010 semester. The Nursing Program Handbook will outline for you vital information regarding the information about your upcoming semester in the nursing program. It also includes policies and 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. In the back 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 on your orientation day.*** (See Receipt of Student Handbook policy in Appendix)

I look forward to working with you toward your goal of becoming a registered professional nurse.

Sincerely,

***Linda Martin***

Linda A. Martin, Ed.D., RN, MSN, APRN, BC, CNE  
Dean, Science and Health Professions &  
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.

## **Nursing Program Accreditation**

The college's nursing program is accredited by the New Jersey Board of Nursing, 124 Halsey Street, 6<sup>th</sup> Floor, Newark, NJ 07102, (973) 504-6430 and the National League for Nursing Accreditation Commission, 3343 Peachtree Rd., NE, Suite 500, Atlanta, GA 30326.

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**MERCER COUNTY COMMUNITY COLLEGE**  
**DIVISION OF SCIENCE & HEALTH PROFESSIONS**  
**Nursing Program**

**PHILOSOPHY AND PURPOSE OF THE ASSOCIATE DEGREE PROGRAM IN NURSING**

The Nursing Program as a part of the Division of Science and Health Professions is integral to Mercer County Community College and reflects the philosophy and objectives of the college. The nursing faculty accepts the responsibility to partner with the community to meet their health care and wellness needs. The nursing department accepts students for enrollment regardless of race, color, religion, creed, marital status, national origin or ancestry, age, gender, economic status or sexual orientation. The nursing faculty recognizes that students differ in the way they learn and that learning should be a challenging and rewarding experience, made possible by qualified faculty and staff, a comprehensive curriculum, innovative and effective instructional methods, and a nurturing environment. The nursing department responds to the needs of the community and aligns with the college mission to prepare students for the NCLEX licensure examination. In addition, we foster our students' ability to begin their professional journey through life-long learning by providing options for transfer to baccalaureate programs after graduation.

In concert with the college's quest to fulfill its mission, nursing faculty adhere to a philosophy based on the belief that the fundamental nature of education is growth. The nursing faculty believes that general education ensures that students develop a broad base of knowledge and become proficient in crucial skills that include analytical reading, clear verbal and written communication of ideas, and competent problem-solving within the scientific and mathematical domains.

The nursing faculty affirms that nursing education is a planned program of experiences designed to promote the development of cognitive, affective and psychomotor learning as the basis for application of critical thinking in nursing practice. Current nursing knowledge, including concepts, principles and skills focused upon the nursing process, provide a foundation to develop professionalism, effective interpersonal communication skills and proficiency in evidenced-based nursing practice. Nursing education is a life-long learning process.

The nursing faculty believes that man has basic needs that are met through interaction and adaptation with the environment throughout the life cycle. Nursing is a profession that dynamically encompasses prevention, therapeutic holistic nursing interventions and rehabilitation, and promote and maintain optimal health.

The nursing faculty is guided by the National League for Nursing Accrediting Commission (NLNAC) Core Competencies (2005) as the basis for preparing the nurse generalist to meet changing healthcare needs. By incorporating these core competencies and the NCLEX core domains (2007), the nursing faculty facilitates clinical competence, safe practice, professionalism, critical thinking-clinical judgment, and effective communication as the student progresses through the program.

Our nursing curriculum promotes self-directed learning and flexibility while maintaining student accountability in determining individual course selection. The nursing faculty believes that learning can best take place in an atmosphere that provides qualified faculty, appropriate facilities and resources, carefully selected client assignments, challenging learning situations and positive interactions between students and faculty. The program emphasizes student-centered learning. Faculty and student learners

share accountability for assessment and evaluation of learning. Evaluation of learning and graduate performance facilitates continuous improvement of the nursing curriculum. Within this type of learning environment faculty function as learning facilitators, encouraging students to be accountable for their successful learning outcomes. Faculty create a supportive environment that stimulates curiosity, creativity, and growth while fostering feelings of mutual respect, worth and dignity. The nursing faculty believe that the role of program graduates is to assist individual clients of all ages and backgrounds throughout the lifecycle to maintain optimum health, to prevent illness and to deliver nursing care by assessing, planning, implementing, evaluating, and thereby making nursing judgments based on evidenced-based practice. These graduates will be able to manage human responses to health problems through the use of the nursing process in collaboration with health care providers in various care settings. Faculty believe that program graduates will accept responsibility for formal and informal continuing education to maintain and develop the practice of nursing throughout their careers.

### **Program Objectives**

Guided by these principles and beliefs, Mercer County Community College provides a program, which will prepare a nurse who, will function with technical competence within the various care settings. This graduate will:

1. Function within the provisions of the Nurse Practice Act while maintaining the Code of Ethics and accepting responsibility for self-growth and life-long learning.
2. Assess the client's health status in a comprehensive and holistic manner.
3. Provide individual client care in a safe physical and psychological environment.
4. Analyze, synthesize and evaluate client-related data to development and implement individualize client care and teaching plan.
5. Evaluate the achievement of client outcomes.
6. Incorporate within nursing practice advocacy for clients rights taking into consideration socioeconomic, cultural diversity and political forces.

### **Program Outcomes**

1. Each class of graduates will pass the NCLEX-RN with a minimum pass rate of 80% on the first attempt.
2. Matriculated students will maintain a 70% graduation rate within six semesters.
3. 70% of graduates from the program will be employed in nursing within 6 months of passing NCLEX.

*Reviewed:* 7/03, 10/05, 6/06, 7/07, 6/08

*Revised:* 7/04, 7/05, 11/06, 11/07, 5/08, 6/08

## **Definitions**

### **Communication**

Communication is a process of exchanging ideas and feelings. It occurs when meaning is conveyed from one person to another, verbally and nonverbally. Communication is the key to every other interpersonal skill (Peris Mary Hamilton).

### **Critical Thinking**

Critical thinking is a dynamic developmental process reflecting knowledge, skill, logic and problem solving techniques relevant to nursing which is essential to patient outcomes affecting clinical judgments in health care.

A critical thinker is open minded, an active communicator, flexible and analytical. The skill of critical thinking incorporates ideas, is open to suggestions to be creatively effective and is considerate of the opinion of others.

Clinical thinking is reflective of critical reasoning. This involves the competencies of critical thinking, which are: interpretation, analysis, inferences, explanation and evaluation. Therefore, critical thinking is accomplished by self regulating, objective, decision making which benefits the members of society with goal directed approaches. Critical thinking empowers the nurse to contribute to improved health care practice. It is through consistent ongoing evaluation that human responses and human potential are maximized.

The nurse must be able to communicate through reading, writing, making oral reports, as well as by hearing, touching and seeing when rendering care. Language use must be appropriate for client, peer and other health care workers. The use of telephone and computer information systems enhances the nurse's ability to provide input and service health care information.

### **Therapeutic Communication**

Therapeutic Communication is a way of being helpful by facilitating interactions that are focused on the client and the client's concerns. The purpose of therapeutic communication is to help the client express and work through feelings and problems related to his or her condition, treatment, and nursing care (Craven, Hirnle).

It also allows for the establishment and maintenance of the interpersonal relations between clients and families, significant others, and other health care professionals. It must include respect for individuals while acknowledging differences in culture, gender, and developmental stages. Therapeutic communication encompasses the attributes of empathy, caring, protectiveness, genuineness, objectivity, and openness.

### **Therapeutic Holistic Nursing Intervention**

Therapeutic nursing interventions are behaviors implemented by the RN, which may be independently initiated or delegated by a healthcare provider. Interventions require nursing knowledge, assessment and skills as well as awareness of the client's level of growth and development, culture, religion, education and economic status. As a health care team member, the nurse works collaboratively with the client, significant others, the extended family and/or community to accomplish goals. Desired patient outcomes and responses assist a client to maintain, improve or restore health or prevent illness in an individualized/holistic manner. The registered nurse functions within a societal and political structure, upholding standards and practices that affect the client in a beneficial way.

## **MISSION STATEMENT**

The Nursing Program at Mercer County Community College welcomes students of all ages from a wide variety of ethnic backgrounds, abilities, interests, levels of education and economic circumstances to a challenging and supportive educational environment. The program is thus designed to provide an educational framework, based on the principle of life-long learning, whereby students develop a broad knowledge base enabling them to read analytically, communicate clearly, and think critically in order to problem-solve. The faculty is committed to promotion of student success from admission through graduation. Through the nursing process, students will utilize their learned skills of prevention, therapeutic intervention and rehabilitation, as well as promotion and maintenance of optimal health in order to meet the health needs of the community we serve in a safe and competent manner. Students will be prepared to make unique contributions to a multicultural society as professional, ethical health care providers.

## **VISION STATEMENT**

The vision of the Mercer County Community College Nursing Program is to profoundly change the lives of the students we teach by providing the opportunity for them to become members of the nursing profession. We pledge to offer this opportunity to all students regardless of race, color, religion, creed, disability, marital status, national origin or ancestry, age, gender, economic circumstances, or sexual orientation. We are committed to student success and promotion of life-long learning and believe a supportive and caring learning environment is essential to that outcome. Achievement of our vision for the Nursing Program and its ongoing value to the Mercer County community shall be measured by the successful assimilation of our graduates into the nursing profession.

## LEGAL REQUIREMENTS FOR LICENSURE

**The Nurse Practice Act of the State of New Jersey Board of Nursing Statues (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;"

In addition, the official application for professional nurse licensure by examination requires that applicants respond to the following questions:

- A. Have you ever been an abuser or habitual user of chemical substance? If yes, provide the details of your drug use, including the period and nature of this use and any recovery. Attach a written report or detailed letter from a qualified counselor indicating his/her opinion about your current fitness to practice nursing.
- B. Have you ever stolen or distributed (for profit or not) any chemical substance? If yes, provide the details of the episode(s).
- C. Have you ever been treated for alcoholism or alcohol abuse? If yes, provide the details of your alcoholism recovery. Attach a report or detailed letter from a qualified counselor indicating his/her opinion about your current fitness to practice nursing.
- D. Have you been indicted or convicted of any crime within the last ten (10) years? If yes, attach a copy of the indictment and judgment of conviction. If probation has been completed, attach a copy of the Termination from Probation order.

