



**Health Professions Division**

**NURSING PROGRAM  
HANDBOOK**

**SPRING 2017**

## ***Greetings!***

Welcome to the Spring 2017 semester! The Nursing Program Handbook provides vital information regarding information about your upcoming semester in the nursing program. It also includes nursing program policies and procedures.

All professional phase nursing students are held accountable to the program requirements, policies and procedures outlined in the current semester's Nursing Program Handbook. All students are required to read the handbook and sign the form located at the end of the handbook. This form certifies that you have been informed of nursing program policies and procedures. It is recommended that all students review, and become familiar with, the information contained in this handbook. ***These forms are to be signed and uploaded into the Complio Record Management System by January 31<sup>st</sup>, 2017.*** (See Receipt of Student Handbook policy in Appendix)

I look forward to working with you to achieve your goal of becoming a registered professional nurse. The faculty and I are available to assist you in achieving successful outcomes throughout the program.

Sincerely,

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

Elizabeth Mizerek, MSN, RN, CEN, CPEN, FN-CSA  
Director of 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 MCCC 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 Accreditation Commission for Education in Nursing (formerly NLNAC), 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326, (404) 975-5000.

## **PREFACE**

It is the student's responsibility to become thoroughly familiar with the MCCC Nursing Program Handbook ([www.mccc.edu/nursing](http://www.mccc.edu/nursing)) and to comply with the provisions as written. The rules and regulations set forth in this publication constitute students' rights and responsibilities, as well as outlining the requirements for admission, retention and the degree requirements for the nursing program. The Nursing Program has stringent requirements for admission and retention that takes priority over the MCCC General Catalog minimum requirements. This publication is reviewed and revised each semester. The current Nursing Program Handbook becomes effective on the first day of the new semester. Students will be notified at orientation sessions and on the nursing program website if there are changes to program policies applicable to all students regardless of date of admission to the nursing program. This publication contains information valid as of January 17<sup>th</sup>, 2017. A copy of the current semesters nursing program handbook can be accessed at [www.mccc.edu/nursing](http://www.mccc.edu/nursing).

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

**MISSION STATEMENT**

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

## **PHILOSOPHY AND PURPOSE OF THE ASSOCIATE DEGREE PROGRAM IN NURSING (Effective Fall 2015)**

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

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

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

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

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

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

- **Humans**  
Humans are complex, multidimensional and unique individuals possessing value and worth, and a member of a family, community and culturally diverse society. All humans have dynamic bio-physical, psychological, socio-cultural, spiritual and developmental needs that contribute to health, quality of life and achievement of potential. All humans should be cared for, respected, nurtured, understood and assisted. In order to provide and manage care, nurses must view the individual at the center of any nursing activity.
- **Health**  
Health is a dynamic, ever-changing state of mental, physical and spiritual well-being, which exists on a continuum from wellness to illness. An individual's needs for healthcare are determined by their position on the continuum. An individual's health is based on their cultural perceptions and beliefs of health and illness. The individual is responsible for and capable of



identifying, learning and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness or achieve a dignified death.

- **Environment**

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

- **Nursing**

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

- **Patient Centered Care**

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

- **Collaboration**

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

- **Clinical Reasoning**

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

- **Quality Improvement**

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

- **Leadership**

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

- **Information Management**

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

### **Student Learning Outcomes**

Guided by these principles and beliefs, Mercer County Community College provides a program that prepares graduates who will function with technical competence within various care settings. The graduate will:

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

### **Program Outcomes**

1. Each graduating class will pass the NCLEX-RN, on the first attempt, and meet or exceed the national pass rate as published by the New Jersey State Board of Nursing and the National Council of State Boards of Nursing.
2. 80% of students enrolled in the nursing program will graduate within six (6) semesters of beginning the professional phase of the program.
3. 80% of program graduates will be employed, as an RN, within one (1) year of passing the NCLEX-RN.
4. 75% of program graduates will begin baccalaureate or higher level nursing education within one (1) year of graduation.
5. 90% of graduates will report program satisfaction of a 4 or higher (on a scale of 1 to 5) within one (1) year of graduation.
6. 90% of employers will report satisfaction with graduate preparation for an entry-level RN position within one (1) year of graduation.

*Reviewed: 7/03, 10/05, 6/06, 7/07, 6/08, 5/13, 1/14, 6/14, 1/15,*

*Revised: 7/04, 7/05, 11/06, 11/07, 5/08, 6/09, 5/10, 10/10, 5/11, 6/12, 12/12, 5/15, 8/16, 1/17*

## **REQUIREMENTS FOR LICENSURE AS A PROFESSIONAL REGISTERED NURSE**

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

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

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

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

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

1. Submit a valid social security number.
2. Provide proof of US citizenship or permanent residency.
3. Provide documentation if you are in default of any student loan.
4. Provide information regarding court ordered child support.
5. Answer questions and provide information regarding any medical conditions or impairments.
6. Answer the question, have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trial intervention (PTI); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction. (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be).
7. Answer the question, have you ever been convicted of any crime or offense under any circumstances? This includes, but is not limited to, a plea of guilty, non vult, nolo contendere, no contest, or a finding of guilt by a judge or jury.

Thus, before beginning the nursing program, applicants must consider whether there is any legal reason why they might not be qualified for licensure. A criminal background check is 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 requirements may be discussed in confidence with the Director of Nursing Education. Applicants may, if they prefer, call anonymously to discuss their situation with

the Director. The full application and detailed information can be found at [http://www.nj.gov/lps/ca/nursing/nurse\\_app.pdf](http://www.nj.gov/lps/ca/nursing/nurse_app.pdf).

## **2016 NCLEX-RN Test Plan ®**

In order to receive licensure as a Registered Professional Nurse (RN), all graduates must successfully pass the National Council Licensure Exam (NCLEX-RN). The goal is to pass on the first time taking the exam and test within 2-3 months of program completion.

In order to prepare for the exam, each new professional phase student will receive a copy of the 2016 NCLEX-RN Test Plan® upon entering NRS112. This test plan is effective through March 31, 2019.

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

Students should keep track of content taught in each nursing course throughout the curriculum, as it applies to the NCLEX-RN Test Plan.®

Further information on the NCLEX-RN and licensure can be found at [www.ncsbn.org](http://www.ncsbn.org).

## ACADEMIC REQUIREMENTS/INFORMATION

### Nursing Program Curriculum – 15 Week Curriculum (effective Fall 2015)

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

| Code              | Course (lecture/lab/clinical hours)  | Credits      |
|-------------------|--|--------------|
| <b>Semester 1</b> | (Pre-Professional – only these courses are required to completed or in progress at the time of application to the nursing program) |              |
| BIO103            | Anatomy & Physiology I (3/3)   | 4            |
| CHE 107           | General & Physiological Chemistry (2/1/2)  | 4            |
| MAT125            | Elementary Statistics I (3/0) <sup>1</sup>   | 3            |
| ENG101            | English Composition I (3/0)  | 3            |
|                   |  |              |
| <b>Semester 2</b> | <b>Professional Phase</b>  |              |
| BIO104            | Anatomy & Physiology II (3/3)  | 4            |
| ENG102            | English Composition II (3/0) <sup>2*</sup>   | 3            |
| NRS 111           | Clinical Reasoning in Nursing Practice (1/0)   | 1            |
| NRS112            | Concepts of Nursing Practice I (3/3/6)   | 6            |
|                   | (NRS111 & NRS112 are co-requisites)  |              |
|                   |  |              |
| <b>Semester 3</b> |  |              |
| BIO 201           | Microbiology (3/3)   | 4            |
| PSY 101           | Introduction to Psychology (3/0)*  | 3            |
| NRS 125           | Concepts of Nursing Practice II (3/3/12)   | 8            |
|                   | (NRS125 pre-requisites: BIO104, NRS111, NRS112)  |              |
|                   |  |              |
| <b>Semester 4</b> |  |              |
| PSY207            | Developmental Psychology: Across the Lifespan (3/0) <sup>3*</sup>  | 3            |
| NRS 225           | Concepts of Nursing Practice III (3/3/12)  | 8            |
|                   | (NRS225 pre-requisites: BIO201, NRS125)  |              |
|                   |  |              |
| <b>Semester 5</b> |  |              |
| NRS235            | Concepts of Nursing Practice IV (3/3/12)   | 8            |
|                   | (NRS235 pre-requisites: NRS225)  |              |
|                   | General education elective <sup>4*</sup>   |              |
|                   | <b>Total Credits</b>   | <b>65-66</b> |

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

<sup>2</sup> ENG112 is an acceptable alternative

<sup>3</sup> SOC 101 is an acceptable alternative

<sup>4</sup> PHI 102 or PHI 205 are recommended

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

Check with Nursing Faculty Advisor regarding electives.

