RN NURSING PROGRAM

Student Handbook

2019-2020

ACCREDITATION

The Nursing Program is accredited by the New Jersey Board of Nursing
New Jersey Board of Nursing
124 Halsey Street, 6th Floor
PO Box 45010
Newark, New Jersey 07102
(973) 504–6430
www.state.nj.us/lps/ca/medical/nursing.html

The Nursing Program is accredited by
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE Suite 850
Atlanta, Georgia 30326
(404) 975–5000
www.acenursing.org

Complaints regarding the program may be submitted to the New Jersey Board of Nursing.

Further information can be obtained by writing the above.

PROGRAM DESCRIPTION:

The Nursing Program includes a theoretical base of general education and science courses together with a range of nursing theory and practical course designed to prepare graduates to be eligible for the state licensure examination for Registered Nurses (NCLEX–RN). Graduates of the Nursing Program must pass the National Council of State Boards of Nursing Licensure Examination for Registered Nurses in order to practice nursing. Students who successfully complete this program will be awarded an Associate in Science Degree, Nursing from Hudson County Community College. Graduates of the Program may enter into upper division BSN Nursing Programs through articulation agreements at many four-year institutions.

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Hudson County Community College Nursing Program does not discriminate based on race, color, age, religion, handicap, national or ethnic origin, gender, sexual orientation, or veteran status in the administration of its admissions, educational policies, scholarship and loan programs, or any other policies.   However, there are also essential eligibility requirements for a professional nursing student's participation in clinical practice.

Failure to read this and other Hudson County Community College publications does not excuse students from rules and regulations in effect at the Hudson County Community College Nursing Program or Hudson County Community College.   Hudson County Community College Nursing Program reserves the right to make changes, as circumstances require.

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ORGANIZING FRAMEWORK

The organizing framework of the Nursing Program is based on the Quality and Safety Education for Nurses (QSEN) concepts and National League for Nursing Competency Model. These concepts form the foundation of the philosophy and are threaded through each nursing course and measured by the end of program student learning outcomes. This framework provides for movement of delivery of care from one patient, to groups of patients and to the community through the completion of the program.

Philosophy

The faculty of the Nursing Program, in congruence with the mission of Hudson County Community College, is committed to provide effective, quality nursing education to a culturally diverse student population representative of Hudson County and the surrounding communities. The Program is an integral part of the community and Faculty believes that combining the resources and talent of all the members of the health care team, we can better serve and meet the health care needs of the population we serve.

The Program prepares graduates who recognize and respect the pluralism and diversity of the cultures and faith traditions of the community we serve. Students are expected to strive for high quality professionalism, act with integrity and demonstrate responsibility and honesty. Moreover, the values of social responsibility and community service are fostered throughout the curriculum.

The faculty believes that:

Human Flourishing is the ongoing growth of human beings. Human beings possess strengths that can be mobilized to meet needs throughout the life cycle. Human beings strive to achieve their potential within the context of family, work, social groups, culture and the global community. Inherent in human flourishing is the right to privacy, dignity, respect and autonomous decision making regarding health care choices. Recognizing that diversity of values and beliefs influence decision making, it is knowledge that facilitates human beings to make informed choices. Nurses engage patient / family in active partnerships that promote health, safety and self–care management.

Nursing judgment requires critical thinking, integration of evidenced based practice, and adherence to legal / ethical principles in decision making. Nurses make informed practice decisions utilizing available health information technology. Nurses develop collaborative relationships with members of the health care team to provide safe and quality care.

Professional identity is the implementation of one's role as a nurse in ways that reflect integrity, responsibility and ethical practices. Students are expected to strive for high

quality professionalism that encompasses the qualities of caring and advocacy for a diverse population within the community context. Students are required to act with integrity, demonstrate responsibility and honesty. The values of social responsibility and community service are fostered throughout the curriculum. Commitment to Evidence Based Practice is inherent in safe, quality care.

Spirit of inquiry is necessary for the continuous improvement of nursing practice. Nursing education is an interactive process between teachers and learners that fosters a spirit of inquiry. Students are expected to examine the evidence that underlies clinical nursing practice, challenge the status quo and offer new insights to improve the quality of care for patients, families, and communities through utilization of technology and Evidence Based Care. Faculty function as facilitators to foster learning by utilizing various strategies and techniques to accommodate students with diverse learning styles. Learning is a life-long process that is valued and required. The Nursing Program is committed to providing an environment conducive to this process.

