



NURSING PROGRAM HANDBOOK

SPRING 2016

Greetings!

Welcome to the Spring 2016 semester! This Nursing Program Handbook provides vital information regarding information about your upcoming semester in the nursing program. It also includes nursing program policies and procedures.

All professional phase nursing students are held accountable to the program requirements, policies and procedures outlined in the current semester's Nursing Program Handbook. All students are required to read the handbook and sign the form located at the end of the handbook. This form certifies that you have been informed of nursing program policies and procedures. It is recommended that all students review, and become familiar with, the information contained in this handbook. ***These forms are to be signed and uploaded into the Complio Record Management System by January 30, 2016.*** (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,

A handwritten signature in blue ink that reads "Donna M. Penn". The signature is written in a cursive style with a large initial 'D'.

Donna M. Penn, RN, MSN, CNE
Director of Nursing Education

Equal Employment Policy

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

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

Nursing Program Accreditation

The MCCC nursing program is accredited by the New Jersey Board of Nursing, 124 Halsey Street, 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. The Nursing Program has stringent requirements for admission and retention that takes priority over the MCCC General Catalog minimum requirements. This publication is reviewed and revised each semester. The current Nursing Program Handbook becomes effective on the first day of the new semester. Students will be notified at orientation sessions and on the nursing program website if there are changes to program policies applicable to all students regardless of date of admission to the nursing program. This publication contains information valid as of January 19, 2016. A copy of the current semesters nursing program handbook can be accessed at www.mccc.edu/nursing.

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

MISSION STATEMENT

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

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

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

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

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

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

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

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

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

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

- **Environment**
The environment concept of nursing comprises all the internal and external factors that act on human beings and affect their behavior and development. This includes psychological, spiritual, social, physical and cultural forces as well as the environment in which nursing care is provided. The idea behind this concept is that the environment influences individual and collective health and that individuals who experience a positive, comfortable nursing environment are more likely to demonstrate good health versus those who receive a level of care that is lacking.
- **Nursing**
Nursing refers to the process of caring for the health of human beings and assisting individuals in meeting their needs while also teaching them the basics of caring for themselves. The responsibilities of the nursing profession are to promote good health, to prevent disease when possible, to promote healing in those who are ill and to ease the suffering of dying patients. The concept of nursing extends beyond the health care facility to the community and society as a whole, and views individual health and the environment as closely related. Nursing is defined as care that is tailored to the needs of individuals and that is provided in an efficient and effective manner.
- **Patient Centered Care**
The nurse will provide holistic patient centered care that identifies and recognizes an individual's preferences, values, and needs to promote human flourishing, by providing compassionate, coordinated, age and culturally appropriate, safe and effective care.
- **Collaboration**
Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- **Clinical Reasoning**
Clinical reasoning is the process of using nursing judgment through the spirit of inquiry to arrive at a decision regarding the prevention, diagnosis, or treatment of a clinical problem
- **Quality Improvement**
The use of criteria and improvement methods to monitor outcomes, design and test changes which lead to the continuous improvement of quality and safety.
- **Leadership**
The process of influencing people through one's professional identity to accomplish goals or to move toward group goal setting and achievement
- **Information Management**
The use of information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Student Learning Outcomes – 15 Week Curriculum

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

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

Student Learning Outcomes – 5 Week Curriculum

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

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

Revised: 7/04, 7/05, 11/06, 11/07, 5/08, 6/09, 5/10, 10/10, 5/11, 6/12, 12/12, 5/15

REQUIREMENTS FOR LICENSURE AS A PROFESSIONAL REGISTERED NURSE

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

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

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

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

The Board of Nursing makes a determination on an individual case basis at the time of application for licensure. Applicants should consider their current lifestyle and personal history before embarking on a course of study in order to insure that, even though successful in completing the nursing program, they are not ineligible for licensure.

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

2016 NCLEX-RN Test Plan ®

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

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

The NCLEX-RN Test Plan® provides a concise summary of the content and scope of the licensing examination. It serves as a guide for examination development, as well as candidate preparation. Each NCLEX-RN® examination is based on the test plan. The NCLEX examination assesses the knowledge, skills and abilities that are essential for the nurse to use in order to meet the needs of clients requiring the promotion, maintenance or restoration of health. The 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 and licensure can be found at www.ncsbn.org.

ACADEMIC REQUIREMENTS/INFORMATION

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

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

Code	Course (lecture/lab hours)	Credits
Semester 1	(Pre Professional) [these are the only courses now required for admission]	
BIO103	Anatomy & Physiology I (3/3)	4
CHE 107	General & Physiological Chemistry (2/1/2)	4
MAT125	Elementary Statistics I (3/0) ¹	3
ENG101	English Composition I (3/0)	3
Semester 2	Professional Phase	
BIO104	Anatomy & Physiology II (3/3)	4
ENG102	English Composition II (3/0) ^{2*}	3
NRS 111	Clinical Reasoning in Nursing Practice (1/0)	1
NRS112	Concepts of Nursing Practice I (3/3/6)	6
	(NRS111 & NRS112 are co-requisites)	
Semester 3		
BIO 201	Microbiology (3/3)	4
PSY 101	Introduction to Psychology (3/0)*	3
NRS 125	Concepts of Nursing Practice II (3/3/12)	8
	(NRS125 pre-requisites: BIO104, NRS111, NRS112)	
Semester 4		
PSY207	Developmental Psychology: Across the Lifespan (3/0) ^{3*}	3
NRS 225	Concepts of Nursing Practice III (3/3/12)	8
	(NRS225 pre-requisites: BIO201, NRS125)	
Semester 5		
NRS235	Concepts of Nursing Practice IV (3/3/12)	8
	(NRS235 pre-requisites: NRS225)	
	General education elective ^{4*}	
	Total Credits	65-66

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

² ENG112 is an acceptable alternative

³ SOC 101 is an acceptable alternative (general education elective)

⁴ PHI 102 or PHI 205 are recommended

*These general education courses can be completed at any time and must be completed prior to graduation

Check with Nursing Advisor regarding electives.

Nursing Program Curriculum – 5 Week Curriculum (effective Fall 2009)

Pre Nursing Phase

Code		Course (lecture/lab/clinical hours)	Credits
BIO	103	Anatomy and Physiology I (3/3)	4
BIO	104	Anatomy and Physiology II (3/3)	4
BIO	201	Microbiology (3/3)	4
CHE	107	General and Physiological Chemistry (3/2)	4
ENG	101	English Composition I (3/0)	3
ENG	102	English Composition II (3/0)	3
MAT	-	Mathematics elective MAT 135 (4 credits), MAT 140 (4 credits), MAT 200 (3 credits).	3-4
PSY	101	Introductory Psychology (3/0)	3
-	-	General education electives (2 courses) Select three credits from the Social Science category and three credits from: Historical Perspective; Diversity and Global Perspective; Visual & Performing Arts; Foreign Language; Interdisciplinary General Education; Humanities; Philosophy.	6
HPE	110	Concepts of Health and Fitness (HPE111 is an acceptable alternative)	2-3
Professional Phase			
NRS	110	Fundamental Concepts of Nursing (3/4/6)	6
NRS	120	Alterations in Health I (3/3/14)	3
NRS	121	Alterations in Health II (3/3/14)	3
NRS	122	Concepts in Mental Health Nursing (3/0/9)	2
NRS	220	Alterations in Health III (3/3/14)	3
NRS	221	Alterations in Health IV (3/3/14)	3
NRS	222	Maternal Family Nursing (3/0/9)	2
NRS	230	Alterations in Health V (3/3/14)	3
NRS	231	Alterations in Health VI (3/3/14)	3
NRS	240	Transition into Practice (3/0/27)	4
Total			68-70

Graduation Requirements

Note: A grade of C+ (77) or better is required as a passing grade for all nursing courses in the 15-week curriculum. A grade of C (76) or better is required as a passing grade for all nursing courses in the 5-week curriculum. MCCC requires a cumulative GPA of 2.0 for graduation.

