



NURSE EDUCATION PROGRAM

STUDENT NURSE HANDBOOK

Academic Year 2022-2023

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Affirmative Action and Compliance Statement

Warren County Community College is committed to a policy of equal opportunity and affirmative action to provide environments for all students, employees and visitors that are free from discrimination, harassment and sexual harassment. In accordance with State, Federal and local law, Warren County Community College does not discriminate and prohibits discrimination and harassment on the basis of the following protected classes and/or characteristics, in all of its programs and activities, including but not limited to employment, promotion, benefits, admissions, and access to all career and technical programs: age; race; color; national origin or nationality; ancestry; religion; creed; physical or mental disability; sex; gender; gender identity or expression; sexual orientation; genetic characteristics or information; marital, civil union or domestic partnership status; veteran or military status, or any other basis protected by law; Title VI, Title VII, Civil Rights Act of 1964; Executive Order 11246, as amended; Title IX, Educational Amendments of 1972, as amended; section 503 and 504, Rehabilitation Act of 1973, as amended; Veteran's Assistance Act of 1972; as amended, and the NJ Law Against Discrimination.

Inquiries regarding compliance with all civil rights laws or any specific complaints may be directed to Ms. Sharon Hintz Director of Human Resources/Title IX Coordinator/AA & EEO Compliance Officer. She may be contacted at (908) 835-2356 via email at hintz@warren.edu or in Room 125 on the Washington Campus.

Warren County Community College Nurse Education Program

Dear Students:

The faculty and staff join us in welcoming you to the Warren County Community College Nurse Education Program.

Nursing is a career that offers many rewards to those who are able to meet the responsibilities of this academically challenging curriculum.

Your first responsibility lies in reading and understanding the procedures, rights, rules and regulations set forth in this Student Handbook. Upon receipt of the Handbook, your signed consent constitutes your acceptance and agreement to abide by the rules, regulations, practices and procedures described within the Handbook.

Please know that we remain available to you to address any questions or concerns you may have while in the Nurse Education Program.

Our best wishes for your continued success!

Sincerely,
Nurse Education Program Team
Warren County Community College

NOTICE

ALL PROGRAM REQUIREMENTS AND COURSE REQUIREMENTS ARE SUBJECT TO REVISION WITHOUT NOTICE OR OBLIGATION. THE FACULTY RESERVES THE RIGHT TO MAKE DECISIONS IN SITUATIONS OF UNUSUAL COMPLEXITY.

The Nurse Education Program reserves the right to cancel courses due to insufficient enrollment or lack of qualified faculty or affiliating agencies. Moreover, WCCC reserves the right to schedule courses at any time, including evenings and weekends.

No student will be registered who has an outstanding obligation to WCCC.

Created: 12/2004

Revised: 05/09, 06/14

Reviewed: 05/06, 5/07, 05/08, 6/11, 6/12, 6/13, 6/15, 6/16, 6/17, 6/18, 5/19, 6/20, 6/21, 6/22

PREFACE

Students admitted in the Nurse Education Program will be sent an electronic copy of the Nurse Education Student Handbook via an e-mail attachment. The Student Handbook serves as a reference source for all students. It contains policies, rules, regulations, practices and *PROCEDURES* under which the program functions. You **will not be admitted** to class or clinical without submitting a signed form stating that you received the Student Handbook. The Nurse Education Student Handbook is reviewed and revised on a regular basis and is distributed to every new student starting the Nurse Education Program. The policies, rules, regulations, practices and *PROCEDURES* set forth in the handbook and the college catalog constitute student rights and responsibilities.

The student is responsible for obtaining the current College Student Handbook and being acquainted with the policies, rules, regulations, practices and procedures contained within. **Failure to note the regulations will not excuse noncompliance.**

Nurse Education Program Handbook can be found on WCCC's web site using this hyperlink: <http://www.warren.edu/handbooks/>

HISTORY OF WARREN COUNTY COMMUNITY COLLEGE AND THE NURSE EDUCATION PROGRAM

The need for a community college in Warren County was the subject of extensive study by several citizens' committees during the 1970's. This work came to fruition with the recommendation that a community college be established in Warren County to provide quality higher education and support services for residents.

The Warren County Community College was established in July 1981 by the New Jersey State Board of Higher Education and by the Warren County Board of Chosen Freeholders. The first college offices were located in Belvidere, New Jersey. Instruction began in 1982. Courses were initially offered at local high schools and through agreements with other institutions. These arrangements changed, however, in 1986, when the New Jersey State Board of Higher Education granted approval to Warren County Community College Commission to award its own associate degrees and the Board of Trustees leased a classroom building. The first degrees were awarded in 1988.

In 1987, the College was granted candidacy status from the Middle States Association of Colleges and Schools. In 1991, the New Jersey Board of Higher Education approved the College's long-range plan that included a licensure change from Commission to College. Accreditation was awarded in July 1993 and reaccreditation in 1998 and 2008, and 2018.

Since January 1996, the college has occupied a 75-acre campus in Washington Township. This site houses a facility of some 100,000 square feet funded through state, county and private funds.

Since 1989, Warren County Community College has offered its' students a degree in nursing through an affiliation with a neighboring institution. The College has had affiliations with the County College of Morris, Raritan Valley Community College, Northampton County Community College and Passaic County Community College.

In 2001, a position paper was developed that identified the need for WCCC to offer its own in-county nursing program. The paper based this position on many factors including enrollments, employment trends and job predictors. In order to best serve the needs of the students and the community and given the nursing shortage, this recommendation was put forth.

In 2004, a decision was made to open a Warren County Community College Nurse Education Program. The need for a program in the county was evident and the shortage of nurses at area healthcare facilities and across the state was becoming a critical issue. Warren County Community College sought experts to develop a nursing program that would meet the needs of the community and beyond. In the fall of 2005, the first class was admitted. Provisional accreditation was received from the New Jersey Board of Nursing in 2005 and full accreditation was received in spring, 2009. The National League for Nursing Accreditation Commission granted initial accreditation in spring, 2007. In the spring of 2013 the NLNAC changed their name to the Accreditation Commission for Education in Nursing, Inc. (ACEN). In 2020 the NJBON and ACEN granted full reaccreditation for a period of 8 years. The Nurse Education program at Warren County Community College continues to meet the standards for full accreditation from ACEN.

Created: 4/2004

Revised: 5/05, 5/6, 5/09, 6/11, 6/13, 6/21

Reviewed: 5/7, 5/8, 6/12, 6/14, 6/15, 6/16, 6/17, 6/18, 5/19, 6/20, 7/22

Warren County Community College

Nurse Education Program

Philosophy:

The Warren County Community College Nursing Program is an integral part of its parent institution and therefore is committed to its mission of building a community of learners through the provision of accessible, quality learning opportunities designed to meet personal goals and aspirations. The Nursing Program conducts its affairs and procedures in accord with College policies, standards of the academic community and of the nursing profession. The program philosophy focuses on education, scientific inquiry and service within the scope of nursing knowledge and practice. The following belief statements are applicable to this program.

We believe in the worth and integrity of the human person and that the values of respect, dignity, and justice under-gird the delivery of nursing care; that all persons are unique and capable of change and participating in decision making related to their health needs; and that health care is a basic human right. These beliefs are enacted through caring responses to the needs of all human beings with consideration for their national origin, age, color, creed, gender, lifestyle and cultural background.

Nursing is steeped in a rich tradition of caring and is ever mindful of the health needs of contemporary and future societies in rapidly changing and complex global communities. Society and human beings are viewed holistically. Humans are perceived to be continually adapting to their environment in order to meet their biological, psychological, social, economic, and spiritual needs.

The goal of nursing in this dynamic environment is to foster adaptation and to promote, maintain, and restore optimum health in individuals, families, groups, and communities throughout the life span. Health is a state of optimum function within the individual's given environment. A systematic approach utilizing intellectual, interpersonal, and technical competencies frames our delivery of nursing care in a variety of settings. Graduates of this collegiate nursing program will be prepared to begin entry level positions where policies and procedures are specified.

Education is viewed as a continuous interactive process used to promote the growth of persons toward their full potential. This can be achieved and measured via a variety of measurement approaches to determine which strategies are effective. This learning paradigm requires acknowledgment that the College exists to create such an environment.

Nursing:

The faculty believes that nursing is a caring profession. Nurses respond to the needs of all human beings with consideration for their national origin, age, color, creed, gender, lifestyle and cultural background. Nursing is steeped in a rich tradition of caring and is ever mindful of the health needs of contemporary and future societies in rapidly changing and complex global communities.

Humans and Environment:

The faculty believe in the worth and integrity of the human person and that the values of respect, dignity, and justice undergird the delivery of nursing care. They believe that all persons are unique and capable of change and participating in decision making related to their health needs and that health care is a basic human right. Humans are perceived to be continually adapting to their environment in order to meet their biological, psychological, social, economic, and spiritual needs.

Health:

The faculty believes that the goal of nursing in this dynamic environment is to foster adaptation and to promote, maintain, and restore optimum health in individuals, families, groups, and communities throughout the life span. Health is a state of optimum function within the individual's given environment. A systematic approach utilizing intellectual, interpersonal, and technical competencies frames our delivery of nursing care in a variety of settings.

The Teaching-Learning Process:

The faculty believes that education is a continuous interactive process used to promote the growth of persons toward their full potential. This can be achieved and measured via a variety of measurement approaches to determine which strategies are effective. This learning paradigm requires acknowledgement that the College exists to create such an environment. The faculty serves as facilitators, mentors and role models who encourage the student to be self-directed, inquisitive, accountable for their own learning and personal growth.

Created: 9/04

Revised: 5/06

Reviewed: 5/7, 5/8, 5/9, 6/11, 6/12, 6/13, 6/14, 6/15, 6/16, 6/17, 6/18, 5/19, 6/20, 6/21, 7/22

End-of-Program Student Learning Outcomes

The Warren County Community College Nursing Program will prepare graduates who will:

1. Safely deliver care to patients across the lifespan in a variety of health care settings.
2. Design patient care processes to promote and maintain wellness and reduce risks for self and others.
3. Relate critical thinking skills grounded in the sciences and humanities to arrive at reasoned judgments about nursing and health care.
4. Practice within the American Nurses Association Code of Ethics and Standards of Care.
5. Practice nursing within the legal parameters of the Nurse Practice Act.
6. Participate in professional development activities.
7. Collaborate with members of multidisciplinary health care teams.