Recognizing the economic and cultural diversity of the community, the Program provides affordable and quality nursing education to traditional and non–traditional students. The Nursing Program is committed to the welfare of the broader society by preparing individuals to play effective roles as citizens and to serve the greater community.

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion Associate in Science Degree–Nursing, the graduate will:

1. compare the function of the health care team in providing patient centered care.
2. value a spirit of inquiry by utilizing evidence based practice and critical thinking in the decision making process.
3. engage in professional development activities that enhance the role of the nurse and facilitate life–long learning.
4. utilize the quality improvement process to improve care for patients, families and communities.
5. incorporate health information technology in the practice of nursing to make informed clinical decisions.
6. exhibit sound clinical judgement in providing safe and quality care.
7. practice within the ethical/legal parameters of the profession.

PROGRAM OUTCOMES

1. 80% of graduates will pass NCLEX–RN examination on the first attempt.
2. 80% of graduates will be employed in nursing within 1 year of graduation.
3. Within 1 year of completion, 75% of responding graduates will express satisfaction with the program of study.
4. Within 1 year of employment, 75% of responding employers will express satisfaction with graduates in the workplace.
5. 50% of students will complete the program of study within 3 years.

PROGRAM INFORMATION AND OPTIONS

NOTIFICATION OF REGULATIONS

Students have access to the Student Handbook via the Course Management System that specifies rights and responsibilities, academic policies, guidelines for behavior and the grievance procedure. Students sign a statement indicating they have read, understand and will adhere to stated policies and held responsible for all policies in the Student Handbook. A printed hard copy of the handbook is located in the nursing computer lab.

Students are notified of policy changes through distribution of written or electronic communications. Letters are sent to students' homes for those students not currently enrolled in nursing courses. Students must use their HCCC email address when communicating with members of the college.

ADVANCED STANDING–NURSING COURSE

Applicants who have completed nursing credits comparable to Nursing 110 from another accredited school of nursing will be evaluated by the Admissions Committee of the Hudson County Community College Nursing Program for eligibility to challenge Nursing 110. For eligibility to challenge 110, the course must be at least 6 credits and have a clinical component and no older than three years. Challenge exams may only be taken once. Students will be required to take a Bridge Program Option and the prerequisites must be satisfactorily completed prior to entry into Nursing 120. Students may not transfer beyond Nursing 120. Nursing students wishing to transfer enrollment to the Hudson County Community College Nursing Program must follow the Application Procedure for applying to the Program.

LPN ARTICULATION

The HCCC Nursing Program offers an articulation option for qualified Licensed Practical or Vocational Nurses who wish to continue their nursing studies. Licensed Practical Nurses who have satisfactorily completed an accredited program and meet admission criteria may have credit for prior nursing knowledge placed in escrow as per the following schedule.

LPN ARTICULATION MODEL				
Months after Graduation	12 Months after Graduation	13 – 36 Months after Graduation	37 – 59 Months after Graduation	60 Months (5 Yrs.) or More after Graduation
Challenge Examination and Work Experience	Challenge Examination not required. Work experience not required.	Challenge Examination not required. Work experience not required.	Challenge Examination not required. Work experience not required.	Challenge Exam not required. Work experience not required.
Nursing Credits	Nursing credits for previous learning given upon successful completion of Nursing 120. If the Student is unsuccessful in Nursing 120, the credit for Nursing 110 (held in escrow) will not be given and the student must take Nursing 110 before repeating Nursing 120.			
Non-Nursing Credits	May be transferred, subject to approval by Hudson County Community College.			
*Bridge Program Option	All applicants accepted into the LPN articulation will be required to satisfactorily complete the *Bridge Program* before beginning Nursing 120.			

*The Bridge Program Option is a web-enhanced course with clinical skills testing, performed on site.

BRIDGE PROGRAM OPTION

This program is required for students who have been accepted into the Nursing Program and have successfully challenged NSG 110 (Fundamentals) or are LPN's being admitted under the New Jersey LPN to RN articulation model. The Bridge Program is a web-enhanced program, which includes a drug calculation test and modules on therapeutic communication, physical assessment, and medication administration and performance of on –site skills assessment.

The Bridge Program Option provides the student with orientation to the Nursing Program and it is required before beginning Nursing 120. After successful completion of the Bridge program Option, the student will matriculate into the generic day, evening or weekend division of the Nursing Program and enter NSG 120.