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

Shortly after the start of the final semester of the nursing program, 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.

Courses Completed at Other Colleges

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

Description of Nursing Courses for Associate Degree

NRS111 Clinical Reasoning in Nursing Practice 1 credit

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

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

NRS112 Concepts of Nursing Practice – I 6 credits

Prerequisites: formal admission to the nursing program.

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

NRS 125 Concepts of Nursing Practice II 8 credits

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

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

NRS 220 Alterations in Health III 3 credits

Prerequisites: NRS 110, NRS 120, NRS 121 with a minimum grade of 76

This five-week course presents the concepts of cellular regulation and metabolism while caring for the patient across the life span. Alterations in endocrine function, digestion, absorption, bowel elimination, and cell growth are examined. Includes selected clinical experiences in area health care agencies. *3 lecture/3 college laboratory/14 clinical hours*

NRS 221 Alterations in Health IV 3 credits

Prerequisites: NRS 110, NRS 120, NRS 121 with a minimum grade of 76

This five-week course presents the concepts of mobility and safety while caring for the patient across the life span, with an emphasis on care for the aging patient. Alterations in neurosensory and central/peripheral nervous systems are also examined. Includes selected clinical experiences in area health care agencies. *3 lecture/3 college laboratory/14 clinical hours*

NRS 222 Concepts of Maternal and Family Nursing 2 credits

Prerequisites: NRS 110, NRS 120, NRS 121 with a minimum grade of 76

This five-week course presents the concepts of maternal/family nursing, emphasizing the needs of the childbearing and child-caring family. Includes selected clinical experiences in area health care agencies. *3 lecture/9 clinical hours*

NRS 230 Alterations in Health V 3 credits

Prerequisites: NRS 110, NRS 120, NRS 121, NRS 122, NRS 220, NRS 221, NRS 222 with a minimum grade of 76

This five-week course is a continuation of the alterations in health conceptual framework with an emphasis on the concepts of elimination, oxygenation, and perfusion. The concepts of shock and multisystem organ failure are also examined. Includes selected clinical experiences in area health care agencies. *3 lecture/3 college laboratory/14 clinical hours*

NRS 231 Alterations in Health VI 3 credits

Prerequisites: NRS 110, NRS 120, NRS 121, NRS 122, NRS 220, NRS 221, NRS 222 with a minimum grade of 76

This five-week course is a continuation of the alterations in health conceptual framework with an emphasis on the concepts of 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*

NRS 240 Transition to Practice

4 credits

Prerequisites: NRS 110, NRS 120, NRS 121, NRS 122, NRS 220, NRS 221, NRS 222, NRS 230, NRS 231 with a minimum grade of 76

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 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 area health care agencies. *3 lecture/135 clinical hours*

Nursing Program Concepts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Safety: Protection from harm or injury.

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

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

Sexuality: Individual expression of sexual behavior.

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

Teaching: A system of activities intended to produce learning.

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

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

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

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

Program Learning Activities

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

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

Clinical assignments are determined by the clinical instructor. Students are expected to adequately prepare to care for assigned patients prior to the clinical experience. 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 or professional standards.**

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

Students are expected to meet program and course objectives through the demonstration of clinical competencies as published in the Clinical Laboratory Performance Evaluation. Each course outline includes the short and long version of the clinical evaluation tool. The long version includes specific clinical performance criteria that students are expected to meet in order to successfully pass the clinical component of the course.

Students who are identified as not meeting clinical competencies or objectives will be placed on a clinical action plan for performance improvement. The action plan will be developed by the clinical instructor and course coordinator (see the Student Action Plan Policy in the appendix).

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

For any nursing theory test, ***only scantron forms are used to record answers***. Test booklets are collected and secured by the instructor. Scantron forms are stored in the nursing office. Only #2 pencils are acceptable for recording on scantron forms. **Scantron forms must be bubbled and completely darkened including full name and 7 digit Mercer student ID number.** The scored scantron forms determine the final grade for the test. Students can review scantron forms for their most current exam(s) in the Nursing office, by appointment only within one (1) week of the exam review. Please contact Stephanie Horner for an appointment. Please see full Exam Review Policy in the Appendix. **Scantrons will not be photocopied or reproduced in any manner.**

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

For all nursing courses, students' grades will be entered in the Blackboard course online gradebook. **No grades will be given via email, fax or telephone.** Grade reports will be distributed to students at the next lecture class session.

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

The nursing curriculum is structured so that you are actively involved in your learning. If you are having difficulty with the lecture materials, seek help from the classroom instructor; for clinical problems, seek a meeting with the clinical instructor. The student may choose to meet with the course coordinator or advisor if further assistance is needed. **If available, a tutor may be able to assist you in your studies. Please contact the Learning Center for availability.**

Students who are achieving less than a 78% average at midterm will receive 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 Student Notification of Unsatisfactory Academic Progress policy in the Appendix.

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

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

SPECIAL REQUIREMENTS FOR THE NURSING PROGRAM

Health Records

(see Required Student Documents policy in the Appendix)

1. **Physical Exam form (PE):** Upon acceptance to the nursing program for the first time, students must submit a completed Physician's Examination Form that includes documentation of tuberculin skin testing (PPD initial 2 step), tetanus vaccinations (within 10 years), and required lab reports (see below) through the Complio system. This physical examination may be performed by the healthcare provider of the student's choice within one year of date of admission. The drug screen must be completed through Complio and completed within 30 days of date of submission.
 - Required lab reports: (electronic copies of these reports are required to be submitted through Complio)
 - i. Complete blood count (CBC)
 - ii. Urinalysis
 - iii. 10-Panel Urine drug screen (within 30 days of date of submission)
 - iv. Titers for Rubella, Rubeola, Varicella and Hepatitis B
 - v. QuantiFERON-TB® , if applicable

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

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

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

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

Student Injury/Illness

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

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

Health Insurance/Injury Accident Insurance Requirement

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

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

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

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

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

Liability Insurance

(see Required Student Documents policy in the Appendix)

All students are required to purchase individual liability coverage. **Coverage must be for RN student.** Contact your own insurance agent or you may contact one of the following:

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

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

These agencies have been providing professional liability insurance for a number of years. **You will need to provide proof of liability by the policy expiration date annually.**

Cardio-Pulmonary Resuscitation (CPR)

(see Required Student Documents policy in the Appendix)

All students are required to present evidence to the nursing education office of current CPR certification upon entry into the program. The American Heart Association CPR for The Health Care Provider or American Red Cross Basic Life Support for Health Care Providers is acceptable. CPR certification is awarded for 2 years. If the certification expires while still enrolled in the nursing program, students are required to re-certify by the expiration date on the card but, the certification must be current for the entire academic semester as per the Required Student Documents policy.