Program Outcomes

The Warren County Community College Nurse Education program will meet the following outcomes:

1. The percent of graduates who pass NCLEX-RN on the first attempt, will be at or above the national average with a minimum of 80%.
2. Within 6 semesters of starting the first clinical nurse education course, 70% of enrolled students will complete the program.
3. Within one year following licensure, eighty percent of graduates will secure a position as an entry level RN.
4. Within one year of employment, eighty percent of surveyed employer respondents will express satisfaction with the graduates' performance as entry level nurses.
5. Within one year following licensure, eighty percent of graduates will express satisfaction with the program as preparing them for entry level nursing practice.

Organizing Framework

The curriculum organizing framework is eclectic and includes models of caring, systems, continuums and critical thinking. These models provide an organizational format for the various program components, and guide the development of instructional and evaluation methodologies. Theory content and learning experiences in the classroom and clinical settings follow a simple to complex design.

Systems theory is an organized and flexible approach to the study of increasingly complex concepts and dynamic situations. Holism, an integral concept in systems theory, allows patients to be considered as indivisible wholes. Caring will be embraced as the concern by nurses for preservation of humanity, dignity, and self- fulfillment. Maslow's hierarchy of needs is an interdisciplinary theory that will be used to designate priorities of care.

The continuums of development, wellness-illness and health care settings are integrated within each nursing course to serve as a reference point for use of the nursing process. Students are challenged to apply critical thinking in order to make decisions based upon experience, knowledge of concepts, theories, principles and skills. Inherent in this framework are the interrelationships between the learner, educator, and patient. This entails the recognition that each brings individuality, autonomy, and needs to the milieu, along with various alliances used to facilitate learning.

**WARREN COUNTY COMMUNITY COLLEGE
ASSOCIATE IN SCIENCE DEGREE
NURSE EDUCATION PROGRAM**

	Credits	Lecture Hours	Lab Hours	Clinical Hours
<u>Year 1: Summer</u>				
CHE 110: Introductory Chemistry	4	3	3	0
Total	4			
<u>Fall</u>				
BIO 262: Anatomy & Physiology I	4	3	3	0
ENG 140: English Composition I	3	3	0	0
PSY 101: Introduction to Psychology	3	3	0	0
NSG 101: Nursing I	6	2	3	9
NSG 102: Nursing II	1	0	3	0
Total	17			
<u>Spring</u>				
BIO 263: Anatomy & Physiology II	4	3	3	0
ENG 141: English Composition II	3	3	0	0
NSG 103: Nursing III	8	4	0	12
Total	15			
<u>Year II: Summer</u>				
BIO 264: Microbiology	4	3	3	0
Total	4			
<u>Fall</u>				
PSY 175: Human Growth and Development	3	3	0	0
NSG 204: Nursing IV	8	4	3	9
Total	11			
<u>Spring</u>				
NSG 205: Nursing V	7	3	3	9
NSG 206: Contemporary Nursing	2	1	0	0
Total	9			
Total Credits	60			
Recommended courses:				
MED-177 Medical Terminology	3			
MED-178 Pharmacology & Med Administration	3			

Meeting all High School, admission, and graduation requirements is the responsibility of the applicant.

NURSING COURSE DESCRIPTIONS

NSG 101	Nursing I	6 credits
LECTURE 2 hours	LAB 3 hours	CLINICAL 9 hours

Prereq: Admission to the Nurse Education Program, CHE 110

Coreq: BIO 262, ENG 140, PSY 101, NSG 102

This course introduces students to the profession of nursing, health care delivery systems, critical thinking, and concepts basic to nursing. An additional focus of the course is promotion, restoration and maintenance of health. The nursing process is introduced with a focus on assessment of basic human needs across the life span. Students will administer care to clients with stable alterations in human functions in a variety of health care settings.

NSG 102	Nursing II	1 credit
	LAB 3 hours	

Pre-req: Admission to the Nurse Education Program, CHE

110 Co-req: BIO 262, ENG 140, PSY 101, and NSG 101

This course focuses on assessing a client's health status via a nursing health history and a physical examination that is conducted in a systematic and effective manner.

NSG 103	Nursing III	8 credits
LECTURE 4 hours		CLINICAL 12 hours

Pre-req: BIO 262, ENG 140, PSY 101, NSG 101, NSG 102, CHE 110

Co-req: BIO 263, ENG 141

This course introduces students to the concepts and theories of nursing care of special clients: men, older adults, peri-operative, and behavior health clients. Care of individuals and families who have needs related to: fluids and electrolytes, oxygenation, circulation, and mental illness are included. Management of pain is incorporated within the course, along with the cultural implications of practice. An additional focus of the course is the application of the nursing process for clients with mild to moderate alterations in human functions.

NSG 204	Nursing IV	8 credits
LECTURE 4 hours	LAB 3 hours	CLINICAL 9 hours

Pre-req: NSG 103, ENG 141, BIO 263, BIO 264

Co-req: PSY 175

This course introduces students to the concepts and theories of nursing care of special groups. The focus of this course is on the expectant family, children, and women's health across the lifespan with needs related to gender, age, and life events.

NSG 205	Nursing V	7 credits
LECTURE 3 hours	LAB 3 hours	CLINICAL 9 hours

Pre-req: NSG 204

Co-req: NSG 206, Humanities elective

This course introduces the student to the care of clients in a variety of settings having moderate to severe deviations in health. Opportunity for students to care for clients in specialty units is incorporated.

NSG 206	Contemporary Nursing	2 credits
SEMINAR 2 hours		

Pre-req: NSG 204

Co-req: NSG 205, PSY 175

This course provides the theoretical framework upon which the concepts of leadership, delegation, management and the ethical/legal parameters of nursing care are based. A comprehensive program review is included to prepare students for successful licensure.

ESSENTIAL COMPETENCIES

The Nurse Education Program endorses the Standards of Nursing Practice (American Nurses Association, 2015) and requires that nursing students must be able to demonstrate these competencies in the following areas and be able to:

Standard I: Assessment

Assess and gather data systemically through observation, interview and physical examination by using the following:

Involve a holistic data collection process. Initiate conversation, respond when spoken to and communicate in English to the client, family and other support staff.

Hear a client talk in normal tone from a distance of 20 feet, assess and gather data such as lung and heart sounds and bowel sounds.

Visually observe the client in order to assess the client's condition and/or need from a distance of, at least, 20 feet.

Include an assessment of appearance; signs of distress or discomfort; facial and body gestures; skin color and lesions; abnormality of movement; nonverbal demeanor (e.g. signs of anger or anxiety); religious or cultural artifacts. Assess and gather data of body and/or breath odors. Assess and gather data of skin temperature, moisture, and muscle strength; pulse rate; rhythm, and volume.

Communicate in writing (English). Read and label a chart. Read all written medical information pertaining to a client. Assess all readings and functions of technical equipment pertaining to client care. Document relevant data in a retrievable format.

Prioritize data collection activities. Use evidence-based assessment techniques. Synthesizes available data.

Standard II: Diagnosis

Utilize analytical/critical thinking skills to interpret assessment data to determine the diagnoses or issues and identify client strengths and problems, transfer knowledge from one situation to another, problem solves, and prioritizes needs.

Validate the diagnoses or issues with the patient, family and other healthcare providers as necessary and relevant.

Document diagnoses or issues in a manner that facilitate the determination of the expected outcomes and plan.

Standard III: Outcome Identification

Identify and document outcome criteria in terms of individualized client behavior.

Maintain a holistic approach in formulating expected outcomes and derives culturally appropriate expected outcomes from the diagnoses.

Consider associated risk, benefits, costs, current scientific evidence and clinical expertise when formulating expected outcomes.

Expected outcomes must be measurable, include a time element and provide direction for continuity of care.

Modify outcomes bases on evaluation of the patient's situation and holistic needs. Document changes.

Standard IV: Planning

Develop a plan that prescribes strategies and alternatives to attain expected outcomes.
Develop an individualized plan considering patient characteristics or the situation.

Develop the plan in conjunction with the patient, family, and other healthcare providers in a holistic manner.

Include strategies within the plan that address each of the identified diagnoses or issues.
Provide for continuity within the plan.

Incorporate an implementation pathway or timeline within the plan.
Establish plan priorities.

Define the plan to reflect current statutes, rule and regulations and standards.
Integrate current trends and research affecting care in the planning process.
Document the plan in recognized nursing English terminology.

Standard V: Implementation

Implement a nursing care plan in a safe and timely manner by coordinating and documenting care delivery and employing strategies to promote health and a safe environment.

Implementation consists of doing, delegating, and documenting. To implement the care plan safely and successfully, a student needs:

- a. Cognitive skills (intellectual skills) including problem-solving, decision making, critical thinking, creative thinking, and clinical calculation;
- b. Interpersonal skills including self-awareness; sensitivity; and appreciation of the client's culture, values and life style;
- c. Technical skills including manipulating equipment, administering medications, moving, lifting, and repositioning clients; performing CPR;

- d. Physical endurance including ability to sit, stand and/or walk during an entire shift as well as moving quickly in a response to an emergency; carrying equipment and supplies;
- e. Render services and/or assistance to all clients, depending on the individual client's needs and abilities in moving, turning and lifting. Push, pull and lift 40 pounds.
- f. Manipulate a stretcher, wheelchair and/or portable equipment within the medical facility without injury to self, client or others.
- g. Draw up sterile solutions without contaminating the syringe and/or needles etc.
- h. Manipulate dials, buttons and switches.
- i. Physically administer emergency care including CPR.
- j. Stand for periods as long as 2 hours and to walk distances of 2 miles during a normal work day.
- k. Assume responsibility/accountability for actions, provide client care and emotional support, adapt to environmental stress and monitor own emotions.

V-A. Coordination of Care-to coordinates care delivery a student needs:

- 1) Prioritize aspects of client care and work collaboratively with other members of the health care team, to meet the needs of their clients.

V-B. Health Teaching and Health Promotion- to promote strategies that promote health and a safe environment a student needs:

- 2) Work in partnership with the client and their family members to educate them on the client's health care needs. Help them develop a plan to optimize the life of the client by following guidelines for a healthy lifestyle that takes into account the individuality of the client.

Standard VI: Evaluation

Seek opportunities for feedback and evaluation of the effectiveness of the strategies used. Include the patient and others involved in the care or situation in the evaluative process. Evaluate the effectiveness of the planned strategies in relation to patient responses and the attainment of the expected outcomes.

Use on going assessment data to revise the diagnoses, outcomes, the plan and the implementation as needed.

Share the results with the patient and others involved in the care or situation, as appropriate and needed, in accordance with state and federal laws and regulations to maintain safe and timely interventions.