RN–BSN JOINT ADMISSIONS PROGRAM

Hudson County Community College Nursing Program and New Jersey City University have joined together to offer a joint admissions program to enable nursing students to seamlessly earn a BSN in as little as 15 months after the completion of the RN / AS degree. HCCC also has a strong articulation Agreement Montclair State University and Ramapo College.

FUNCTIONAL REQUIREMENTS FOR THE NURSING PROGRAM
In order for safe nursing practice to occur and for students to be qualified to participate in and complete the program a nursing student must be able to perform these essential functions. Listed below are the Essential Functions of a student nurse. Applicants need to be aware of these Essential Functions prior to acceptance. Students must be able to performance the essential functions with or without reasonable accommodations. It is the student's responsibility to notify the College of any disability impacting on his or her ability to perform the essential functions prior to entering the Nursing Program.

ESSENTIAL FUNCTION	PERFORMANCE REQUIREMENTS
Ability to Use Senses	Visual acuity with corrective lenses to identify color changes in skin, respiratory movement in patients; read fine print / writing on physicians orders, monitors, equipment calibrations, measure medication in syringes, IV's, etc. Hearing ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; to hear blood pressure, heart, lung and abdominal sounds with a stethoscope; to understand a normal speaking voice without viewing the speaker's face. Tactile ability to feel differences in skin temperature and to perform physical assessment.
Motor Ability	Physical ability to walk long distances, to stand for prolonged periods, to lift, move, and transfer patients / equipment of 20 lbs. or more, to maneuver in limited space, to perform CPR, to provide routine and emergency care, to have manual dexterity and feeling ability of the hands to insert tubes, prepare medications, and perform technical skills.
Ability to Communicate	Ability to communicate effectively in English in verbal and written form through interactions with patients, family, and healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds; to write clearly and correctly on patient's record for legal documentation.
Ability to Problem Solve	Intellectual and conceptual ability to think critically in order to make decisions, which includes measuring, calculating, reasoning, analyzing, prioritizing and synthesizing data.
Coping Abilities	Ability to function safely under stress and adapt to changing clinical and patient situations.

DISABILITY SUPPORT SERVICES

Students with disabilities who believe they might need accommodations must identify themselves to HCCC Disabilities Support Services (201) 360–4157 by submitting documentation to the Counselor / Coordinator of Disability Support Services. Documentation provided by students is kept confidential. All disabilities must be documented by a qualified professional who is qualified to assess the disability that the student claims to have and make recommendations on accommodations for the student. Only information regarding specific recommendations is released to faculty and only with student permission. Every effort is made to review the documentation of each individual student to identify appropriate accommodations to provide optimum learning environments.

It is the responsibility of the student who has documented the physical and learning disabilities to identify him/herself and request assistance from HCCC. These services must be arranged before the beginning of each semester.

MENTOR–MENTEE PROGRAM

Students are assigned a faculty mentor at the start of Nursing 210. The faculty mentor acts as an advisor and guides the student in course selection and registration. Additionally, the mentor will assist the student in developing effective test taking strategies and help the student in preparation for the NCLEX examination. The student can make an appointment with the faculty mentor to discuss academic issues or concerns that impact student success in the Nursing Program.

TIME FRAME OFFERINGS   (Day / Evening or Weekend)

The single curriculum offered by Hudson County Community College Nursing Program.

Day Division: A student enrolled in the day division attends classes and clinical experiences during the daytime.

Evening Division: Evening division classes and clinical experiences are offered during the evening and include selected weekends.

Weekend Division: Weekend division classes are offered during the evening hours and clinical experiences are offered during the day on Saturday and Sunday.

Many non–nursing courses are also offered on the weekends.

TIME REQUIRED TO COMPLETE PROGRAM

All students are required to complete the program within **3 years** from the start of the first nursing course.

CURRICULUM PLAN

NURSING PROGRAM CREDIT BREAKDOWN

Nursing	Credits	General Education	Credits		Credits
NSG 110	6	Algebra /Intro to Statistics	3	Humanities/Diversity	3
NSG 120	8	Anatomy & Physiology I	4	Microbiology	4
NSG 210	9	Anatomy & Physiology II	4	Psychology	3
NSG 220	9	Intro to Computer	3		
NSG 240	2				
		College Student Success	1	Life Span Dev.	3
		English Composition I	3	Speech	3
		English Composition II	3		
Total Nursing	**34**	**Total Non-Nursing**	**37**	**Total Credits**	**71**