NURSING PROGRAM POLICIES

Academic Integrity

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

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

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

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

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

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

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

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

Consequences for Violations of Academic Integrity

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

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

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

Grading Policy

1. A final grade of "C+" (77% - 79.99%) or better in each nursing course in the 15-week curriculum is necessary to progress to the next nursing course and to graduate. A final grade of C (76%) or better in each nursing course in the 5-week curriculum is necessary to progress to the next nursing course and to graduate. See each course outline for specific information on grade calculation for that course and the full program grading policy in the appendix.

General considerations for grading in all nursing courses:

- a. All clinical competencies listed on the Clinical Laboratory Performance Evaluation must be 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 77% for the 15-week curriculum and 76% for the 5-week curriculum. If submitted beyond a week late, students will receive a “0” grade.
- c. There is no rounding of grades in the nursing program.

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

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

Student Action Plans

If a student is placed on an 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.

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. Students are not to use cell phones to audio or video record instructors without first obtaining instructor permission.

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.
- Students may use a simple function calculator during exams.
- No additional web browsers are to be opened during any web-based exams.

Students Requiring Special Testing Accommodations

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

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

Student Issue Policy

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

STEP 1

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

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

STEP 2

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

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

STEP 3

The student must make an appointment to see the Dean of 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.

Grade Appeal Policy (See MCCC Student Calendar / Handbook)

www.mccc.edu/PDF/handbook.pdf

Appeal of academic grade or academic 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 Program Completion/ Course Withdrawal/Repeating Courses /Program Reinstatement/

Nursing Program Completion Policy

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

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

Nursing Program Dismissal Policy

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

- Unsuccessful in the same professional phase nursing course twice.
- Unsuccessful in one nursing course in each of two different levels of the program for the nursing curriculum prior to Fall 2015.
 - Level 1 – NRS110
 - Level 2 – NRS120, 121, 122
 - Level 3 – NRS220, 221, 222
 - Level 4 – NRS230, 231, 240
- Unsuccessful in one nursing course in each of two different levels of the program for the nursing curriculum beginning fall 2015.
 - Level 1 – NRS111 and NRS112
 - Level 2 – NRS125
 - Level 3 – NRS225
 - Level 4 – NRS235

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

Course Withdrawal/Leave of Absence

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

- Students withdrawing for medical reasons should file an official “Leave of Absence (LOA)” form, which can be obtained from the College Registrar’s office. Students taking an LOA due to medical reasons must submit copies of the medical documentation to the Registrar’s office and have the medical LOA noted on the form. A copy should also be submitted to the Nursing Program office.
- Students who choose to withdraw from a nursing course and have a failing average at the time of withdrawal, will be required to follow the Reinstatement to the Nursing Program policy.
- Students who withdraw from NRS112 will be required to re-petition for admission (if within six semesters of starting their first clinical nursing course) in accordance with all current admission requirements and petition requirements of the program, at the time of re-petition. These requirements are on the nursing program website under the Admissions Information link
- Students are required to withdraw from a course by the course withdrawal date, which is posted by the college.
- Any requests for course withdrawal after the posted course withdrawal date must be approved by the division dean and/or college registrar.

Reinstatement Into the Nursing Program

- **For students who are unsuccessful in a nursing course or withdrew failing, reinstatement to a nursing course is not guaranteed.** Qualified students are readmitted on a space available basis *after* all progressing students are accommodated. Returning students are not guaranteed placement in a nursing course. Placement is based on scores using a criterion-based rubric. A copy of the rubric is located in the appendix. Students who were unsuccessful or who withdrew failing from a nursing course must submit a letter of intent to return the following semester to repeat the course in which they were unsuccessful or withdrew. This letter must be submitted at the end of the unsuccessful (or withdrawn) semester. Students must have successfully completed all previous courses before progressing to the fourth semester.
- Students must successfully complete the course or courses in which there were unsuccessful before progressing to the next semester or level of nursing courses. Students are not permitted to “double up” with any professional phase 5-week curriculum courses.
- All students returning to any course in the nursing program will be held to the current policies/standards in effect at the time of their return.
- Students who are unsuccessful in NRS112 may be offered a seat the following semester if they meet the current the admission requirements and space is available. GPA will be used to rank any students wishing to return the following semester if space is available. If there is no space available in the next semester’s offering of NRS112, the student will be required to re-petition for admission in accordance with current admission requirements.
- See full “Reinstatement to a Nursing Course” policy in the appendix for all steps required in order to qualify for reinstatement.

Readmission to the Nursing Program After Dismissal

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

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

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

Health Profession Programs Suspension/Expulsion Policy

POLICY:

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

STATUS:

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

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** and put away while in lecture, lab or clinical. Ringing or vibrations 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 audio recording any lecture, lab, or clinical session. If the instructor grants permission to record the class session, the recording is not to be posted on any public or social media domain and is for **individual student use only**. Exam review sessions are not to be recorded under any circumstances. Student violation of this policy is subject to disciplinary action.

Guidelines for Use of the College Laboratory

1. Depending on the times of scheduled labs, open lab hours may be available and such times will be posted on the bulletin board located just outside the door of the lab.
2. 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. Two absences will be recorded when a student is absent from a 12-hour clinical rotation.

4. Conduct in Clinical

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

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

- c. You are not permitted to visit any patient in the hospital while in uniform nor should you go to any area of the hospital, other than your assigned unit, unless you have special permission from your instructor.
- d. Telephones in the hospital are not for personal use. **Students do not make or receive telephone calls while on the unit.** Students are not to use mobile devices for personal reasons during clinical. Any emergency call will be taken by your instructor. Give the

phone number of the nursing office, 609-570-3391, to your family, day care, sitter, etc., for use in an emergency. Include in your directions that the caller should state:

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

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

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

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

Advise your instructor immediately of the incident and ensure that an injury report is prepared. A copy of this form can be obtained in the nursing office. Submit a completed copy of the injury report to the nursing office. Keep the original for your records.

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

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

- n. Clinical evaluations are performed 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 or program dismissal.**

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

THE USE OF THE CLINICAL AGENCY IS A PRIVILEGE.

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

Uniforms/Dress Code

All students are required to wear their college ID badge while on campus and in the clinical agency.

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

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

- Two white tops
- Two unipants (white, forest green, or one of each color)
- White lab coat
- Name pin
- White uniform shoes (no open-backed shoes)
- Nursing program emblem patch

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

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

Guidelines for appearance while in uniform:

- a. Name pin, Mercer ID and required agency ID are worn at all times.

- b. Uniforms, white nursing shoes, hose and shoelaces should be clean at all times.
- c. Regulation school uniform must be worn. Uniform must be clean and pressed.
- d. Hair must be arranged in a neat and professional style, **off the face and collar**. Long hair must be braided, in a pony-tail or in a bun at the discretion of the instructor in the clinical setting. No head coverings are to be worn unless for established religious purposes.
- e. **No jewelry may be worn** except a wedding band and/or plain studs in pierced ears.
- f. A light amount of make-up may be worn. Heavy eye make-up and/or cologne are not permitted.
- g. Nails should not extend beyond the fingertips, **artificial nails and/or nail polish are not permitted**.
- h. Accessories to the uniform are stethoscope, blood pressure cuff, bandage scissors, penlight, watch with second hand, pen, pencil and notebook. **Always have these items with you**. It is recommended that each student have a stethoscope and a hemostat. A "fanny pack" is not to be worn.
- i. A dressing room or locker space is not provided by the agency; therefore, students are advised not to bring valuables, including pocketbooks and reference books.
- j. Proper undergarments are to be worn.