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 now 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 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 insure that, even though successful in completing the nursing program, they are not ineligible for licensure.

Questions and concerns regarding these laws 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**.

## ACADEMIC REQUIREMENTS/INFORMATION

### Courses Required in the Program

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

BIO 103:	Anatomy & Physiology I (3/3)
BIO 104:	Anatomy & Physiology II (3/3)
BIO 201:	Microbiology (3/3)
CHE 107:	General & Physiologic Chemistry (3/2)
ENG 101:	English Composition I (3/0)
ENG 102:	English Composition II (3/0)
MAT 135/ 140/141/ 200:	Intermediate Algebra with Applications (4/0); or Applied College Algebra (4/0); or College Algebra with Applications (4/0); or Statistics (3/0)
PSY 101:	Introductory Psychology (3/0)
	*General Education Electives – 3 credits from Social Science <b>AND</b> *3 credits from any Historical Perspective, Diversity and Global Perspective, Visual & Performing Arts, Foreign Language, Interdisciplinary General Education, Humanities or Philosophy
HPE110/HPE111	Concepts of Health & Fitness (1/2) or Living with Health (3/0)
NRS 110:	Nursing I (3/4/6)
NRS120:	Alterations in Health I (3/3/14)
NRS121:	Alterations in Health II (3/3/14)
NRS122:	Mental Health Nursing (3/0/9)
NUR 201:	Nursing III (3/2/12)
NUR 202:	Nursing IV (3/2/12)
NUR 203:	Nursing V (1/0)

\* Check with Academic Advisor regarding electives.

**Note: A grade of C or better is required in all courses. A cumulative GPA of 2.0 is required 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 advisor. By the time of registration for the final semester, **all** required courses should be on the transcript or final semester schedule.

Shortly after the start of the final semester, you will be completing an application for graduation. A \$40.00 fee is assessed. (fee subject to change) *Deadlines for filing for graduation are **October 1<sup>st</sup>** for January and **February 1<sup>st</sup>** for May.*

If you are unable to pass the final semester, you will need to re-apply for graduation and pay another \$40.00 fee.

## **Courses Completed at Other Colleges**

If you complete any applicable science, mathematics or other course at another college, it is your responsibility to insure that Mercer receives transcript evidence and that the corresponding MCCC course is entered on your transcript. To make this verification, consult with the Assistant Registrar, Student Records Office, approximately one month after the start of your first semester, or as appropriate.

## **Description of Nursing Courses for Associate Degree**

### *NRS110 Nursing I*

*6 credits*

Introduction to the fundamental concepts and knowledge needed to meet the basic needs of all patients. The nursing process is used as a framework for care delivery as well as concepts from the social, psychological and physical sciences. Includes clinical experiences planned in area health care agencies.

3 lecture/2 college laboratory/6 clinical laboratory hours

### *NRS 120 Alterations in Health I*

*3 credits*

This five-week course presents a continuation of the concepts, knowledge, and skills introduced in NRS110. An emphasis on the concept of oxygenation involved examining the nursing needs of clients who demonstrate alterations in ventilation, diffusion, and tissue perfusion. Includes selected clinical experiences in area health care agencies.

3 lecture/3 college laboratory/70 clinical hours

### *NRS121 Alterations in Health II*

*3 credits*

This five-week course presents a continuation of the concepts, knowledge, and skills introduced in NRS110 with an emphasis on the concept of safety and the protective environment. Alterations in mobility, skin integrity, and immunity are examined. Concepts pertaining to the care of the operative patient are also considered. Includes selected clinical experiences in area health care agencies.

3 lecture/3 college laboratory/70 clinical hours

### *NRS122 Concepts of Mental Health Nursing*

*2 credits*

Utilizing the nursing process as a framework, this five-week course presents the concepts of mental health nursing. Study includes an examination of individuals and families across the lifespan experiencing alterations in psychosocial adaptation. Includes selected clinical experiences in area psychiatric facilities

3 lecture/40 clinical hours

### *NUR 201 Nursing III*

*8 credits*

Emphasis is placed on the further application of knowledge from the social, psychological and physical sciences to nursing care of clients of all ages with acute and complex nursing needs. The development of nursing skills is continued. Clinical experiences are planned in medical/surgical, pediatric and psychiatric facilities.

3 lecture/2 college laboratory/12 clinical laboratory hours

*NUR 202 Nursing IV*

*8 credits*

A continuation of NUR 201 with emphasis on the client who requires some permanent modification of life style in order to achieve or maintain optimal health. Development of management and delegatory skills are included. Clinical experiences are planned in medical/surgical, pediatric and psychiatric facilities.

3 lecture/2 college laboratory/12 clinical laboratory hours

*NUR 203 Nursing V*

*1 credit*

Designed to assist the student in assuming the role of the registered nurse. Consideration of licensure, legal aspects of nursing, professional organizations, trends in nursing and health care, and ethics and biomedical ethical concerns.

Corequisite: NUR 202

1 lecture hour

**LPN-RN Advance Placement Program**

**Admission to the LPN-RN Advance Placement program is on a space-available basis.**

The LPN-RN advanced placement option offers licensed practical nurses (LPNs) the opportunity to gain experiential credit for their LPN license and receive credit for Fundamental Concepts of Nursing (NRS 110). Applicants must possess a high school diploma (or equivalent), have graduated from an accredited LPN school, possess a valid New Jersey LPN license and complete all the prerequisite course requirements for the nursing curriculum.

Admission to the professional phase of the program requires a minimum GPA of 2.5 and a passing score on the HESI Admission Assessment Exam. Six credits are given for Fundamental Concepts of Nursing (NRS 110). The student is then able to enroll in Alterations in Health I (NRS 120), Alterations in Health II (NRS 121), or Concepts of Mental Health Nursing (NRS 123). Students must earn a minimum grade of C in all nursing, science, and mathematics courses to graduate.

**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.

Clinical assignments will be placed in either a folder or envelope accessible to the student outside the coordinator's office by 6:00 p.m. on the day prior to each clinical lab for those in the daytime sections or as arranged by the clinical instructor. For evening/weekend students, the assignments will be available the evening prior to the scheduled clinical or as arranged by the clinical instructor. Please discuss any issues or exceptions with your coordinator. Also, make sure your instructors and the nursing office have up to date e-mail, phone and address information.

Preparation for the clinical lab will be reviewed by the course 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: The Learning Center may be used for selected testing in the nursing program, if available. Students with certified special learning needs must make testing arrangements with the Learning Center and notify the nursing office and their Course Coordinator of those arrangements.

For nursing 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.

Please see full Exam Proctoring policy in the Appendix.

The nursing 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 course coordinator or Director of Nursing Education if further assistance is needed. **If available, a tutor may be able to assist you in your studies. Please see the Director of Nursing Education for availability.**

## SPECIAL REQUIREMENTS

### Health Records

(see *Required Student Documents* policy in the Appendix)

1. All students entering the nursing 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. *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. Any student who has any type of injury/illness/condition that may impede their clinical performance or put client population at risk, should present a physician/nurse practitioner note certifying the student's ability to **resume full clinical activities**. The presentation of the note does not assure access to the clinical area.

**After injury, hospitalization or surgery**, students must submit medical clearance that they may return with **no limitations** to the clinical instructor and the Director of Nursing Education. Faculty may request medical clearance at any time from a student.

5. All students will be required to complete a drug screening and submit a copy of the lab results to the Nursing Program office. **Any student who receives a positive drug screening will not be allowed to continue in the nursing program.** Any student who does not submit the required lab results to the Nursing Program office by the deadline will not be allowed to participate in clinical.
6. **In order to participate in the clinical laboratory, health records must be up-to-date, complete and effective for the entire academic semester.**

## **Accident and Health Insurance**

All students are expected to carry health insurance. A limited coverage group policy is available at nominal charge through the Student Records Office for students who do not have their own policy. Students registered for 12 or more credits in a semester are automatically enrolled.

All students are financially responsible for medical treatment if illness or injury occurs while enrolled in the nursing program.

All students are covered under a group 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.

In addition, the course fee for nursing students includes special coverage for medical costs arising from needle stick injuries.

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

1. Advise your instructor immediately of the incident and ensure that an injury report is prepared. A copy of this form can be obtained in the nursing office. Submit a completed copy of the injury report to the nursing office. Keep the original for your records.
2. Obtain an insurance claim form from the nursing office. Complete and sign the form and provide a copy to the nursing office.
3. Attach a copy of the incident report to the insurance form and follow the instructions on the form to file a claim. Students are responsible for filing of all claims and for any follow up necessary directly with the insurance company.

## **Liability Insurance**

*(see Required Student Documents policy in the Appendix)*

All students are required to purchase individual liability coverage. **Coverage must be for RN student.** 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](http://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 the current course orientation.**

### **Cardio-Pulmonary Resuscitation (CPR)**

*(see Required Student Documents policy in the Appendix)*

All students are required to present evidence to the nursing education office of current CPR certification upon entry into the program and of annual renewal. The American Heart Association CPR for The Health Care Provider or American Red Cross CPR for The Professional Rescuer is acceptable.

### **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.

# NURSING 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 nursing courses are required to attend all lecture, college laboratory and clinical laboratory sessions.** Attendance records will be maintained.
2. Please see the full Attendance Policy in the appendix.
3. 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](http://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. See full Inclement Weather policy in the Appendix.

## **Grading**

1. A final grade of "C" (75% - 77%) 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 and the full grading policy in the appendix.

General considerations for grading in NRS 110, NRS120, NRS121, NRS122, NUR 201 and NUR 202:

- a. The summary grade on the Clinical Laboratory Evaluation (CLE) must be Satisfactory. See the CLE for each nursing course for an explanation of how the summary grade is determined. 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.
- b. All written assignments specified in the course outline are required and must be submitted on the due date. Written assignments are to be typed or word processed. For a late assignment, grading will begin at 75% for the first week late, after the first week students will receive a "0".

When these criteria are met, the final course grade will be determined as stated in the course outline.

2. Students are expected to be present and on time for all tests and exams. Please see full Attendance policy in the appendix.

