



NURSING PROGRAM HANDBOOK

SPRING 2014

Greetings!

Welcome to the spring 2014 semester! This Nursing Program Handbook provides vital information regarding information about your upcoming semester in the nursing program. It also includes policies and procedures for students in the program.

All nursing students are held accountable to the program requirements 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 signed form certifies that you have read, understand and agree with all information and nursing program policies presented in the handbook. ***These forms are to be signed and returned to the Course Coordinator by the first day of classes.*** (See Receipt of Student Handbook policy in Appendix)

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

Sincerely,

Donna M. Penn

Donna M. Penn, RN, MSN, CNE
Acting 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 college's nursing program is accredited by the New Jersey Board of Nursing, 124 Halsey Street, 6th 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) 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. This publication is neither a contract nor an offer to make a contract. The Nursing Program Handbook contains 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 new Nursing Program Handbook becomes effective on the first day of the new semester. Students will be notified via their MercerMail student email account and the nursing program website if there are changes to program policies applicable to all students regardless of date of admission. This publication contains information valid as of January 21, 2014. For updated information, visit the MCCC Nursing Program website at www.mccc.edu/nursing.

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

MISSION STATEMENT

The Nursing Program at Mercer County Community College welcomes students from a wide variety of backgrounds, abilities, interests, levels of education and economic circumstances to a challenging and supportive educational environment. Nursing is a profession that holistically promotes and maintains optimal health and respect for human dignity. The program is designed to provide an educational framework, based on the principle of life-long learning and clinical reasoning. Students develop knowledge, skills and attitudes, related to patient-centered care, teamwork and collaboration, evidenced-based practice, quality improvement, safety, informatics, communication and professionalism.

We foster our students' ability to begin their professional nursing journey through the delivery of quality innovative education. The faculty believes that we must prepare graduate nurses to demonstrate the knowledge, skills and attitudes required to function in our current healthcare environment. The faculty functions as facilitators of learning, encouraging students to be inquisitive and accountable for their successful learning outcomes. We are committed to student success, promotion of ongoing learning, and believe a caring supportive learning environment is essential to that outcome.

PHILOSOPHY AND PURPOSE OF THE ASSOCIATE DEGREE PROGRAM IN NURSING

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

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

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

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

The nursing faculty is guided by the National League for Nursing Educational Competencies for Associate Degree Nursing Programs (2010) as the basis for preparing the nurse generalist to meet changing healthcare needs. By incorporating these core components and the NCLEX RN Test Plan (2013), the nursing faculty facilitates clinical competence, safe practice, professionalism, critical thinking-clinical judgment, and effective communication as the student progresses through the program.

Our nursing curriculum promotes self-directed learning and flexibility while maintaining student accountability in determining individual course selection. The nursing faculty believes that learning can best take place in an atmosphere that provides qualified faculty, appropriate facilities and resources, carefully selected patient assignments, challenging learning situations and positive interactions between students and faculty. The program emphasizes student-centered learning. Faculty and student learners share accountability for assessment and evaluation of learning. Evaluation of learning and graduate performance facilitates continuous improvement of the nursing curriculum. Within this type of learning environment faculty function as learning facilitators, encouraging students to be accountable

for their successful learning outcomes. Faculty create a supportive environment that stimulates curiosity, creativity, and growth while fostering feelings of mutual respect, worth and dignity. The nursing faculty believe that the role of program graduates is to assist individual patients of all ages and backgrounds throughout the lifecycle to maintain optimum health, to prevent illness and to deliver nursing care by assessing, planning, implementing, evaluating, and thereby making nursing judgments based on evidence-based practice. These graduates will be able to manage human responses to health problems through the use of the nursing process in collaboration with health care providers in various care settings. Faculty believe that program graduates will accept responsibility for formal and informal continuing education to maintain and develop the practice of nursing throughout their careers.

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. Function within the provisions of the Nurse Practice Act while maintaining the Code of Ethics and accepting responsibility for self-growth and life-long learning.
2. Assess the patient's health status in a comprehensive and holistic manner.
3. Analyze, synthesize and evaluate patient-related data to develop and implement individualized patient care and teaching plans.
4. Provide safe physical and psychological care to each patient incorporating documented Best Practices to formulate clinical judgments and management decisions.
5. Evaluate the achievement of patient outcomes.
6. Incorporate within nursing practice advocacy for patient's rights, taking into consideration cultural diversity, socioeconomic and political forces.
7. Collaborate with others to respond to the needs of individuals, families, and groups across the health-illness continuum.
8. Use effective verbal and written communication skills, incorporating lifespan considerations.
9. Manage health care for the individual using cost effective nursing strategies, quality improvement processes and current technologies.

Program Outcomes

1. Each class of graduates will pass the NCLEX-RN and meet or exceed the national pass rate as published in the NCSBN NCLEX-RN Program Reports.
2. Matriculated students will maintain a 80% graduation rate within six semesters.
3. 80% of program graduates will be employed within 1 year of passing the NCLEX-RN.
4. 50% of program graduates will begin baccalaureate or higher level nursing education within 1 year of graduation.
5. 90% of students will report program satisfaction of a 4 or higher (on a scale of 1 to 5).
6. 90% of graduates will demonstrate satisfactory nursing practice to their employers reflecting student learning outcomes.

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

Revised: 7/04, 7/05, 11/06, 11/07, 5/08, 6/09, 5/10, 10/10, 5/11, 6/12, 12/12

Nursing Program Concepts:

Accountability: The acceptance of responsibility for the outcomes of care as a result of the actions or inactions of self or others within the context of delegation.

Cellular Regulation: The process that controls the series of events by which a cell goes through a cell cycle.

Coping: The individual's response to one or more stressors and their attempt to restore homeostasis. (Pearson, pg. 1794)

Elimination: The process of and ability to rid the body of waste.

Immunity: The body's natural reaction to infection.

Intracranial Regulation: the ability of the cranial contents (brain, blood, cerebral spinal fluid) to maintain normal intracranial pressure.

Metabolism: All physical and chemical processes that convert or use energy.

Mobility: Making the most of the patient's ability to use his/her musculoskeletal system.

Oxygenation: The means by which the body is able to supply oxygen to all cells of the body.

Perfusion: The process by which oxygen and nutrition are supplied to cells and tissues in the body.

Pharmacotherapeutics: The use of medicine and its effects to treat and promote improved health and wellness.

Self: One's sense of being that distinguishes them from others.

Sensory Perception: The purposeful organization and translation of stimuli into meaningful information.

Stress: The body's reaction to any stimulus in the environment that demands change or disrupts homeostasis. (Pearson, pg. 1794)

Tissue Integrity: Includes integumentary, mucous membrane, corneal and subcutaneous tissues, unbroken by wounds.

Integrated Concepts:

In addition, the MCCC Nursing Program has identified the following concepts as integrated into all professional phase nursing courses:

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

Clinical Decision Making: The use of critical reasoning that involves interpretation, analysis, inferences, explanation and evaluation.

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

Communication: Communication is a process of exchanging ideas, information and feelings.

Diversity: Unique variations among and between individuals, as well as those defined by genetics and cultural background, but are refined by experience and personal choice.

Evidence Based Practice: The practice of health care in which the health care provider uses the most current and valid research findings as the basis for clinical decisions.

Family: Individuals who are joined together by bonds of emotional closeness, sharing and support.

Fluid & Electrolytes: Maintenance of homeostasis (fluid balance) in the body in relation to electrolyte values.

Grief: The total response to the emotional experience related to loss. (Pearson, pg. 601)

Leadership: A process whereby a person with clear vision and knowledge inspires others to work together toward goal achievement.

Loss: An actual or potential situation in which something that is valued is altered or no longer available. (Pearson, pg. 600)

Nursing Informatics: The processing of health and biomedical information through the acquisition, storage, and retrieval of such data.

Pharmacotherapeutics: The use of medicine and their effects to treat and promote improved health and wellness.

Professional Behaviors: Actions that define the practice of nursing whereby the nurse will act professionally, gain knowledge, maintain competence, work well as a team member, show compassion, reflect a positive attitude, and maintain integrity of self and the nursing profession.

Quality Improvement: Organized process of planning and implementing ongoing methods aimed at providing safe, effective, patient-centered care that is timely, efficient and benefits all equally.

Safety: Protection from harm or injury. The goal of the caregiver is to create an environment in which one is able to provide safe patient care.

Self: One's sense of being that distinguishes them from others.

LEGAL REQUIREMENTS FOR LICENSURE

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;"

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

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.

The graduate will be required to provide information or answer the following questions:

1. Submit a valid social security number.
2. Provide proof of US citizenship and 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 laws may be discussed in confidence with the **Director of Nursing Education**. Applicants may, if they prefer, call anonymously to discuss their situation with the **Director**. The full application and detailed information can be found at http://www.nj.gov/lps/ca/nursing/nurse_app.pdf.