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 End of Program Pinning Ceremony

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

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

Student Participation in Nursing Program Meetings

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

Nursing Program Academic Support Policy

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

NRS112

1. Attend a mandatory orientation session which includes orientation to course and faculty, nursing program policies, grading policy, classroom, lab and clinical expectations, course resources, students support services and library resources.
2. Nursing Program Administration, Faculty and Staff will attend the NRS112 orientation for 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 course average of 78% or below at midterm (mid-semester) 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.

NRS125 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 course average of 78% or below following finalization of midterm exam grades 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
- Nursing tutoring
- E-tutoring

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

LOCATION OF CLINICAL AGENCIES AND PARKING

Parking facilities at the various clinical agencies are limited and areas closest to the entrance of the hospital are usually reserved for patients and visitors. Therefore, you are requested to park in specific areas as designated by the agency.

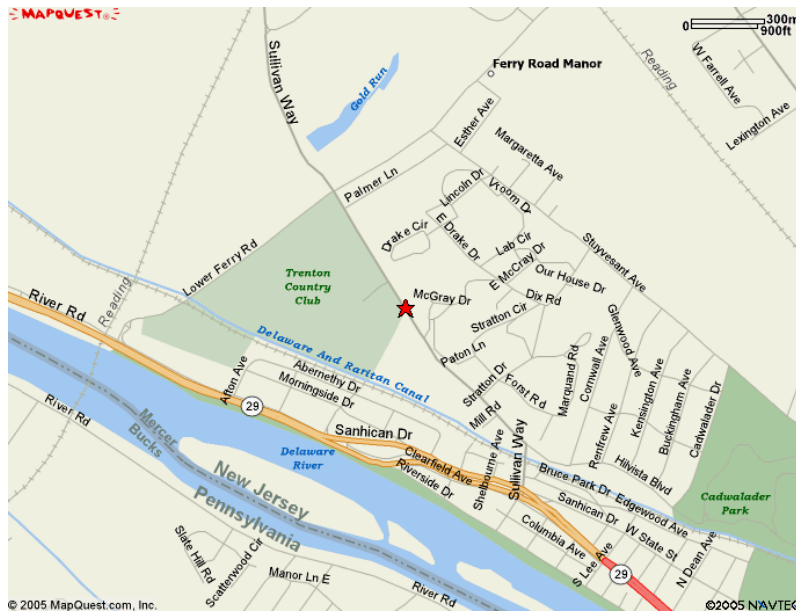
Trenton Psychiatric Hospital
St. Francis Medical Center
Princeton House
University Medical Center of Princeton at Plainsboro
Deborah Heart and Lung Center
Robert Wood Johnson University Hospital at Hamilton
Princeton Care Center
St. Barnabas Medical Center
St. Mary Medical Center
Hamilton Continuing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

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.

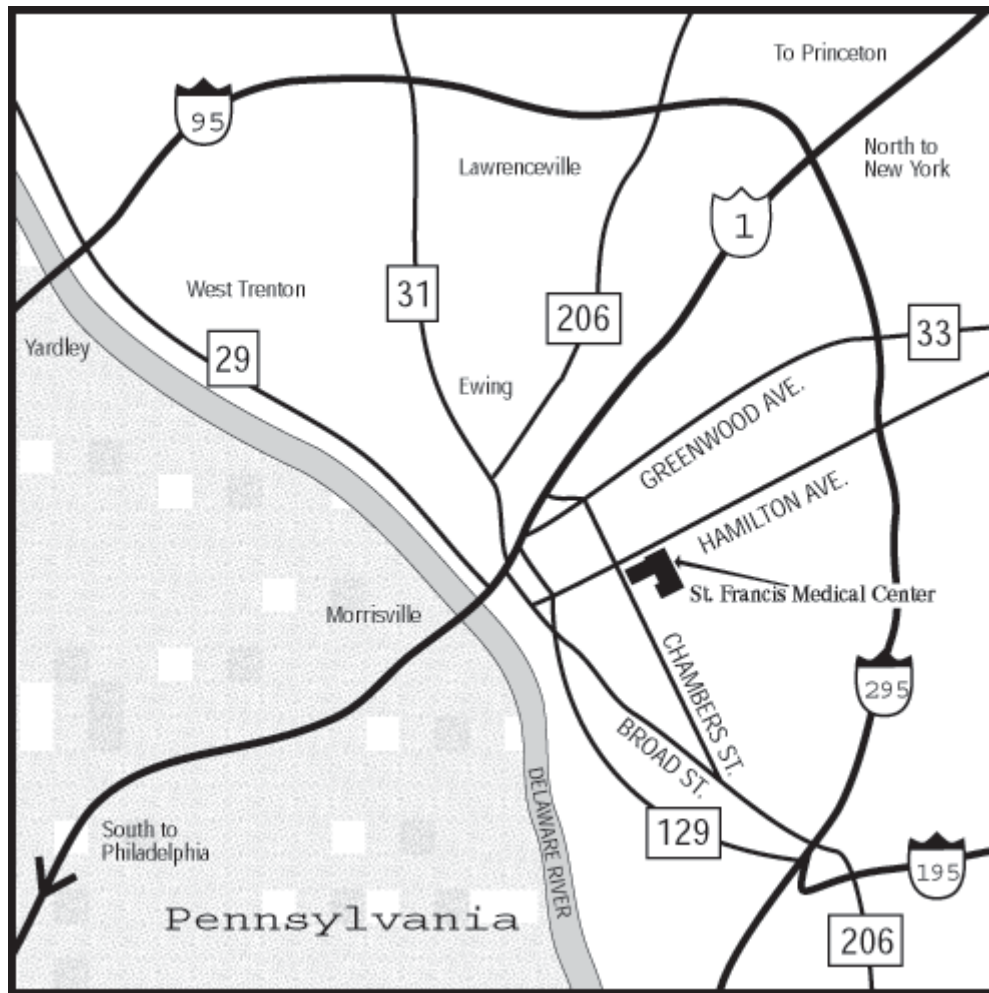
On the first clinical day, your instructor will meet you in the parking lot at Gate #2. You will then be taken to a specific unit. Do not drive around the grounds, you are likely to be stopped by security.