### **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.**

## Policy Regarding Readmission/Repeating Nursing Courses

### Leave of Absence

You should file an official "Leave of Absence" if you interrupt your enrollment for a semester or more. The form for this purpose ("Request for Leave of Absence") is available from the Registrar.

It is your responsibility to inform the Director of Nursing Education of your intent *in writing* to return to the college in accordance with the following deadlines:

February 15	for September readmission
October 1	for January readmission

Any student who requests a leave of absence due to medical reasons must indicate such on their leave of absence form. A copy of the form must be submitted to the Nursing office at the time of leave of absence. Students on leave due to medical reasons must inform the Director of Nursing Education of their intent to return, in writing, by the following deadlines:

February 15	for September readmission
October 1	for January readmission

In addition, student must submit a medical clearance for return to the program with no restrictions at the time they request return.

Students on LOA due to medical reasons will be guaranteed placement in the next program cycle that matches their previous one (i.e., day students will return to the day program, evening students to the evening program, and online students to the online program).

### Repeating NRS110 – Nursing I

Students wishing to re-enter Nursing I must re-petition for admission. To re-enter Nursing I, you must satisfy the same academic eligibility requirements as all other students (grades of "C" or higher in science and math courses and overall GPA at least 2.5). It is the responsibility of the student to ensure that all math and science courses fall within the 5 year requirement. Some students may find it necessary to use the extra semester to improve their academic averages. **Finally, it is your responsibility to petition to re-enter NRS110 by the following deadlines:**

February 15	for September readmission
October 1	for January readmission

### Repeating other nursing courses

**Readmission to a nursing course is not guaranteed.** Permission will be granted on a space available basis after all continuing students are accommodated. If the number of applicants exceeds the number of available slots, selection will be based on academic merit.

**Effective fall 2004, students must complete all of the nursing courses within six (6) semesters of starting Nursing I. If a student fails or withdraws from a nursing course and is unable to complete the nursing courses within the allotted six semesters, the student will be dismissed from the program.**

**A nursing course may be attempted only twice. It is your responsibility to inform the Director of Nursing Education in writing of your desire to re-enroll by the following deadlines:**

February 15	for September readmission
October 1	for January readmission

### **Health Profession Programs Suspension/Expulsion Policy**

#### **POLICY:**

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 Health Professions programs.

#### **STATUS:**

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 Health Professions programs.

### **Guidelines for Graded Papers, Reports, Etc.**

Plagiarism is knowingly presenting the work of others as one's own and is considered a violation of Academic Integrity (see MCCC Student Calendar/Handbook,). Therefore, quotes from the work of others should be properly acknowledged and presented as described hereafter. Further, the amount of material quoted should be in proportion to the length of the paper, that is, a few sentences or a paragraph for a short (3 to 5 pages) paper; more for a longer paper.

Required written work will be turned in during lecture on the due date specified in the course outline.

APA format must be used for all written work in the nursing program.

#### **I. Quotations**

Any material quoted from another author or source should be presented word for word. If quoting less than 40 words, include the quoted material within the text, enclosed in quotation marks.

If quoting over 40 words, place the quoted material in a block paragraph set in five spaces from the left margin. When quoting, the author, year, and specific page must be placed in parentheses immediately following the material quoted.

## II. Reference List

This should include all sources used in preparing the paper and all references cited within the paper. Sources should be listed in alphabetical order by the last name of the first author. Further information on style and format for referenced material may be found in **Publication Manual of the American Psychological Association, 6<sup>th</sup> edition**, available in the Mercer County Community College Library or the materials on APA format available in the MCCC Writing Center.

### **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 professor, teaching assistant or instructor for help.
5. Report any broken or malfunctioning equipment to the professor, teaching assistant or 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 teaching assistant.
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 (see full policy in the appendix)

**Attendance at clinical lab is mandatory.** For all clinical sites **except** Capital Health System Mercer or Fuld Campus, Trenton Psychiatric Hospital and Carrier Clinic, the policy below will be followed:

If you cannot report for clinical lab you are to call the hospital 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.

For Capital Health System Mercer or Fuld Campus: If you cannot report for clinical lab, you are to call the Clinical Instructor at least one hour prior to pre-conference time and leave a message on voice mail.

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 hospital while in uniform nor should you go to any area of the hospital, other than your assigned unit, unless you have special permission from your instructor.
- d. Telephones in the hospital 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 hospital and in all areas of the hospital. Do not discuss patients or patient care in elevators, corridors or other public areas of the hospital; 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. The Business Office of the hospital handles this.
- i. Students are never permitted to take or receive medications from the clinical unit in the hospital.
- 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. See the section on Accident and Health Insurance (pg. 14) for details. Any charge is the responsibility of the student.
- m. Clinical evaluations are performed every three (3) weeks. A clinical failure occurs when a majority of evaluations in any one objective is graded as unsatisfactory. However, nursing 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 nursing instructor believes it is warranted.

**REMEMBER AT ALL TIMES YOU ARE REPRESENTING THE COLLEGE, ITS NURSING PROGRAM AND THE NURSING PROFESSION.**

**THE USE OF THE CLINICAL AGENCY IS A PRIVILEGE.**

**Please refer to the American Nurses Association Standards of Practice in the Appendix.**

## 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 nursing staff by her/his appearance. Appropriate attire creates an impression of competence and professionalism.

The **regulation uniform** is worn for all clinical labs except psychiatry, unless other directions are given by the instructor. Lab coats are to be worn when retrieving patient assignments, doing medical record research or attending childbirth classes or as instructed by the clinical faculty. **Students must purchase our school uniform from the school's uniform vendor.** The uniform required includes:

- Two white tops
- Two unipants (white, forest green, or one of each color)
- White lab coat
- Name pin
- White uniform shoes (no sneakers or clogs)

In addition, students must purchase a blood pressure cuff and stethoscope.

Uniform fitting will be scheduled prior to the NRS110 orientation.

Guidelines for appearance while in uniform:

- a. Name pin, Mercer ID 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 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. **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, penlight, watch with second hand, pen, pencil and notebook. **Always have these items with you.** It is recommended that each student have a stethoscope and a hemostat. 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.
- i. Proper undergarments are to be worn.

## **Guidelines for appearance where uniforms are not required:**

Street clothes are to be tailored, simple, and of a fabric that is unwrinkled, does not lose its shape and is not faded. Neither should they be provocative. Conservative is the order of the day.

Dress and skirt length is to be above the ankle and on or below the knee.

Slack length is not to be above the ankles. Tights, stirrup pants, jeans of denim or other fabrics, and sweat pants are unacceptable.

Shoes must have a closed heel or heel strap. Clogs, platform soles, fad shoes and heels over 1 1/2" are considered unsafe and are therefore inappropriate while on duty.

Stockings color-coordinated with the outfit being worn are permissible, however, ornamented stockings are considered inappropriate. Appropriate hosiery is to be worn at all times, to assure infection control standards.

Jewelry must be kept to a minimum. Excessive and large jewelry is to be avoided for safety and sanitary reasons.

Shirts and blouses must be buttoned and midriff length is unacceptable. Tops with cutoff waist and sleeves and logos are not to be worn.

Fanny packs cannot be worn.

Cosmetics, cologne, perfume, after shave lotions, etc., should not be used due to allergies/sensitivity.

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. Established beards and moustaches must be kept clean and neatly trimmed.

Proper undergarments are to be worn.

Name pins, Mercer ID and required agency ID are to be worn while on duty.

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

## LOCATION OF CLINICAL AGENCIES AND PARKING

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. Therefore, you are requested to park in specific areas as designated by the agency.

Capital Health System - Helene Fuld Campus: Park in the lot on Brunswick Avenue across the street from the hospital. Hospital entrance next to Emergency Room must be used.

***Security: All students are required to wear badges. Badges must be returned at the end of a rotation.***

Capital Health System - Mercer Campus: The off-site parking area is located on Prospect Street between Stuyvesant and Pennington Aves., on the left hand side of the street going toward Olden Ave., by "Zeiger Enterprises." The lot is fenced and marked with a large sign at the rear of the lot. Van service is available to take you to the hospital. Daytime students are to use the off-site area; the evening and weekend students may park in the lot on Bellevue Avenue directly across from the hospital.

Carrier Clinic: Park in far right of Lot #1. Lock your car. Meet in area specified by instructor.

Medical Center at Princeton: For day rotations, park in the lot at Princeton Shopping Center. *See map.* Shuttle bus will take students to the hospital site.

Merwick (LTC Rehab): Entrance on Bayard Lane. Park behind building or on side lot farthest from Bayard Lane entrance.

Robert Wood Johnson University at Hamilton Hospital: Park in Lot A in front of the hospital.

St. Francis Medical Center: Evening/weekend students may use garage or park on the street near the hospital. Be sure to read the street signs as parking is restricted on some streets near the hospital.

Trenton Psychiatric Hospital – see next page.

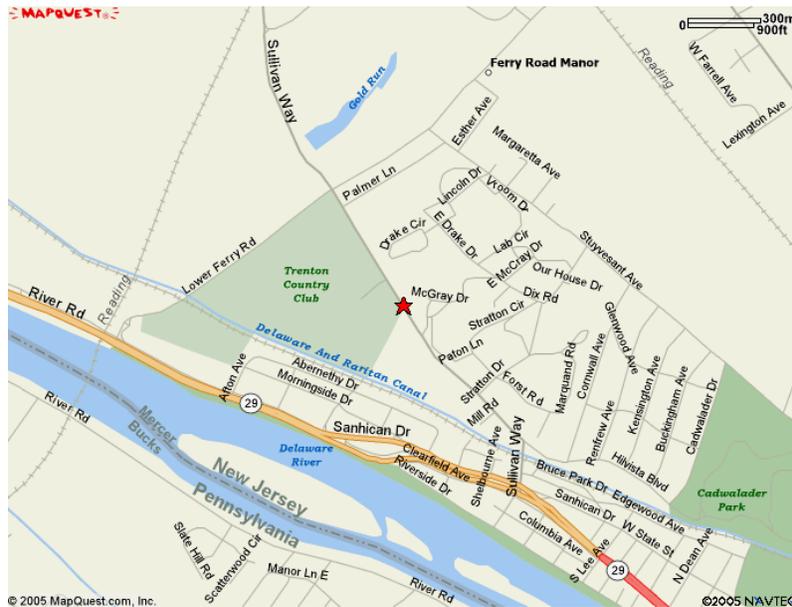
Virtua Health West Jersey Voorhees: 101 Carnie Boulevard, Voorhees, NJ.