## **Graduation Requirements**

**Note: A grade of C+ (77) or better is required as a passing grade for all nursing courses. MCCC requires a cumulative GPA of 2.0 for graduation.**

It is the student's responsibility to check the College catalog regarding requirements for graduation to assure completion of appropriate courses. Should there be any question regarding acceptability of coursework, the student should consult with the Director of Nursing Education or nursing advisor. By the time of registration for the final semester, **all** required curriculum courses should be on the transcript or final semester schedule. All curriculum courses must be successfully completed in order to graduate from the nursing program. All financial obligations to the college must be satisfied in order to graduate.

Shortly after the start of the final semester of the nursing program, students will be required to complete an application for graduation. *Deadlines for filing for graduation are **October 1<sup>st</sup>** for January and **February 1<sup>st</sup>** for May.*

If you are unsuccessful in the final semester, you will need to re-apply for graduation.

## **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 County Community College receives transcript evidence and that the corresponding MCCC course is entered on your transcript. Official transcripts from other colleges must be sent to the MCCC Student Records office for evaluation. It may take 6-8 weeks for transcript evaluations to be completed and posting of equivalent courses on your MCCC transcript.

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

### **NRS111 Clinical Reasoning in Nursing Practice**

**1 credit**

Prerequisites: formal admission to the nursing program or current NJ Licensed Practical Nurse (LPN) Licensure.

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

### **NRS112 Concepts of Nursing Practice – I**

**6 credits**

Prerequisites: formal admission to the nursing program.

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

**NRS 125      Concepts of Nursing Practice II****8 credits**

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

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

**NRS 225      Concepts of Nursing Practice III****8 credits**

*Prerequisites:* BIO 201 with a minimum C+ grade, NRS 125

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

**NRS 235      Concepts of Nursing Practice IV****8 credits**

*Prerequisite:* NRS 225

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

**Nursing Program Concepts**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Safety: Protection from harm or injury.

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

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

Sexuality: Individual expression of sexual behavior.

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

Teaching: A system of activities intended to produce learning.

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

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

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

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

## **Program Learning Activities**

1. **Lecture:** Classroom presentation of nursing program concepts utilizing various interactive strategies. Specific course outlines, highlighting weekly learning activities, can be accessed on the nursing program website at [www.mccc.edu/nursing](http://www.mccc.edu/nursing). Lectures are 3 hours per week.
2. **College Lab:** Campus practice environment for the learning of specific nursing skills. Each student is required to demonstrate competency with selected skills for a specific course. Course specific lab manuals are available on the nursing program website.
3. **Clinical:** Hospital or healthcare facility based experience. Most experiences will include conference activity, as well as direct patient care under the guidance and supervision of MCCC nursing faculty.

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

Clinical assignments are determined by the clinical instructor. Students are expected to adequately prepare to care for assigned patients prior to the clinical experience. **Faculty are authorized to deny a student the privilege of participation in clinical sessions when the student is unprepared, the student presents a health hazard to patients, when performance falls below a competent level with regard to patient safety, or when the student does not meet agency health or professional standards.**

In such situations, participation in clinical experiences will be discontinued until there is evidence that the student's progress meets minimal criteria for safe clinical performance. Students who are identified as not meeting clinical objectives will have an action plan for performance improvement developed by their clinical instructor. (See Student Notification of Unsatisfactory Progress Policy).

Students are expected to meet program and course objectives through the demonstration of clinical competencies as outlined in the Clinical Performance Evaluation. Students who are identified as not meeting clinical competencies or objectives will be placed on a clinical action plan for performance improvement. The action plan will be developed by the clinical instructor and course coordinator (See Student Notification of Unsatisfactory Progress Policy).

4. **Simulation:** Selected clinical experiences will be held in a simulation lab. Students will participate in clinical scenarios with low or high fidelity patient simulators to enhance critical reasoning skills. Experiences may include debriefing conferences and journaling activities.
5. **Testing:** **For students who require accommodations for testing, please see full “Special Accommodations Testing” policy in the appendix.**

For any nursing theory test, *scantron forms are used to record multiple choice answers*. Test booklets are collected and secured by the instructor. Scantron forms are stored in the nursing office. Only #2 pencils are acceptable for recording on scantron forms. Scantron forms must be bubbled and completely darkened including full name and 7 digit Mercer student ID number.

Students can review Scantron forms for their most current exam(s) in the Nursing office, by appointment only within one (1) week of the exam review. Please contact Kaitlin O'Hara for an appointment. Please see full Exam Review Policy in the Appendix. **Scantrons will not be photocopied or reproduced in any manner.**

No reference materials or dictionaries can be accessed during an exam.

For all nursing courses, students' grades will be entered in the Blackboard course online gradebook. **No grades will be given via email, fax or telephone.**

Please see full Exam Proctoring policy in the Appendix for test administration procedures.

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 advisor if further assistance is needed. **If available, a tutor may be able to assist you in your studies. Please contact the Learning Center for availability.**

Students who are achieving less than a 78% average at midterm will receive notification from their course coordinator. Students will be required to meet with their Course Coordinator prior to the next exam. Please see full Student Notification of Unsatisfactory Progress policy in the Appendix.

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

6. **HESI Standardized Testing:** In accordance with current best practice literature on NCLEX-RN pass rate success, pre-assessment and exit exams are recommended. After a review process, the faculty at MCCC have selected the testing and assessment resources from Elsevier (Evolve/HESI). These resources are incorporated as part of your nursing program fees and are used to assess the students' specific content mastery throughout the nursing program. HESI assessment testing provides students with tools to identify areas where additional academic work is needed to support student academic success throughout the program. After specialty and exit exam testing, students will receive a Testing and Remediation report which reviews scoring and instructs students on how to set up remediation activities. Course outlines will indicate specific course requirements related to HESI testing and Evolve case studies.

## **SPECIAL REQUIREMENTS FOR THE NURSING PROGRAM**

### **Health Records**

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

1. **Physical Exam form (PE):** Upon acceptance to the nursing program for the first time, students must submit a completed Physician's Examination Form that includes documentation of tuberculin skin testing (PPD initial 2 step), tetanus vaccinations (within 10 years), and required lab reports (see below) through the Complio system. This physical examination may be

performed by the healthcare provider of the student's choice within one year of date of admission. The drug screen must be completed through Complio and completed within 30 days of date of submission.

- Required lab reports: (electronic copies of these reports are required to be submitted through Complio.
  - i. Complete blood count (CBC)
  - ii. Urinalysis
  - iii. 10-Panel Urine drug screen (within 30 days of date of submission)—completed through Complio
  - iv. Titers for Rubella, Rubeola, Varicella and Hepatitis B
  - v. QuantiFERON-TB®, if applicable

2. **PPD** - All students are required to update certification of their tuberculin skin testing (PPD) annually. Proof of testing, including the date of the retest and the results must be submitted in Complio. Initial testing is a 2 step test. Annual updates are one-step. 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 PPD must submit a copy of a chest x-ray report or a negative IGRA blood test (such as QuantiFERON-TB®) upon admission. Chest x-ray reports are valid for 2 years, however, the nursing program requires annual updates. A TB Questionnaire form must be completed by the student and their Health Care Provider the year between chest x-rays. Updates must be submitted by January 15<sup>th</sup> for spring classes and August 15<sup>th</sup> for fall classes.
3. **Seasonal Flu Vaccination** - All students are required to provide proof of yearly flu vaccination upon admission to the nursing program. All students are required to update their flu vaccination annually when the season vaccine is available. Students will need to provide proof of the updated vaccination no later than October 15<sup>th</sup> each year.
4. **Health insurance** - Is required to be updated on an annual basis. Copies of the insurance card (front & back) must be submitted through the Complio system by August 15<sup>th</sup> each year.
5. **Every student is required to complete the following requirements ANNUALLY:**
  - a. Complete a criminal background check, within 1 year of admission, through Complio
  - b. Submit a 10-panel urine drug screen lab report, completed within 30 days of submission, through Complio
  - c. Submit a certificate of liability insurance as a registered nurse student
  - d. Submit proof of current health insurance
  - e. Submit proof of current CPR for Healthcare Provider or Basic Life Support for Health Care Providers – must remain current through duration of semester.
6. **Liability insurance** - Is required to be updated on an annual basis. A copy of the certificate of liability insurance, as a RN student, must be submitted through the Complio system and are due by the expiration date on the certificate of insurance.
7. **Criminal Background Check** - Each fall, all students will be required to repeat their criminal background check and urine drug screen. Any student returning to the nursing program, who has been out of the program for 1 year or more, must also repeat their criminal background check, urine drug screen and update any other applicable requirements. Both must be

completed through the Complio system and are due by August 15<sup>th</sup> each year for students entering in the Fall, and January 15 for students entering the program in the Spring.