St. Francis Medical Center Directions

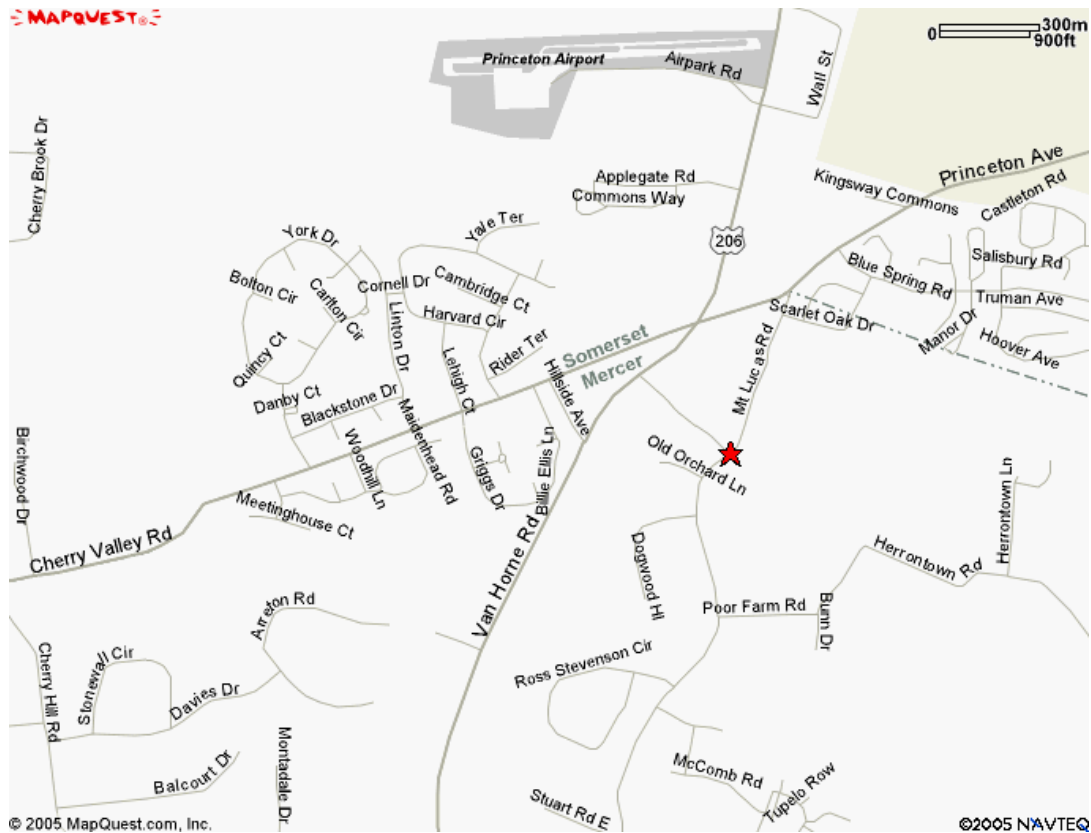
FROM 295 NORTH: Take 295 North to Exit 60 for Route 129 North to Trenton. Turn right at Hamilton Ave. (3rd traffic light). Follow Hamilton Ave. to the intersection of Hamilton Ave. and Chambers St. Hospital will be on your right. Turn right onto Chambers St. and entrance to parking garage will be on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



Princeton House Directions

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



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.

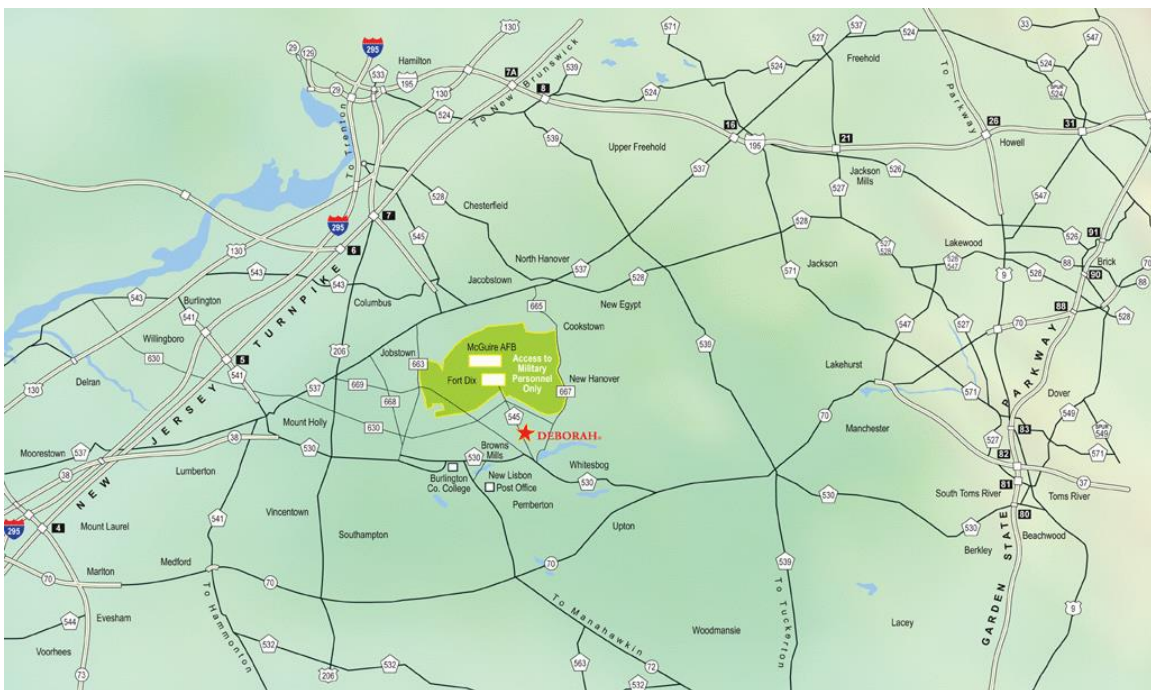
FROM THE NORTH: Take Route 1 South to the Scudders Mill Rd. exit. Take the overpass over Route 1 onto Scudders Mill Rd. Make a right at the traffic signal onto Campus Rd., then right onto Hospital Dr. on the hospital campus.

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

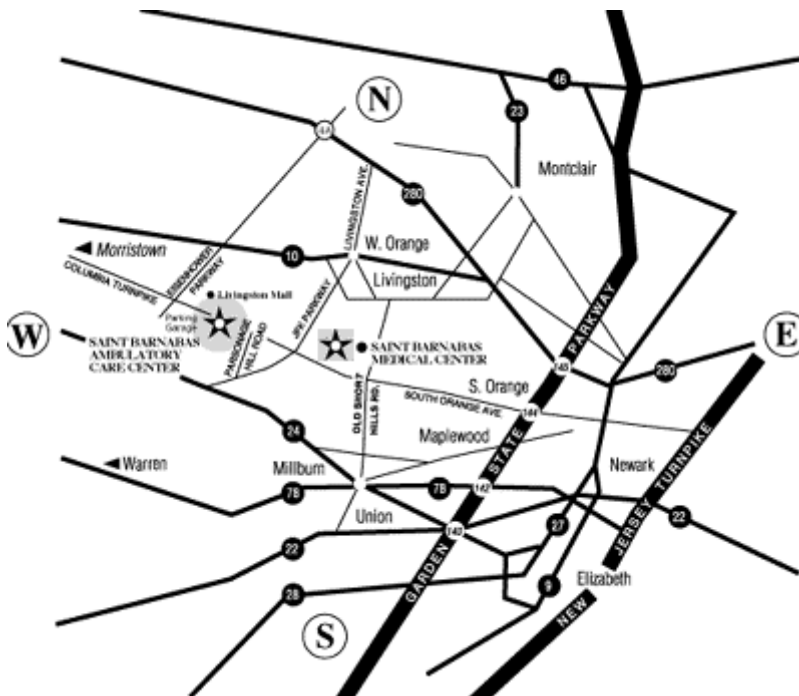
Take Route 1 North and make a right onto Washington Rd./CR-526/CR-570

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. Students must park in the 800 Lot in the back ONLY.