ACADEMIC REQUIREMENTS/INFORMATION

Courses Required in the Program

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

BIO 103:	Anatomy & Physiology I (3/3)
BIO 104:	Anatomy & Physiology II (3/3)
BIO 201:	Microbiology (3/3)
CHE 107:	General & Physiologic Chemistry (3/2)
ENG 101:	English Composition I (3/0)
ENG 102:	English Composition II (3/0)
MAT 135/ 140/200:	Intermediate Algebra with Applications (4/0); Applied College Algebra (4/0); or Statistics (3/0)
PSY 101:	Introductory Psychology (3/0)
***	*General Education Electives – 3 credits from Social Science AND
***	*3 credits from any Historical Perspective, Diversity and Global Perspective, Visual & Performing Arts, Foreign Language, Interdisciplinary General Education, Humanities or Philosophy
HPE110/HPE111	Concepts of Health & Fitness (1/2) or Living with Health (3/0)
NRS 110:	Fundamentals Concepts of Nursing (3/2/6)
NRS120:	Alterations in Health I (3/3/14)
NRS121:	Alterations in Health II (3/3/14)
NRS122:	Mental Health Nursing (3/0/9)
NRS220:	Alterations in Health III (3/3/14)
NRS221:	Alterations in Health IV (3/3/14)
NRS222:	Maternal/Family Nursing (3/0/9)
NRS230:	Alterations in Health V (3/3/14)
NRS231:	Alterations in Health VI (3/3/14)
NRS240:	Transition to Practice (3/0/25)

* Check with Nursing Advisor regarding electives.

Graduation Requirements

Note: A grade of C or better is required in all courses. A cumulative GPA of 2.0 is required for graduation.

It is the student's responsibility to check the College catalog regarding requirements for graduation to assure completion of appropriate courses. Should there be any question regarding acceptability of coursework, the student should consult with the Director of Nursing Education or nursing advisor. By the time of registration for the final semester, **all** required courses should be on the transcript or final semester schedule.

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

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

2013 NCLEX-RN Test Plan ®

Each student will receive a copy of the 2013 NCLEX-RN Test Plan® upon entering NRS110.

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 following sections described 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 NCLEX-RN Test Plan.®

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 can be found at www.ncsbn.org.

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. To make this verification, consult with the Assistant Registrar, Student Records Office, approximately one month after the start of your first semester, or as appropriate.

Description of Nursing Courses for Associate Degree

NRS110 Fundamental Concepts of Nursing

6 credits

This 15-week course is an introduction to the fundamental concepts and knowledge needed to meet the basic needs of all patients. The nursing process is used as a framework for care delivery as well as concepts from the social, psychological and physical sciences. Includes clinical experiences in area health care agencies.

3 lecture/2 college laboratory/6 clinical hours

NRS 120 Alterations in Health I

3 credits

This five-week course presents a continuation of the concepts of oxygenation and perfusion, emphasizing the concepts of oxygenation and perfusion across the lifespan. The student will continue to develop critical thinking and clinical judgment skills when caring for the adult and pediatric patient who experiences alterations in oxygenation and perfusion. Includes selected clinical experiences in area health care agencies.

3 lecture/3 college laboratory/14 clinical hours

NRS121 Alterations in Health II

3 credits

This five-week course presents a continuation of the concepts of metabolism, mobility and/or tissue integrity, emphasizing the concepts of metabolism, mobility and tissue integrity across the lifespan. The student will continue to develop critical thinking and clinical judgment skills when caring for the adult and pediatric patient who experiences alterations in metabolism, mobility and tissue integrity. Includes selected clinical experiences in area health care agencies.

3 lecture/3 college laboratory/14 clinical hours

NRS122 Concepts of Mental Health Nursing

2 credits

This five-week course presents a continuation of the concepts of mental health, emphasizing the concepts of mental health across the lifespan. The student will continue to develop critical thinking and clinical judgment skills when caring for the adult and pediatric patient who experiences alterations in mental health. Includes selected clinical experiences in area mental health care facilities.

3 lecture/9 clinical hours

NRS220 Alterations in Health III

3 credits

This five-week course presents a continuation of the concepts of metabolism and cellular regulation, emphasizing the concepts of metabolism, and cellular regulation across the lifespan. The student will continue to develop critical thinking and clinical judgment skills when caring for the adult and pediatric patient who experiences alterations in metabolism and cellular regulation. Includes selected clinical experiences in area health care agencies.

3 lecture/3 college laboratory/14 clinical hours

NRS221 Alterations in Health IV

3 credits

This five-week course presents a continuation of the concepts of mobility and safety, emphasizing the concepts of mobility and safety across the lifespan. The student will continue to develop critical thinking and clinical judgment skills when caring for the adult and pediatric patient who experiences alterations in mobility and safety. Includes selected clinical experiences in area health care agencies.

3 lecture/3 college laboratory/14 clinical hours

NRS222 Maternal/Family Nursing

2 credits

This five-week course presents a continuation of the concepts of maternal/family nursing, emphasizing the concepts of maternal/family nursing across the lifespan. The student will continue to develop critical thinking and clinical judgment skills when caring for the adult and pediatric patient who experiences alterations in mobility and safety. Includes selected clinical experiences in area health care agencies.

3 lecture/9 clinical hours

NRS230 Alterations in Health V

3 credits

This five-week course presents a continuation of the concepts of elimination, oxygenation and perfusion, emphasizing the concepts of elimination, oxygenation and perfusion across the lifespan. The student will continue to develop critical thinking and clinical judgment skills when caring for the adult and pediatric patient who experiences alterations in elimination, oxygenation and perfusion. Includes selected clinical experiences in area health care agencies.

3 lecture/3 college laboratory/14 clinical hours

NRS231 Alterations in Health VI

3 credits

This five-week course presents a continuation of the concepts of safety, intracranial regulation, sensory perception and tissue integrity emphasizing the concepts of safety, intracranial regulation, sensory perception and tissue integrity across the lifespan. The student will continue to develop critical thinking and clinical judgment skills when caring for the adult and pediatric patient who experiences alterations in safety, intracranial regulation, sensory perception and tissue integrity. Includes selected clinical experiences in area health care agencies and simulations.

3 lecture/3 college laboratory/14 clinical hours

NRS240 Transition to Practice

4 credits

This five-week course prepares the student to enter the workforce with an emphasis on strategies for professional practice and career development. In a weekly seminar setting, students will actively participate in presenting select topics in leadership theory. Through a precepted clinical experience, time management and coordination of care principles and concepts are integrated in planning for the care of patients in selected clinical settings within the area health care facilities.

3 lecture/125 clinical hours

LPN-RN Advance Placement Option

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

The LPN-RN advanced placement option offers licensed practical nurses (LPNs) the opportunity to gain experiential credit for their LPN license, waive NRS101 and NRS102 and receive credit for Fundamental Concepts of Nursing (NRS 110) upon successful completion of their first semester of professional nursing courses. Applicants must possess a high school diploma (or equivalent), have graduated from an accredited LPN school, possess a valid New Jersey LPN license and complete all the prerequisite course requirements for the nursing curriculum.

Admission to the professional phase of the program requires a minimum GPA of 2.5 and a passing score of 80% or higher on the HESI Admission Assessment Exam. Six credits are given for Fundamental Concepts of Nursing (NRS 110). The student is then able to apply to Alterations in Health I (NRS 120), Alterations in Health II (NRS 121), or Concepts of Mental Health Nursing (NRS 122) to gain acceptance into second level courses. Admission to this option is on a space-available basis and ranked by GPA. Students must earn a minimum grade of C in all required courses to graduate. Candidates will be considered for admission based on an admission rubric.

Program Learning Activities

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

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

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

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

Clinical assignments will be determined by the clinical instructor. Questions regarding clinical assignments should be directed to the clinical instructor.

It is the responsibility of the student to ensure faculty and the nursing office are provided with current contact information.

Preparation for clinical will be reviewed by the course coordinator and/or the clinical instructor at the orientation session. Students are expected to come to clinical with evidence of prior preparation. **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 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 Action Plan Policy)

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

For nursing tests, no dictionaries or reference materials are to be used. ***Only the scantron forms will be scored and will determine the final grade for the test.***

An overall grade average of 76% or better is recommended on the tests.

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

Please see full Exam Proctoring policy in the Appendix.

The nursing curriculum is structured so that you are actively involved in your learning. If you are having difficulty with the lecture materials, seek help from the classroom instructor; for

clinical problems, seek a meeting with the clinical instructor. The student may choose to meet with the course coordinator or 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 a letter of concern from their course coordinator. Students will be required to meet with their Course Coordinator prior to the next exam. Please see full Letter of Concern in the Appendix.