Created: 1/05

Revised: 5/06, 6/11, 6/13

Reviewed: 5/07, 5/08, 5/09, 6/12, 6/14, 6/15, 6/16, 6/17, 6/18, 6/19, 6/20, 6/21, 7/22

CLINICAL REQUIREMENTS

DOCUMENTATION REQUIREMENTS

POLICY:

1. The following documents are required in order for a student to attend clinical:
 - a. Annual Health Record
 - b. BLS certification by the American Heart Association
 - c. Annual Criminal Background Check
 - d. Annual Urine Drug Screen
 - e. Annual Malpractice Insurance verification

These documents must be submitted to the Lab Coordinator by a date determined by the lab coordinator. **Verification by the Lab Coordinator that all aspects of the documentation requirements have been met is required.** *Students who have not completed all requirements by the date determined by the lab coordinator may forfeit their seat in the program.

*When the Lab Coordinator is not available, all clinical documents will be handed in to the Executive Director of the Nurse Ed program on dates specified by her.

HEALTH REQUIREMENT

POLICY:

Contractual agreements with clinical agencies require health clearance be completed prior to the beginning of each fall college semester. Students must obtain medical clearance from the Nursing Lab Coordinator or the Executive Director of Nurse Ed, no later than August 15th each year.

1. The health record is to include all items listed on the WCCC health form. Additional testing may be required by clinical agencies.
2. The primary care providers' signature must be on the form provided by the nurse education department in the appropriate spaces and an official stamp from the primary care providers' office.
3. Students are expected to maintain optimum health. A student who experiences a health problem that may interfere with the ability to provide client care must provide a release from the physician indicating the ability to participate fully in client care situations.

INSURANCE REQUIREMENTS

BASIC LIFE SUPPORT (BLS) AMERICAN HEAR ASSOCIATION REQUIREMENT

POLICY:

American Heart Association BLS for Healthcare Providers certification is a prerequisite to begin the Nurse Education Program.

PROCEDURE:

A copy of ***your*** dated and signed BLS certification must be submitted to the Lab Coordinator at Warren County Community College and must be received by a date determined by the Lab Coordinator. Certification must be kept current. If the renewal date occurs during the semester, students must renew the CPR card **PRIOR** to the beginning of the term.

CRIMINAL BACKGROUND CHECK REQUIREMENT

POLICY:

Clinical agencies mandate criminal history background checks for all individuals engaged in client care and all students must undergo criminal background checks annually. The initial background check will be done as part of the application process.

PROCEDURE:

Students will order and pay for their own Criminal Background Check from an agency determined by the Nurse Education Department. All students should have a clear criminal background check in order to remain in the nurse education program.

Checks are conducted by an external vendor and the information is sent to the college and to clinical agencies.

Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to continue to engage in client care in their agency.

If a student is denied placement by an assigned clinical agency, the student must withdraw from the nurse education program.

RANDOM DRUG SCREENING REQUIREMENTS

POLICY:

Students may be required to complete a random drug screening in addition to the required annual urine drug screening. The initial urine drug screen will be completed as part of the

application process and prior to the 3rd semester of the nursing program.

PROCEDURE:

Students must follow affiliating agency *POLICY*.

Created: 12/04

Revised: 5/07, 6/16

Reviewed 5/08, 5/09, 6/11, 6/12, 6/13, 6/14, 6/15, 6/17, 6/18, 4/19, 6/20, 6/21, 6/22

MALPRACTICE INSURANCE REQUIREMENTS

POLICY:

All nursing students are required to carry current individual liability “RN Student” insurance for coverage of \$1,000,000/\$3,000,000 minimum, for each year of the program.

PROCEDURE:

Proof of coverage (a copy of your policy, with the date and term of effect) must be provided to Lab Coordinator by the determined date and will be included in your Department file.

You may contact your own insurance company concerning liability insurance for student nurses.

Created: 12/04

Revised: 6/06, 5/07, 5/09, 6/10, 6/13, 6/14, 6/15

Reviewed: 2/05, 2/08, 6/12, 6/16, 6/17, 6/18, 4/19, 6/20,6/21, 7/22

INFECTIOUS DISEASES

Concerns for students, faculty and client welfare requires attention to control of infections of all types. The Nurse Education Program will use the latest available known medical information to assist reaching this goal.

At the same time, the Nurse Education Program is committed to a *POLICY* of non-discrimination for students and faculty and a fundamental responsibility to provide care to all clients. Refusal to care for clients with infectious diseases, including clients infected with the HIV virus, is contrary to the ethics of the nursing profession.

Warren County Community College will offer students diagnosed as HIV positive the same opportunities and benefits offered to other students. These include access to educational programs, advisement and counseling services, employment opportunities and financial aid.

The Nurse Education faculty believes that HIV and Hepatitis B education exercises some control over the spread of this infection and better helps students and employees to understand the nature of this infection. The Nurse Education Program is, therefore, committed to educating its students about the transmission and control of the infection and about the rights and responsibilities of the infected.

WCCC does not require students to be vaccinated against Covid-19. However we are expected to meet the clinical clearances set forth by our affiliates. All of our healthcare affiliates require that our students and clinical faculty be fully vaccinated against the Covid-19 virus including a booster. They may also require a second booster or an annual vaccination in the fall of 2022 and beyond. You are required to meet all clinical requirements to remain in the nursing program.

Created: 05/20

Revised: 05/06, 05/08, 07/21, 07/22

Reviewed: 05/07, 06/11, 06/12, 06/13, 06/14, 06/15, 06/16, 06/17, 06/18, 04/19, 06/20

INFECTIOUS DISEASES POLICY & PROCEDURE

POLICY:

The course work in nursing will require exposure to body fluids. All body fluids should be considered “contaminated”. Because of the added potential risk to the student, special procedures will be used to support these client care activities. The student is ultimately responsible for applying the principles of Universal Blood and Body Fluid Precautions in any contact with clients. The nursing student is expected to care for infectious clients when assigned.

PROCEDURE:

1. The Nurse Education Program will follow the Center for Disease Control (CDC) guidelines and apply current knowledge about infectious disease processes.
2. The student will be provided with education, in the nursing curriculum, on the normal protective mechanisms of the body, asepsis and personal hygiene, and impairment in the immune system.
3. The current federal (CDC, OSHA) and state regulations (statutes) will apply with regard to testing, disclosure, control, and exposure.
4. Students seeking reasonable accommodations related to client assignments must request those through the Nursing faculty.
5. Students may be assigned to care for clients who have, or are suspected of having, infectious diseases.
6. Nursing students are expected to follow the policies and procedures of the affiliating agency and the Nurse Education Program related to the use and disposal of sharps.
7. A nursing student who is exposed to an infectious organism will **immediately** report the exposure to the faculty and the clinical facility in which the exposure occurred. Appropriate steps will be taken to assist the student in following OSHA rules for exposure.
8. According to OSHA, “An exposure incident occurs when there is eye, mouth or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials.” In the event of an exposure, the person should:
 - a) Wash affected area with soap and water.
 - b) Flush mucous membranes with copious amounts of water.
 - c) Report to an Emergency Room for medical treatment and follow-up evaluation. Students assume full financial responsibility for all hospital and medical costs incurred as a result of the exposure regardless of where the incident occurred.
 - d) The source of the exposure should be contacted by the agency for permission to have source testing performed for HIV, Hepatitis B and C.
 - e) Report incident to the clinical instructor and laboratory coordinator.
 - f) Complete an Incident Report and forward a copy to the Director of the Nurse Education Program.

Created: 4/04

Revised: 5/06

Reviewed 4/05, 5/08, 6/11, 6/12, 6/13, 6/14, 6/15, 6/16, 6/17, 6/18, 4/19, 6/20, 6/21, 7/22

ATTENDANCE - CLASS AND COLLEGE LABORATORY

POLICY:

Due to the concentrated design of the nursing curriculum, it is expected that students will attend all classes. Only illness or serious personal matters may be considered adequate reasons for absences. Students will be held responsible for all content presented and/or assigned in the classroom, college lab and clinical area. Absence from any part of the course work may jeopardize the student's achievement of the course objectives.

PROCEDURE:

1. The College expects students to attend and participate in all classes and all aspects of each course (lecture, lab, and clinical). This involves sharing in class discussions and lectures, as well as interacting with other students. Grades are based on the quality of work students complete in meeting the requirements for a particular course, as stated in the course syllabus and catalog description. **Attendance, among other factors, may be additional criterion for assigning grades.** Students should realize that they are responsible for all class meetings and that work missed because of absences may affect their grade. Please see each course syllabus for attendance and lab hours.
2. Attendance will be taken at all classes.
3. Students are expected to be prepared and on time for all classes. Faculty has the privilege of excusing students from class if they arrive too late to participate effectively. This will count as a student absence.
4. Excessive lateness or absence may be reflected in a course grade and may result in failure, and/or dismissal from the program.
5. Appointments for college laboratory practice and/or evaluations must be kept or notification given to the faculty member at least **two (2)** hours prior to the scheduled activity.
6. Failure to comply with attendance requirements may affect the course grade.
7. The student is required to bring a doctor's note in to the faculty for each lecture, skills/simulation lab, or clinical meeting missed due to illness. Failure to do so will result in the student not being admitted into lecture, skills/simulation lab or clinical until a doctor's note is brought in.

Created: 2/05

Revised: 5/06, 6/16, 6/17, 6/18, 5/19, 6/20, 6/21

Reviewed: 5/07, 5/09, 6/11, 6/12, 6/13, 6/14, 6/15, 7/22

PROGRESSION REQUIREMENTS

POLICY:

All nursing courses are sequential and all pre-requisite and co-requisite requirements must be met.

PROCEDURE:

1. Students must enroll in nursing course(s) and
2. Proceed through the nursing program from 1st.year to 2nd year.
3. Complete the required nursing courses within three years.
4. Non-nursing courses should be taken prior to or concurrent with the nursing courses listed in that semester.
5. Students must attain a “C+” or higher in all science courses including CHE 110 (Introductory Chemistry), BIO 262 (Anatomy & Physiology I), BIO 263 (Anatomy & Physiology II), and BIO 264 (Microbiology)
6. A grade of “C+” or higher is required in all nursing courses.
7. A student must achieve a cumulative grade point average of 2.5 (C+) or better at the end of each semester in order to progress into the next nursing course.
8. A student seeking to repeat a nursing course in which a grade below a (C+) or “F” or “WF” or “WP” was earned, may be permitted to repeat the nursing course when it is being offered again and if there are available seats.
9. A student who has a cumulative total of two failures (grade below C+ (77), clinical failure or 2 withdrawals, (W, WP, WF or WM) in clinical nursing courses in the nursing curriculum, will be dismissed from the Nurse Education Program and will not be eligible to reapply.
10. The clinical component of a nursing course must be passed with a satisfactory (S) grade.
11. A student who receives a “C+” or higher in a nursing course and does not successfully complete the science co-requisite courses will not be allowed to progress to the following nursing course.
12. A student who is placed on academic warning, probation or suspension, will not be allowed to enroll in nursing courses until his/her status is resolved
13. A student who completes the program satisfactorily must meet all other college related obligations in order to receive their pin and graduate according to college policy. See College Handbook.