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

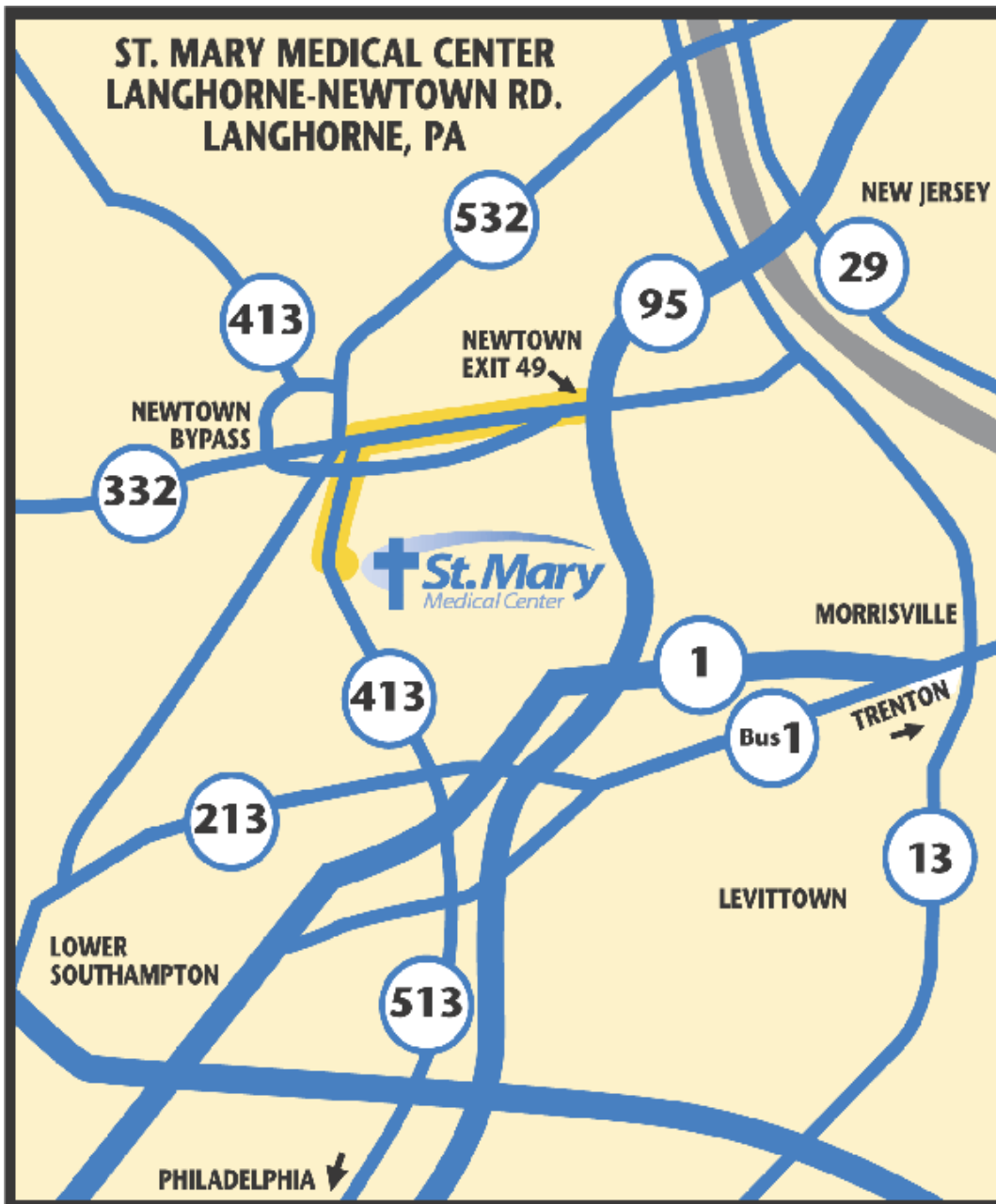


Saint Barnabas Medical Center is conveniently accessible from either South Orange Avenue or Northfield Avenue.

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.

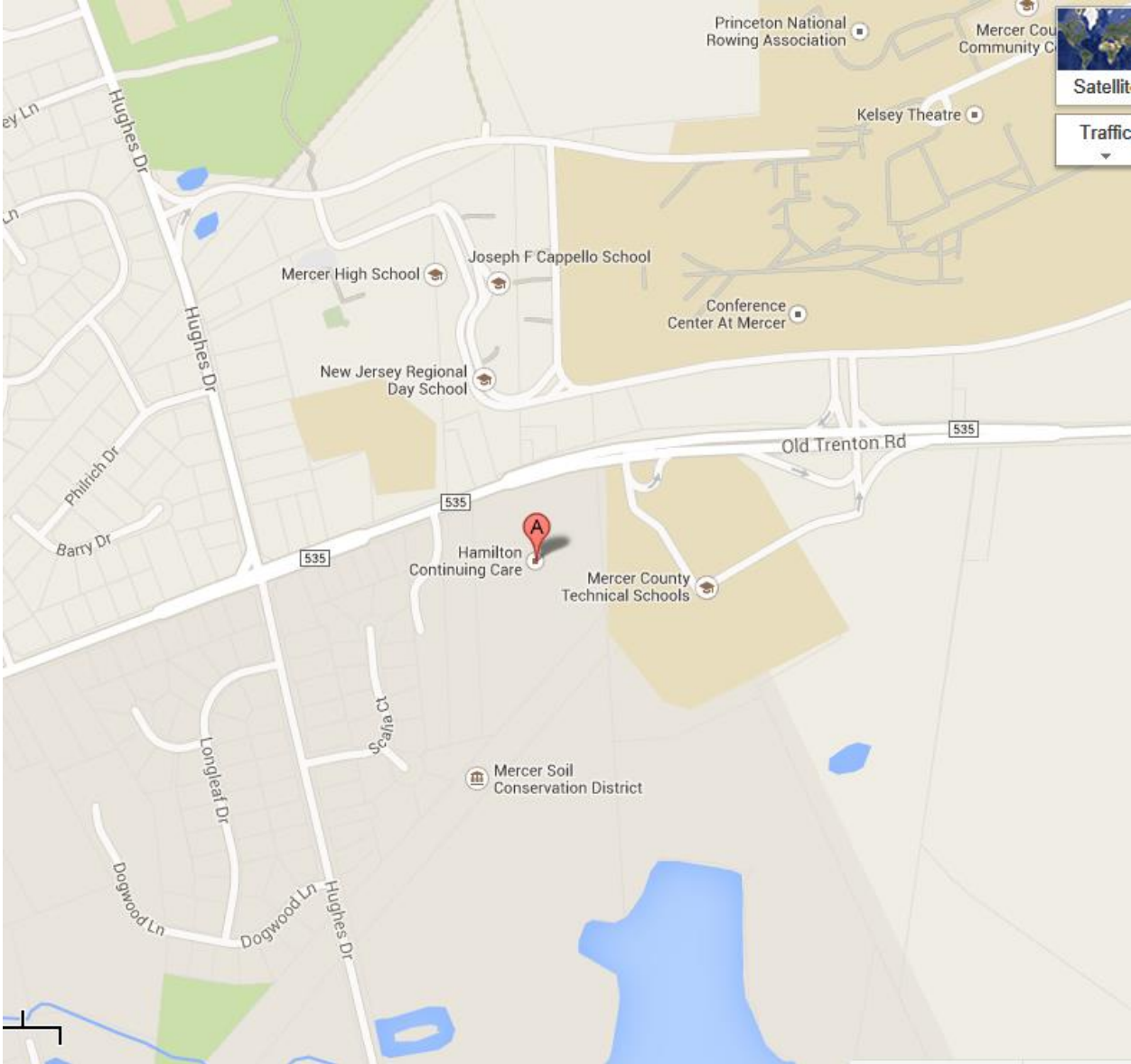
US 1 South

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.