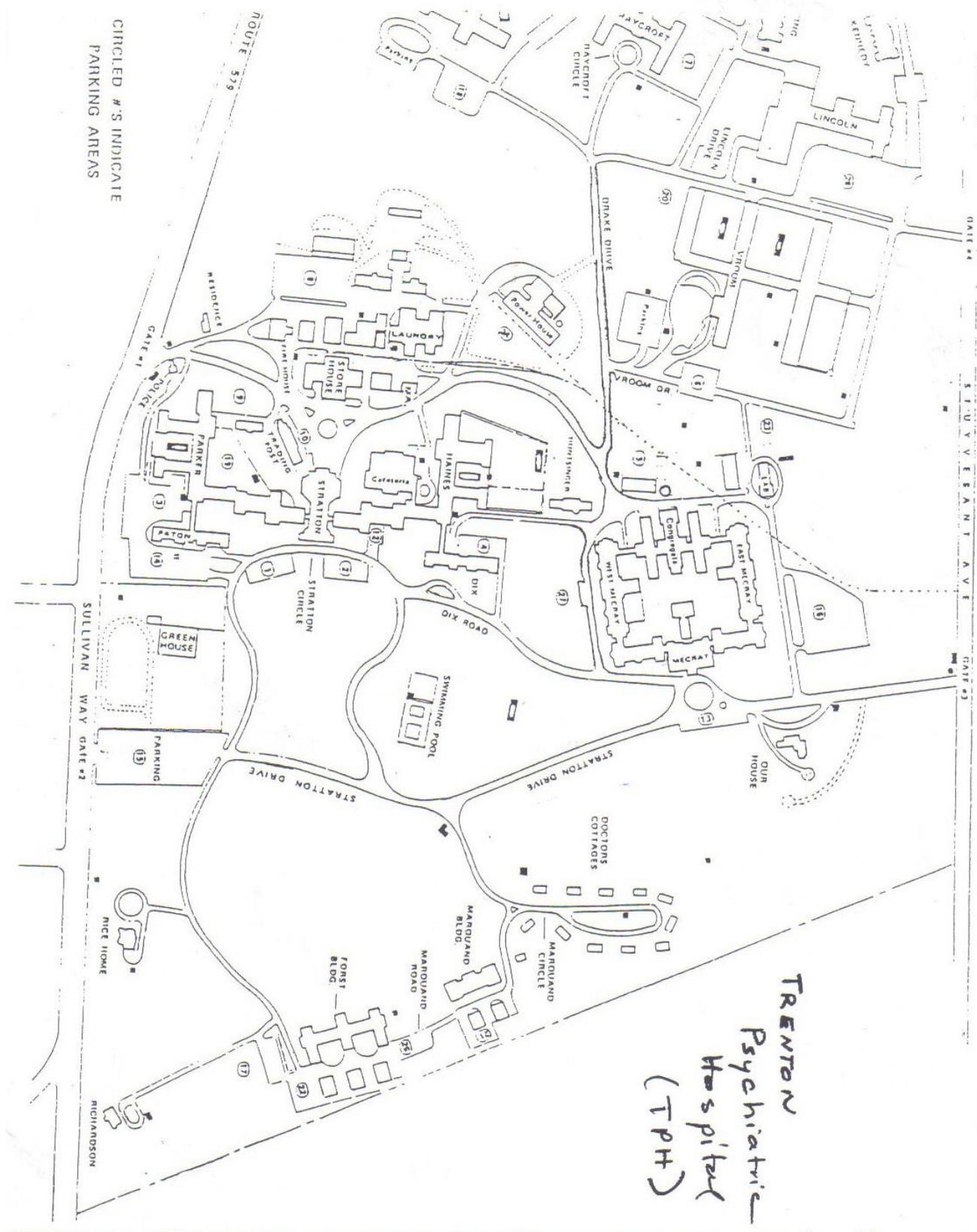
## Trenton Psychiatric Hospital Directions

**FROM NORTH JERSEY/RT. 1:** Take Route 1 South to Route I-95 South to the West Trenton-Harbourton Exit (#2). Follow the signs to West Trenton/Route 579. Shortly after the second traffic light, the hospital will be on your left. Parking at Gate #2.

**FROM SOUTH JERSEY:** Take Route 130 North to Route 206. Follow Route 206 to the Whitehorse Circle, bear left onto South Broad St. Follow South Broad St. to the intersection of S. Broad and Market Sts. Make a left onto Market St. and then merge onto Route 29 North. Continue on Route 29 North through three traffic lights. At the third traffic light (Sunoco Station), turn right onto Sullivan Way, go underneath the overpass bearing left. Hospital will be at the top of the hill on your right. Parking at Gate #2.

On the first clinical day, your instructor will meet you in the parking lot at Gate #2. You will then be taken to a specific unit. Do not drive around the grounds, you are likely to be stopped by security.



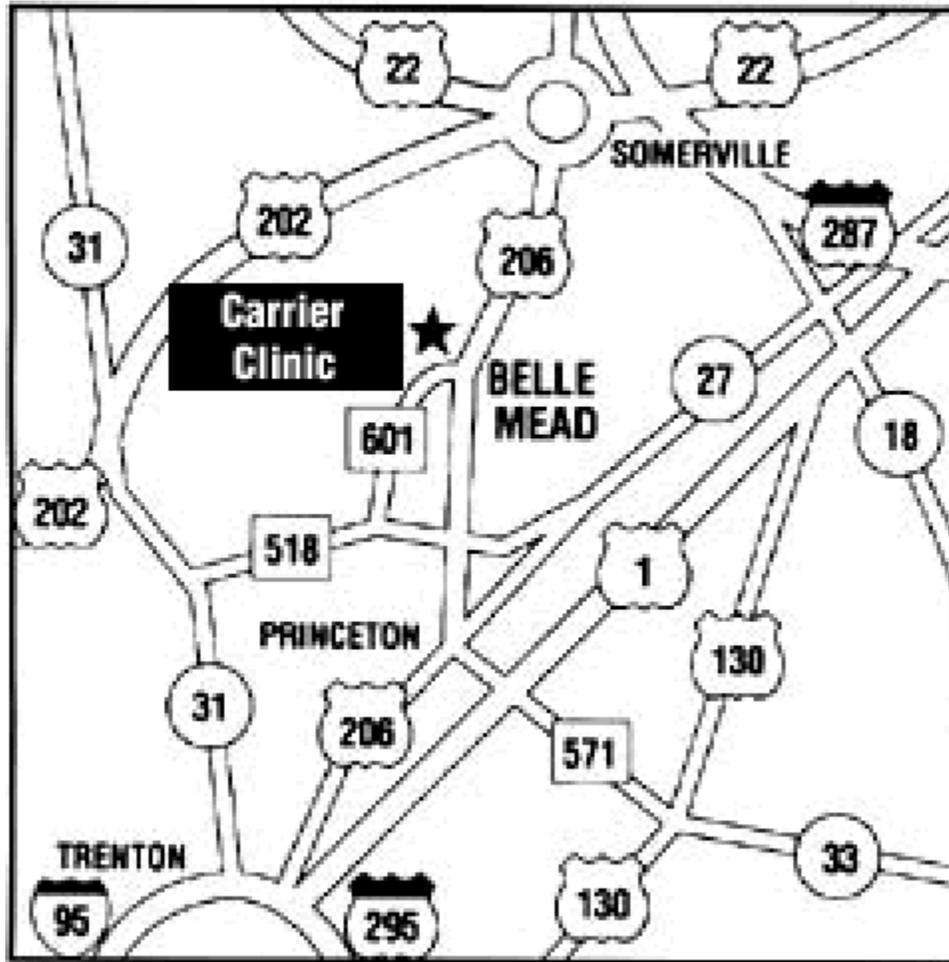


CIRCLED #'S INDICATE  
PARKING AREAS

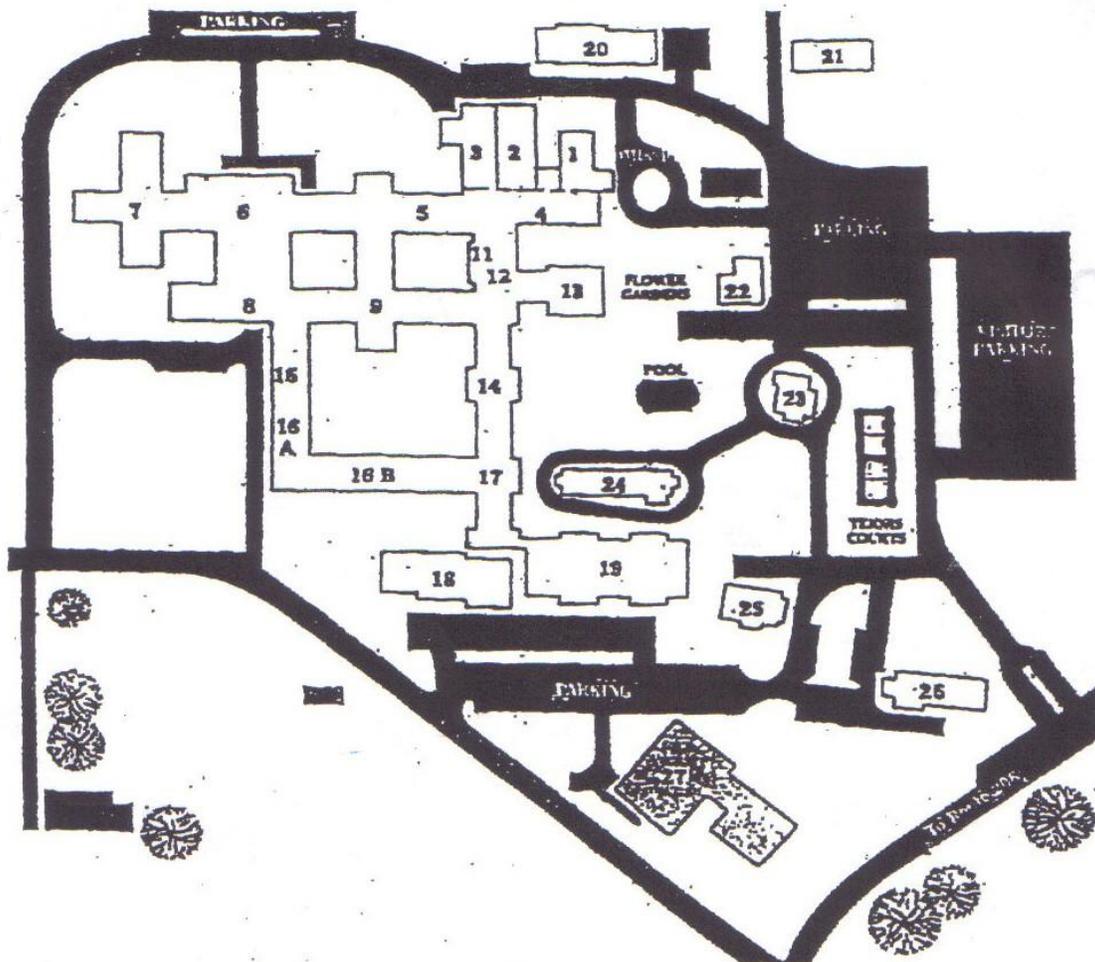
TRENTON  
Psychiatric  
Hospital  
(TPH)