ASSESSMENT TECHNOLOGIES INSTITUTE

POLICY:

Proctored assessments will be required in NSG 103, 204 and 205, and 206. Students must receive a level 2 score or above for each proctored exam (course syllabi will detail scores needed for each course).

PROCEDURE:

A proctored assessment will be scheduled near the end of the semester. All students are required to complete two practice assessments prior to the proctored exam and create focused reviews which will show their areas of weakness. Please see each course syllabus for remediation requirements for each practice assessment and scoring below level 2 on a proctored assessment.

Created: 12/04

Revised: 11/07, 5/09, 6/11, 6/13, 6/15, 6/17, 6/19, 7/22

Reviewed: 5/07, 5/08, 6/12, 6/14, 6/16,6/18, 6/20, 6/21

MEASUREMENT AND DOSAGE CALCULATION REQUIREMENT

POLICY:

1. Students must pass a written mathematical/pharmacology examination with a grade of 80% or better in order to progress from NSG I to NSG III.
2. Students must pass a written mathematical/pharmacology examination with a grade of 100% in order to progress from NSG III to NSG IV.
3. Students must pass a written mathematical/pharmacology examination with a grade of 100% in order to progress from NSG IV to NSG V.
4. Students must pass a written mathematical/pharmacology examination with a grade of 100% in order to successfully complete NSG V.

PROCEDURE:

The student may be allowed three (3) attempts to pass the examination. Remediation with the Skills/Lab coordinator in collaboration with the nursing faculty will be provided after each exam. If the student fails for the third time, the student has not demonstrated competence in math/pharmacology. Therefore, the student fails the objective and fails clinical for the course. The student receives an "F" for a course grade and is immediately dismissed from the course.

Created: 2005

Revised: 6/2012

Reviewed: 6/06, 6/07, 6/08, 6/09, 6/10, 6/11, 6/13, 5/14, 5/15, 6/16, 6/17, 6/18, 6/19, 6/20, 6/21, 7/22

REINSTATEMENT OR REAPPLY REQUIREMENTS

POLICY:

Any student may withdraw once from a nursing course in good standing with a (“W”, “WF” or “WP”).

PROCEDURE:

Students must notify the Director of the Nurse Education Program of his/her intent to return in writing. The request will be considered on a seat available, and on the students GPA. The student with a (“W”, “WF” or “WP”) may be required to repeat previously taken nursing courses. If a seat is available the student must repeat the course when it is next offered. If the student is not able to retake the course when it is next offered they will need to repeat any previously taken nursing courses.

A student who has a total of two passing withdrawals (WP) or any combination of W/WP, C, D, F or WF in clinical nursing and/or science courses will be dismissed from the Nurse Education Program. This student will only be readmitted to the program if they have failed 2 nursing courses in the same semester based on seat availability. This student will be required to repeat the 2 nursing courses that they failed when they are next offered. If this requirement is not met the student will no longer be eligible to return to the program.

Created: 5/05

Reviewed: 5/06, 5/07, 6/08, 6/09, 6/10, 5/11, 6/12, 6/13, 6/14, 6/15, 6/16, 6/17, 6/18, 6/19, 6/20, 6/21, 7/22

NURSING WITHDRAWAL FAILURE REQUIREMENTS

POLICY:

Any student withdrawing from a nursing course and/or science course with a grade of C, D, F, or WF grade will be considered as having failed that course. If the student withdraws twice from the same course with a failing grade or WF, the student will be dismissed from the Nurse Education Program and cannot return.

PROCEDURE:

A student who leaves any nursing course and/or science course due to failure (a grade of “C”, “D”, “F” or “WF”) and desires to re-enroll in the Nurse Education Program must submit a written request for re-enrollment to the Director of the Nurse Education Program. The Director of the Nurse Education Program will present the request to the Nursing Faculty.

The following guidelines may determine eligibility for re-enrollment:

- A minimum quality grade point average of 2.5 (C+)
- One previous WF/WP/W or F grade in the same nursing course
- Previous withdrawals from or failure in a nursing course or other science course
- A grade of “C+” or higher in all curriculum related science courses
- Examination grades
- Clinical evaluations
- The length of time out of the program
- Seat availability

Created: 12/04

Revised: 5/06, 5/08, 5/09, 6/17

Reviewed: 6/12, 6/13, 6/14, 6/15, 6/16, 6/18, 4/19, 6/20, 6/21, 7/22

INCOMPLETE GRADES

POLICY:

Due to the clinical and laboratory components of nurse education courses, there will be no incomplete grades issued. Depending on what course work is incomplete, the student will fail that area of the course (lecture, laboratory, or clinical). If a student fails one aspect of the course, they fail the course. If the student has failed a nurse education course once, they will be able to retake the course when it is next offered and a seat is available. If they fail a course twice, they will be removed from the program and are not eligible to return.

Created: 12/04

Revised: 5/06, 5/08, 5/09, 6/17

Reviewed: 5/07, 6/10, 6/11, 6/12, 6/13, 6/14, 6/15, 6/16, 6/18, 4/19, 6/20, 6/21, 7/22

ACADEMIC APPEAL REQUIREMENTS

POLICY:

Appeals are taken seriously and should only be made when a student feels there is strong evidence of injustice. It is expected that whenever a disagreement arises, both parties will attempt to solve their differences informally before recourse to the grievance procedure.

If a grievance is academic in nature, involving conduct within the classroom or pertaining directly to the learning experience (for example, complaints about instructors, courses, grades or requirements), the following steps must be taken:

PROCEDURE:

The student must discuss his/her concerns with the instructor. The student should make every possible effort to resolve the complaint at this stage.

If no agreement can be reached, the student may appeal, verbally and in writing, within two (2) class days after speaking with the instructor, to the Director of Nurse Education. The Director of Nurse Education will consult with the involved instructor before giving the student a judgment. The Director may also advise the student on an alternate strategy to handle the matter.

If the issue is not resolved, the student should follow the current Warren County Community College Student Academic Appeals procedure available in the WCCC Student Handbook.

Created: 1/4/05

Revised: 5/06, 5/08, 5/09, 6/17

Reviewed: 5/07, 6/10, 6/11, 6/12, 6/13, 6/14, 6/15, 6/16, 6/18, 4/19, 6/20, 6/21, 7/22

PROGRAM EVALUATION

POLICY:

Students have the responsibility to participate in and evaluate the Nurse Education Program. Students are invited to attend departmental meetings. The purpose of the student representative is to convey student concerns to the faculty, to relay information from the faculty and to provide student input into various aspects of the curriculum and program. Committee meetings usually have an open and a closed session. The open session usually occurs first. Students may be present for the open session and will be asked to leave during the closed session.

PROCEDURE:

Students will select representatives from the student population who will convey student concerns to the faculty.

The number of students needed and the committees will be determined at the beginning of the year.

Students are required to complete evaluations for all aspect of the program.

After graduation, alumnae are asked to complete an annual alumnae survey.

Employers of graduates will also be asked to complete a survey about the graduates' performance as a registered nurse.

The Nurse Education Faculty will also review and evaluate the curriculum design, effectiveness, and measure the achievement of program outcomes and objectives based on this data.

Created: 1/05

Revised: 5/06, 6/11

Reviewed: 5/07, 5/08, 5/09, 6/10, 6/12, 6/13, 6/14, 6/15, 6/17, 6/18, 4/19, 6/20, 6/21, 7/22

SIX TIPS FOR NURSES USING SOCIAL MEDIA

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession.

ANA's Principles for Social Networking:

Nurses must not transmit or place online individually identifiable patient information.

1. Nurses must observe ethically prescribed professional patient-nurse boundaries.
2. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
3. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
4. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
5. Nurses should participate in developing institutional policies governing online conduct.

Six Tips for Avoiding Problems:

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

REFERENCES:

American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver spring, MD: Author.

National Council of State Boards of Nursing. (2011, August). White Paper: A nurses' guide to the use of social media. Chicago, IL: Author.

POLICY:

Students shall follow the American Nurses Association (ANA) and National Council of State Boards of Nursing (NCSBN) guidelines when engaging in online activities. In addition to these guidelines, students shall refrain from taking photographs of any kind at clinical affiliate sites. No use of clinical affiliate names or patient information (including

but not limited to patient names, ages, diagnoses or scenarios) is to be posted on any internet sites both private and public.

PROCEDURE:

Violations of the above policy shall be taken seriously and may result in disciplinary action up to and including dismissal from the nurse education program.

Created: 6/13

Reviewed: 6/14, 6/15, 6/16, 6/17, 6/18, 4/19, 6/20, 6/21, 7/22

ALCOHOL AND SUBSTANCE ABUSE RELATED TO CLINICAL EXPERIENCES FOR NURSING EDUCATION STUDENTS

POLICY:

It is the policy of the College that there be an environment which allows students to enjoy the full benefits of their learning experiences, and to understand the negative consequences of the illicit use of alcohol and drug on their lives. The unauthorized use and the abuse of alcohol, and the illegal use of controlled substances inhibit students from obtaining the benefit of their learning experiences, expose them to serious illness and health risks and are therefore prohibited.

A student nurse must be fit for duty. A student's ability to carry out responsibilities in accordance with the Policies and procedures of the Nurse Education Program must be intact. Any over-the-counter medication, any prescribed medications, any illegal or prescribed controlled chemical substances, and any substance (including alcohol) that potentially affects the students ability to carry out responsibilities or which potentially affects the safety and health of any person is considered a drug.

Students are prohibited from reporting to clinical, college laboratory or lecture classes under the influence of alcohol or any substance that impairs physical or mental abilities. The provision of client care in a safe and appropriate manner cannot be compromised at any time and health and safety of students or others in the clinical area cannot be jeopardized.

The student will be responsible for any costs associated with testing for alcohol or controlled substances.

Students are subject to disciplinary action in accordance with the WCCC Standards of Community Conduct and Alcohol and Drug Abuse *POLICY* in the college student handbook.