Any student with a positive urine drug screen may jeopardize their placement in the nursing program. Students who test positive for any drug, due to prescribed medication must submit documentation from the prescribing health care provider including medication, dosage and frequency. Any student with a positive urine drug screen that cannot provide documentation of prescribed medication from a health care provider will not be permitted to continue in the nursing program.

8. After hospitalization, surgery or childbirth, students must submit medical clearance to the clinical instructor and the nursing program office. This medical clearance must state the students may return to nursing program activities **without restriction**.
9. Reminders of impending expiration dates will be emailed to students from Complio. All required health and program documents must be up-to-date, complete and effective for the entire academic semester. It is required that these documents be submitted by January 15<sup>th</sup> for spring classes and August 15<sup>th</sup> for fall classes. Any student who is not compliant with the policy will be unable to begin any scheduled nursing classes for the semester and will be required to follow the Reinstatement to a Nursing Course policy in order to return to the program.

**In order to participate in the clinical laboratory, health records must be up-to-date, complete and effective for the entire academic semester, prior to the start of each academic semester. These items MUST be submitted through Complio by January 15<sup>th</sup> for spring classes and by August 15<sup>th</sup> for fall classes. Any student who is not compliant with the policy will be unable to begin any scheduled nursing classes for the semester and will be required to follow the Reinstatement to the Nursing policy in order to return to the program.**

### **Student Injury/Illness**

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

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

## **Health Insurance/Injury Accident Insurance Requirement**

All students are expected to carry personal health insurance. Proof of current health insurance coverage is to be submitted by August 15<sup>th</sup> each year.

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

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

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

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

## **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 by the policy expiration date annually.**

**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. The American Heart Association CPR for The Health Care Provider or American Red Cross Basic Life Support for Health Care Providers is acceptable. CPR certification is awarded for 2 years. If the certification expires while still enrolled in the nursing program, students are required to re-certify by the expiration date on the card but, the certification must be current for the entire academic semester as per the Required Student Documents 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 Integrity Committee (AIC) of the violation and the penalty imposed.

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

## **Appeals for Academic Integrity Violations**

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

## **Attendance**

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

If the college has a delayed opening on a clinical day, the clinical coordinator or clinical instructor will contact students with further instructions (See full Inclement Weather policy in the Appendix.)

## **Grading Policy**

1. A final grade of "C+" (77% - 79.99%) or better in each nursing course in the 15-week curriculum 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 program grading policy in the appendix.

General considerations for grading in all nursing courses:

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

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

- b. All assignments and course grading requirements specified in the course outline must be completed by the date specified.
- c. There is no rounding of grades in the nursing program.

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.

### **Faculty Concern Form**

At any time, a faculty may initiate a Faculty Concern Form. This form will be completed with the student to identify any academic, clinical, or professional behaviors concerns.

### **Cellular Devices**

Unauthorized cell phone or electronic device use in the clinical setting is prohibited. Use of cell phones and electronic devices in lab or theory class is at the discretion of the instructor. Students are not to use cell phones to audio or video record instructors without first obtaining permission from the instructor. Violating this policy can result in the student being permanently dismissed from the program.

### **Protocol for Exams**

- All books and personal items are to be placed in the front of the room.
- Cell devices must be turned off (not on vibrate) and placed with personal items in the front of the room.
- The only items the students should have at their desk are #2 pencils and a watch.
- Students may use a calculator during exams.
- No additional web browsers are to be opened during any web-based exams.

## **Students Requiring Special Testing Accommodations**

- Any student requiring special accommodations for testing are to notify the Course Coordinator at the beginning of each new course and the Nursing Program office. Mercer County Community College is in compliance with both the ADA and section 504 of the Rehabilitation Act. If you have, or believe you have, a differing ability that is protected under the law please see Arlene Stinson in LB 217 ([stinsona@mccc.edu](mailto:stinsona@mccc.edu)) for information regarding support services.
- Students will be held to the time limits for testing allotted by the instructor and their accommodations.

Refer to the Exam Proctoring Policy in the Appendix for exam administration procedure.

## **Student Issue Policy**

If a student has a course related issue or concern, they must follow the steps highlighted below. If the student wishes to appeal a grade or an academic/administrative decision, they should follow the procedure for a grade appeal.

### **STEP 1**

The student must first make an appointment to see the nursing course coordinator and/or grading instructor for the course in which they have an issue. The course coordinator will complete a summary of the discussion and any actions taken, if any, then sign and return the form to the student.

If the student is dissatisfied with the outcome of this step, they proceed to Step 2.

### **STEP 2**

The student must make an appointment to see the Director of Nursing Education. **The student must provide the Student Concern Reporting form to the Director during this meeting.** The Director will review the information provided. Once the student has completed meeting with the Director, the Director will provide a summary of the discussion and actions taken, if any, sign the form and return it to the student.

If the student is dissatisfied with the outcome of this step, they proceed to Step 3.

### **STEP 3**

The student must make an appointment to see the Dean of Health Professions. **The student must provide the Student Concern Reporting form to the Dean during this meeting.** The Dean will review the information provided. Once the student has completed meeting with the Dean, the Dean will provide a summary of the discussion and actions taken, if any, sign the form and return it to the student.

### **Grade Appeal Policy (See MCCC Student Handbook)**

Any student may initiate an appeal of any course grade or related academic action or decision that affects the student's standing at the college. The current procedure for appealing a course grade, academic action, or decision can be found in the MCCC Student Handbook.

### **Nursing Program Completion Policy**

In alignment with the Accreditation Commission for Higher Education in Nursing (ACEN) and nursing education best practice standards, all nursing students must complete the nursing program within six (6) semesters of the initial start of the first clinical course (NRS112). This 6 semester program completion time frame is inclusive of any course withdrawals, leave of absence and/or course failures.

If a student cannot successfully complete the program within the required 6 semesters, the student may be dismissed from the nursing program.

### **Nursing Program Dismissal Policy**

A student will be dismissed from the nursing program if they are unsuccessful (do not receive a passing grade) in two (2) nursing courses as follows:

- Unsuccessful in the same professional phase nursing course twice.
- Unsuccessful in one nursing course in each of two different levels of the program for the nursing curriculum beginning fall 2015.
  - Level 1 – NRS111 and NRS112
  - Level 2 – NRS125
  - Level 3 – NRS225
  - Level 4 – NRS235

Example: A course failure in NRS112 and any other course will result in program dismissal.

### **Course Withdrawal/Leave of Absence**

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

- Students withdrawing for medical reasons should file an official "Leave of Absence (LOA)" form, which can be obtained from the College Registrar's office. Students taking an LOA due to medical reasons must submit copies of the medical documentation to the Registrar's office and have the medical LOA noted on the form. A copy should also be submitted to the Nursing Program office.
- Students who choose to withdraw from a nursing course and have a failing average at the time of withdrawal, will be required to follow the Reinstatement to the Nursing Program policy.
- Students are required to withdraw from a course by the course withdrawal date, which is posted by the college.

- Any requests for course withdrawal after the posted course withdrawal date must be approved by the division dean and/or college registrar.

### **Reinstatement Into the Nursing Program**

- **For students who are unsuccessful in a nursing course or withdrew failing, reinstatement to a nursing course is not guaranteed.** Qualified students are readmitted on a space available basis *after* all progressing students are accommodated. Students who were unsuccessful or who withdrew failing from a nursing course must submit a letter of intent to return the following semester to repeat the course in which they were unsuccessful or withdrew. This letter must be submitted within two weeks of the semester end date. Students must have successfully completed all previous courses before progressing to the fourth semester.
- Students must successfully complete the course or courses in which they were unsuccessful before progressing to the next semester or level of nursing courses.
- All students returning to any course in the nursing program will be held to the current policies/standards in effect at the time of their return.
- See full “Reinstatement to a Nursing Course” policy in the appendix for all steps required in order to qualify for reinstatement.

### **Readmission to the Nursing Program After Dismissal**

If a student has been dismissed from the nursing program, there are two (2) options to consider for possible one-time readmission to the nursing program:

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

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

### **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.

### **Recording**

Students are to obtain permission from the instructor prior to audio recording any lecture, lab, or clinical session. If the instructor grants permission to record the class session, the recording is not to be posted on any public or social media domain and is for **individual student use only**. Exam review

sessions are not to be recorded under any circumstances. Student violation of this policy is subject to disciplinary action.

### **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. Students will be oriented to the use of all lab equipment.
3. Report any broken or malfunctioning equipment to the professor, teaching assistant or instructor immediately so repairs or replacement can be made.
4. Do not remove any materials or equipment from the lab without permission.
5. Turn off all equipment after use and return all equipment after use to its proper place. Please keep all laboratory areas neat and orderly.
6. For safety reasons, no children under the age of 18 are allowed in the lab.