## Carrier Clinic - Belle Mead Directions

FROM PRINCETON: Take Route 206 North into Princeton. At Route 206 and Nassau St., bear left and continue on Route 206 North for 8 miles. Turn left onto Route 601 at railroad bridge and follow signs 1 mile to Carrier (on the right).



## CARRIER CLINIC SITE MAP



- |   |  |   |
|---|--|---|
| 1. Admissions   | 13. Garden Café'   | 22. Receiving   |
| 2. Gymnasium  | 14. Varnes Hall<br>Nursing Services  | 23. Communications<br>Security  |
| 3. Dining Room  | 15. Adolescent Partial Hospital Program  | 24. Kindred Lodge   |
| 4. Patient Lounge/Library   | 16. East Mt. Youth Lodge   | 25. Day School Admin. Bldg.   |
| 5. Edward Hall (ACU)  | 17. McClellan Hall<br>ARS Offices  | 26. Cramer Bldg.<br>Marketing & Community Relations<br>Outpatient Services Admin.<br>Funding & Development<br>Princeton Evaluation & Treatment<br>Services (PETS)<br>Purchasing |
| 6. Allied Services Wing<br>Step Craft Room<br>STEP PHP<br>ECT Suite<br>Physical Therapy | 18. Carrier Center for Counseling and<br>Outpatient Services   | 27. Administration Bldg.<br>Executive Offices, Human Resources<br>Finance Dept., Managed Care, Info. Svc<br>Patient Financial Services  |
| 7. Adolescent Unit  | 19. Ancillary Services Bldg.<br>Atkinson Amphitheater<br>East Mountain Classrooms<br>Medical Records<br>Pharmacy |   |
| 8. Katherine I (STEP Program)   | 20. Blake  |   |
| 9. APA  | 21. Maintenance  |   |
| 10. Clinical Laboratory   |  |   |
| 11. Chapel  |  |   |
| 12. Hair Salon  |  |   |

### DIRECTIONS:

**From Somerville:** At Rt. 202/206 and 22 interchange, follow 206 South for approximately 8 miles. Bear right onto Rt. 601 to Carrier, 1 mile on right.

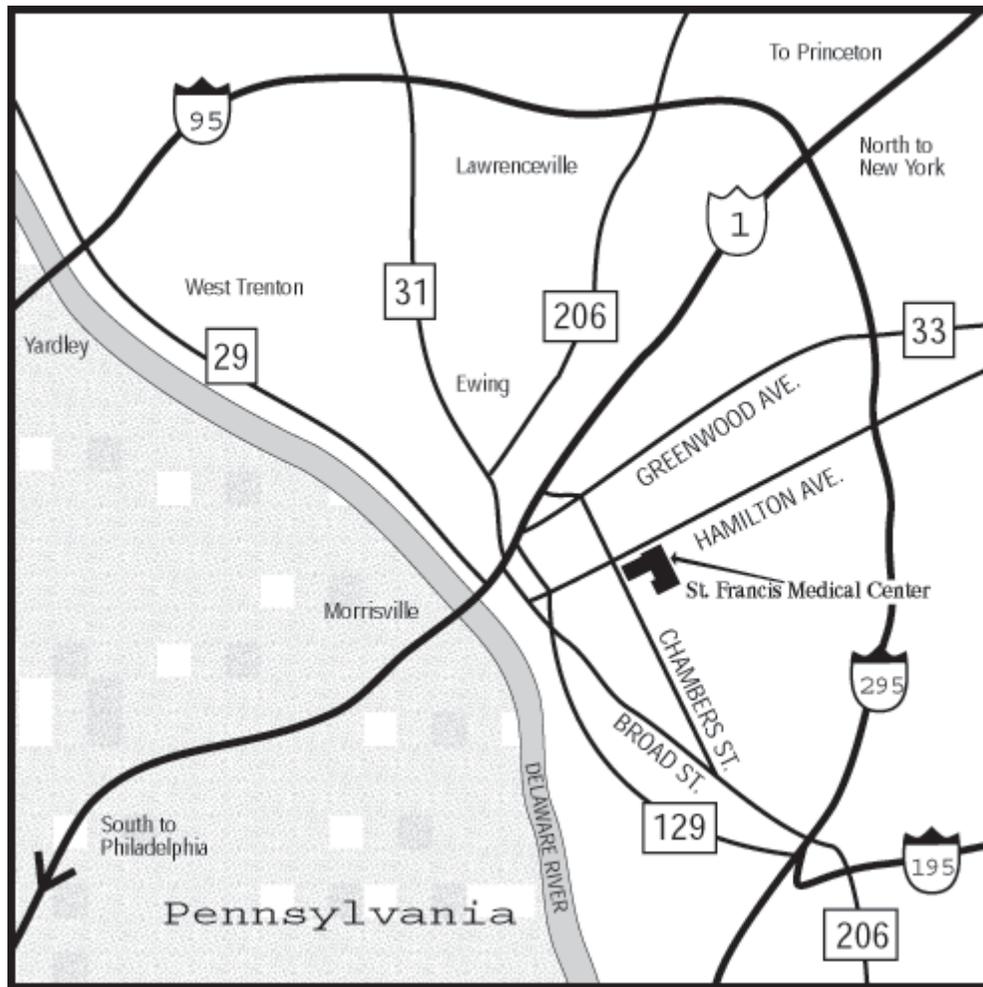
**From Princeton:** At Rt. 206 and Nassau St., take 206 North 8 miles. Turn left onto Rt. 601 at railroad bridge to Carrier, 1 mile on right.

**From I95 to Hopewell:** Take Exit 4 to Rte. 31 North. Travel 6 miles; bear right onto Rt. 654 (becomes Rt. 518), through Hopewell. About 3 ½ miles outside of town, left at light on Blawenburg Road/Rt. 601. Continue 4 miles to Carrier, on left.

## St. Francis Medical Center Directions

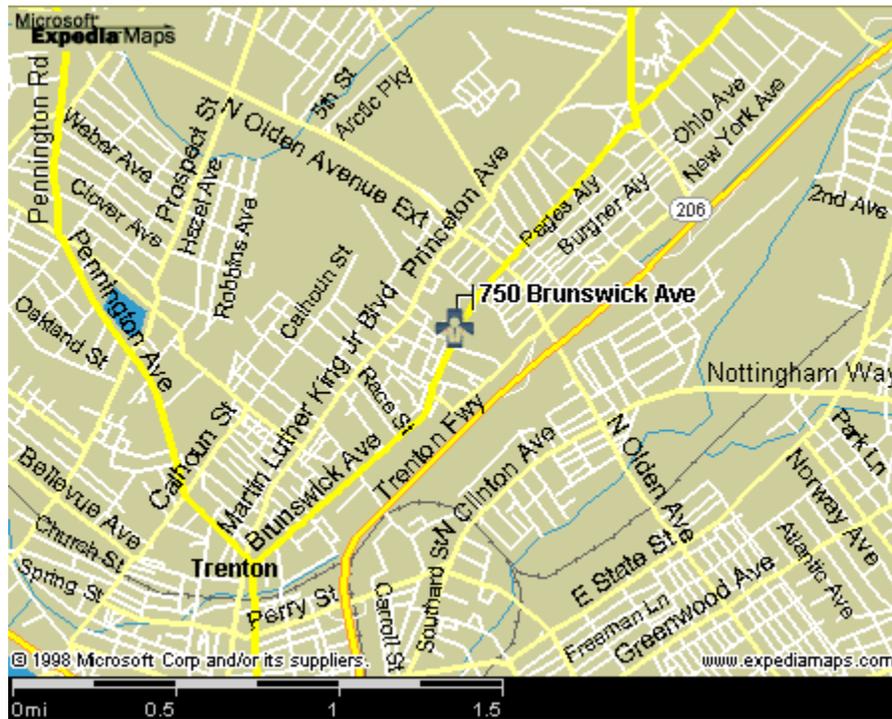
**FROM 295 NORTH:** Take 295 North to Exit 60 for Route 129 North to Trenton. Turn right at Hamilton Ave. (3<sup>rd</sup> traffic light). Follow Hamilton Ave. to the intersection of Hamilton Ave. and Chambers St. Hospital will be on your right. Turn right onto Chambers St. and entrance to parking garage will be on your left.

**FROM ROUTE 1 SOUTH:** Take Route 1 South to Route 129 Trenton exit. Go through first light and make right at Chambersburg exit. At light at the end of the ramp, make a right onto S. Broad St. Next light make a right onto Hamilton Ave. and follow directions above.