6. **Elsevier Evolve Online Resources:** (Evolve case students, practice tests, Sim Chart, HESI assessment exams [including admissions, specialty and exit exams])

In accordance with current best practice literature on NCLEX-RN 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, in your tuition 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

Health Records

(see Required Student Documents policy in the Appendix)

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

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

2. A signed "**Notice of Declination**" must be included with the PE Form if you choose not to have the Hepatitis B vaccine and you are not immune.
3. **The Mantoux test (PPD) (tuberculosis)** must be repeated **annually**: proof of testing, including the date of the retest and the results must be submitted to the nursing program office. *If the anniversary date occurs during the semester, the student must have the test done prior to the start of that semester. Those individuals who have a positive Mantoux test must submit a copy of their chest x-ray report. This report is valid for two years. As an update is due each year, in the interim year a statement from the health care provider indicating that he/she has been examined and "there is no evidence of pulmonary disease" is required.*

4. All students entering the nursing program will be required to complete a drug screening and submit a copy of the lab results to the Nursing Program office. **Any student who receives a positive drug screening will not be allowed to continue in the nursing program.** Any student who does not submit the required lab results to the Nursing Program office by the deadline will not be allowed to participate in clinical.
5. All students are required to be vaccinated for influenza (flu) and provide proof to the Nursing Program office by the deadline. Progressing students will be required to update their flu shot each year when the new vaccine is available. Students will need to provide proof of the updated vaccination no later than October 1st each year. Flu vaccines are available September to April of the next calendar year.
6. **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 to the nursing program office Thursday, two (2) weeks prior to classes beginning. Any student who does not will be unable to begin their scheduled courses until all documents are received. Students will be marked absent every scheduled day missed. Students will receive written notification of expired health records, liability insurance and CPR. Please see full Attendance Policy in the Appendix regarding absences.**

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, should present a physician/nurse practitioner note certifying the student's ability to **resume full clinical activities**. The presentation of the note does not assure access to the clinical area.

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

Health Insurance/Injury Accident Insurance

All students are expected to carry health insurance. Proof of current health insurance coverage is to be provided to the nursing office at the beginning of each semester.

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 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

Marsh Affinity Group Services
1440 Renaissance Drive
Park Ridge, IL 60068
Toll-free: 1-800-621-3008, ext 245
Cotterell, Mitchell & Fifer, Inc.
151 William Street
N.Y., N.Y. 10038
Toll-free: 1-800-221-4904

These agencies have been providing professional liability insurance for a number of years. **You will need to provide proof of liability to the Nursing Program office prior to the current course orientation.**

Cardio-Pulmonary Resuscitation (CPR)

(see Required Student Documents policy in the Appendix)

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

Cellphones

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

Protocol for Exams

- All books and personal items are to be placed in the front of the room.
- Cellphones to be turned off (not to 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.
- Calculators will be provided for student use during exams. These must be returned at the time the exam is completed.
- Any student requiring special accommodations for testing are to notify the Course Coordinator at the beginning of each new course. 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 216{570-3525 (stinsona@mccc.edu) for information regarding support services.

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

NURSING PROGRAM POLICIES

Academic Integrity

Mercer County Community College is committed to Academic Integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work, and that faculty members will take reasonable precautions to prevent the opportunity for academic dishonesty.

The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:

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

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

3. **Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.**
 - submitting a paper of other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.
 - using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately.
 - presenting another individual's work as one's own.
 - submitting the same paper or academic assignment to another class without the permission of the instructor.

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

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

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

Consequences for Violations of Academic Integrity

For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation, including dismissal from the program. In all cases, the instructor shall notify the Chairperson of the Academic Standards Committee (ASC) of the violation and the penalty imposed.

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

Appeals 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.

Student Issues/Concerns

All nursing students are required to follow proper procedures when addressing concerns or issues they may have. Please see the “Student Issues” policy in the appendix.

Attendance

1. **Students in nursing courses are required to attend all lecture, college laboratory and clinical laboratory sessions.** Attendance records will be maintained.
2. Please see the full Attendance Policy in the appendix.
3. Official college closings or delayed openings are announced on local radio stations, the college radio station WWFM, 89.1, through M-Alert and Mercer County Community College TV Channel 23. It is the student's responsibility to listen and act accordingly. Notices of emergency closings are also announced on the college website at www.mccc.edu. 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, 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.

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

1. A final grade of "C" (76% - 77.99%) or better in each nursing course is necessary to progress to the next nursing course and to graduate. See each course outline for specific information on grade calculation for that course 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 evaluated as “met” by the end of the clinical session. Please refer to the Clinical Laboratory performance Evaluation forms (long and short version) in each respective course outline for details.

Failure to receive the grade of “met” 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. Late assignments will begin being graded at 76%. If submitted beyond a week late, students will receive a “0” grade.

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.

Statement Concerning Student Action Plans

If a student is placed on a action plan during the course of the nursing program, this action plan will remain in effect until completion of the nursing program. See full Student Action Plan Policy in the appendix.

Student Issues

Any student who has an issue or wishes to appeal an academic or administrative decision of the nursing program must follow the steps outlined in the “Student Issue Policy”. Please see full policy in the Appendix. The student is to use the Student Issues and Concerns Report form (in the Appendix) to document the issues.

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 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. If the student is dissatisfied with the outcome of this step, they proceed to Step 4.

STEP 4

The student must now follow the grade appeal policy as outlined in the MCCC Student Handbook. Should a student prefer not to meet with the Director of Nursing and/or Dean of Math, Science and Health Professions (Steps 2 & 3), the student is required to follow the Grade Appeal Policy as outlined in the Student Handbook.

Grade Appeal (See MCCC Student Calendar / Handbook)

Appeal of academic grade or decision received during the semester:

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 procedure for appealing a course grade, academic action, or decision includes the following steps:

Initial Steps with Instructor

1. The student must make an appointment and meet with the instructor involved to discuss the action. The students must bring any relevant material such as a course outline, original copies of papers, lab reports, themes and examination grades.
2. If the student is unable to resolve the issue with the instructor, the student should make an appointment to discuss the matter with the student advocate in the division from which the class was offered. The student advocate will attempt to resolve the matter.
3. If the student is unable to resolve the issue with the instructor and student advocate, the student must write a formal appeal statement on a Grade Appeal Form describing the exact nature of the appeal. Grade Appeal Forms can be found in each Academic Division Office.

4. These forms must be filled out and submitted to the division dean or chairperson of the academic department within 30 working days of the end of the semester or session in which the grade was assigned. In extraordinary cases, extensions may be granted by a division dean or chairperson an academic department. Accompanying the Grade Appeal Form will be any relevant material to support the appeal.
5. If some relevant materials have not been returned to the student by the instructor, it is the student's responsibility to request that the instructor give the student a copy of the material. If the instructor is unwilling to give the student the material, the student should contact the student advocate, division dean or department chairperson to obtain the material.

Division Dean Review

6. If the grading instructor is still employed by the college, the division dean's/chair's authority is limited to reviewing the case and advising the instructor that a grade change may be in order. If the instructor is no longer employed, the division dean/chair may designate another full-time faculty member in the discipline to act on the appeal. If the division dean/chair acts personally on behalf of a previously employed instructor, any resulting grade change is subject to review by the Academic Integrity Committee and approval by the Vice President for Academic Affairs.
7. The division dean/chair or the dean's designee shall act on each appeal as quickly as possible, acknowledging receipt of the appeal to both the student and the instructor. Acknowledging the appeal should occur within 10 working days of its receipt, and a written decision should be provided to the student within 20 working days of the appeal's receipt. This written decision will be forwarded to the chairperson of the Academic Integrity Committee.

Academic Integrity Committee Review

8. If the student is not satisfied with the action of the division dean/chair and still wished to pursue the matter, the student must make an appointment to discuss the action with the chairperson of the Academic Integrity Committee within 7 working days of receipt of notification. The college Information Center, the Student Records Office, or any academic division office will provide information about contacting the Academic Integrity Committee chairperson.
9. After talking to the student, the instructor and the division dean/chair or the dean's designee and receiving all relevant material from the case, the Academic Integrity Committee chairperson will consult with at least three members of the committee in a preliminary hearing to determine whether the case warrants a full hearing with the student and instructor present. The chairperson will notify the student and instructor, in writing, whether or not the committee will hold a full hearing.

Grade Appeal Full Hearing

10. If the hearing is to take place, all parties involved will be notified at least 10 working days in advance. In this notification, the student and instructor are

advised of the rules and procedures for the hearing. The 10-day notification period may be waived by the student if a faster hearing is desired.