DAY DIVISION CURRICULUM PLAN

Fall Semester 15 wks.		Winter Semester 2 wks.		Spring Semester 15 wks.		Summer I 6 wks.		Summer II 6 wks.	
							Credits		Credits
						CSS100	1	PSY101	3
						MAT100 /			
						MAT114	3		
						Total	**4**	**Total**	**3**
	Credits		Credits		Credits		Credits		Credits
NSG110	6	CSC100	3	NSG120	8	BIO250	4	ENG112	3
BIO111	4			BIO211	4				
ENG101	3			ENG102	3				
Total	**13**	**Total**	**3**	**Total**	**15**	**Total**	**4**	**Total**	**3**
	Credits		Credits		Credits		Credits		
NSG210	9	Hum 101/		NSG220	9	NSG Leadership			
PSY260	3	Diversity Elect	3			240 (2.5 weeks)	2		
Total	**12**	**Total**	**3**	**Total**	**9**	**Total**	**2**		

EVENING DIVISION CURRICULUM PLAN

Fall Semester 15 wks.	Winter Semester 2 wks.	Spring Semester 15 wks.	Summer I 6 wks.	Summer II 6 wks.
			Credits	Credits
			CSS100 1	PSY101 3
			MAT100/	
			MAT114 3	
			Total 4	**Total 3**
Credits	Credits	Credits	Credits	Credits
BIO111 4	CSC100 3	BIO211 4	BIO250 4	ENG112 3
ENG101 3		ENG102 3		
Total 7	**Total 3**	**Total 7**	**Total 4**	**Total 3**
Credits		Credits	Credits	Credits
NSG110 6		NSG120 8	PSY260 3	Hum101/
				Diversity Elect 3
Total 6		**Total 8**	**Total 3**	**Total 3**
Credits		Credits	Credits	
NSG210 9		NSG220 9	NSG Leadership 240 (2.5 weeks) 2	
Total 9		**Total 9**	**Total 2**	

WEEKEND DIVISION CURRICULUM PLAN									

Fall Semester 15 wks.		Winter Semester 2 wks.		Spring Semester 15 wks.		Summer I 6 wks.		Summer II 6 wks.	
			Credits		Credits		Credits		Credits
		CSS100	1	BIO111	4	BIO211	4	ENG101	3
		PSY101	3	MAT100/					
				MAT114	3				
		Total	**4**	**Total**	**7**	**Total**	**4**	**Total**	**3**
	Credits		Credits		Credits		Credits		Credits
NSG110	6	CSC100	3	NSG120	8	BIO250	4	Hum 101/	
ENG102	3			PSY260	3			Div Elect	3
Total	**9**	**Total**	**3**	**Total**	**11**	**Total**	**4**	**Total**	**3**
	Credits		Credits		Credits		Credits		
NSG210	9	ENG 112	3	NSG220	9	NSG Leadership 240 (2.5 weeks)	2		
Total	**9**	**Total**	**3**	**Total**	**9**	**Total**	**2**		

*Nursing Courses have Lecture on Friday Evening and Clinical / Lab on Saturday and / or Sunday.

NURSING COURSE DESCRIPTIONS

NURSING 110

Course Description: This introductory nursing course includes basic nursing concepts and skills. The focus is on wellness. Areas of emphasis will include the profession of nursing, values, communication, nursing process, physical / psychosocial assessment, nutrition, pharmacodynamics and care of patients in acute, long term and community health care settings. QSEN concepts of patient–centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics, will be integrated throughout the course. 3 credit hours Theory and 3 credit hours Clinical (1:3). Theory 3 hours per week, Clinical 9 hours per week. **Pre-requisites**: PSY 101, MAT100 or MAT114, **6 CREDITS**

NURSING 120

Course Description: This course focuses on the knowledge and skills learned in the first nursing course. The student will care for patients with simple acute and simple chronic health alterations. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity and rest, protection, sensing, fluid and electrolytes, neurologic and endocrine function. Pharmacology and QSEN concepts of patient–centered care, teamwork and collaboration, evidence–based practice, quality improvement, safety, and informatics, will be integrated throughout the course. It will include Mental Health Nursing and physical/psychosocial assessment of those experiencing health deviations. Emphasis will be placed on managing nursing care for one patient. 4 credit hours Theory and 4 credit hours Clinical (1:3) Theory 4 hours per week, Clinical 12 hours per week. BIO111, ENG101, **8 CREDITS**