PROCEDURE:

I. Identification of Concern:

It is the faculty's responsibility to document a student's behavior and performance in the clinical area, college lab or lecture when they have knowledge of/or reasonable suspicion that, a student's unusual or unacceptable behavior and performance may be the result of alcohol or drug abuse. The faculty member will report the incident to the Director of the Nurse Education Program or his/her designee. Unacceptable behavior and performance may include, but not be limited to:

- a. change in appearance
- b. drowsiness, or sleepiness
- c. frequent absenteeism and/or tardiness (no documented medical reason for absence)
- d. inappropriate responses to stimuli
- e. inattentiveness to work

- f. increased inability to meet schedules and deadlines
- g. lack of or decreased coordination in body movement
- h. lack of manual dexterity
- i. slurred/incoherent speech or speech pattern different from his or her normal speech
- j. smell of alcohol on the breath/body
- k. unusually aggressive behavior
- l. unexplained change in mood
- m. unusually passive or withdrawn behavior

Step 1

The faculty member will take the student to a private setting and interview the student regarding her/his observations and assess the situation.

Step 2

The faculty member may request the presence of a second health professional to witness and confirm any observed behavior or performance problem.

Step 3

In the clinical setting, the faculty member shall designate a second health professional to accompany the student to the Emergency Room. This designee shall remain with the student until any testing determined necessary is completed. The physician will examine the student and make the determination as to whether alcohol/drug testing is deemed necessary and determine if student is “fit for duty”. The faculty member or his/her designee should contact Security to escort a student who becomes loud/abusive to the Emergency Room.

Step 4

The student is required to submit to the alcohol/drug test to detect alcohol and/or drugs (or drug metabolites) in his or her system whenever the student is involved in an on- premises accident or the student’s observed behavior raises a reasonable suspicion of drug or alcohol use. If an initial screening test indicates positive findings, a confirmatory test will be conducted. Refusal by the student to submit to such testing shall result in his/her suspension from attending the clinical laboratory and/or college.

Step 5

The student will be excused from class/clinical/college lab assignment until the results of the tests are available and/or appropriate action is determined:

- a. If the student is deemed fit for duty he/she may resume their clinical responsibilities.
- b. If the student is deemed unfit for duty: The student shall be sent home. Consideration must be made of the student’s ability to get home safely. Transportation, at the student’s expense, may be provided if necessary.
- c. The faculty will inform and advise the student that he/she should contact his/her own physician as soon as possible.
- d. The faculty will advise and inform the student that a meeting with the Vice

President of Academic Affairs will be arranged by the Director of Nurse Education.

II. Return to the Nurse Education Program

In order to return to the Nurse Education Program, the student must apply in writing to the Director and will be required to meet the conditions set forth under the Policies and procedures and to undergo unannounced drug screening as a condition of return. The College's Disciplinary Committee may require rehabilitation counseling, or drug education sessions, as a condition of continued enrollment in the college. The student must also meet the readmission criteria for return set forth by the Nurse Education Program.

III. Prohibition from Returning to the Nurse Education Program

The student will be prohibited from returning to the college and/or clinical laboratory until given a "Return to College" clearance by the student's physician and the Vice President of Academic Affairs must certify that the student is able to return to the College and/or clinical laboratory

Any student who withdraws from class or is dismissed from the College in order to obtain treatment will be placed on academic suspension.

Refer to the WCCC Standards of Academic Conduct and Community Conduct (see College Catalog) when a student is in possession of or using alcoholic beverages, illegal or non-prescribed controlled chemical substance in the College or the clinical site. Violation will result in disciplinary action up to and including expulsion from the college, and reporting of the violation to local law enforcement agents.

Information regarding a student's use of alcohol and/or drugs will be released outside the College only as required in the rehabilitative process or as required by law. For instance, certain information concerning a student's involvement with drugs and/or alcohol may be required to be reported by the Nurse Education Program to State licensing boards or supplied in response to a subpoena or other court order. In such instances, the Nurse Education Program will comply with its legal obligations.

The student must enter an appropriate treatment program as a condition of continued enrollment in the school. The decision regarding this treatment program will be made jointly by the Director, the Vice President of Academic Affairs and the student.

The Director and the Vice President of Academic Affairs have the final decision regarding all disciplinary decisions.

IV. Participation in Treatment

Participation in any treatment program for alcohol/drug abuse will not jeopardize continued enrollment, provided the student discontinues involvement with the use of alcohol/drugs, and complies with the College's policies.

Students will not be subject to discipline for voluntarily acknowledging their drug/alcohol addiction; however, appropriate action will be taken by the Nurse Education Program, if such a disease interferes with a student's ability to perform functions of his or her student role safely. Furthermore, a student's status as an alcoholic or drug addict will not excuse violations of the Substance Abuse policy for which the student is subject to discipline. A request for assistance does not exempt the student from routine performance expectations, nor does it confer any immunity-legal or disciplinary- from the consequences of misconduct.

Thus, it is not intended that a request for assistance be used by students as a means for avoiding disciplinary action for violation of WCCC Nurse Education Program rules against alcohol/drug use or poor performance, and the Nurse Education Program has the discretion to impose discipline or violations of such rules. There are instances when a student's drug or alcohol-related addiction or disease may mandate that a report be made to a State licensing board and nothing contained in this policy is meant to suggest that the College will not honor its obligations in such instances.

The WCCC Nurse Education program is prepared to be supportive of students in the treatment or recovery from alcoholism/drug abuse. However, students must recognize that they are expected to remedy behavioral problems arising from the use of alcohol/drugs and the College has the discretion to impose discipline on any student who violates the College's rules including, but not limited to rules against alcohol/drug use.

All laboratory results will remain in the confidential student files in the Nurse Education Program's Director's office and will be retained as a permanent part of the student's medical record. A progress note will be entered in the record detailing the disposition of each case.

Created 1/5/05

Revised: 5/06, 06/11,

Reviewed: 5/07, 5/08, 5/09, 6/10, 6/12, 6/13, 6/14, 6/15, 6/16, 6/17, 6/18, 6/19, 6/20, 6/21, 7/22

DISMISSAL FROM PROGRAM

POLICY:

The Nurse Education Program reserves the right to recommend to the Vice President of Academics, and the Vice President of Student Services the dismissal of a student from the program for any serious reason. The recommendation to dismiss a student is made by the faculty to the Executive Director of the Nurse Education Program. Students dismissed from the nursing program for behavioral or academic reasons, as outlined below, will be ineligible for application for readmission into the nursing program.

Behaviors warranting dismissal include, but are not limited to:

- Violation of classroom or clinical procedures
- Personal misconduct/Conduct dangerous to others/Disorderly conduct
- Falsification of or discrepancies in, forms or records
- Threatening or verbally abusive behavior toward faculty, staff, clients or other students
- Misuse of or damage to property/Misuse of documents or identification cards
- Violations of state or federal law
- Unsafe clinical practice or conduct
- Health problems that interfere with attainment of the program objectives and which cannot be resolved
- Behavior contrary to the ethical code of the nursing profession or the New Jersey Nurse Practice Act
- Positive drug screen
- As well as all policies of behavior described in WCCC Student Handbook
- A grade below (C+) in the same repeated nursing or science course or two separate nursing and/or science courses.
- Two (2) “WF’s” are earned in the same repeated nursing course or two separate nursing courses receive a “WF”
- A cumulative total of 2 WP or W or WM are earned in the same repeated nursing course or two separate nursing courses receive a WP or W or WM.
- Failure to pass a skills test off on second attempt
- Failure to obtain a satisfactory clinical evaluation in a clinical nursing course
- Failure to earn the required grade on a dosage calculation exam after three attempts

PROCEDURE:

1. In a private setting the student may be dismissed from the Nursing Education Program due to behavioral or academic reasons by the Director.
2. Written notification will follow within 48 hours via certified mail.
3. If the decision of the Director is not acceptable, the student must follow the Academic Conduct Grievance procedure in the Warren County Community College Student Handbook.
4. If the appeal is denied, the dismissal is upheld.

Created: 11/04

Revised: 5/06, 5/09, 6/13, 6/17, 6/20, 6/21

Reviewed: 5/05, 5/07, 5/08, 6/10, 6/11, 6/12, 6/14, 6/15, 6/16, 6/18, 4/19, 7/22

TESTING AND GRADING POLICY AND PROCEDURE

POLICY:

Testing is a means of providing the student with an opportunity to demonstrate his/her knowledge of course content. Sharing of information related to test items is a violation of the WCCC Standards of Academic conduct and is considered Academic Dishonesty as described in the WCCC Statement of Rights and Responsibilities in the College Catalog. The following guidelines for test taking are to be observed by all nursing students.

PROCEDURE:

1. For all testing situations:

- a. A student who is not able to take a quiz, unit or final exam as posted due to illness or unexpected situation, must contact the instructor before the examination. The student must schedule a time to take a make-up examination or quiz in the Instructional Support Center (ISC) as soon as possible and notify the instructor immediately of the scheduled time for the make-up. A student who does not notify the instructor prior to the quiz or exam of their absence, will not be permitted to take the make-up examination or quiz and will receive a grade of zero for that quiz or exam. **No retake of any examination in any nursing course will be allowed.**
- b. Students will have the opportunity to review their unit examinations once at the scheduled examination review. Writing implements, cell phones, recording devices and/or any other electronic devices are not allowed during the review. Unit examinations will be available for review only up until two (2) weeks after the exam date. **FINAL EXAMINATIONS ARE NOT REVIEWED. (This is standard procedure. For example, you will not be permitted to review your Licensure Exam.) Only your grade is available.**
- c. Exams may be offered online using the colleges LMS instead of the paper format. Students will be allowed to review their online exam for 10 min. after the exam or quiz time period is over. All 25 question quizzes will have a 30 min time limit, 50 question exams will have a 60 min. time limit. 100 question final exams will have a 120 min. time limit.
- d. Be on time for all testing situations. No additional time beyond the scheduled testing time will be given for students who arrive late. It is at the discretion of the course instructor as to whether or not you will be allowed to sit for the quiz or exam if you arrive late.
- e. Students must leave all items (books, pocketbooks, briefcases, electronic devices such as cell phones, beepers, calculators, recorders, etc.) in the front of the classroom. Only pencils, tissues and the test are allowed at the desk. Calculators are provided by the nursing program.
- f. All examinations and answer sheets will be collected and counted by the instructors at the completion of the examination.
- g. Student must print his/her name on the examination paper and answer sheet before beginning to take the examination. Keep the test and answer sheet flat on the desk.