## Capital Health Systems Fuld Campus Directions

Take Route 1 North to the Olden Ave. exit (left exit). At traffic light make a left onto Olden Ave. At next traffic light, make a left onto Brunswick Ave. Follow Brunswick Ave. for 2 blocks. Hospital will be on your left. Parking is located across from and behind the Medical Center.

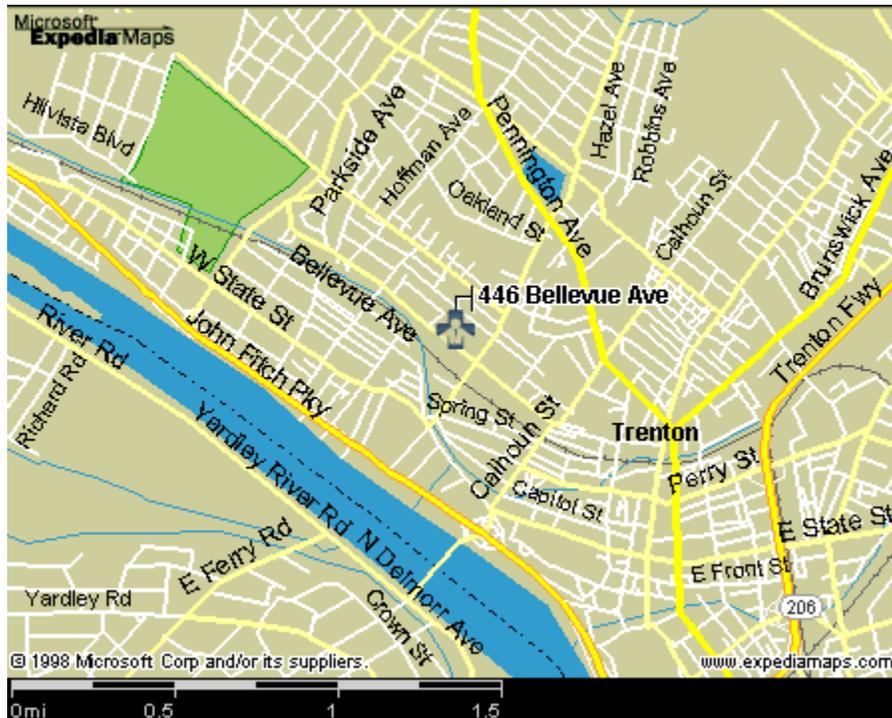


## Capital Health Systems Mercer Campus Directions

**FROM HAMILTON:** Take 195 West to Route 29/Capital Complex/Lambertville. Go through the tunnel. Pass two lights and take the Calhoun St. exit. Stay to your left. Make a left at the light onto W. State St. At the next light make a right onto Prospect St. At second light make a left onto Bellvue Ave. Hospital will be on your right.

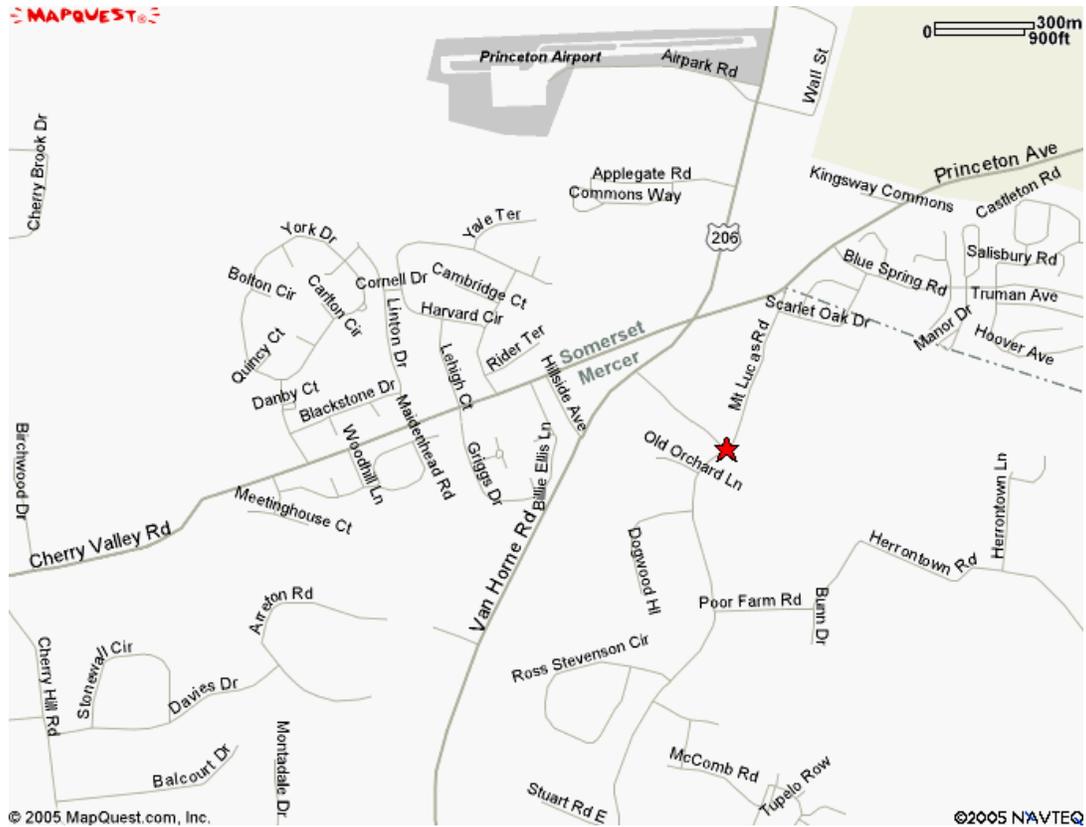
**FROM PRINCETON:** Take Route 1 South to Route 1 Business South/Trenton. Pass several lights and follow to Brunswick Circle. Enter the circle and take the second exit onto Princeton Ave. Follow Princeton Ave. south to the third traffic light. Make a right onto Olden Ave. Go to the third traffic light and make a left onto Prospect St. At fourth traffic light make a right onto Bellvue Ave. Hospital will be on your right.

Parking is available in the lot across from the main entrance.



## Princeton House Directions

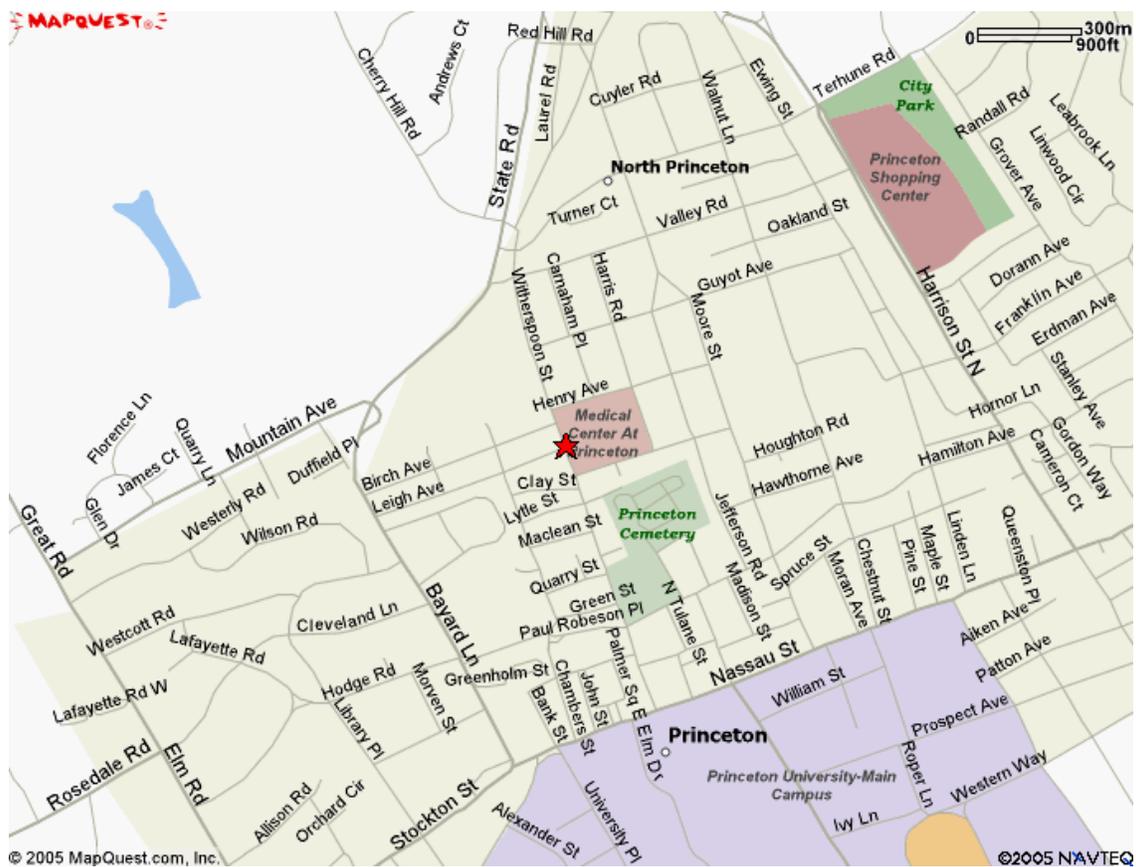
Take Route 206 North into Princeton. Once in Princeton, Route 206 North bears to your left. Continue on Route 206 North to Herrontown Rd. (Hillside Rd. will be on your left directly before this). The parking lot for Princeton House is on your left.



## Medical Center at Princeton Directions

Take Route 206 North into Princeton. Once in Princeton, Route 206 will bear off to your left. You must stay straight onto Nassau St. Follow Nassau St. to Witherspoon St. and make a left onto Witherspoon St. The Medical Center is approximately ½ mile on your right.

Off-Site Parking at Princeton Shopping Center - *Please see directions on next page.* The shuttle that will transport you to the hospital begins running at 6:00 a.m. It takes the shuttle about 5 minutes to make a trip from the parking lot to the hospital and back. The shuttle will drop you off in the front of the 281 building (Surgi Center). At the end of the day the shuttle will pick you up in the same place it dropped you off. The shuttle stops running at 6:00 p.m.