11. As soon as the student, instructor, the material witnesses, and at least three full-time faculty members who serve as the jury are present at the hearing site, the Academic Integrity Chairperson begins the proceedings and
 - a. explains the chosen method to record the hearing.
 - b. orally reviews the procedures for the hearing and subsequent appeals.
 - c. introduces the student and instructor as well as members of the subcommittee/jury.
12. The student then presents the case including all relevant material in the appeal. All evidence must be related only to this appeal, or it will not be allowed. The instructor is then invited to respond to the student's case. The subcommittee/jury may ask questions of each of the parties involved and may request additional material at any time during the hearing.
13. Once both of the parties have had the opportunity to present their arguments and the subcommittee/jury members are satisfied that they have heard and seen all of the available information, the student and instructor are excused and the sub-committee deliberates to make a decision. The subcommittee may decide to:
 - a. recommend a change to the Vice President for Academic Affairs for final action.
 - b. make no change.

Resolution

14. The subcommittee's/jury's decision will be put in writing by the Academic Integrity Committee chair person and forwarded to the student, the instructor and the Vice President for Academic Affairs. Final action in the case must be taken by the Vice President for Academic Affairs.
15. If not satisfied with the Academic Integrity Committee decision, the student may appeal the action, in a written request, within 7 working days of receipt of notification, directly to the Vice President for Academic Affairs.

Policies Regarding Course Withdrawal/Repeating NRS110/Program Reinstatement/Program Completion

Program Completion

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) semester of the initial start of the first clinical course (NRS110). This 6 semester program completion time frame is inclusive of any course withdrawals, leave of absence and/or course failures. Any student who fails two (2) nursing courses, either the same nursing course twice or a nursing course in each of two different levels (for example NRS120 is one level and NRS220 is a second level), in the professional curriculum will be permanently dismissed from the nursing program.

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

Course Withdrawal

Any student withdrawing or who wishes to file an official “Leave of Absence” (LOA) may do so by obtaining a Leave of Absence form from the college Registrar’s office. Students taking a LOA due to medical reasons must submit copies of medical documentation to the Registrar’s office and have the medical LOA noted on the form. Copies of the approved LOA form and medical documentation, if applicable, must be sent to the nursing program office. Students seeking reinstatement to the nursing program following a medical LOA, must produce a medical clearance, with no restrictions, to the nursing program office upon application for reinstatement. Students on a medical LOA or who withdrew from the nursing program in good standing with documented extenuating circumstances, may apply for reinstatement to the nursing program by the following deadlines:

February 15 for fall readmission consideration
October 1 for spring readmission consideration

Students on LOA due to medical reasons will be ranked first for placement in the next program on a space available basis and will not be subject to complete the steps required for students seeking reinstatement into the nursing program (i.e., HESI exam, mandatory success workshop).

Repeating NRS110 – Fundamental Concepts of Nursing

Students wishing to re-take NRS110 must re-petition for admission. To re-take NRS110, you must satisfy the same admission eligibility requirements as all other students (grades of "C" or higher in all courses, passing score of 80% or higher on HESI Admission exam and overall GPA at least 2.5). It is the responsibility of the student to ensure that all math and science courses fall within the 10 year requirement. **Finally, it is your responsibility to petition to re-take NRS110 by the following deadlines:**

February 15 for September readmission
October 1 for January readmission

Reinstatement Into the Nursing Program

Reinstatement to a nursing course is not guaranteed. Qualified students are readmitted on a space available basis *after* all progressing students are accommodated. Returning students are not guaranteed placement in a nursing course. Selection is based on scores using a criterion-based rubric. Students who fail or withdraw 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 at the end of the unsuccessful (or withdrawn) course. Students must have successfully completed all previous courses before progressing in to the fourth semester.

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 the Nursing Program” policy in the appendix for all steps required in order to qualify for reinstatement.

Students who withdraw from the nursing program, in good standing, due to documented extenuating circumstances (e.g., health issues) will be required to submit a letter of intent to return the following semester to take the course(s) they withdrew from. Students in this category will be ranked first for placement in the next program on a space available basis and will not be required to complete the steps necessary for students seeking reinstatement into the nursing program (i.e., HESI exam, mandatory success workshop).

For students who have been permanently dismissed from the nursing program for multiple course failures or exceeding the required six (6) semesters, but have extenuating circumstances, see the “Readmission Students Dismissed from the Nursing Program” policy in the appendix.

For those students who have been permanently dismissed from the nursing program, a second-chance option is available. See the “Second Chance Nursing Program Option” policy in the appendix.

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.

Health Profession Programs Suspension/Expulsion Policy

POLICY:

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

STATUS:

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

Guidelines for Graded Papers, Reports, Etc.

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

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

American Psychological Association (APA) format must be used for all written work in the nursing program.

I. Quotations

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

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

II. Reference List

This should include all sources used in preparing the paper and all references cited within the paper. Sources should be listed in alphabetical order by the last name of the first author. Further information on style and format for referenced material may be found in **Publication Manual of the American Psychological Association**, available in the Mercer County Community College Library or the materials on APA format available in the MCCC Learning Center. Links for this information are also available on the nursing website at www.mccc.edu/nursing.

Cellphones

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

Recording

Students are to obtain permission from the instructor prior to 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.

Guidelines for Use of the College Laboratory

1. Depending on the times of scheduled labs, open lab hours may be available and such times will be posted on the bulletin board located just outside the door of the lab.
2. Attendance will be taken at all scheduled labs.
3. Students will be oriented to the use of all lab equipment.
4. If needed equipment is not available, ask the professor, teaching assistant or instructor for assistance.
5. Report any broken or malfunctioning equipment to the professor, teaching assistant or instructor immediately so repairs or replacement can be made.
6. Do not remove any materials or equipment from the lab.

7. Always use a headset when listening to AV materials. Return all AV materials to their storage containers.
8. Turn off all equipment after use and return all equipment after use to its proper place. Please keep all laboratory areas neat and orderly.
9. When performing skills for Visual Evaluation, hair should be in a neat and professional style and excessive jewelry removed.
10. Students may not make or receive personal phone calls in the lab. Any emergency call will be taken by the lab instructor.
11. 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 even though he/she may car pool at times.

2. Due to clinical facility availability and lab scheduling, ***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, evening and online hybrid 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.

While completing your final course, NRS240, students are ***required*** to follow the schedule of their assigned preceptor for 5 weeks. ***Final decisions regarding the clinical facility and preceptor assignment are made by the Course Coordinator.*** This schedule could be days, evenings, weekdays, weekends, 12 hr or 8 hr shifts. Students are required to complete a total of 120 hours of clinical in order to meet the objectives of this course. Students need to prepare to be flexible adjusting their personal and work lives to meet the scheduling demands of this course.

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.** Any emergency call will be taken by your instructor. Give the phone number of the nursing office, 609-570-3391, to your family, day care, sitter, etc., for use in an emergency. Include in your directions that the caller should state:

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

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

- e. **Chewing gum is not permitted.**
- f. All agencies in this area are “smoke free.”
- 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.
- 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.

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.

- m. Clinical evaluations are performed at midterm and the end of the course. A clinical failure occurs when the final clinical competency grade is “not met”. 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.

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

THE USE OF THE CLINICAL AGENCY IS A PRIVILEGE.

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

Uniforms/Dress Code

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

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

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

Two white tops

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

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

Uniform fitting will be scheduled prior to the NRS110 orientation. Uniforms for the MCCC Nursing Program are currently provided by Belle Uniform. If a student has any issues or needs to order replacement uniforms, please contact them at (973) 977-9733 or belleuniform@aol.com.

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 ironed.
- 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/or nail polish are not permitted**.
- h. Accessory to the uniform are bandage scissors, penlight, watch with second hand, pen, pencil and notebook. **Always have these items with you**. It is recommended that each student have a stethoscope and a hemostat. A "fanny pack" is not to be worn.
- 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.

Guidelines for appearance where uniforms are not required:

Street clothes are to be tailored, simple, and of a fabric that is unwrinkled, does not lose its shape and is not faded. Chest and abdomen areas are to be covered at all times.

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

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

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

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

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

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

Fanny packs cannot be worn.

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

Hair must be arranged in a neat and professional style, **off the face and collar**. Long hair must be braided, in a pony tail or in a bun at the discretion of the instructor in the clinical setting. No head coverings are to be worn unless for established religious purposes. Established beards and moustaches must be kept clean and neatly trimmed.

Proper undergarments are to be worn.

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

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

Dress Code for Pinning Ceremony

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

- Dark green or white uniform pants
- Clean, white shoes
- Clean uniform top with MCCC emblem
- White hose
- Uniform is to be clean and ironed
- Hair must be arranged in a neat and professional style, off the face and collar
- Post earrings only
- Established beards and moustaches must be clean and neatly trimmed

Student Participation in Governance

Each semester the program asks for volunteers to be student representatives, for their course/ level, to participate in monthly Curriculum Meetings. We ask for 1 volunteer and 1 alternate volunteer from each level. Guidelines for Student Representatives and the reporting form are found in the appendix.