### **General Policies Regarding Clinical Experiences**

1. Transportation: Each student is expected to be able to provide his/her own transportation to the clinical agencies.
2. Due to clinical/lab facility and adjunct faculty availability, ***all schedules are subject to change***. Clinical experiences and college labs may be scheduled during any week or weekend day or evening for the day and evening programs. For example, an evening student may have an observational experience or college lab scheduled during the day in order to achieve the objectives of the course. These schedules may include holidays (both calendar and religious). Please see the College calendar in the MCCC student handbook for college closing dates.
3. Attendance (see full policy in the appendix)

**Attendance at clinical is mandatory.** To report any absences or lateness, students are to follow the instructions given to them by their clinical instructor at the beginning of the clinical rotation.

4. Conduct in Clinical
  - a. Clinical 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 patient 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.** Students are not to use mobile devices for personal reasons during clinical. Any emergency call will be taken by your instructor. Give the phone number of the nursing office, 609-570-3391, to your family, day care, sitter, etc., for use in an emergency. Include in your directions that the caller should state:
  - 1. the name of the person to be contacted (you).
  - 2. a brief statement regarding the nature of the emergency.
  - 3. a phone number for you to call.

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

- e. Chewing gum is not permitted.
- f. All agencies in this area are “smoke free.” Cigarette smoking is not permitted while on clinical agency property.
- g. 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.
- h. Students are not allowed to photocopy or otherwise duplicate patient information - this is a violation of patient confidentiality and can result in program expulsion.
- i. Students may not act as a witness for any consent form. The student may not transact any business for patients.
- j. Students are never permitted to take or receive medications from the clinical unit in the hospital.
- k. Students are not to make engagements with or to take gifts from patients, nor are students to give patients gifts. This is both unprofessional and unethical.
- l. All breakage of equipment should be reported to your instructor and charge nurse.
- m. All nursing students are covered by the college, under a group accident and injury policy for medical expenses arising from injuries on campus or in the hospital. This is automatically purchased for you from the general student fee. It provides secondary



coverage and is only designed to supplement personal coverage. All students must carry personal health insurance.

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

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.

Obtain an insurance claim form from the nursing office. Follow the instructions included with the form for processing the claim through the insurance company.

**Students are responsible for filing of all claims and for any follow up necessary directly with the insurance company.**

- n. Clinical evaluations are performed periodically throughout the course. A clinical failure occurs when the final clinical competency requirement is not completed to the level appropriate for the course. **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 or program dismissal.**

**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 and in the clinical agency.

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 MCCC Nursing Program **regulation uniform** is worn for all clinical experiences except mental health, 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 the school uniform from the school's uniform vendor.** The uniform required includes:

- One white top
- One pair of pants (white or forest green)
- White lab coat
- Name pin
- White uniform shoes or **predominately white** (*clean*) sneakers (no open-backed shoes)
- Nursing program emblem patch

In addition, students must purchase a blood pressure cuff, stethoscope, bandage scissors, pen light, and a wrist watch with a second hand.

If a student has any issues or needs to order replacement uniforms, please contact Hamilton Scrubs at (609) 838-2228.

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. Uniform must be clean and pressed.
- 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.
- g. Nails should not extend beyond the fingertips, **artificial nails and colored nail polish are not permitted**.
- h. Accessories to the uniform are stethoscope, blood pressure cuff, 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.
- i. 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.
- j. Proper undergarments are to be worn. Undergarments should match student skin tone or uniform so as not to be visible.

### **Dress Code for End of Program Pinning Ceremony**

Graduating students participating in the pinning ceremony are ***required*** to wear the following:

- clean and pressed dress-type slacks (NO denim jeans or sweat pants)
- clean and pressed shirt that adequately covers waist and bust area
- clean and pressed MCCC uniform jacket with MCCC emblem
- NO dresses or skirts are permitted

### **Student Participation in Nursing Program Meetings**

Each semester the program asks for volunteers to be student representatives for their course/ level, to participate in monthly Nursing Program Curriculum Meetings. We ask for 1 volunteer and 1 alternate volunteer from each level. Guidelines for Student Representatives are found in the Appendix. Selection of student representatives will take place during the first class session each semester.

### **Nursing Program Academic Support Policy**

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

### NRS112

1. Attend a mandatory orientation session which includes orientation to course and faculty, nursing program policies, grading policy, classroom, lab and clinical expectations, course resources, students support services and library resources.
2. Nursing Program Administration, Faculty and Staff will attend the NRS112 orientation for introductions.
3. LASSI (Learning and Study Strategies Inventory) will be administered.
4. Students will schedule an appointment with their faculty advisor to review results of LASSI and implement an academic support plan
5. Course Coordinator/Faculty will meet with students who receive a course average of 78% or below at midterm (mid-semester) to review study and test taking skills.
6. At any time, faculty may initiate a Faculty Concern Form to notify students of unsatisfactory academic, clinical, or professional behavior issues. The faculty and student will meet to review the Faculty Concern Form and any subsequent plans for correction.

### NRS 125, 225, and 235

1. Advisor will meet with the student and follow-up with ongoing academic support plan.
2. Course Coordinator/Faculty will meet with students who receive course average of 78% or below following finalization of midterm exam grades to review study and test taking skills.
3. At any time, faculty may initiate a Faculty Concern Form to notify students of unsatisfactory academic, clinical, or professional behavior issues. The faculty and student will meet to review the Faculty Concern Form and any subsequent plans for correction.

Students are encouraged to complete recommended HESI remediation activities following each specialty content mastery web exam and the NCLEX-RN predictor exam.

The Learning Center is located in LB218 on the West Windsor Campus. It offers comprehensive tutoring programs to meet student's needs.

The Learning Center offers students the following support services free of charge:

- Math and Science tutoring
- Writing, reading and study skills tutoring
- Learning and study strategies
- Study groups
- Nursing tutoring
- E-tutoring

For further information and tutoring schedules, contact the Learning Center at (609) 570-3422. There are numerous strategies for student success also posted on the nursing program website under the Student Success link.

## **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.

Addresses and directions to the clinical agencies are listed on the nursing program website.

## **APPENDIX**

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

**Appendix A: Acknowledgement of Receipt of the Nursing Program Student Handbook**

**Purpose:** To ensure all students acknowledge receipt of the nursing program handbook and any updates to program requirements, policies or procedures each semester.

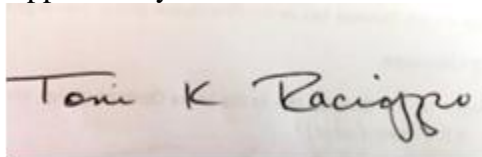
**Procedure:**

1. NRS112 Course Coordinator will distribute nursing program handbooks to each student beginning NRS112 on the first day of class.
2. NRS112 students will be required to access their Complio Tracking and Screening System to access the Receipt of Student Handbook form. The form must be signed and electronically submitted to Complio for compliance.
3. LPN's entering the program under the advanced placement option will be provided a handbook at the time of admission to the professional phase of the nursing program. These students will be required to access their Complio Tracking and Screening System to access the Receipt of Student Handbook form. The form must be signed and electronically submitted to Complio for compliance.
4. All progressing and returning students are required to review and become familiar with the information contained in the current handbook which is available on the nursing program website each semester. Students are then required to access their Complio Tracking and Screening System to access the Receipt of Student Handbook form. The form must be signed and electronically submitted to Complio for compliance.
5. Signed forms are due by January 15<sup>th</sup> for spring classes and August 15<sup>th</sup> for fall classes.
6. Students will be unable to sit for the first course examination if the signed forms are not received.

*Effective Date: August 1, 2009*

*Revised Date: June 13, 2011, October 29, 2014, May 2015, October 2015, August 2016*

**Approved by:**

A handwritten signature in black ink that reads "Toni K Racioppo". The signature is written in a cursive, flowing style.

Toni K. Racioppo, MSN, RN  
Acting Director of Nursing Education

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

**Appendix B: Attendance Policy**

Policy: Attendance for the nursing education program.

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

Procedure:

1. Students are expected to be on time and attend all classes, labs, and clinical experiences. Habitual absences and/or tardiness demonstrates a lack of commitment to the educational process and is grounds for disciplinary procedures.
2. Students will not be allowed to make-up theory, clinical or college lab hours, with the exception of scheduled make-up exams.
3. Students must report their absence in theory, lab, or clinical to the course coordinator and instructor of session being missed.
4. Theory Hours
  - a. A student who is absent from theory for any reason is expected to make up the work on his/her own and will be responsible for material covered.
  - b. Students who arrive after the scheduled start time will be admitted to the class at the instructor's discretion.
5. College Lab
  - a. A student who is absent from lab for any reason will be responsible for material covered.
  - b. Students must contact course coordinator and lab instructor to determine how best to meet learning objectives for the session missed.
  - c. Students who arrive after the scheduled start time will be admitted to the class at the instructor's discretion.
  - d. Absence of more than 2 lab sessions in a 15 week course may result in course dismissal for failure to meet clinical objectives.