Directions to Princeton Shopping Center  
301 N. Harrison Street from Witherspoon Street

1. Begin driving North on Witherspoon Street (pass the Fire Department & Police Station).
2. At the light, make a right on Valley Road.
3. Turn right at the light on Harrison Street.
4. Left into Shopping Center.

From Route 1 South

1. Begin driving North on Route 1.
2. Take the jug handle for North Harrison Street.
3. Continue on North Harrison Street to Princeton Shopping Center.

From Route 1 North

1. Begin driving South on Route 1.
2. Turn right onto North Harrison Street.
3. Continue on North Harrison Street to Princeton Shopping Center.

From Route 206 North

1. Begin driving South on Route 206.
2. Turn left onto Ewing Street.
3. Continue on Ewing Street until fork in the road.
4. Bare left; which turns into Harrison Street.
5. Go through three lights – Princeton Shopping Center on your left.
6. Next left turn into Princeton Shopping Center.

**Note: Princeton Shopping Center is located one (1) mile from the University Medical Center Princeton (UMCP) campus.**

## VOORHEES PEDIATRIC FACILITY

1304 LAUREL OAK RD.

VOORHEES, NJ 08043

856-346-3300

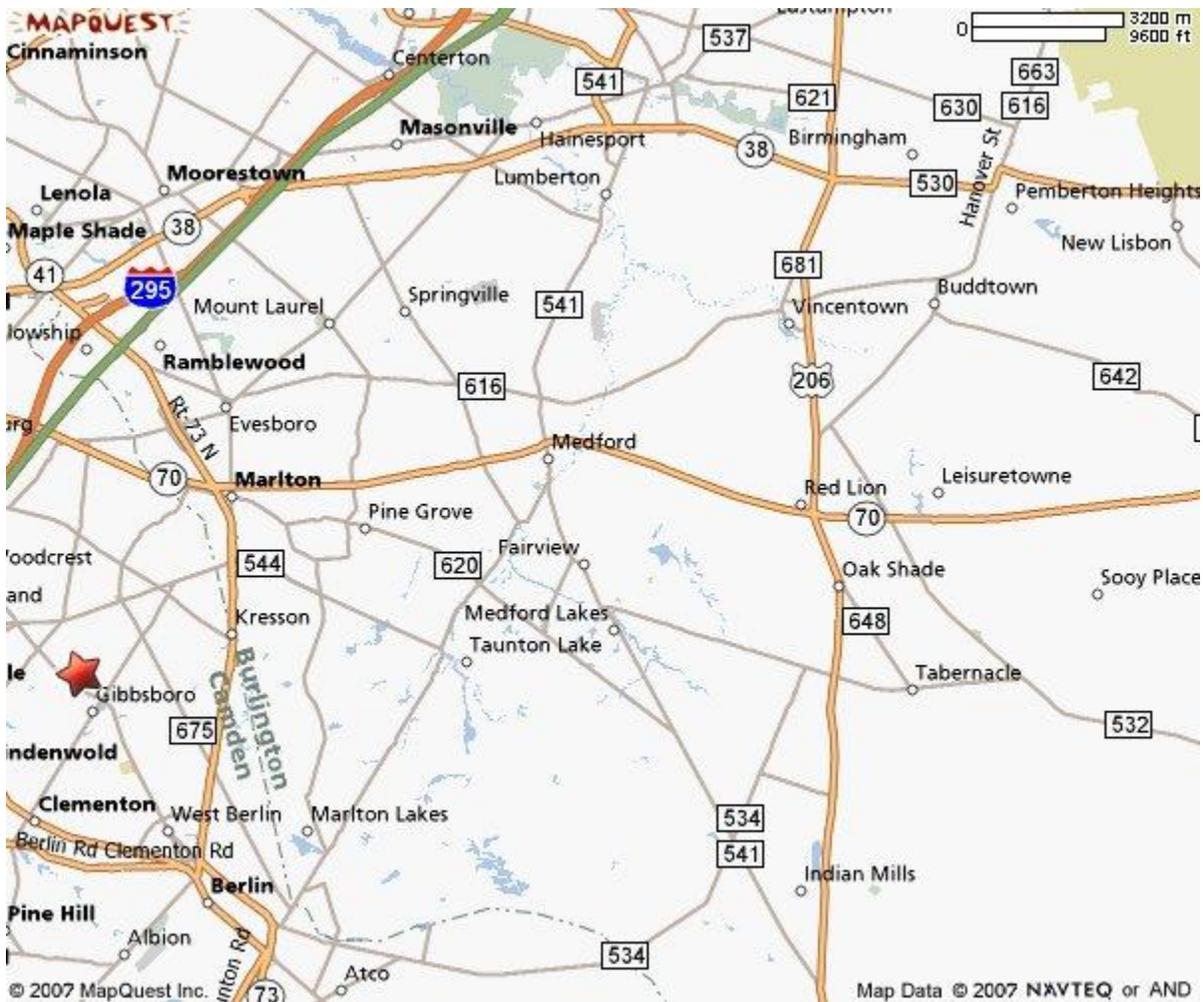
Take 295 South to exit 32 (county road 561; Haddonfield/Voorhees/Gibbsboro)

When exiting bear slight left on ramp toward Voorhees/Gibbsboro

Turn left onto Berlin Rd./County road 561

Approximately 3 miles on right hand side is the Eagle Plaza Shopping Center

Meet in the parking lot behind the McDonald's which faces county road 561



## Deborah Heart and Lung Center Directions

### From North Jersey–New York

Take the New Jersey Turnpike South to Exit 7 – Bordentown. Follow signs to Route 206 South. Stay in left lane and bear to the left, crossing Route 206 onto Route 68. Follow Route 68 through the entrance of Fort Dix. Turn right at the light onto an access road to Pemberton. Continue onto Fort Dix-Pemberton Road (Route 616). After passing schools turn left onto Catesville Road. At the stop sign turn left onto Pointville Road (Route 630). After passing Base housing turn right onto Juliustown Road (Route 669). At the light turn left onto Pemberton-Browns Mills Road. At the next light turn left onto Trenton Road. Deborah is approximately 1/4 mile on the right.



## Lawrenceville Nursing and Rehabilitation

### From Mercer County Community College

Go West on Edinburg (Old Trenton) Rd., turn right onto Flock Rd. Follow Flock Rd. and merge onto I-295 North. I-295 North becomes I-95 South. Follow I-95 South to Exit 8A Princeton Pike. Turn left onto Franklin Corner Rd. Facility is located at 112 Franklin Corner Rd.

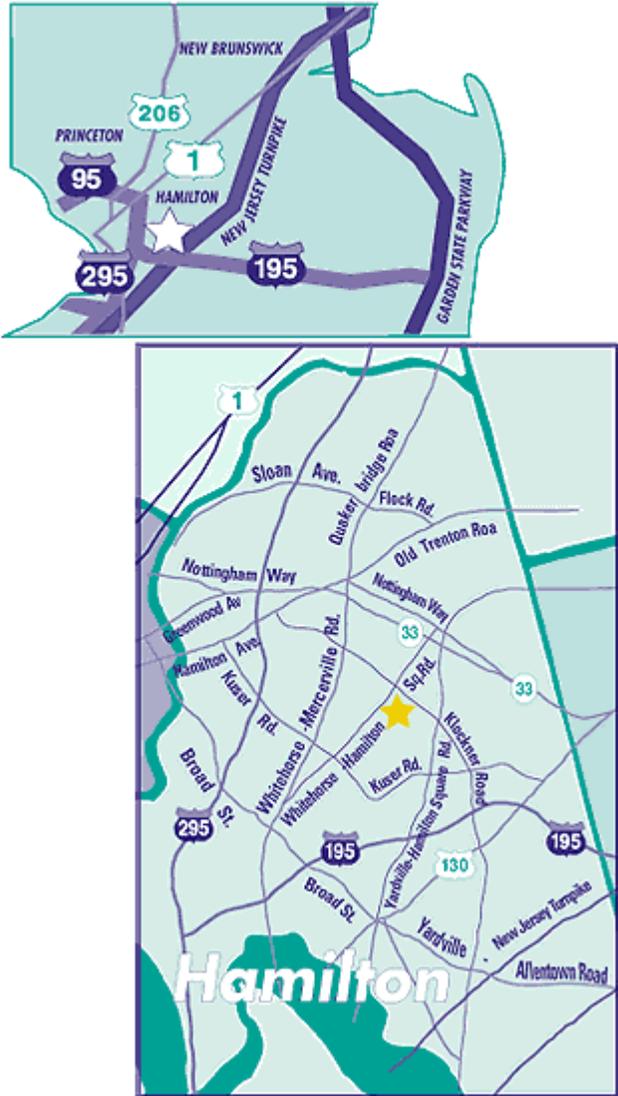
Robert Wood Johnson at Hamilton Directions

**From I-295 Traveling North:**

Take Exit 61 A, Arena Drive. Bear right off the exit. At second light make a left onto Whitehorse-Mercerville Road. At next light, bear right onto Whitehorse-Hamilton Square Road. At third light the hospital is to your right.

**From I-295 Traveling South:**

Take Exit 63. Make left at first light onto Klockner Road. At 3rd light make a right onto Whitehorse-Hamilton Square Road. Hospital is 100 yards on left.



## **APPENDIX**



*Mercer County Community College*  
*Division of Science and Health Professions*  
*Nursing Program*

**RECEIPT OF STUDENT HANDBOOK POLICY**

Policy: Receipt of Student Handbook

Purpose: To ensure all students verify receipt of current nursing program handbook.

Procedure:

1. Course Coordinator will distribute handbooks to each student in their current course by the first day of class.
2. Course Coordinator is to collect signed handbook and code of conduct receipts for each student in their course.
3. Students will be unable to sit for the first course examination if this requirement is not met.
4. Course Coordinators are to submit all completed receipts to the nursing office by the first examination date.

Effective Date: August 1, 2009

Revised Date:

Approved by:  , Director

*Mercer County Community College*  
*Division of Science and Health Professions*  
*Nursing Program*

**ATTENDANCE POLICY**

Policy: Attendance for the nursing education program.