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.

NRS110

1. Attend a mandatory orientation sessions 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 NRS110 orientation for a meet and greet session.
3. LASSI (Learning and Study Strategies Inventory) will be administered.
4. Advisor will schedule an appointment with student to review results of LASSI and implement an academic support plan for the student.
5. Course Coordinator/Faculty will meet with students who receive a grade of 78% or less on a course theory exam to review study and test taking skills.
6. Students who continue to have unsatisfactory academic performance will be notified via the "Letter of Concern", as stated in "Student Notification of Unsatisfactory Academic Progress Policy". Please see full policy in the Appendix.

NRS120 and Beyond

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 a grade of 78% or less on a course theory exam to review study and test taking skills.
3. Students who continue to have unsatisfactory academic performance will be notified via the "Letter of Concern", as stated in "Student Notification of Unsatisfactory Academic Progress Policy". Please see full policy in the Appendix.

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 hours of the Learning Center are:

Fall and Spring Semesters and Summer A & B Sessions	
OPENS	10 a.m., Monday through Thursday and Saturday
CLOSES	5 p.m. Mon. / 7 p.m. Tue. / 8 p.m. Wed. / 5 p.m. Thur. / 2 p.m. Sat.

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

For further information and tutoring schedules, contact the Learning Center at (609) 570-3422.

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.

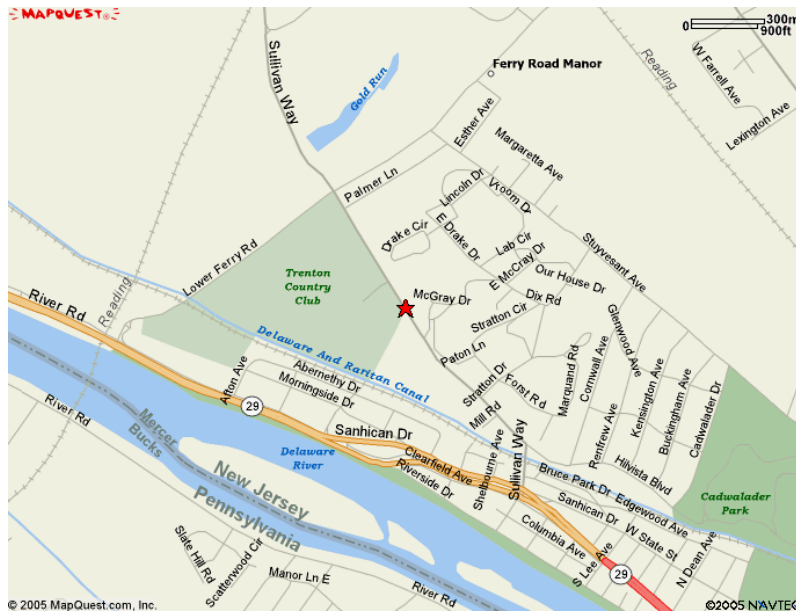
Trenton Psychiatric Hospital
St. Francis Medical Center
Princeton House
University Medical Center of Princeton at Plainsboro
Deborah Heart and Lung Center
Robert Wood Johnson University Hospital at Hamilton
Princeton Care Center
St. Barnabas Medical Center
St. Mary Medical Center

Trenton Psychiatric Hospital Directions

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

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

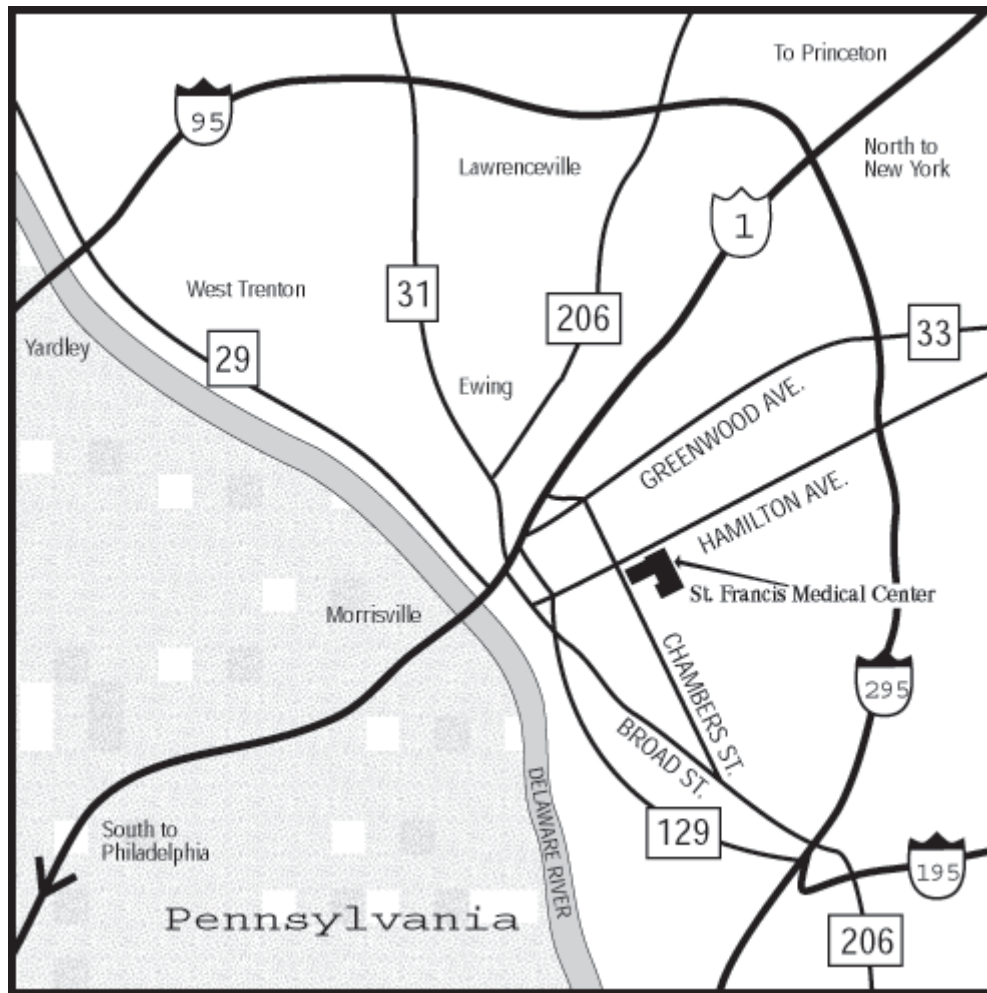
On the first clinical day, your instructor will meet you in the parking lot at Gate #2. You will then be taken to a specific unit. Do not drive around the grounds, you are likely to be stopped by security.



St. Francis Medical Center Directions

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

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



University Medical Center of Princeton at Plainsboro
One Plainsboro Rd.
Plainsboro, NJ 08536

FROM THE SOUTH: Take Route 1 North to Plainsboro Rd. exit. Make a right at the end of the exit onto Plainsboro Rd. and take the jughandle to make a left at the traffic signal onto Punia Blvd., which is part of the hospital campus.

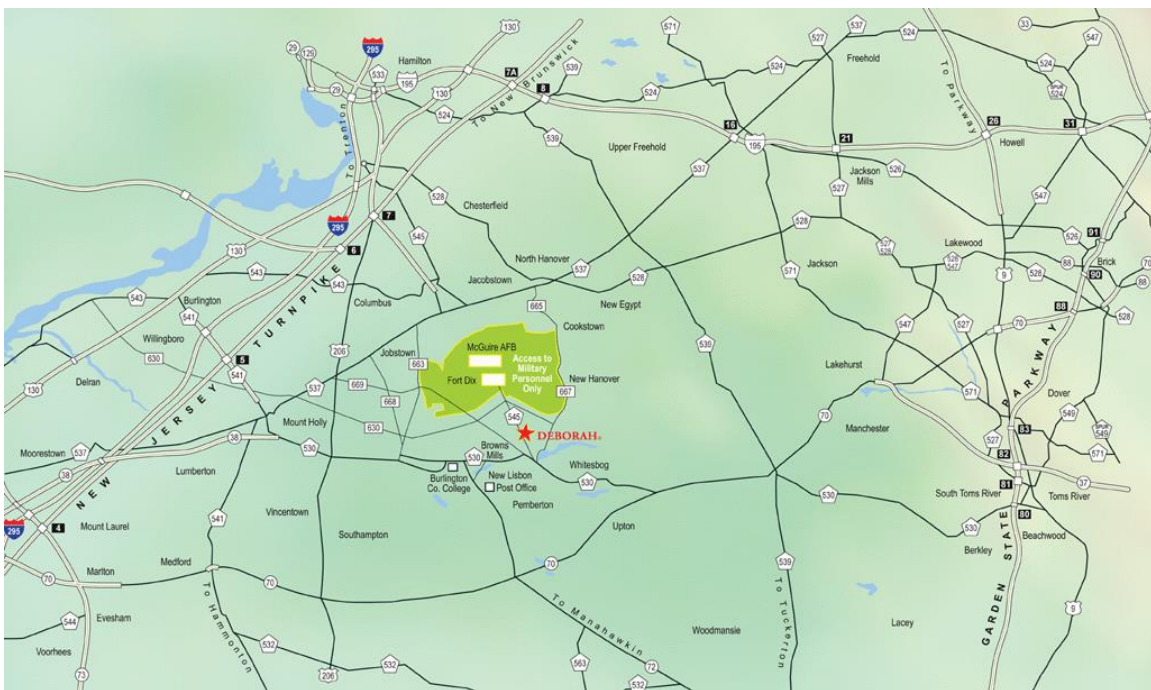
FROM THE NORTH: Take Route 1 South to the Scudders Mill Rd. exit. Take the overpass over Route 1 onto Scudders Mill Rd. Make a right at the traffic signal onto Campus Rd., then right onto Hospital Dr. on the hospital campus.