6. Clinical

- a. Students must notify their assigned clinical instructor prior to the start of a clinical shift of the anticipated absence. This is necessary to ensure appropriate clinical patient assignments.
- b. Students who arrive after the scheduled start time will be sent home from clinical and counted as absent for the day.
- c. Absence of more than 2 days in a 15-week course may result in course dismissal for failure to meet clinical objectives.

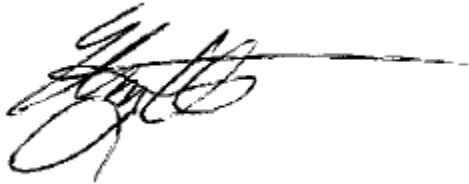
7. Exams

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

Effective Date: August 1, 2006

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

Approved by:

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

Elizabeth A. Mizerek, MSN, RN  
Director of Nursing Education

## Appendix C: Grading Policy

Policy:

| Grading Policy<br>For 15 week Curriculum |    | Transitional<br>Grading Policy<br>For 5 week Curriculum |                 |
|--|----|---|-----------------|
| 93%-100%                                 | A  | 93%-100%  | A               |
| 90%-92.99%                               | A- | 90%-92.99%  | A-              |
| 87%-89.99%                               | B+ | 87%-89.99%  | B+              |
| 83%-86.99%                               | B  | 83%-86.99%  | B               |
| 80%-82.99%                               | B- | 80%-82.99%  | B-              |
| 77%-79.99%                               | C+ | 77%-79.99%  | C+              |
|  |    | <b>76%-76.99%</b>                                       | <b>C = Pass</b> |
| 70%-76.99%                               | C  | 70%-75.99%  | C = Non- Pass   |
| 60%-69.99%                               | D  | 60%-69.99%  | D               |
| 59.99% or below                          | F  | 59.99% or below   | F               |

Toni K. Racioppo

Approved by: Toni K. Racioppo, MSN, RN  
Acting Director of Nursing Education



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

**Appendix D: Calculation of Grades Policy**

Purpose: To standardize course grade calculation across the nursing program.

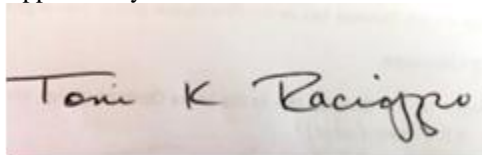
Procedure:

1. Prior to the start of each semester, Course Coordinators will determine the percent value for each exam/assignment. This information is to be included as part of the course outline available to students.
2. Earned grades for each exam, will be maintained using the ParTest/ParScore system and calculated grades will be entered in Grade Book in Blackboard by the Course Coordinator.
3. Scantron forms serve as the official exam grade.
4. Extra credit points are added after a student achieves a passing grade in the course.
5. No grades will be rounded
6. All grades are final.
7. Grade books must be turned into the Nursing Office, along with a copy to the Division Office at the end of each academic semester or session.

***Effective Date: February 24, 2009***

***Revised Date: 5/20/11, 6/20/12, 4/13, 9/13, 1/14, 5/15, 8/16***

Approved by:

A handwritten signature in black ink that reads "Toni K Racioppo". The signature is written in a cursive, flowing style.

Toni K. Racioppo, MSN, RN  
Acting Director of Nursing Education

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

**Appendix E: Inclement Weather Policy**

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

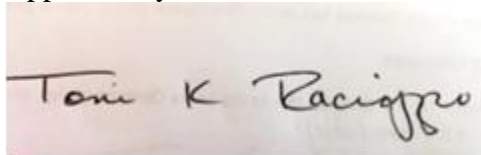
C. Severe Weather

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: June 20, 2012, August 10, 2016

Approved by:



Toni K. Racioppo, MSN, RN  
Acting Director of Nursing Education

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

**Appendix F: Required Student Documents Policy**

Policy: Required Student Documents

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

Procedure:

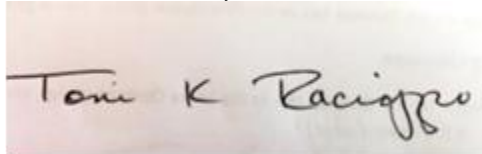
1. Students will be required to submit health and other related documents (for admission and annual updates) through the online Complio Tracking and Screening System.
2. Students will be required to pay a fee of \$20.00 per year for records management, \$39.00 per year for a 10-panel urine drug screen and annual criminal background checks (fees vary).
3. **HEALTH DOCUMENTS**  
Upon acceptance to the nursing program for the first time, students must submit a completed Physician's Examination Form that includes documentation of tuberculin skin testing (PPD initial 2 step), tetanus vaccinations (within 10 years), and required lab reports (see below) through the Complio system. This physical examination may be performed by the healthcare provider of the student's choice within one year of date of admission. The drug screen must be completed through Complio and completed within 30 days of date of submission.
  - a. Required lab reports: (electronic copies of these reports are required to be submitted through Complio)
    - i. Complete blood count (CBC)
    - ii. Urinalysis
    - iii. 10-Panel Urine drug screen (within 30 days of date of submission)
    - iv. Titers for Rubella, Rubeola, Varicella and Hepatitis B
    - v. QuantiFERON-TB® , if applicable
4. All students are required to update certification of their tuberculin skin testing (PPD) annually. Proof of testing, including the date of the retest and the results must be submitted in Complio. Initial testing is a 2 step test. Annual updates are one-step. 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 PPD must submit a copy of a chest x-ray report or a negative IGRA blood test (such as QuantiFERON-TB®) upon admission. Chest x-ray reports are valid for 2 years, however, the nursing program requires annual updates. A TB Questionnaire form must be completed by the student and their Health Care Provider the year between chest x-rays. Updates must be submitted by January 15<sup>th</sup> for spring classes and August 15<sup>th</sup> for fall classes.
5. All students are required to provide proof of yearly flu vaccination upon admission to the nursing program. All students are required to update their flu vaccination annually when the season vaccine is available. Students will need to provide proof of the updated vaccination no later than October 15<sup>th</sup> each year.

6. Health insurance is required to be updated on an annual basis. Copies of the insurance card (front & back) must be submitted through the Complio system by August 15<sup>th</sup> each year.
7. Upon entering the nursing program, all students are required to:
  - e. Complete a criminal background check, within 1 year of admission, through Complio
  - f. Submit a 10-panel urine drug screen lab report, completed within 30 days of submission, through Complio
  - g. Submit a certificate of liability insurance as a registered nurse student
  - h. Submit proof of current health insurance
  - e. Submit proof of current CPR for Healthcare Provider or Basic Life Support for Health Care Providers.
8. Liability insurance is required to be updated on an annual basis. A copy of the certificate of liability insurance, as a RN student, must be submitted through the Complio system and are due by the expiration date on the certificate of insurance.
9. Each fall, all students will be required to repeat their criminal background check and urine drug screen. Any student returning to the nursing program, who has been out of the program for 1 year or more, must also repeat their criminal background check, urine drug screen and update any other applicable requirements. Both must be completed through the Complio system and are due by August 15<sup>th</sup> each year.

Any student with a positive urine drug screen may jeopardize their placement in the nursing program. Students who test positive for any drug, due to prescribed medication must submit documentation from the prescribing health care provider including medication, dosage and frequency. Any student with a positive urine drug screen that cannot provide documentation of prescribed medication from a health care provider will not be permitted to continue in the nursing program.
10. After hospitalization, surgery or childbirth, students must submit medical clearance to the clinical instructor and the nursing program office. This medical clearance must state the students may return to nursing program activities **without restriction**.
11. Reminders of impending expiration dates will be emailed to students from Complio. All required health and program documents must be up-to-date, complete and effective for the entire academic semester. It is required that these documents be submitted by January 15<sup>th</sup> for spring classes and August 15<sup>th</sup> for fall classes. Any student who is not compliant with the policy will be unable to begin any scheduled nursing classes for the semester and will be required to follow the Reinstatement to a Nursing Course policy in order to return to the program.

*Effective Date: August 1, 2009*

*Revised Date: February 22, 2011, March 23, 2012, December 2013, August 2014, July 2015, January 2016, August 2016*

A handwritten signature in black ink that reads "Toni K Racioppo". The signature is written in a cursive, flowing style.