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

Procedure:

- A. Theory Hours (Lecture, Scheduled Classes, Seminars or Guest Lectures), Clinical and College Laboratory Hours
1. Students are expected to attend all theory, clinical and college laboratory hours.
  2. 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 the material covered.
  3. Absence of more than 1 day in a 5-week course or 3 days in a 15-week course may result in course failure.
  4. Failure to meet course objectives in theory, college lab or clinical will result in a failing grade for that course.
  5. It is the responsibility of the student to report all clinical absences to the assigned clinical area/unit at least one-half hour prior to scheduled arrival time.
- B. Exams, Tests and/or Quizzes
1. Students are expected to attend all tests, exams and quizzes at the scheduled time.
  2. For absences from exams/tests/quizzes the student is responsible to notify the course coordinator prior to the exam/test/quiz. A make up exam/test/quiz may be scheduled and may be of a different format.
  3. Failure to notify the course coordinator of an absence **prior** to a scheduled exam/test/quiz, may result in a grade of "0" for that exam/test/quiz.
  4. Any student missing more than one (1) exam/test/quiz in a course will be automatically referred to the Director.
- C. Program Absences
1. Any more than 4 absences while enrolled in the nursing program may result in dismissal from the program.

D. Lateness

1. Students who arrive after the scheduled start time for clinical, lecture or lab more than 3 times may result in a course failure.
2. Students who arrive late for a scheduled exam/test/quiz will not be given additional time to complete the exam.

Effective Date: August 1, 2006

Revised Date: May 2009

Approved by: *Linda Martin*, Director

*Mercer County Community College*  
*Division of Science and Health Professions*  
*Nursing Program*

**GRADING POLICY**

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

Policy:

A	=	97% - 100%
A-	=	93% - 96%
B+	=	89% - 92%
B	=	85% - 88%
B-	=	81% - 84%
C+	=	78% - 80%
C	=	75% - 77%
D	=	61% - 74%
F	=	60% or below

S = Satisfactory (comparable to a "C" or higher)

- C is the lowest acceptable passing grade for all courses required in the nursing program.
- I = Incomplete
- W = Withdrawal
- WI = Withdrawal Instructor Initiated
- WA = Withdrawal Administration Initiated
- U = Unsatisfactory

Effective Date: August 1, 2006

Revised Date:

Approved by: *Linda Martin*, Director

*Mercer County Community College*  
*Division of Science and Health Professions*  
*Nursing Program*

**INCLEMENT WEATHER POLICY**

Policy: Inclement Weather

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

Procedure:

- A. Delayed Opening
1. In the event of a delayed opening, students are to meet their clinical instructor at the West Windsor Campus at the designated delayed opening time.
  2. Faculty will determine whether the clinical experience will continue at the assigned clinical site or if an alternative assignment will be given.
  3. All students are expected to attend in the event of a delayed opening.
  4. Any student not attending must follow the reported procedure for a clinical absence and will be counted as an absent day.
- B. School Closing
1. Students are to check the MCCC website ([www.mccc.edu](http://www.mccc.edu)) for school closings in the event of inclement weather.
  2. No students are to report to *any* clinical site when MCCC is closed.
  3. School closures will not count as an absent day.
- C. Severe Weather
1. 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.
  2. Alternative assignments must meet the clinical objectives for that assigned day.
  3. 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.
  4. All students *must* complete alternate assignment or this will count as an absent day.

Effective Date: February 24, 2009

Revised Date:

Approved by:  , Director

*Mercer County Community College*  
*Division of Science and Health Professions*  
*Nursing Program*

**REQUIRED STUDENT DOCUMENTS POLICY**

Policy: Required Student Documents

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

Procedure:

1. All students entering the nursing program for the first time must submit a completed Physician's Examination Form to the Director of Nursing Education. This examination may be performed by the healthcare provider of the student's choice.
2. Upon entering the nursing program, all students are required to complete a criminal background check, submit a urine drug screen completed within the last month, liability insurance as a registered nurse student and proof of current CPR for Healthcare Provider or Professional Rescuer.
3. All students are required to update their PPD (Mantoux) and liability insurance on an annual basis. All students must provide updated proof of all medical records and other required documents (i.e., CPR and liability insurance) before the date of current course orientation and these records must be effective for the entire current semester.
4. After hospitalization, surgery or childbirth, students must submit medical clearance to the clinical instructor and the Director of Nursing Education. This medical clearance must state the students may return to school activities **without restriction**.
6. Any student who fails to provide appropriate documentation, as stated above, will be unable to begin the current nursing course and will lose their seat for the semester.

Effective Date: August 1, 2009

Revised Date:

Approved by:



, Director

*Mercer County Community College*  
*Division of Science and Health Professions*  
*Nursing Program*

**EXAM PROCTORING POLICY**

Policy: Exam Proctoring

Purpose: To ensure secure conditions for exam administration.

Procedure:

1. Each exam should have a minimum of two proctors.
2. Exam proctors are to walk about the room while the exam is in progress.
3. All personal articles will be placed in the front of the room during the examination. All cell phones and recording devices are to be turned off. No jackets, hats, cups or personal items will be allowed at the students desk during the examination.
4. There is to be no talking or other communication between students and/or faculty during the examination. Questions can be answered after all students have completed the examination.
5. Once a student has finished their exam, they are to raise their hand and a faculty member will retrieve the examination and Scantron sheet. Students are to immediately leave the exam room.
6. Coats, cell phones and other personal items can be retrieved once all students have completed the examination.
7. Any student who does not abide by the above, will receive a "0" for that exam.

Effective Date: February 24, 2009

Revised Date:

Approved by:



, Director

# AMERICAN NURSES ASSOCIATION STANDARDS OF PRACTICE

1. Assessment – The registered nurse collects comprehensive data pertinent to the patient’s health or the situation.

The registered nurse:

- Collects data in a systematic and ongoing process.
- Involves the patient, family, other healthcare providers, and environment, as appropriate, in holistic data collection.
- Prioritizes data collection activities based on the patient’s immediate condition, or anticipated needs of the patient or situation.
- Uses appropriate evidence-based assessment techniques and instruments in collecting pertinent data.
- Uses analytical models and problem-solving tools.
- Synthesizes available data, information, and knowledge relevant to the situation to identify patterns and variances.
- Documents relevant data in a retrievable format.

2. Diagnosis – The registered nurse analyzes the assessment data to determine the diagnoses or issues.

The registered nurse:

- Derives the diagnoses or issues based on assessment data.
- Validates the diagnoses or issues with the patient, family, and other healthcare providers when possible and appropriate.
- Documents diagnoses or issues in a manner that facilitates the determination of the expected outcomes and plan.

3. Outcomes Identification – The registered nurse identifies expected outcomes for a plan individualized to the patient or the situation.

The registered nurse:

- Involves the patient, family, and other healthcare providers in formulating expected outcomes when possible and appropriate.
- Derives culturally appropriate expected outcomes from the diagnoses.
- Considers associated risks, benefits, costs, current scientific evidence, and clinical expertise when formulating expected outcomes.
- Defines expected outcomes in terms of the patient, patient values, ethical considerations, environment, or situation with such consideration as associated risks, benefits and costs and current scientific evidence.
- Includes a time estimate for attainment of expected outcomes.
- Develops expected outcomes that provide direction for continuity of care.
- Modifies expected outcomes based on changes in the status of the patient or evaluation of the situation.
- Documents expected outcomes as measurable goals.

4. Planning – The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

The registered nurse:

- Develops an individualized plan considering patient characteristics or the situation (e.g., age and culturally appropriate, environmentally sensitive).
- Develops the plan in conjunction with the patient, family, and others, as appropriate.
- Includes strategies within the plan that address each of the identified diagnoses or issues, which may include strategies for promotion and restoration of health and prevention of illness, injury, and disease.
- Provides for continuity within the plan.
- Incorporates an implementation pathway or timeline within the plan.
- Establishes the plan priorities with the patient, family and others as appropriate.
- Utilizes the plan to provide direction to other members of the healthcare team.
- Defines the plan to reflect current statutes, rules and regulations, and standards.
- Integrates current trends and research affecting care in the planning process.
- Uses standardized language or recognized terminology to document the plan.

5. Implementation – The registered nursing implements the identified plan.

The registered nurse:

- Implements the plan in a safe and timely manner.
- Documents implementation and any modifications, including changes to or omissions of the identified plan.
- Utilizes evidence-based interventions and treatments specific to the diagnosis or problem.
- Utilizes community resources and systems to implement the plan.
- Collaborates with nursing colleagues and others to implement the plan.

- 5A. Coordination of Care – The registered nurse coordinates care delivery.

The registered nurse:

- Coordinates implementation of the plan.
- Documents the coordination of care.

- 5B. Health Teaching and Health Promotion

The registered nurse:

- Provides health teaching that addresses such topics as healthy lifestyles, risk-reducing behaviors, developmental needs, activities of daily living and preventive self-care.
- Uses health promotion and health teaching methods appropriate to the situation and the patient's developmental level, learning needs, readiness, ability to learn, language preference and culture.
- Seeks opportunities for feedback and evaluation of the effectiveness of the strategies used.

6. Evaluation – Registered nurse evaluates progress towards attainment of outcomes.

The registered nurse:

- Conducts a systematic, ongoing, and criterion-based evaluation of the outcomes in relation to the structures and processes prescribed by the plan and the indicated timeline.
- Includes the patient and others involved in the care or situation in the evaluative process.
- Evaluates the effectiveness of the planned strategies in relation to patient responses and the attainment of the expected outcomes.
- Documents the results of the evaluation.
- Uses ongoing assessment data to revise the diagnoses, outcomes, the plan, and the implementation as needed.
- Disseminates the results to the patient and others involved in the care or situation, as appropriate, in accordance with state and federal laws and regulations.

**MERCER COUNTY COMMUNITY COLLEGE**

**DIVISION OF SCIENCE & HEALTH PROFESSIONS**

**Nursing Program**

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

I am enrolled in NUR/NRS\_\_\_\_\_.

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**

**Nursing 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.

I am currently enrolled in NUR/NRS\_\_\_\_\_.

NAME\_\_\_\_\_

**PLEASE PRINT**

SIGNATURE\_\_\_\_\_

DATE\_\_\_\_\_