FROM THE EAST (West Windsor/East Windsor): Take County Route 571/Princeton-Hightstown Rd. Make a left on Clarksville Rd. Follow Clarksville Rd. to Cranbury Rd. Turn left on Cranbury Rd. Make an immediate right onto Millstone Rd. Millstone Rd. becomes Grovers Mill Rd. Take Grovers Mills Rd. to Maple Ave. and make a left. Follow Maple Ave. to Plainsboro Rd. and make a left. Continue toward the left to stay on Plainsboro Rd. The entrance to the hospital is about ½ mile down on the right.

Deborah Heart and Lung Center Directions

From North Jersey–New York

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



Princeton Care Center
728 Bunn Dr.
Princeton, NJ

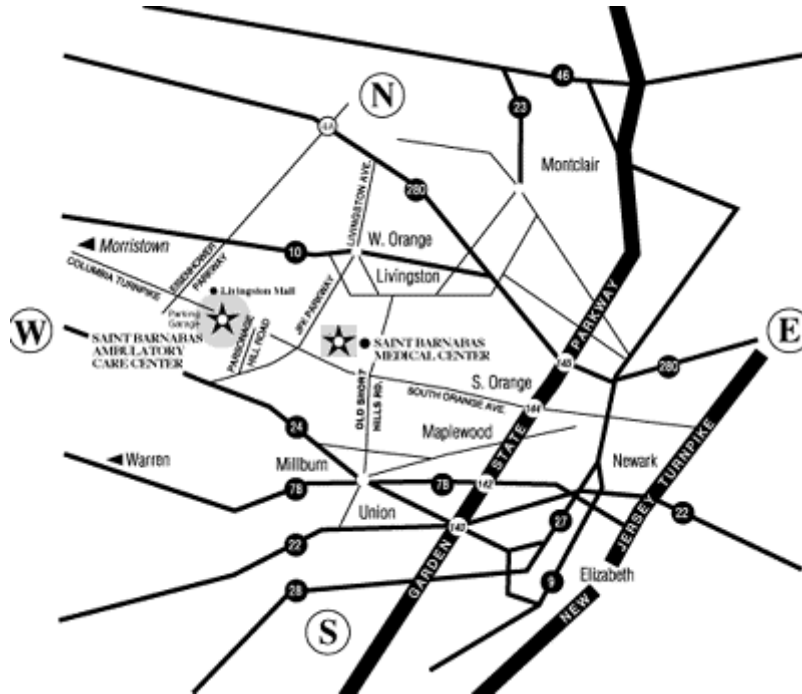
Take Route 1 North and make a right onto Washington Rd./CR-526/CR-570

Follow and make a right onto Nassau St.

Make a left on Harrison St., North. Harrison St. North becomes Bunn Dr.

Facility will be on your left.

St. Barnabas Medical Center
94 Old Short Hills Road, Livingston, N.J.

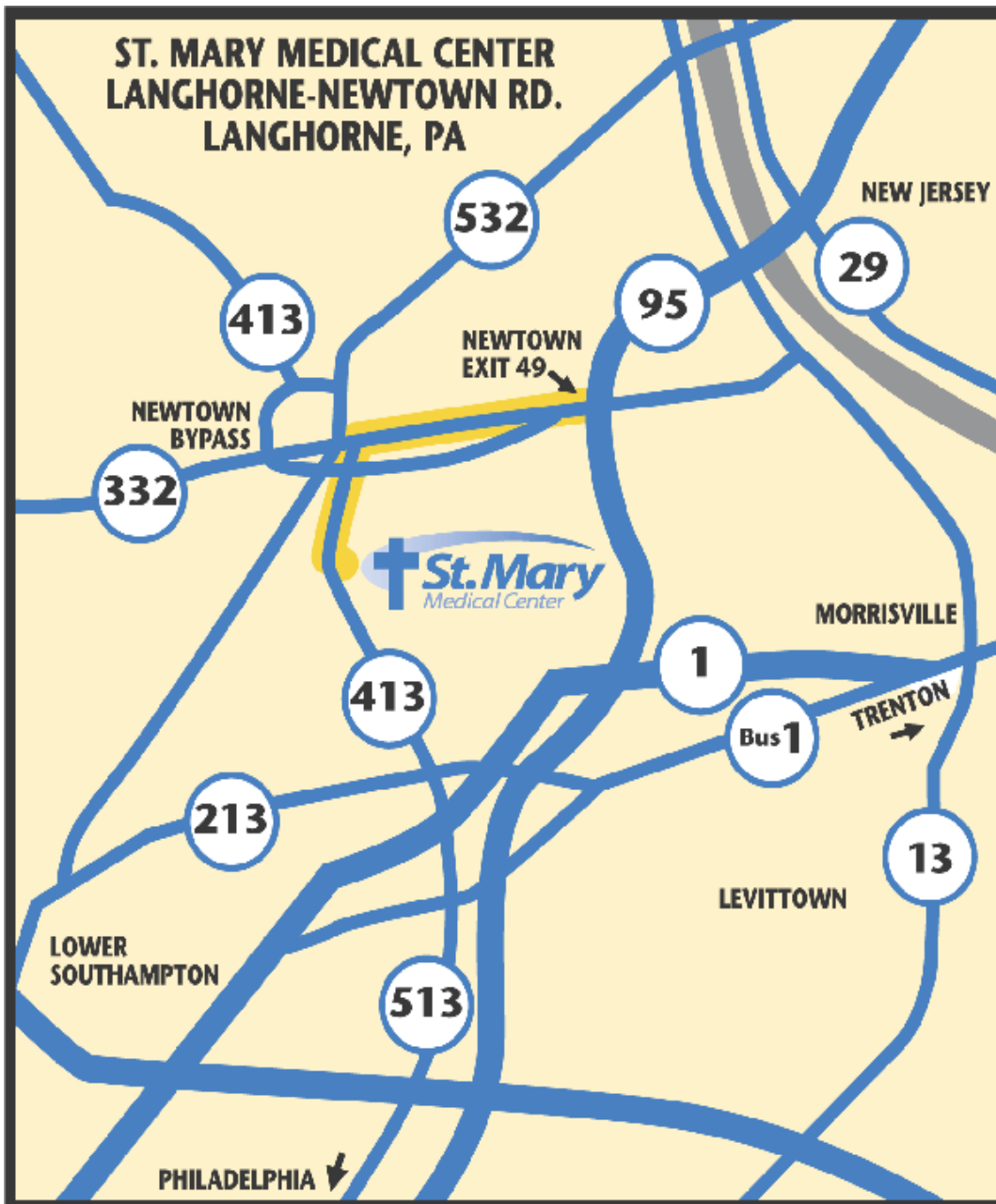


Saint Barnabas Medical Center is conveniently accessible from either South Orange Avenue or Northfield Avenue.

From the Garden State Parkway (North and South): Take exit 145 The Oranges-Route 280 West. From 280 West, take exit 6A Laurel Avenue. From the exit, continue straight on Laurel Avenue (which eventually becomes Shrewsbury Drive, then East Cedar). Saint Barnabas is 3.3 miles from Exit 6A, on the right.

From the New Jersey Turnpike (North and South): Take exit 15W to Route 280 West. Take exit 6A Laurel Avenue, and follow the directions above. Alternately, individuals may wish to exit at Route 78 West, then follow directions as below.

St. Mary Medical Center
Langhorne, PA



Parking:

All parking on the St. Mary campus is complimentary (free). Complimentary valet parking is available at the Main Hospital entrance on Monday through Friday, from 8 a.m. to 6 p.m. and at the Emergency Services entrance 24 hours daily.