HAMILTON CONTINUING CARE CENTER
1059 Old Trenton Rd.
Trenton, NJ 08690



APPENDIX

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

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

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

Procedure:

1. NRS112 Course Coordinator will distribute nursing program handbooks to each student beginning NRS112 on the first day of class.
2. NRS112 students will be required to access their Complio Tracking and Screening System to access the Receipt of Student Handbook form. The form must be signed and electronically submitted to Complio for compliance.
3. LPN's entering the program under the advanced placement option will be provided a handbook at the time of admission to the professional phase of the nursing program. These students will be required to access their Complio Tracking and Screening System to access the Receipt of Student Handbook form. The form must be signed and electronically submitted to Complio for compliance.
4. All progressing and returning students are required to review and become familiar with the information contained in the current handbook which is available on the nursing program website each semester. Students are then required to access their Complio Tracking and Screening System to access the Receipt of Student Handbook form. The form must be signed and electronically submitted to Complio for compliance.
5. Signed forms are due by January 30th for spring classes and August 30th for fall classes.
6. Students will be unable to sit for the first course examination if the signed forms are not received.

Effective Date: August 1, 2009

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

Approved by:  , Director

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

Appendix B: Attendance Policy

Policy: Attendance for the nursing education program.

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

Procedure:

- 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 Math, Science and Health Professions
Nursing Program

Appendix C: Grading Policy

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

Policy:

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

- S = Satisfactory
- **C+ is the lowest acceptable passing grade for students in the 15 week curriculum. 76% is the lowest acceptable passing grade for students in the 5 week curriculum**
- I = Incomplete
- W = Withdrawal
- WI = Withdrawal Instructor Initiated
- WA = Withdrawal Administration Initiated
- U = Unsatisfactory

Grades will not be rounded.

Effective Date: August 1, 2006

New Effective Date: August 29, 2015

Revised Date: May 20, 2011, April 2013, January 2014, April 2014, October 2015

Approved by:  , Director

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

Appendix D: Calculation of Grades Policy

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

Procedure:

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

Effective Date: February 24, 2009

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

Approved by:



,Director

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

Appendix E: Inclement Weather Policy

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

Procedure:

A. Delayed Opening

1. In the event of a delayed opening, students are to meet their clinical instructor at the West Windsor Campus at the designated delayed opening time.
2. Faculty will determine whether the clinical experience will continue at the assigned clinical site or if an alternative assignment will be given.
3. All students are expected to attend in the event of a delayed opening.
4. Any student not attending must follow the reported procedure for a clinical absence and will be counted as an absent day.

B. School Closing

1. M-Alert Emergency Notification System – this enables MCCC administrative and security professionals to reach all students, faculty and staff with time-sensitive messages via voice recording, e-mail and text messaging. During unforeseen events, such as inclement weather, the college may employ the system to broadcast pertinent information (such as school closures) and appropriate response. Students should keep their contact information up-to-date via the Student Portal. Additional information regarding M-Alert can be found on the college website at www.mccc.edu/m-alert.
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 Science and Health Professions
Nursing Program

Appendix F: Required Student Documents Policy

Policy: Required Student Documents

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

Procedure:

1. Students will be required to submit health and other related documents (for admission and annual updates) through the online Complio Tracking and Screening System.
2. Students will be required to pay a fee of \$20.00 per year for records management, \$39.00 per year for a 10-panel urine drug screen and annual criminal background checks (fees vary).
3. **HEALTH DOCUMENTS**
Upon acceptance to the nursing program for the first time, students must submit a completed Physician's Examination Form that includes documentation of tuberculin skin testing (PPD initial 2 step), tetanus vaccinations (within 10 years), and required lab reports (see below) through the Complio system. This physical examination may be performed by the healthcare provider of the student's choice within one year of date of admission. The drug screen must be completed through Complio and completed within 30 days of date of submission.
 - a. Required lab reports: (electronic copies of these reports are required to be submitted through Complio)
 - i. Complete blood count (CBC)
 - ii. Urinalysis
 - iii. 10-Panel Urine drug screen (within 30 days of date of submission)
 - iv. Titers for Rubella, Rubeola, Varicella and Hepatitis B
 - v. QuantiFERON-TB® , if applicable
4. All students are required to update certification of their tuberculin skins testing (PPD) annually. Proof of testing, including the date of the retest and the results must be submitted in Complio. Initial testing is a 2 step test. Annual updates are one-step. If the anniversary date occurs during the semester, the student must have the test done prior to the start of that semester. Those individuals who have a positive PPD must submit a copy of a chest x-ray report or a negative IGRA blood test (such as QuantiFERON-TB®) upon admission. Chest x-ray reports are valid for 2 years, however, the nursing program requires annual updates. A TB Questionnaire form must be completed by the student and their Health Care Provider the year between chest x-rays. Updates must be submitted by January 15th for spring classes and August 15th for fall classes.
5. All students are required to provide proof of yearly flu vaccination upon admission to the nursing program. All students are required to update their flu vaccination annually when the

season vaccine is available. Students will need to provide proof of the updated vaccination no later than October 15th each year.


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

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

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

Effective Date: August 1, 2009

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

Approved by:  , Director

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

Appendix G: Exam Proctoring Policy

Purpose: To ensure secure conditions for exam administration.

Procedure:

1. Each exam should have a minimum of one (1) proctor for every twenty (20) students.
2. Exam proctor(s) are to walk about the room while the exam is in progress.
3. All personal articles will be placed in the front of the room during the examination. All cell phones and 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 Exam Review Policy

Purpose: To establish guidelines for timely review of exams.