- h. Leaving and re-entering the room during the testing session may not be permitted. Please take care of personal needs before testing begins.
- i. Proctors/instructors will provide each student with a sheet of scrap paper if needed. All scrap paper will be collected by the proctor/instructor at the completion of the examination period.
- j. Do not talk or look at other students while they are anywhere in the testing area at any time during the examination.
- k. If a student has a question during the examination period, he/she must raise his/her hand and remain seated. A proctor/instructor will go to the student. Do not stand up during the testing session unless requested to do so by the proctor/instructor.
- l. Recorders are not to be brought into the testing area.
- m. Do not write on the answer sheet or test sheet/booklet after leaving your desk to turn in your test. When you have completed your test, you must turn in the test, answer sheet, and scrap paper directly to the proctor. Only one student will be allowed to return test items at any one time. Turn in your test, answer sheet and scrap paper before leaving the room. After completing the test and leaving the room, do not re- enter while testing is in progress.
- n. Do not behave in any way commonly associated with academic dishonesty.
- o. **Only the response placed on the answer sheet will be considered as the desired answer.**
- p. If the student wishes to change a response to an examination item during the examination, the original response must be completely erased. The new response must be clearly filled in on the answer sheet.
- q. Examination grades will be posted. Grades will not be released via telephone or e- mail.
- r. Any student who receives a grade less than 77 on a quiz or exam **must** make an appointment with the class instructor for development of a Program Improvement Plan (PIP). Completion of the remediation process is required prior to sitting for the next course quiz or exam. Please refer to the **Remediation Policy** which follows the testing policy on page 39.
- s. Computerized examinations may be completed in more than one room and require similar precautions as the written test. See above.

2. For Laboratory (College Lab) Testing Situation:

- a. Be on time for the appointment. Notify the instructor at least two (2) hours before the appointment time if you are going to be late or absent.
- b. Do not enter the testing area until instructed to do so.
- c. Leave the testing area and the waiting area when the testing session is completed.
- d. **Discussing any part of the testing procedure with other students will be considered academic dishonesty and will be dealt with accordingly.**

3. For Test Reviews:

- a. Place all items (books, papers, pocketbooks, briefcases, electronic devices such as cell phones, beepers, calculators, recorders etc.) at the front of the room.
- b. Absolutely no recording of test reviews is permitted.
- c. Students who attempt to record any test reviews, either on paper, on tape or by any other means, will be charged with Academic Dishonesty procedures.

Created 12/04

Revised: 5/06, 5/09, 6/11, 6/12, 06/17, 06/18, 06/19, 6/20

Reviewed: 5/05, 5/07, 5/08, 5/10, 5/13, 6/14, 6/15, 6/16, 6/21, 7/22

REMEDIATION

POLICY:

Any student who receives a grade less than 77 on a quiz or exam must make an appointment to meet with the course faculty member to develop a Program Improvement Plan.

PROCEDURE:

This will be accomplished by going over the quiz or exam with the course faculty member and identifying the student's areas of weakness. The student will review their areas of weakness with the course faculty. The student will be asked to develop their Program Improvement Plan with the faculty member and sign a document that includes their plan for improvement.

In order to successfully complete NSG I, III, IV & -V clinical evaluation an "S" for satisfactory must be achieved in clinical courses. All skill test offs must be successfully completed after 2nd attempt. Must achieve the required grade on the Dosage and Calculation Exam for that course within three attempts.

Created 12/04

Revised: 5/09, 6/11, 7/19, 6/20, 6/21

Reviewed: 5/05, 5/06, 5/07, 5/08, 06/10, 6/12, 6/13, 6/14, 6/15, 6/16, 6/17, 6/18, 7/22

GRADING SCALE

POLICY:

The policy of the Nurse Education Program is that grades **will not be** rounded up. For example: 76.5 will not be rounded up to 77.

Grading Criteria

A	=	90% or more
B+	=	87-89
B	=	80-86
C+	=	77-79
F	=	Below 77

Note: Only “C+” or above is passing in the nursing and science courses in the Nurse Education Program. A “C” is passing in other general education courses.

WITHDRAWAL REQUIREMENT

POLICY:

You may withdraw from any course before the official drop date listed in the college calendar. **FAILURE TO ATTEND CLASS DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL.**

Students should contact the Office of Student Services for additional assistance.

PROCEDURE:

1. If you are withdrawing from a nursing course, the clinical and classroom instructor should be notified immediately in writing or via email.
2. Complete a withdrawal form and submit to Office of Student Services.
3. If you withdraw from a Nursing course and you wish to be readmitted, see policy on Progression and Retention.

Created 12/04

Revised: 5/09, 6/11, 07/19, 6/20

Reviewed: 5/05, 5/06, 5/07, 5/08, 5/10, 6/12, 6/13, 6/14, 6/15, 6/16, 6/17, 6/18, 6/21, 7/22

TRANSFER STUDENT POLICY

A) Program Prerequisites and Co-requisites

Credits earned from a regionally accredited college or university may be transferred into the WCCC in accordance with the Board of Trustee's transfer policy. Students must have earned at least a C+ in all science courses and these courses must have been completed within the last five years in order to be eligible for transfer. Students must earn a grade of at least "C" in any other course.

B) Nursing Courses

Due to the sequencing of certain activities and skills, the clinical instruction may vary from institution to institution, the College does not accept transfer credits to substitute for any College NURS credit classes.

PROCEDURE:

Students seeking to transfer credits from a previous institution should submit an official transcript to the Office of Student Services. Students will receive written notification regarding the status of any credits accepted by WCCC. All transfer credits will be recorded with TR grades that do not calculate into a student's Grade Point Average (GPA).

Created 12/04

Revised: 6/13

Reviewed: 5/05, 5/06, 5/07, 5/08, 5/09, 6/10, 6/11, 6/12, 6/14, 6/15, 6/16, 6/17, 6/18, 7/19, 6/20, 6/21, 7/22

STUDENT DRESS CODE REQUIREMENTS

POLICY:

Students are required to wear their uniform for all clinical and simulation experiences. Students are required to have their uniforms clean and pressed and to practice proper personal hygiene to present a professional appearance. The dress code is clearly stated and designed to project a professional image and ensure the safety of students and those for whom they care. Faculty and clinical affiliation agreements will determine the extent to which students are in compliance with the program's standards and are authorized to dismiss students from the clinical area until their dress conforms to code. This is not an excused absence and may impact on the student receiving a "US" / unsatisfactory grade for the clinical component.

The code includes but not limited to:

1. **Body Jewelry:** Body jewelry in visible places such as eyebrows, nose, lips and tongue may not be permitted during clinical rotations at the discretion of the clinical instructor. Ear Gauges must be no larger than 1 inch, flesh colored and covered with a flesh colored band aide.
2. **Cosmetics:** Cosmetics may be used in moderation; perfume, cologne and scented aftershave are discouraged. Underarm antiperspirant should be used.
3. **Hair:** Hair must be above the collar, either short or securely fastened, away from the eyes, and be neat and clean. No bows, large barrettes or combs should be worn. Male facial hair must be neatly shaved or clean shaven. Hair must not be dyed purple, blue, bright un-natural red, green, or all pastel colors.
4. **Undergarments:** Undergarments must be worn and (thongs are not appropriate) of the appropriate style and color so as not to be seen through the outer uniform. A brassier or short sleeved undershirt may be required under the scrub top.
5. **Nails:** Fingernails must be clean and trimmed so they are no longer than one-fourth inch past the end of the finger. Nail polish may only be clear. Decals, charms, artificial nails, and airbrushing are not permitted.
6. **Jewelry:** Jewelry should be minimal, i.e. wedding band, one pair of small post earrings, and a watch with a second hand. No other visible jewelry is to be worn.
7. **Shoes and Socks or Stockings:** When the uniform is worn, shoes must be all white leather and clean. **Clogs, sandals, or slippers are not permitted.** White ankle socks or knee high stockings or pantyhose must be worn with shoes with the uniform for female students. Male students may choose to wear ankle length or higher white socks.

8. **Photo Identification:** The official Warren County Community College photo identification must be visible at all times in the clinical area. A plastic holder that can hold the photo ID must be clipped onto the uniform and will be provided. Additional identification by affiliating agency may be required to be worn in place of the college ID.
9. **Tattoos:** Must be covered when in uniform with long sleeve shirts, band aides, or turtle neck top. All shirts worn under the uniform top must be white. If a tattoo is on your face, please cover with your skin tone colored make-up.

Created: 12/04
Revised: 5/07, 5/08, 5/09, 6/11, 6/13, 6/16 Reviewed: 5/05,
5/06, 5/10, 6/12, 6/14, 6/15, 6/17, 6/18, 4/19, 6/20, 6/21, 7/22

UNIFORMS

PROCEDURE:

- a. Clinical uniform clothing as determined by the nursing program faculty must be purchased at a facility determined by the college. Uniform also includes a stethoscope, bandage scissor, a watch with a second hand, a pen light, and a black ink pen at all times. A small note pad is also recommended. A college photo ID is provided by the library. The college photo ID and/or other ID as identified by the clinical agency is required and must be visibly displayed at ALL times in the clinical area.

UNIFORM EXCEPTIONS:

There may be clinical settings where uniforms are not worn. Students must abide by the agency policy and be guided by the suggestion of the instructor. Appropriate attire for these instances may include professional-looking street clothes, but not denim or sweat-shirt-like material, nor high heels or sandals and low-cut revealing necklines are not permitted. All other student dress code requirements remain in effect when in street clothes.

Created: 2/05
Revised: 5/06, 5/07, 5/08, 5/09, 6/11, 6/12, 6/13, 6/14
Reviewed: 5/10, 6/15, 6/16, 6/17, 6/18, 4/19, 6/20, 6/21, 7/22

STUDY HABITS AND WORKING WHILE YOU ARE A NURSING STUDENT

Effective study habits will help you achieve your goal. Should you experience difficulty adjusting to college level study **consult with your instructor**; in addition, there are learning resources on campus that can help you.

Map out a schedule that includes some study time every day. **Read assignments before class** time so that the value of attendance and participation is maximized. Some students find **study groups** helpful and fun.

If you desire to record a faculty member's lecture or discussion on tape, please discuss with the instructor. In addition to taping, you should continue to take notes while in class. **Repetition facilitates learning.**

We are concerned that some of you are burdened with long work hours in addition to a full credit load (12 or more credits). College course work is very demanding. **Nursing requires many hours of reading, researching, preparing, practicing and writing papers and nursing care plans.** Ask yourself if you are giving yourself every opportunity to succeed. Consider taking a lighter load or reducing/eliminating work hours.

Although we recognize that some students must work, it is imperative that you are not scheduled to work the time period immediately preceding the clinical experience (i.e. do not work any part of the shift just before clinical experience). It is expected that students will be fit to engage in the clinical experience.