From 95 South (New Jersey)

Exit at the Newtown Exit 49. Turn onto Route 332-W and follow until you make a left onto Route 413-S. The Medical Center will be on the left at the second traffic light.

I-295 (NJ)

Take I-295 towards Trenton, which then becomes I-95. Take I-95 South into Pennsylvania to PA exit 49 (Newtown). Turn right onto 332 West and follow until you reach the intersection for 413 South. Turn left onto 413 South and make a left at the second traffic light.

NJ Turnpike

Take I-95/NJ Turnpike South to exit #7A towards Trenton onto I-195 to I-295 north to I-95. Take I-95 South into Pennsylvania to PA exit 49. Turn onto 332 west to 413 south. Turn left on 413 south and make a left at the second traffic light.

US 1 South

US 1 South towards Morrisville/Philadelphia to PA-213 (Maple Avenue) turn left on East Maple Avenue and follow to PA-413. Turn right at the third light.

Burlington-Bristol Bridge

Take PA-413 to the I-95 on-ramp. Take I-95 North towards Trenton to exit 49 Turn left onto 332 West and follow until you reach the intersection for 413 South. Turn left onto 413 South and make a left at the second traffic light.

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

RECEIPT OF STUDENT HANDBOOK POLICY

Purpose: To ensure all students verify receipt of the nursing program handbook, at the start of their initial nursing course.

Procedure:

1. NRS110 Course Coordinator will distribute handbooks to each student beginning NRS110 on the first day of class.
2. NRS110 Course Coordinator will collect signed handbook and code of conduct receipts for each student in their course.
3. Students will be unable to sit for the first course examination if receipts are not received.
4. NRS110 Course Coordinator will submit all completed receipts to the nursing office prior to the first examination date.
5. LPN's entering the program under the advanced placement option will be held to the policies in the handbook distributed the semester of their first professional nursing course. These students will be required to submit signed handbook and code of conduct receipts to their Course Coordinator.

Effective Date: August 1, 2009

Revised Date: June 13, 2011

Approved by:



, Director

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

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:

- A. Theory Hours (Lecture, Scheduled Classes, Seminars or Guest Lectures), Clinical and College Laboratory Hours
1. Students are expected to attend all theory, clinical and college laboratory hours.
 2. A student who is absent from theory for any reason is expected to make up the work on his/her own and will be responsible for the material covered.
 3. Absence of more than 1 day in a 5-week course or 3 days in a 15-week course may result in course dismissal/failure.
 4. Clinical absences for a 12-hour clinical experience is the equivalent to two (2) absences and will be recorded as such.
 6. Failure to meet course objectives in theory, college lab or clinical will result in a failing grade for that course.
 7. It is the responsibility of the student to report all clinical absences to the assigned clinical instructor at least one-half hour prior to scheduled arrival time. Students must also notify their course coordinator of any absences.
 8. Students will not be allowed to make-up any theory, clinical or college lab hours, with the exception of scheduled make-up exams.
- B. Exams, Tests and/or Quizzes
1. Students are expected to attend all tests, exams and quizzes at the scheduled time.
 2. For absences from exams/tests the student is responsible to notify the course coordinator prior to the exam/test. A make-up exam/test may be scheduled and may be of a different format.
 3. Failure to notify the course coordinator of an absence **prior** to a scheduled exam/test, **will** result in a grade of "0" for that exam/test.
 4. Any student missing more than one (1) exam/test/quiz in a course will be automatically referred to the Director.
- C. Program Absences
1. Any more than 4 absences while enrolled in the nursing program may result in dismissal from the program.

D. Lateness

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

Effective Date: August 1, 2006

Revised Date: May 2009, January 2010, May 2011, September 2013

Approved by: *Donna M. Penn*, Acting Director

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

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

Policy:

A	=	97% - 100%
A-	=	93% - 96.99%
B+	=	89% - 92.99%
B	=	85% - 88.99%
B-	=	81% - 84.99%
C+	=	78% - 80.99%
C	=	76% - 77.99%
D	=	61% - 75.99%
F	=	60% or below

S = Satisfactory (comparable to a “C” or higher)

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

Grades will not be rounded.

Effective Date: August 1, 2006

Revised Date: May 20, 2011, April 2013, September 2013

Approved by: *Donna Penn*, Director

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

CALCULATION OF GRADES POLICY

Policy: CALCULATION OF GRADES

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 Angel 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. Any student withdrawing from a nursing course with a failing grade at the time of the withdrawal is considered a failure/attempt at a course.
8. Grade books must be turned into the Nursing Office, along with a copy to the Division Office at the end of each academic semester or session.

Effective Date: February 24, 2009

Revised Date: 5/20/11, 6/20/12, 4/13, 9/13, 1/14

Approved by: ***Donna M. Penn***, Acting Director

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

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.
2. Students may also check the MCCC website (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

Approved by:



, Director

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

REQUIRED STUDENT DOCUMENTS POLCY

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

Procedure:

1. All students entering the nursing program for the first time must submit a completed Physician's Examination Form to the Director of Nursing Education. This examination may be performed by the healthcare provider of the student's choice.
2. Upon entering the nursing program, all students are required to complete a criminal background check, submit a urine drug screen completed within the last month, liability insurance as a registered nurse student and proof of current CPR for Healthcare Provider or Professional Rescuer.
3. All students are required to update their PPD (Mantoux), flu vaccination and liability insurance on an annual basis. All students must provide updated proof of all medical records and other required documents (i.e., CPR and liability insurance) *by the Thursday, two weeks prior to class beginning and these records must be effective for the entire current semester.*
4. After hospitalization, surgery or childbirth, students must submit medical clearance to the clinical instructor and the Director of Nursing Education. This medical clearance must state the students may return to school activities **without restriction.**
5. Any student who fails to provide appropriate documentation, as stated above, will be unable to begin their scheduled course until all required documents are received. Students will be marked absent for every scheduled day missed. Please see the Nursing Program Attendance Policy regarding absences.

Effective Date: August 1, 2009

Revised Date: February 22, 2011; June 20, 2012

Approved by:



, Director

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

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 recording devices are to be turned off and placed with personal items. No jackets, hats, cups or personal items will be allowed at the student's desk 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.

Effective Date: February 24, 2009

Revised Date: January 26, 2010; June 20, 2012

Approved by:



, Director

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

STUDENT ACTION PLAN POLICY

Policy: Student Action Plan

Purpose: To ensure consistency in clinical evaluation of students with previous action plans.

Procedure:

1. Remediation plans remain in effect until completion of the nursing program. If the behaviors are observed in any part of any subsequent nursing course, the student may be dismissed from the program without further warning.
2. When a student is placed on an action plan, the name of that student must be forwarded to the Nursing Office so the information can be recorded in the Student Database.
3. Course Coordinators will receive a list of any student on action plans at the beginning of each semester from the Nursing Office.
4. Course Coordinator will arrange to meet with any student on an action plan at the start of each semester.

Effective Date: May 1, 2010

Revised Date:

Approved by:



, Director

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

LETTER OF CONCERN

Dear _____:

As your current Course Coordinator, I would like to officially notify you of my concern regarding your most recent exam grade.

In order to improve your performance on your next exam, **it is required** that you do the following:

1. Contact me to schedule a meeting within the next week to review the exam.
2. **Any student who does not attend this mandatory meeting will be unable to sit for the next scheduled exam and will receive a grade of “0” for that exam.**
3. Review attached “Suggestions of Ways to Improve Study Skills”.

By making these changes I hope for your success on your next exam.

Sincerely,

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

**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:

Approved by:



, Director

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

STUDENTS REQUIRING ACCOMMODATIONS FOR TESTING POLICY

Purpose: To ensure that students who present a Recommendation for Accommodations Form from the Learning Center, with documented special testing needs, is 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 required to are sign, and each keep a copy, of the Receipt of Accommodations form.
4. Students are responsible for contacting the Academic Testing Center to schedule their testing appointments in accordance with their 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. Testing for these students may be in an alternate format and may be done on a date and time different from the scheduled exam date for the class in order to accommodate the student's needs. Tests are to be completed in accordance with the Nursing Program Test Development policy.

Effective Date: January 1, 2012

Revised Date:

Approved by: *Madeline Gerwase*, Director

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

STUDENT ISSUE POLICY FOR NURSING

Purpose: To ensure proper procedures are followed for a student that reports an issue or concern in a nursing course or a student appealing an academic or administrative decision of the nursing program.

Procedure:

A student who has an issue or appeal of an academic or administrative decision of the nursing program must follow the steps outlined below when attempting to resolve the issue or appeal the decision. 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. If the student is dissatisfied with the outcome of this step, they proceed to Step 4.