Approved by: Toni K. Racioppo, MSN, RN, Acting Director of Nursing Education

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

**Appendix G: Exam Proctoring Policy**

Purpose: To ensure secure conditions for exam administration.

Procedure:

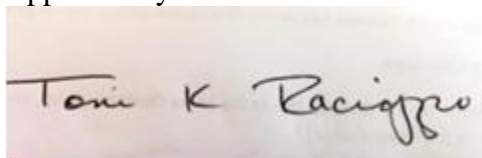
1. Each exam should have a minimum of one (1) proctor for every twenty (20) students.
2. Exam proctor(s) are to walk about the room while the exam is in progress.
3. All personal articles will be placed in the front of the room during the examination. All cell phones and/or recording devices are to be turned off and placed with personal items. No hats or earbuds will be permitted during the examination.
4. There is to be no talking or other communication between students and/or faculty during the examination. No questions will be answered during the exam. Comments regarding any question on the exam are to be written on the student's test booklet.
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.

\*\*\*Students are permitted to have a *clear* **LABELLESS** container, highlighter, calculator, pencils, erasers and a pencil sharpener on their desk while testing. All other items must be removed from the desk.

Effective Date: February 24, 2009

Revised Date: January 26, 2010; June 20, 2012; August 10, 2016

Approved by:

A handwritten signature in black ink on a light-colored background. The signature reads "Toni K Racioppo" in a cursive script.

Toni K. Racioppo, MSN, RN, Acting Director of Nursing Education

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

**Appendix H: Student Exam Review Policy**

Purpose: To establish guidelines for timely review of exams.

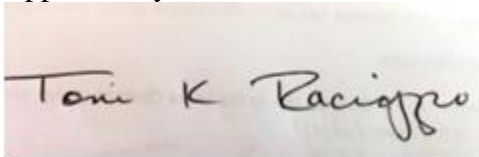
Procedure:

1. Students may schedule an appointment to review the most current course exam with their Course Coordinator within two (2) weeks of posted grades.
2. After the two (2) week period, no further appointments will be scheduled to review an exam.
3. Any student wishing to review their scantron form must do so within one (1) week of the exam review by making an appointment with the Nursing Program Specialist.
4. The Faculty will review those questions which the student answered incorrect.

Effective Date: January 19, 2015

Revised Date: August 10, 2016

Approved by:

A handwritten signature in black ink on a light-colored background. The signature reads "Toni K Racioppo" in a cursive script.

Toni K. Racioppo, MSN, RN  
Acting Director of Nursing Education

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

**Appendix I: Student Use and Distribution of Nursing Course Materials**

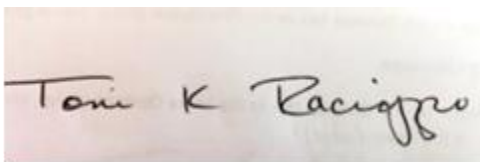
**Purpose:** To ensure nursing course materials, lectures, handouts, etc. are utilized by students as intended by faculty.

**Procedure:**

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

Effective Date: February 22, 2011

Revised Date: August 10, 2016

A handwritten signature in black ink on a light-colored background. The signature reads "Toni K Racioppo" in a cursive script.

Approved by: Toni K. Racioppo, MSN, RN  
Acting Director of Nursing Education

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

**Appendix J: Students Requiring Accommodations for Testing Policy**

**Purpose:** To ensure that students who present a Recommendation for Accommodations Form from the Office of Special Services, with documented special testing needs, are accommodated in accordance with Section 504 of the Americans with Disabilities Act.

**Procedure:**

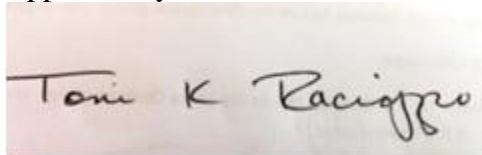
1. Students are required to provide copies of their accommodations form to the nursing office and to all course coordinators each semester. Accommodations forms are to be submitted to the nursing office and course coordinators during pre-class week or when the accommodations is identified and given.
2. When accommodation are identified and recommendations for accommodations are received, notification needs to be given to the nursing office and course coordinator(s) at least one (1) week prior to a(n) exam and/or quiz in order for specific arrangements to be made.
3. Course Coordinator and student are required to sign and each keep a copy of the Receipt of Accommodations form.
4. Student is responsible for contacting the Academic Testing Center to schedule their testing appointments in accordance with specific accommodation requirements.
5. Course Coordinators are responsible to complete the appropriate Academic Testing Center form (ATC) by dates indicated and deliver all forms and exams to the ATC per testing center policy. Course Coordinator will need to ensure pick up of all exams from the ATC.
6. An alternate version of the exam may be administered if the student is testing at a time different from the rest of the class.
7. Students with testing accommodations acknowledge that submission of the exam for grading indicates that testing accommodations were met during the exam.

Effective Date: January 1, 2012

New Effective Date: August 29, 2015

Revised Date: January 2014, June 2015, Sept. 9, 2015

Approved by:

A handwritten signature in black ink, reading "Toni K Racioppo". The signature is written in a cursive style and is positioned above a horizontal line.

Toni K. Racioppo, MSN, RN, Acting Director of Nursing Education



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

**Appendix K: Student Issue Policy for Nursing**

**Purpose:** To ensure proper procedures are followed for a student that reports a course related issue or concern. [Note: students appealing an academic or administrative decision of the nursing program must follow the Grade Appeal policy in the MCCC student handbook]

**Procedure:**

A student who has a course related issue or concern must follow the steps outlined below when attempting to resolve the issue. The student is required to use the Student Concern Reporting Form.

**STEP 1**

The student must first make an appointment to review the issue with the instructor/course coordinator for the course in which they have an issue. The course coordinator will complete a summary of the discussion and any actions taken, if any, then sign and return the form to the student.

If the student is dissatisfied with the outcome of this step, they proceed to Step 2.

**STEP 2**

The student must make an appointment to review the issue with the Director of Nursing Education. The student must provide the Student Concern Reporting form to the Director during this meeting. The Director will review the information provided. Once the student has completed meeting with the Director, the Director will provide a summary of the discussion and actions taken, if any, sign the form and return it to the student.

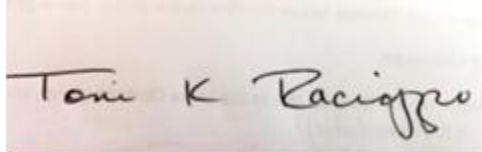
If the student is dissatisfied with the outcome of this step, they proceed to Step 3.

**STEP 3**

The student must make an appointment to review the issue with the Dean of Math, Science and Health Professions. The student must provide the Student Concern Reporting form to the Dean during this meeting. The Dean will review the information provided. Once the student has completed meeting with the Dean, the Dean will provide a summary of the discussion and actions taken, if any, sign the form and return it to the student.

*Effective Date: April 1, 2012*

*Revised Date: January 2014, October 2014*

A handwritten signature in black ink that reads "Toni K Racioppo". The signature is written in a cursive, flowing style.

Approved by:

Toni K. Racioppo, MSN, RN, Acting Director of Nursing Education

MERCER COUNTY COMMUNITY COLLEGE  
DIVISION OF HEALTH PROFESSIONS  
NURSING EDUCATION PROGRAM

**Appendix L: Student Concern Reporting Form**

Student Name: \_\_\_\_\_

Initial Faculty Member Contact: \_\_\_\_\_

Student Referred to: \_\_\_\_\_

**Course Coordinator/Grading Instructor Meeting**

Course Number:

Meeting Date:

Summary of Discussion:

|  |
|--|
|  |
|--|

Actions Taken

|  |
|--|
|  |
|--|

Instructor/Coordinator's Signature: \_\_\_\_\_

**Director of Nursing Meeting**

Course Number:

Meeting Date:

Summary of Discussion:

Actions Taken

Director's Signature: \_\_\_\_\_

**Dean of Health Professions Meeting**

Course Number:

Meeting Date:

Summary of Discussion:

Actions Taken

Dean's Signature: \_\_\_\_\_

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

**Appendix M: Program Completion**

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

**Procedure:**

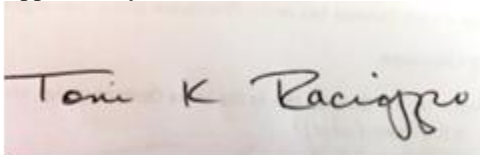
Nursing students must complete the program within six semesters of the initial start of the first clinical course. This six semester program completion time frame is inclusive of any course withdrawals, leave of absence and/or course failures. A student will be dismissed from the nursing program if they cannot successfully complete the program within the required six semesters.