Procedure:

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

Effective Date: January 19, 2015

Revised Date:

Approved by:  , Director

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

Appendix H: 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

Appendix I: Student Use & 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

Appendix J: Students Requiring Accommodations for Testing Policy

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

Procedure:

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

Effective Date: January 1, 2012

New Effective Date: August 29, 2015

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

Approved by:  , Director

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

Appendix K: Student Issue Policy for Nursing

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

Procedure:

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

STEP 1

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

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

STEP 2

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

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

STEP 3

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

Effective Date: April 1, 2012

Revised Date: January 2014, October 2014

Approved by:  , Director

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

Appendix L: Student Concern Reporting Form

Student Name: _____

Initial Faculty Member Contact: _____

Student Referred to: _____

Course Coordinator/Grading Instructor Meeting

Course Number:

Meeting Date:

Summary of Discussion:

Actions Taken

Instructor/Coordinator's Signature: _____

Director of Nursing Meeting

Course Number:

Meeting Date:

Summary of Discussion:

Actions Taken

Director's Signature: _____

Dean of 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

Appendix M: Program Completion

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

Procedure:

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

Effective Date: January 1, 2015

New Effective Date: August 29, 2015

Revised Date: January 2015, April 2015

Effective Date:

Revised Date: January 2015

Approved by:  , Director

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

Appendix N: Reinstatement to a Nursing Course

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

Procedure:

1. Qualified students are reinstated on a space available basis after all progressing students are accommodated. Students applying for reinstatement are not guaranteed placement in a nursing course.
2. Students who are reinstated into a nursing course must complete the course(s) in which they were unsuccessful or withdrew before being permitted to progress to the next level of nursing courses. Students who are reinstated are not permitted to take two (2) nursing courses at the same time (double up).
3. Students requesting reinstatement to a nursing course who were on a leave of absence (LOA) due to medical reasons will be ranked before students who were unsuccessful in a nurse course(s), for placement in the next semester on a space available basis and will not be required to complete the steps for students seeking reinstatement into a nursing course (i.e., HESI exam, mandatory success workshop).
4. Students who withdraw from a nursing course, in good standing, due to documented extenuating circumstances (e.g., health or personal issues) will be required to submit a letter of intent to return (including supporting documentation of extenuating circumstances) the following semester to take the course(s) from which they withdrew. Students in this category will be ranked before students who were unsuccessful in a nurse course(s), for placement in the next semester on a space available basis and will not be subject to complete the steps required for students seeking reinstatement into a nursing course (i.e., HESI exam, mandatory success workshop).
5. Students who were unsuccessful or withdraw with a failing average 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.
6. Reinstatement to NRS112 requires that the student re-petition per current program admission policies and petition deadlines.

7. Five (5) Week Course Reinstatement:
Students requesting reinstatement to a 5 week course(s) will be required to complete a HESI standardized exam as indicated below:
- Reinstatement to NRS220, 221, 222 – Fundamentals HESI Version 2
 - Reinstatement to NRS230, 231, 240 – Medical Surgical HESI Version 1
8. Course Reinstatement During the Curriculum Transition:
Students requesting reinstatement to courses during the curriculum transition, other than NRS112, will need to apply for reinstatement as follows:
- Unsuccessful in NRS120, NRS121 or NRS122 in Fall 2015 – apply for reinstatement to take NRS125 in Spring 2016. Students will be required to complete the Fundamentals HESI Version 1 as part of the reinstatement process.
 - Unsuccessful in NRS220, NRS221 or NRS222 in Fall 2015 – follow the reinstatement process for 5 week courses.
 - Unsuccessful in NRS220 or NRS221 in Spring 2016 – apply for reinstatement to take NRS225 in Fall 2016. Students will be required to complete the Fundamental HESI Version 2 HESI as part of the reinstatement process.
 - Unsuccessful in NRS222 in Spring 2016 – apply for reinstatement and take NRS222 in Summer 2016. Students will be required to complete the Medical/Surgical Version 1 HESI as part of the reinstatement process.
 - Unsuccessful in NRS230, NRS231 or NRS240 in Fall 2016 – apply for reinstatement to take NRS235 in Spring 2017. Students will be required to complete the Medical/Surgical HESI Version 1 as part of the reinstatement process.
9. Fifteen (15) Week Course Reinstatement:
Students requesting reinstatement to a 15 week course, other than NRS112, will be required to complete a HESI standardized exam as indicated below:
- Reinstatement to NRS125 – Fundamental HESI Version 1
 - Reinstatement to NRS225 – Fundamental HESI Version 2
 - Reinstatement to NRS235 – Medical/Surgical HESI Version 1
10. Reinstatement to a nursing course will be based on total points earned utilizing the re-admission rubric. Points will be assigned to students based on the following:
- Current Cumulative GPA
 - 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.
11. HESI testing dates/times will be arranged by the Director of Nursing Education and the students will be required to pay a \$28.00 fee (price subject to change) to retake the exam.
12. 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 700; all other HESI's 850), by the end of the current semester.
- Attend one student success workshop prior to reinstatement.
- Attend two (2) mandatory meetings with their nursing advisor prior to reinstatement and submit a completed Reinstatement to Nursing Tracking form

13. 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

Current Effective Date: August 29, 2015

Revised Date: July 2013, November 2013, January 2014, January 2015, May 2015

Approved by:  , Director

Appendix O: Readmission Rubric

Student Name: _____

PID: _____

Semester to return: _____

ADMISSION CRITERION	%OF TOTAL SCORE	POINT VALUE	POINT VALUE	POINT VALUE	POINT VALUE	POINT VALUE	POINTS EARNED	SCORE
Date Began NRS110	10%	5 or more semesters = 10 points	4 semesters = 8 points	3 semesters = 6 points	2 semesters = 4 points	1 semester or less = 0 points		
MCCC Cumulative GPA	40%	Above 3.5 = 40 points	3.01 - 3.5 = 30 points	2.51 - 3.0 = 20 points	2.5 = 10 points			
Number of Nursing Courses Previously Failed	20%	0 = 20 points	1 = 15 points	2 = 10 points	3 = 5 points			
HESI Score Fund(2nd & 3rd Level) OR M/S HESI Score (4th Level)	30%	Fund > 900 or M/S > 850 30 points	Fund 850 - 900 or M/S 800 - 850 20 points	Fund 800 - 849 or M/S 700 - 799 10 points	Fund 700 - 799 or M/S 600 - 699 5 points	Fund < 700 or M/S < 600 0 points		
TOTALS SCORE								0

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

Appendix P: Nursing Program readmission Due to Extenuating Circumstances


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

Procedure:

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

Effective Date: February 1, 2012

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

Approved by:  , Director

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

Appendix Q: Second-Chance Nursing Program Option

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

Effective Date: January 1, 2013

Revised Date: October 2, 2013, January 2014. January 2015

Approved by:  , Director

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

Appendix R: Guidelines for Student Representatives at Curriculum Meetings

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

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

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

Responsibilities of Student Representatives are as follows:

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

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

Appendix S: 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 midterm exam grades for five (5) week courses and at midterm (mid-semester) for fifteen (15) week courses, each Course Coordinator will provide the Nursing Program Office with a list of students who have a course average of 78% or less.
- 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 with a course average of 78% or below.
 3. Email the Suggestions to Improve Study Skills to any student with a course average of 78% or below.
 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(s)/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, January 2015

Approved by:  , Director

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

Appendix T: Letter of Concern

Dear _____:

As your current Course Coordinator, I would like to officially notify you of my concern regarding your current course average.

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

1. Contact me to schedule a meeting within the next week to review your exam(s) and to identify whether or not the mistakes you made were lack of knowledge, test taking skills mistakes or a result of test anxiety.
2. Any student who does not attend this mandatory meeting will be unable to sit for the next scheduled exam and receive a grade of “0” for that exam.
3. Review attached “Suggestions of Ways to Improve Study Skills”.

Sincerely,

Appendix U: 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.

Appendix V: Student Code of Conduct (OMB501B)**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

Acknowledgement of Receipt of the Nursing Program Student Handbook

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

I am enrolled in NRS_____.

NAME_____

PLEASE PRINT

SIGNATURE_____

DATE_____

**MERCER COUNTY COMMUNITY COLLEGE
DIVISION 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_____