STEP 4

The student must now follow the grade appeal policy as outlined in the MCCC Student Handbook. Should a student prefer not to meet with the Director of Nursing and/or Dean of Math, Science and Health Professions (Steps 2 & 3), the student is required to follow the Grade Appeal Policy as outlined in the Student Handbook.

Effective Date: April 1, 2012

Revised Date: January 2014

Approved by:

, Acting Director

MERCER COUNTY COMMUNITY COLLEGE
DIVISION OF MATH, SCIENCE AND HEALTH PROFESSIONS
NURSING EDUCATION PROGRAM

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 Math, Science and Health Professions Meeting

Course Number:

Meeting Date:

Summary of Discussion:

Actions Taken

Dean's Signature: _____

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

REINSTATEMENT TO THE NURSING PROGRAM

Purpose: To provide an equal opportunity for reinstatement to the nursing program, utilizing standardized criteria for qualified students (students not permanently dismissed from the nursing program), in an effort to promote future success in the nursing program.

Procedure:

1. Reinstatement to a nursing course(s) is not guaranteed. Qualified students are reinstated on a space available basis after all progressing students are accommodated. Returning students are not guaranteed placement in a nursing course.
2. Students who fail or withdraw 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 at the end of the unsuccessful (or withdrawn) course. Students must have successfully completed all previous courses before progressing to the fourth semester.
3. Reinstatement to NRS110 requires that the student repetition per current program admission policies and petition deadlines.
4. Students requesting reinstatement to courses other than NRS110, will be required to complete a HESI standardized exam as indicated below. Testing dates/times will be arranged by the Director of Nursing Education and the students will be required to pay a \$27.00 fee to retake the exam.
 - Reinstatement to NRS120, 121, 122 – Fundamentals HESI Version 1
 - Reinstatement to NRS220, 221, 222 – Fundamentals HESI Version 2
 - Reinstatement to NRS230, 231, 240 – Medical Surgical HESI Version 1
5. Reinstatement to the program will be based on total points earned utilizing the re-admission rubric. Points will be assigned to students based on the following:
 - Date began NRS110 for the first time
 - Current Cumulative GPA
 - Number of Previous Nursing Courses Failed
 - HESI score (either Med/Surg or Fundamentals)

Students will be ranked according to the total points received and will fill available seats after all progressing students are accommodated.

6. Any student who is unsuccessful in a nursing course will be required to meet with their nursing advisor to create an academic action plan in order to promote future success in the nursing program. As part of this action plan, students will be required to complete the following in order to be able to repeat the nursing course in which they were unsuccessful or withdrew:
 - Complete *all* HESI exam remediation for *any* HESI exams taken while enrolled in nursing in which the benchmark was not met (Fundamentals 750; all other HESI's 850), by the end of the current semester.
 - Attend one student success workshop offered to reinstatement.
 - Attend two (2) mandatory meetings with their nursing advisor prior to reinstatement

7. 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.

Effective Date: February 1, 2012

Revised Date: July 2013, November 2013, January 2014

Approved by:

, Acting Director

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

**READMISSION FOR STUDENTS DISMISSED FROM THE NURSING
PROGRAM**

Purpose: To provide students who failed or withdrew and were permanently dismissed, who may have extenuating circumstances, a one-time opportunity to be reviewed for possible readmission to the nursing program.

Procedure:

1. Students requesting readmission to the nursing program, who were permanently dismissed will be required to submit a letter of intent to return and repeat the course or courses in which they were unsuccessful or withdrew.
2. Students will be required to write a short essay describing any extenuating circumstances and why they wish to return to the nursing program and continue with their studies. Supporting documentation (i.e., legal documents, medical information) should be included.
3. Extenuating circumstances must have occurred at the time of the 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, acts of nature, etc.
4. At the end of the current semester, for consideration for readmission the next semester, the Director of Nursing Education will review all students who submitted requests for readmission following permanent dismissal, utilizing the criteria below:
 - a. Review essay submitted by student
 - b. Review documentation of extenuating circumstances pertinent to the request
5. The student will be notified, in writing, of the Director's decision.

Effective Date: February 1, 2012

Revised Date: December 10, 2012; December 2013

Approved by: _____, Acting Director

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

SECOND-CHANCE NURSING PROGRAM OPTION

- Purpose:** To enable students who have been permanently 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. Sit out of the nursing program for at least one semester from the permanent dismissal date.
 2. 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:
 - March 1 for fall admission consideration
 - October 15 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.
 3. 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.
 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

Approved by: _____, Acting Director

MERCER COUNTY COMMUNITY COLLEGE
MATH, SCIENCE & HEALTH PROFESSIONS DIVISION
NURSING EDUCATION PROGRAM

GUIDELINES FOR STUDENT REPRESENTATIVES AT CURRICULUM MEETINGS

Each semester the program asks for volunteers to be student representatives, for their course/ level, to participate in monthly Curriculum Meetings. We ask for 1 volunteer and 1 alternate volunteer from each level.

The committee meets the 2nd Tuesday of each month beginning at 2:30 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 (through the Student Representative Reports section of the agenda).

Prior to each meeting, Student Representatives will be emailed the agenda for the upcoming meeting and the Student Information/Issue Reporting form.

Responsibilities of Student Representatives are as follows:

- Participate in the monthly meeting
- Discuss with classmates/level any issues/concerns they have to bring to the meeting
- If you are unable to attend the meeting, attempt to contact the alternate representative for your level to attend in your place or complete the Student Information/Issue Reporting Form and return it to the nursing program office prior to the meeting
- Report at the meeting any issues/concerns from your course/level and/or any questions the representative or their classmates may have
- Participate in the meeting – when asked for student input or opinions on matters we want you to share your feedback for program improvement
- Report back to your classmates/level responses to their issues/concerns and any pertinent information that was presented at the meeting

MERCER COUNTY COMMUNITY COLLEGE
NURSING EDUCATION PROGRAM

STUDENT INFORMATION/ISSUE REPORTING FORM

Student Representative Name: _____

Meeting Date: _____

Information to Report from Class:

Student Issues:

Additional Comments:

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

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:

- A. Immediately following the finalization of grades for NRS110 unit exams or midterm grades for five (5) week courses, each Course Coordinator will provide the Nursing Program Office with a list of students who have scored 78% or less on the exam.
- B. The Course Coordinator then will:
 - 1. Email all students that current exam grades are posted in the online course grade book.
 - 2. Email the Letter of Concern to any student scoring 78% or below on the exam/midterm.
 - 3. Email the Suggestions to Improve Study Skills to any student scoring 78% or below on the exam/midterm.
 - 4. Copy Nursing Program Specialist and Nursing Advisor on all emails.
 - 5. All emails will be sent to the student's Mercer email account.
- C. As stated in the Letter of Concern, the Course Coordinator will:
 - 1. Schedule a meeting with the student within 1 week of receipt of email to review the exam/midterm.
 - 2. Any student who does not attend this mandatory meeting will be unable to sit for the next scheduled exam and will receive a "0" for that exam.
 - 3. Provide documentation of meetings with student's using Remediation Documentation form.
- D. Nursing Program Specialist will print each email with attached forms and place hard copy in student file.

Effective Date: December 20, 2012

Revised Date: August 29, 2013, January 2014

Approved by: _____, Acting Director

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.

STUDENT CONDUCT CODE**Reason for Policy**

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

Policy Statement

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

Prohibited Conduct

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

A. Academic Dishonesty

(See [OMB 210](#).)

B. Alcohol Violations

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

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

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

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

- 1 Actions that impair, interfere with, or obstruct the normal operations of the College and or interfere with the rights of other members of the college community or visitors.
- 2 Actions that impair, interfere with, or obstruct the orderly conduct, processes and

functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his or her class. Actions that may cause disruption in the classroom include, but are not limited to, making or receiving phone calls and the use of text messaging while class is in progress; playing loud audio devices; persistent unapproved lateness; and any other action prohibited under this Code.

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

F. Drugs

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

G. Failure to Comply

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

H. Falsification/Fraud/False Testimony

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

I. Fire and Safety

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

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

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

L. Physical Abuse and Endangerment

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

M. Property/Facilities/Services

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

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

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

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

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

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

Approved: December 21, 2006 Board of Trustees Meeting

MERCER COUNTY COMMUNITY COLLEGE

DIVISION OF MATH, SCIENCE & HEALTH PROFESSIONS

Nursing Program

I have received the Nursing Program Handbook. By signing below I acknowledge that I have read, understand and agree with the handbook as printed.

I am enrolled in NRS_____.

NAME_____

PLEASE PRINT

SIGNATURE_____

DATE_____

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

Nursing Program

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

I am currently enrolled in NRS_____.

NAME_____

PLEASE PRINT

SIGNATURE_____

DATE_____