Effective Date: January 1, 2015

New Effective Date: August 29, 2015

Revised Date: January 2015, April 2015, August 2016

Approved by:

A handwritten signature in black ink on a light-colored background. The signature reads "Toni K Racioppo" in a cursive, slightly stylized script.

Toni K. Racioppo, MSN, RN  
Acting Director of Nursing Education

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

**Appendix N: Reinstatement to a Nursing Course**

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

**Procedure:**

1. Students are reinstated on a space available basis after all progressing students are accommodated.
2. Students who are reinstated into a nursing course must complete the course in which they were unsuccessful or withdrew before being permitted to progress to the next level of nursing courses
3. Students returning to any course in the nursing program will be held to all current policies/standards in effect at the time of reinstatement to the nursing program.
4. Students requesting reinstatement to a nursing course who were on a leave of absence (LOA) due to medical reasons will be reinstated before students who were unsuccessful in a nurse course for placement in the next semester on a space available basis and will not be required to complete the steps for students seeking reinstatement into a nursing course (i.e., mandatory success workshop, success plan).
5. Students who withdraw from a nursing course, in good standing, due to documented extenuating circumstances (e.g., health or personal issues) will be required to submit a letter of intent to return (including supporting documentation of extenuating circumstances) the following semester to take the course from which they withdrew. Students in this category will be reinstated before students who were unsuccessful in a nursing course(s), for placement in the next semester on a space available basis and will not be subject to complete the steps required for students seeking reinstatement into a nursing course (i.e. mandatory success workshop, success plan.)
6. Students who were unsuccessful or withdraw with a failing average from a nursing course must take the following steps to be reinstated into a nursing course:
  - a. Submit a letter of intent to return to the nursing program office. This letter should be submitted within two weeks of the initial course failure or withdrawal.
  - b. Meet in person or virtually with their nursing program advisor or Director of Nursing Education. This meeting should cover reinstatement process, review of HESI scores, HESI remediation expectations, and initial discussion of success plan.
  - c. The student must complete remediation for all HESI examinations in which the student scored below the nursing program established benchmark. The student's nursing program advisor and/or Director of Nursing Education will determine the amount of time appropriate.
  - d. The student must attend a nursing program approved success workshop.

- e. The student will create a written plan for success. This will be reviewed with their nursing program advisor and/or Director of Nursing Education.
- f. The student will meet a second time with their nursing program advisor and/or Director of Nursing Education to verify completion of HESI remediation, attendance at success workshop, and creation of written success plan.
- g. The student must submit the completed Reinstatement to a Nursing Program Tracking Sheet to the nursing office in order to be registered for the nursing class.

Effective Date: February 1, 2012

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

Approved by:

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

Elizabeth A. Mizerek, MSN, RN  
Director of Nursing Education

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

**Appendix O: Nursing Program Readmission Due to Extenuating Circumstances**

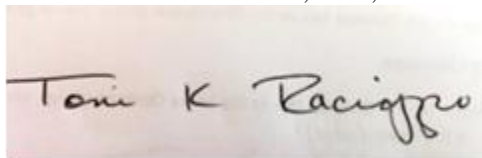
**Purpose:** To provide students who were dismissed from the nursing program, who may have extenuating circumstances that impacted their ability to be successful, a one-time opportunity to be reviewed for possible readmission to the nursing program.

**Procedure:**

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

Effective Date: February 1, 2012

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

A handwritten signature in black ink that reads "Toni K Racioppo". The signature is written in a cursive, flowing style.

Approved by: Toni K. Racioppo, MSN, RN, Acting Director of Nursing Education



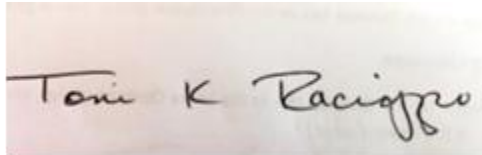
***Mercer County Community College***  
***Division of Health Professions***  
***Nursing Program***

**Appendix P: Second-Chance Nursing Program Option**

- Purpose:** To enable students who have been dismissed from the nursing program to have a one-time opportunity to restart the nursing program from the beginning.
- Benefits:** Provide an opportunity for students to achieve their goal of becoming a Registered Nurse.
- Procedure:** To apply for the second-chance nursing program, a student must:
1. Apply for admission to the second-chance program.
    - a. Must meet all the current nursing program admission criteria at the time of application.
    - b. Applications for the second chance program must be received in the nursing office by the following deadlines:
      - April 15 for fall admission consideration
      - October 1 for spring admission consideration
    - c. Must have a letter of recommendation from a nursing instructor who has taught them during their first attempt at the program.
    - d. Must have a letter of recommendation from their nursing program advisor.
    - e. Must submit a written plan outlining how they plan to address the issues that interfered with their success during their first attempt at the program.
  2. Students accepted into the second-chance program are required to comply with the current Required Student Documents Policy and must submit all required student documents by the deadline in their acceptance letter.
  3. Students can apply as soon as the next semester.
  4. Student applications will be reviewed by the Nursing Director and/or Division Dean to ensure that no previous college or program disciplinary or patient safety issues exist. Documentation of such occurrences will make the candidate ineligible for the second-chance nursing program.

Effective Date: January 1, 2013

Revised Date: October 2, 2013, January 2014, January 2015, August 2016

A handwritten signature in black ink that reads "Toni K Racioppo". The signature is written in a cursive, flowing style.

Approved by: Toni K. Racioppo, MSN, RN  
Acting Director of Nursing Education

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

**Appendix Q: Guidelines for Student Representatives at Curriculum Meetings**

Each semester the nursing program requests students to volunteer to contribute to program governance activities by being student representatives, for their course/ level, to specifically participate in monthly Curriculum Meetings. We ask for 1 volunteer and 1 alternate volunteer from each level.

The committee meets the 2<sup>nd</sup> Tuesday of each month beginning at 2:00 p.m. Student representatives are asked to arrive on time for the start of the meeting and only remain present for the first half of the meeting.

Prior to each meeting, Student Representatives will be emailed the agenda for the upcoming meeting.

Responsibilities of Student Representatives are as follows:

- Attend the monthly meeting
- Participate in the meeting
- Report back to your classmates/level any pertinent information that was presented at the meeting
- Provide suggestions and feedback on curriculum related agenda items

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

**Appendix R: Student Notification of Unsatisfactory Academic Progress**

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

**Procedure:**

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

Effective Date: December 20, 2012

Revised Date: August 29, 2013, January 2014, January 2015, August 2016, January 2017

Approved by:



Elizabeth A. Mizerek, MSN, RN  
Director of Nursing Education

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

**Faculty Concern Form**

**Student Name:** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

**Academic Concerns**

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

**Clinical Issues**

- ☐ Unsatisfactory plan for clinical
- ☐ Unprepared for clinical day
- ☐ Performance of skills below level of expectation
- ☐ Multiple absences that threaten successful completion of course objectives
- ☐ Unsafe clinical practice
- ☐ Student is in danger of failing course clinically
- ☐ Other: \_\_\_\_\_

**Professional Issues**

- ☐ More than one unexcused absence
- ☐ Chronic tardiness
- ☐ Violation of dress code
- ☐ Poor personal hygiene
- ☐ Behaviors disruptive to the learning of others and/or conduct of class
- ☐ Theft or mistreatment of school facilities or property
- ☐ Failure to report or take responsibility for clinical error
- ☐ Performing tasks outside the scope of a student role
- ☐ Sharing access codes, logins, passwords or keys with others
- ☐ Use of chewing gum or tobacco while in patient care area/clinical site
- ☐ Non-approved use of cell phone or other electronic device in clinical area
- ☐ Other: \_\_\_\_\_

*The following professional issues trigger an automatic referral to Dean of Health Professions*

- ☐ Disrespectful or abusive language towards faculty, staff, peers, or clients
- ☐ Threatening behaviors or language, harassment
- ☐ Physical violence
- ☐ Abuse, neglect, or abandonment of client
- ☐ Discrimination in client care
- ☐ Fraudulent activity, including misrepresentation of self and falsification of documentation
- ☐ Behaviors that can or could compromise client safety
- ☐ Violation of patient confidentiality or failure to safeguard protected health information
- ☐ Suspicion of being impaired in clinical setting, e.g. alcohol or drug use, significant sleep deprivation
- ☐ Failure to comply with previous action plans
- ☐ Multiple faculty concern forms completed within one semester
- ☐ Other: \_\_\_\_\_

Please provide a detailed description of incident or problem, including dates, times, and locations when possible.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

### Outcomes

Student is referred to:

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

### **Clinical and Professional Behaviors**

Specific change required: \_\_\_\_\_

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

Date of student counseling session: \_\_\_\_\_

### **Additional Professional Behaviors Outcomes**

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

Form Completed By:

\_\_\_\_\_  
Faculty Name (printed)

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

### Student Acknowledgement

Input: \_\_\_\_\_

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## Student Acknowledgement

- ☐ I acknowledge that I have been advised of my faculty member's concerns over my performance.
- ☐ I have been counseled on the clinical and/or professional behavior change that is required for successful completion of this course and I agree to proposed plan.
- ☐ I understand that I am in danger of failing the course from an academic or clinical point of view.