TEXTBOOKS

The textbooks and other related reading materials and supplies required for nursing are available for purchase online. Most of the reading material for nursing will be purchased during the first semester and used throughout the program. Unless advised otherwise, we recommend that you do not purchase textbooks required at other course levels until you are ready to enroll in these courses. This will enable you to have the most current required editions. We suggest that you put your name in all of your textbooks. We strongly suggest that you do not leave them unattended in the classroom or elsewhere.

Created: 2/05

Revised: 5/06 ,6/11, 6/20

Reviewed: 05/07, 05/08, 05/09, 6/10, 6/12, 6/13, 6/14, 6/15, 6/16, 6/17, 6/18, 4/19, 6/21, 7/22

Warren County Community College Student Nurse Organization

POLICY

All Warren County Community College (WCCC) students currently enrolled in the Nurse Education Program shall be eligible for membership in the Student Nurse Organization (SNO).

PROCEDURE

1. The WCCC Student Nurse Organization is open to any student in good standing enrolled in the nurse education program.
2. Each member shall be responsible for active participation in the organization's functions.
3. All members in good standing are voting members.
4. Membership may be terminated by any academic or personal withdrawal from the Nurse Education Program.
5. Members may obtain a copy of the SNO constitution from the SNO secretary.

Created: 3/05

Revised: 5/06

Reviewed: 5/07, 5/08, 5/09, 6/10, 6/11, 6/12, 6/13, 6/14, 6/15, 6/16, 6/17, 6/18, 4/19, 6/20, 6/21, 7/22

STUDENT SERVICES

ADVISEMENT

A designated nursing department member will help you with course selections for each semester. Prior to selecting courses for the next semester, you should review all nursing program course requirements which are listed in the College Catalog and Student Handbook. You are expected to adhere to all pre-requisites and co-requisites. Students who fail to do so may not progress in the nursing program.

FINANCIAL AID

The Warren County Community College Financial Aid Office is located in the Office of Student Services. Scholarships, loans, and work study may be provided according to student's needs. Please use this service if you have the need and are prepared to substantiate your situation in writing. The earlier you apply, the better your chances of receiving the aid you need.

STUDENT RECORDS

When you enter the nursing program, a file is initiated and maintained during your enrollment. This file consists of your academic record, completed health forms, signed policy statements, clinical evaluations and other notations made by the faculty and you. This file belongs to the College but is available for you to review upon request to the Director. You may request the release of this information to others.

Please note: You must grant permission in writing for the release of this information to potential employers or for recommendations from faculty that include information from the student's academic file. **Please ask a faculty member for the consent form.**

Created: 12/04 Revised:
6/13, 6/16

Reviewed: 5/05, 5/06, 5/07, 5/08, 5/09, 6/10, 6/11, 6/12, 6/14, 6/15, 6/17, 6/18, 4/19, 6/20, 6/21, 7/22

INTRODUCTION TO COLLEGE AND CLINICAL LABORATORY

The purpose of this section of the handbook is to help the student navigate materials pertinent to the college and clinical laboratories. Nursing is a unique profession that combines both an “art” and a “science”. The “art”, or caring component, of nursing is an aspect that each of us brings to the profession with our individual backgrounds and experiences. The caring component is demonstrated via experiences throughout the curriculum.

Psychomotor skills required to perform nursing skills safely are an integral component of the practice of nursing. Students must study and practice to be able to perform prescribed skills in a safe, efficient and effective manner. Both the teaching and learning of psychomotor skills include an emphasis on cognitive learning. The theory component of psychomotor skills serves as the basis for critical thinking and decision-making when functioning in the care provider role. The cognitive component focuses on concepts related to the supplies, equipment and rationale for procedures. Performing the psychomotor component of the skills is directly related to understanding the theory associated with the skill. Knowledge of theory underscores the “Science” of nursing.

Safely performing psychomotor skills requires compliance with critical elements. Critical elements are minimum safe standards. Students are required to consistently demonstrate the evaluation components and critical elements of all skills performed on clients. Throughout the program, students are held responsible for skills learned in previous semesters.

The handbook also identifies the clinical and college laboratory requirements, procedures to be followed for skills practice and evaluation, an explanation of clinical evaluation, a clinical pre- assignment policy and procedure and other information relevant to your Nurse Education experiences.

For all nursing skills courses, (NSG 101, NSG 102, NSG 103, NSG 204, NSG 205, NSG 206) students must achieve a minimum grade of “C+” or 77% to progress in the nursing program. Skills performance testing is required to pass skills courses.

For all clinical nursing courses students must receive a grade of “Satisfactory (“S”)” to progress in the nursing program. The clinical evaluation tools for each course describe the expected performance. Clinical courses require Care Plans, Pharmacology/Math Testing and specific assignments related to individual courses to earn a satisfactory grade.

The faculty acknowledges that as nursing students you are “learners.” However, the physical and emotional safety of a client cannot be placed in jeopardy. The inability of a student to provide consistent, safe care or to follow the policies/procedures of the college and clinical agency will require that the student be asked to leave the clinical laboratory and may result in a withdrawal from the program.

Review all sections of the Handbook carefully to understand what will be expected of you throughout the nursing program.

**WARREN COUNTY COMMUNITY COLLEGE
NURSE EDUCATION PROGRAM**

THE NURSING COLLEGE LABORATORY

The Nursing College Laboratory provides students with a controlled, simulated, client care environment where they can practice and be tested on their ability to perform required skills. The practice of skills under faculty guidance followed by skills evaluation, enables students to develop a degree of confidence and the beginning competence necessary for the clinical laboratory setting.

OBJECTIVES

As a result of the college laboratory experiences each student will be able to:

1. use nursing theory, principles, and concepts while performing skills
2. demonstrate critical thinking when performing skills
3. exhibit the requisite dexterity
4. provide evidence of the use of cognitive, psychomotor, and affective skills

EVALUATION COMPONENTS FOR ALL NURSING SKILLS

**COLLEGE LAB
SKILLS
EVALUATION
COMPONENTS**

DEFINITION OF TERMS

Critical Elements

Observable behaviors that must be demonstrated to successfully complete any skill. Critical elements identify the **minimal** safe competencies for the performance of a skill; therefore, the student must meet all critical elements for the successful completion of a skill.

Standard Protocols

Specific nursing competencies that are inherent in the safe performance of all skills. Standard Protocols must be performed successfully in all aspects of nursing care to be safe. Standard Protocols are a critical element of every skill.

1. Asepsis:

- Perform Hand Hygiene before and after each client situation and each skill
- Follow Standard Precautions
- Protect self and others from cross contamination
- Use sterile technique when necessary
- Dispose of contaminated articles in designated containers

2. Communication:

- Identify the client; use at least two client identifiers when providing treatments or procedures
- Introduce self to client (and family), using full name and status
- Greet client by proper name
- Provide privacy
- Explain procedures (s) to client/family
- Promote client independence and involvement, if possible
- Evaluate client's response to skill
- Reports changes in client's condition to faculty and staff
- Document findings
- Uses verbal and nonverbal communication that demonstrates respect, understanding, and caring

3. Safety:

- Verify physician's written order in chart
- Assess client for any allergies
- Use correct body mechanics
- Adjust the bed to appropriate height and lower side rail nearest you
- Raise the side rails when bed is in elevated position or client is in need of protection
- At skill completion lower bed
- Keep environment free from potentially harmful elements (e.g. clean up spills, avoids electrical hazards)
- Protect clients from temperature extremes
- Demonstrate use of call light and place in accessible position
- Provide care consistent with knowledge gained from previous courses
- Perform assessment appropriate to skill
- Plan skill to be safe, efficient, and organized.

Created: 1/05

Revised: 5/13

Reviewed: 6/06, 6/07, 6/08, 6/09, 6/10, 6/11, 6/12, 6/14, 6/15, 6/16, 6/17, 6/18, 6/19, 6/20, 6/21, 7/22

COLLEGE NURSING LABORATORY GUIDELINES

POLICY:

The College Nursing Laboratory is available on a scheduled basis for teaching, practice and evaluations. Hours/times are posted on the Laboratory door and MY WARREN on the courses announcement page. Students are urged to practice *PROCEDURES* whenever a class or testing session is not scheduled in the laboratory. Students and faculty are expected to adhere to the following guidelines:

1. Appointments must be made with lab coordinator for supervised practice in order to facilitate the planned activity.
2. Students are to be prepared and on time for all College laboratory appointments.
3. Appointments for skill evaluation and/or review **must be kept** or notification is expected when an appointment cannot be kept.
4. An attendance record will be maintained in the college lab. Students **MUST** sign-in/out each time the laboratory is utilized. You must have a faculty member/lab coordinator validate your attendance by initialing your entry on the attendance sheet each time you sign the attendance sheet.
5. Assigned faculty, assigned clinical adjunct faculty, and the director of nurse education can conduct evaluations.
6. An evaluation is performed without guidance from faculty.
7. Critical elements must be satisfactorily met during the evaluation.
8. Only those individuals with appointments will be admitted to the evaluation area.
9. Students who fail a skill will be required to attend mandatory remediation and open skills time under supervision of the skills lab coordinator or nurse ed. instructor. The student will be given a second chance to test off on the skill. If the student is unsuccessful on the second attempt at the skill, they will receive an unsatisfactory grade for clinical in that course and will therefore fail the course. If this is the student's first failure in the nursing course they will be able to repeat the course the next time it is offered depending on availability of a seat. If this is the student's second failure in a nursing course they will be dismissed from the program without the ability to return.
10. Skills that have been taught in the College lab can be performed in the clinical setting under faculty supervision. Skills which are evaluated as "unsatisfactory" at a lab test-off cannot be subsequently performed in the clinical setting.
11. All retesting of evaluations **must** be completed according to the course requirements.
12. After each laboratory activity the student will put away all equipment and clean/straighten the area.
13. Competencies in all nursing skills must be maintained throughout the program.
14. Children, drinking and eating are **NOT** permitted in the laboratory.
15. **Accidents, no matter how minor, must be reported to the laboratory coordinator or nurse ed. instructor. Report and follow-up to be done as needed.**
16. If, for any reason, a lab is missed, it is the student's responsibility to obtain the material covered.

Created: 1/04

Revised: 4/05, 6/11, 6/13, 6/21

Reviewed: 5/06, 5/07, 5/08, 5/09, 5/10, 6/12, 6/14, 6/15, 6/16, 6/17, 6/18, 6/19, 6/20, 7/22

PROCEDURE FOR SKILLS PRACTICE AND EVALUATION

1. Observe faculty demonstrate skills.
2. View videotapes or tutorial of skills (as scheduled or on your own).
3. Practice assigned skills independently or in small groups with lab coordinator or nurse ed. instructor. Students may be required to practice a minimum number of hours prior to skills test-off.
 - a. Be on time for any scheduled appointments. If more than 10 minutes late, the student will forfeit the opportunity and must reschedule.
4. Whenever possible, lab evaluation will occur during scheduled college lab/clinical time.

Created: 1/05

Revised: 4/05, 6/11, 6/13, 6/21

Reviewed: 5/06, 5/07, 5/08, 5/09, 5/10, 6/12, 6/14, 6/15, 6/16, 6/17, 6/18, 6/19, 6/20, 7/22

CLINICAL LABORATORY REQUIREMENTS

POLICY:

The Nurse Education Program is responding to increasingly complex demands of the healthcare system by expanding partnerships with educational and clinical institutions. These partnerships provide settings that best prepare students to practice in contemporary healthcare delivery systems. In order to provide these educational opportunities, clinical experiences may take place outside the county where the student is attending class.

Therefore students are required to travel to various sites for clinical experiences. No changes in a clinical assignment can be made unless the student requesting the change can find a student in an alternate clinical site to switch places. This change must be approved by the course faculty prior to finalizing the change. Students who are unable to arrange to attend clinical practice in the assigned facility and cannot make arrangements to will be unable to continue in their program. Such students are requested to inform the course faculty during the first week of class.

Clinical hours may vary according to course requirements and available resources.

NOTE: Any student who withdraws from the Nursing course sequence must re-submit the program requirements prior to acceptance for re-entry into the nursing courses. The laboratory coordinator or nurse ed. faculty will determine the required documents.

PROCEDURE:

Your experiences in clinical are vital to your learning. The following are required:

1. Submission of copies of liability insurance, and Basic Life Support (BLS) for Health Care Providers by the American Heart Association to the Lab Coordinator or nurse ed faculty by the determined date.
2. A completed health record.
3. Report any changes, in writing, in health status to the Lab Coordinator or nurse ed instructor.
4. Report student injuries or exposures to blood and body secretions to the faculty and to the Director of Nurse Education.
5. Results of a criminal background check accepted by the assigned clinical agency. **NOTE:** clinical facilities, at their discretion, may require a random drug screen.
6. Arrival at the clinical agency prior to the assigned time.
7. Adherence to the uniform dress code. (See Student Handbook)
8. Adherence to the Clinical Attendance *POLICY* outlined in this handbook.
9. Adequate preparation.
10. All requirements must be met in order for a student to participate in the clinical experience.

Created: 4/05

Revised: 5/06, 5/09, 6/13, 6/15, 6/21

Reviewed: 5/07, 5/08, 6/10, 6/11, 6/12, 6/14, 6/16, 6/17, 6/18, 6/19, 6/20, 7/22

CLINICAL ATTENDANCE

POLICY:

Any clinical absence within the semester may jeopardize successful completion of clinical objectives and will be reviewed by the course faculty. There is no “make up” mechanism for clinical absences.

PROCEDURE:

If the student misses clinical due to illness they will be required to bring in a doctor’s note stating that they are able to return to lecture, clinical, and skills/simulation lab. The student will not be able to attend any aspect of a nursing course without bringing in a doctor’s note stating that they are well enough to return.

Although faculty may assign an alternate assignment, notice of absence for a clinical and completion of a make-up assignment does not constitute an “excused” absence. All clinical make-up assignments must be completed and submitted to the clinical instructor by the due date as determined by the clinical instructor. If this assignment is not submitted on time, the student will receive an Unsatisfactory for the clinical component of the course and will therefore fail the course.

NOTIFICATION SYSTEM FOR CLINICAL ABSENTEEISM

In the event the student cannot be present in the clinical area, he/she is expected to follow the procedure outlined by their clinical instructor at the beginning of that clinical rotation.

CLINICAL PRE-ASSIGNMENT

POLICY:

Students may receive client assignment from the faculty prior to clinical experience. If prior collection of client data is not permitted by the facility, other arrangements will be made to facilitate pre-assignment preparation.

PROCEDURE:

1. When in the health care agency collecting clinical data, students will wear appropriate attire along with the official Warren County Community College student nametag and a white lab jacket (no shorts, jeans, tank tops, miniskirts, etc.).
2. Students will limit their data collection to those clients to whom they have been assigned.
3. Client care can only be given on clinical class days when the faculty is available. Students cannot care for clients on client pre-assignment days.
4. Students will adhere to the confidentiality laws that protect clients' identities (Health Information Portability and Accountability Act: HIPAA). HIPAA violations are taken very seriously by both the nurse education program and the clinical agencies. Any student found to be in violation of HIPAA will be dismissed from the program without the ability to return.

Created: 5/05

Revised: 6/17

Reviewed: 5/06, 5/07, 5/08, 5/09, 5/10, 6/11, 6/12, 6/13, 6/14, 6/15, 6/16, 6/18, 6/19, 6/20, 6/21, 7/22

NURSE EDUCATION PROGRAM GRADUATION REQUIREMENTS

POLICY:

To graduate from Warren County Community College with an Associate Degree, students must earn 60 credits or more, as specifically listed in the WCCC Catalog under their chosen program. Each student is ultimately responsible for meeting all course requirements as specified in the WCCC Catalog, under his or her chosen program. Students in the Nurse Education Program must complete the required general education courses and their major program courses as listed in the WCCC Catalog for a total of 60 credits, with an overall 2.5 or higher grade point average in order to graduate. Students anticipating graduation must apply for graduation by completing an Application for Graduation by the date listed on the Academic Calendar each year. All financial and other obligations to the College must be satisfied before WCCC will approve the student for graduation.

The last 15 credits earned toward WCCC degrees must be earned at WCCC. For information on transfer credits from other colleges, as well as other types of credit that may count toward graduation at WCCC, see the Advanced Standing section of the WCCC Catalog.

Created: 12/04

Revised: 5/06, 5/07, 5/08, 5/09, 6/11, 6/19

Reviewed: 6/05, 6/10, 6/12, 6/13, 6/14, 6/15, 6/16, 6/17, 6/18, 6/20, 6/21, 7/22

GRADUATION AND AWARDS/ PINNING CEREMONY

Students earning an Associate in Science degree are invited to participate in the College graduation ceremony held during the month of May. The College will provide the caps and gowns which will be worn during the graduation ceremony as long as they are ordered by the date specified. **All nurse education students must apply for graduation whether or not they intend to walk at graduation, to do so they must go to student services and complete the proper paperwork.**

Graduating students from the nursing program may plan (through the Student Nurse Organization, SNO) a Pinning/Awards Ceremony, which includes presentation of the Warren County Community College school pin. The Awards/Pinning Ceremony is held after completing NSG V & NSG VI, but before graduation. This is a meaningful way of recognizing significant achievement, and all students are encouraged to participate.

Created: 4/05

Revised: 5/06, 6/17

Reviewed: 5/07, 5/08, 5/09, 6/10, 6/11, 6/12, 6/13, 6/14, 6/15, 6/16, 6/18, 6/19, 6/20, 6/21, 7/22

STATE BOARD OF NURSING REQUIREMENTS FOR LICENSURE

Applicants to the Nurse Education Program are advised that State Boards of Nursing regulate licensure for Registered Nurses. Requirements established by the Board of Nursing in the state where the person is seeking licensure must be met before the state will issue a license to practice. The New Jersey Board of Nursing Statute 45:11-26 states that an applicant for license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant:

1. Has attained his or her eighteenth birthday.
2. 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.
3. Holds a diploma from an accredited 4-year high school or the equivalent thereof as determined by the New Jersey State Department of Education.
4. Has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma therefrom.

To be considered for licensure, all applicants must pass NCLEX-RN. The application process also includes a criminal background check and fingerprinting.

Statutes and Regulations, New Jersey Board of Nursing, Division of Consumer Affairs, N.J. Department of Law & Public Safety, statutes last updated: 10/26/2015, regulations last updated: 5/21/18.

If you have any questions or concerns regarding this or other matters, contact the Board of Nursing at:

New Jersey Board of Nursing
P.O. Box 45010
Newark, New Jersey 07101
973-504-6430

New Jersey Board of Nursing Information:

www.njconsumeraffairs.gov/medical/nursing.htm

<http://www.state.nj.us/lps/ca/medical/nursing.htm>

NJ Application for Licensure: <https://newjersey.mylicense.com/eGov/Login.aspx>

Each state Board of Nursing has the right to deny or defer licensure if the applicant does not meet the requirements for licensure.

Created: 6/05

Revised: 10/15, 6/18

Reviewed: 5/06, 5/07, 5/08, 5/09, 6/10, 6/11, 6/12, 6/13, 6/14, 6/16, 6/17, 6/19, 6/20, 6/21, 7/22

NATIONAL STUDENT NURSES' ASSOCIATION
Bill of Rights and Responsibilities for Students

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.
9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately. Students should be allowed to invite and hear any individual of their own choosing within the institution's guidelines, thereby advocating for and encouraging the advancement of their education.
11. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.
12. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
13. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
14. The nursing program should have readily available a set of clear, defined grievance procedures.
15. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.
16. Students have the right to belong to or refuse membership in any organization.
17. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.
22. The nursing program should track their graduates' success in finding entry-level

employment as registered nurses and make this information available to all who apply and enroll.

23. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.

Revised: 6/12, 6/18

Reviewed: 5/05, 5/06, 5/07, 5/08, 5/09, 6/10, 6/11, 6/13, 6/14, 6/15, 6/16, 6/17, 6/19, 6/20, 6/21, 7/22

Code of Academic and Clinical Conduct Adopted by: **The National Student Nurse Association**

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.

7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual belief.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Phoenix, AZ, on Oct 27, 2009.

CODE OF ETHICS OF THE NURSING PROFESSION

PREAMBLE

The American Nurses Association (ANA) is the premier organization representing the interest of the nation's 3.6 million registered nurses. ANA advances the nursing profession by fostering high standards of nursing practice, promoting a safe and ethical work environment, bolstering the health and wellness of nurses, and advocating on health care issues that affect nurses and the public. ANA is at the forefront of improving the quality of healthcare for all.

In January of 2015 the ANA published *The New 'Code of Ethics for Nurses 2015 with Interpretive Statements' (2015): Practical Clinical Application, Part I*. Part one covered Provision 1-4. In April of 2015 the ANA published *The New 'Code of Ethics for Nurses with Interpretive Statements' (2015): Practical Clinical Application, Part II*. Part II covers Provisions 5-9.

CODE OF ETHICS FOR NURSES PROVISIONS 1-9

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, © 2015 by American Nurses Association.

Revised by the ANA 2015