Student Name (printed)

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Student Signature

Date

***Mercer County Community College***  
***Division Health Professions***  
***Nursing Program***

**Appendix S: Nursing Student Standards of Conduct**

**Purpose:** In order to support an atmosphere of growth and facilitate meaningful learning activities, the faculty has approved these Standards of Conduct which outlines student expectations of behavior. All students must adhere to the MCCC Student Code of Conduct. However, additional Standards of Conduct apply to students in professional programs in which highest standards of honesty, integrity and competence are demanded. This Code does not replace professional judgement and is not all inclusive. It is a framework for understanding and guiding acceptable behaviors. It is expected that every student adheres to these guidelines and maintains professional conduct in all academic and clinical settings.

**Procedure:**

1. Any action by students indicating dishonesty or lack of integrity in professional matters is considered a violation of professional ethics.
2. Respectful and professional language is to be used when interacting with faculty, staff, peers, patients, and others.
3. Civil, polite, reasonable, and respectful behaviors are to be exercised in all professional, academic, and therapeutic relationships. Disagreements should be handled directly with the other party and reported to an appropriate third party if mediation is necessary.
4. Student prohibited behaviors towards any MCCC faculty, MCCC staff, clinical facility staff, or student include but is not limited to:
  - a. Creating or contributing to an unsafe and/or unhealthy learning environment; demonstrating behaviors that interfere with the learning of other students and the conduct of class.
  - b. Malicious, aggravated, injurious, intimidating, or threatening behaviors.
  - c. Demonstrating an injurious, offensive, demeaning, intimidating, threatening, belittling, coercing, disrupting, and/or abusive disposition.
  - d. Harassment or any behavior that creates a hostile or intimidating environment in which verbal or physical contact, because of its severity or persistence, is likely to significantly interfere with an individual's work or education. This includes sexual harassment through physical contact, verbalizations, gestures, electronic or non-electronic media, and illustrations/graphics.
  - e. The use of physical force or violence to restrict the freedom of action or movement of another person.
  - f. Physical behavior or verbal expressions that involve an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college sponsored activities.
  - g. Inflammatory speech intended as a personal insult to the listener and/or abusive language, inherently likely to provoke a violent reaction in the listener.



5. Student prohibited behaviors towards any patient or client include but is not limited to:
  - a. Abusing, neglecting, or abandoning a patient in need of care.
  - b. Discriminating on the basis of diagnosis, race, religious creed, color, national origin, age, disability, gender and/or sexual identity in the rendering of nursing care.
  - c. Engaging in activity that could constitute fraud or forgery, such as falsification of documentation or students misrepresenting themselves to clients or staff.
  - d. Acting in a manner that could or do compromise patient safety; including those that are malicious, careless, or risky.
  - e. Engaging in romantic, sexual, or other non-professional relationships with patients under any circumstances. The giving and receiving of gifts between students and patients is prohibited.
6. Students are expected to be on time and attend all classes, labs, and clinical experiences. Habitual tardiness demonstrates a lack of commitment to the educational process and is grounds for disciplinary procedures.
7. Recording of theory class or other learning activities are at the discretion of the instructor. Students may only use recordings for personal study and may not post recordings to the internet in any fashion.
8. Maintain a neat and professional appearance during all clinical experiences, consistent with program uniform or dress code. Meticulous personal hygiene is essential.
9. Students are expected to adhere to the academic integrity policy. All work is expected to be original or properly attributed.
10. Cheating or disclosing the contents of an examination before, during or after its administration is a violation of academic integrity.
11. Students are expected to be respectful of all school facilities and property. It is the responsibility of everyone to ensure that facilities are well maintained and that property is not abused or stolen.
12. No equipment or supplies may be removed from the college or clinical settings by students without the explicit permission of faculty. Diverting of supplies, equipment, or drugs for personal or unauthorized use is prohibited.
13. A student who realizes that s/he has made a clinical error is obligated to report the situation to their instructor immediately.
14. Students may not perform acts beyond the scope of practice of a student clinician. Students may not assume duties and responsibilities within the practice that the student has not been prepared or trained for.
15. Students may not act as a witness for any consent form. Students may not transact any business for patients.
16. Patient privacy rights are protected by federal law. Materials containing patient identifiers must not be removed from any clinical setting. Any computer generated materials or protected health information must be placed in a secure disposal or shredder box prior to the student leaving the clinical unit. Information about patients and/or their circumstances should not appear on public forums, such as social media sites.
17. While the college respects the free speech rights of students, patient privacy must be the highest priority. Even de-identified information posted in a social media forum may be recognized by patients, their families, or college clinical partners.

18. Students may not take still pictures, videos, or audio recordings of patients or clients. Any pictures taken of students, faculty, and/or clinical staff may not include information identifying the clinical facility, staff, and/or patients, e.g. name badges, facility signs, logos, etc.
19. Student may not engage in non-approved use of cell phone or other electronic device in clinical area. Cell phone and electronic device use during lecture and lab is at the discretion of the instructor.
20. Students are strongly encouraged to consider how their internet presence on social networks, professional networks, public comment sections on web pages, etc. can reflect on their professional careers.
21. Students may use only their own access codes, passwords, login codes, keys, and facility access cards. Students may not access clinical documentation systems of clinical facilities outside the scope of their student nursing responsibilities.
22. Students may not make visits of a personal nature while in Mercer County Community College nursing clinical uniform.
23. Use of chewing gum and tobacco is prohibited at all clinical sites. This includes chewable tobacco products, snuff, and smoking by inhaling, exhaling, burning or carrying any lighted cigarettes, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes.
24. Faculty, staff, or students who observe a violation of this code in any fashion should complete a Faculty Concern Form and submit it to the Director of Nursing Education.
25. The Director of Nursing Education will review the violation to determine whether the violation warrants further review. All violations will be investigated and if substantiated, will result in a written student action plan.
26. A report of student misconduct with regard to these standards may also initiate a grievance process that could lead to student dismissal from the health professions program. Violations of federal, state and local laws may be applicable and would be reported to law enforcement as appropriate.
27. These standards shall not diminish or remove the applicability of college wide policies on student behavior.

Effective Date: January 17, 2017

Approved by:

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

Elizabeth A. Mizerek, MSN, RN  
Director of Nursing Education

## **Appendix T: American Nurses Association Standards of Practice**

The Standards of Practice describe a competent level of nursing care as demonstrated by the nursing process, a model of critical thinking that encompasses significant actions taken by all registered nurses and forms the foundation of their decision-making.

1.     **Assessment**  
The registered nurse collects comprehensive data pertinent to the healthcare consumer's health and/or the situation.
2.     **Diagnosis**  
The registered nurse analyzes the assessment data to determine the diagnoses or the issues.
3.     **Outcomes Identification**  
The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
4.     **Planning**  
The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.
5.     **Implementation**  
The registered nurse implements the identified plan.

### **5A Coordination of Care**

The registered nurse coordinates care delivery.

### **5B Health Teaching and Health Promotion**

The registered nurse employs strategies to promote health and a safe environment.

### **5C Consultation**

The graduate-level prepared specialty nurse or advanced practice registered nurse provides consultation to influence the identified plan, enhance the abilities of others, and effect change.

### **5D Prescriptive Authority and Treatment**

The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.

6.     **Evaluation**  
The registered nurse evaluates progress toward attainment of outcomes.

**MERCER COUNTY COMMUNITY COLLEGE**

**DIVISION OF HEALTH PROFESSIONS**

**Acknowledgement of Receipt of the Nursing Program Student Handbook**

I hereby acknowledge I have reviewed a copy of the Nursing Program Student Handbook. By signing below I acknowledge that it is my responsibility to read and be familiar with the information contained in the handbook. I understand and hereby agree to comply with all the policies contained in the handbook and any subsequent revision. I understand that the Nursing Program reserves the right to modify or revoke any or all policies and procedures in whole or in part at any time, with or without notice, solely and at its discretion.

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

NAME\_\_\_\_\_

**PLEASE PRINT**

SIGNATURE\_\_\_\_\_

DATE\_\_\_\_\_

**MERCER COUNTY COMMUNITY COLLEGE  
DIVISION HEALTH PROFESSIONS**

**Nursing Program**

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

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

NAME\_\_\_\_\_

**PLEASE PRINT**

SIGNATURE\_\_\_\_\_

DATE\_\_\_\_\_