NURSING 210

Course Description: This course continues to examine more complex, acute and chronic health alterations. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity, rest, and sensing, protection, and endocrine function. Pharmacology and QSEN concepts of patient–centered care, teamwork and collaboration, evidence–based practice, quality improvement, safety, and informatics, will be integrated throughout the course. The Childbearing Family is also included. 4 credit hours Theory and 5 credit hours Clinical (1:3.75) Theory 4 hours per week, Clinical 15 hours per week. **Pre-requisites:** ENG102, CSS100, BIO211, CSC100, **9 CREDITS**

NURSING 220

Course Description: This course focuses on patients in crisis requiring complex nursing care. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity and rest, protection, sensing, fluid and electrolytes, neurologic and endocrine function. Pharmacology and QSEN concepts of patient-centered care, teamwork and collaboration,

evidence–based practice, quality improvement, safety, and informatics, will be integrated throughout the course. It will include Child Health Nursing. Emphasis will be placed on managing nursing care for multiple patients, delegation and assumption of a leadership role. 4 credit hours Theory and 5 credit hours Clinical (1:3.75). Theory 4 hours per week, Clinical 15 hours per week. **Pre-requisites:** HUM101, PSY260, BIO250, ENG112, **9 CREDITS**

NURSING 240 NURSING LEADERSHIP

Course Description: This course consists of an analysis of selected current health trends and issues and their impact on the practice of nursing. Content will focus on exploration of contemporary ethical dilemmas, economic and social issues, and concepts related to nursing leadership role transition, and safety and quality concepts. Emphasis in clinical will be placed on functioning as a part of the interdisciplinary team, while managing patient care for multiple patients utilizing principles of leadership and management. 1 credit hour Theory and 1 credit hour Clinical (1:3). Total Theory 15 hours and 45 Clinical hours. **Pre-requisites**: NSG220, **2 CREDITS**

Course descriptions for non–nursing courses can be found in HCCC College Catalog.

COMMUNITY NURSING COMPONENT

Hudson County Community College Nursing Program is committed to meeting the needs of the community as well as preparing nurses with the necessary skills to meet the demands of the rapidly changing workplace. Students participate in various community health screenings and outreach programs throughout the curriculum in addition to their home health experiences.

CLASS SIZE AND HOURS

There may be as many as 70–75 students in nursing theory classes. The ratio of faculty to students in the clinical area may never exceed 1:10. Day theory classes are typically held between the hours of 8:00 a.m. and 3:30 p.m. and day clinical may begin at 7:00 a.m. or 8:00 a.m. depending on the particular nursing course. Evening theory courses typically begin at 5:30 p.m., but may begin sooner if all students and faculty contract to do so. Evening clinical begins at 5:30 p.m. and may end 12:30 a.m. except for the 2 weeks Nursing Leadership in Nursing 240 that begins at 3:00 p.m. Day clinical will begin at 7:00 a.m. for the 2 weeks of practicum in Nursing 240. Weekend classes are Friday evening 5:30pm and clinical are Saturday and Sunday 8:00am.

All students are responsible for providing their own transportation to and from Hudson County Community College and any clinical affiliations at their own expense.

RECEPTION, SKILLS SIMULATION LAB AND COMPUTER HOURS

Reception Area:

1.   Nursing Program Reception Area will be opened as follows:
Monday through Friday, 8:30 a.m. – 7:30 p.m.

Students must have their HCCC ID for access to the building.

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Nursing Computer Lab:

2.   The Computer Lab is open during the school year:
Monday through Friday, 9:00 a.m. – 9:00 p.m.

Weekend hours are posted at the beginning of each semester on the course
management system, and Computer Lab bulletin board.

The Computer Lab is closed during Standardized Testing

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Nursing Skills Simulation Lab Hours:

3.   Hours are posted by the Skills Simulation Lab Coordinator / College Lecturer.

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EVENING INFORMATION

1.   Friday Evening Access to the Nursing Program:

On Skills Simulation Lab or Skills Testing Evenings

Hudson County Community College Nursing Program Reception Desk will be manned
until 8:00 p.m. *(Please carry and display your student identification badge with you at
all times.)*

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2. **On Clinical Nights**

Report directly to your assigned clinical unit, unless otherwise instructed. Leave all valuables at home. Bring only those items that you will need for the evening and that you can keep on your person.

GUIDELINES FOR CLINICAL EXPERIENCE

1) **Clinical Preparation:**

a. Read the patient's chart thoroughly:

    i.   Take note of the patient's demographic data, admission date, chief complaints on admission, allergies, active and home meds, active problems initial history and physical, emergency room documentation and admitting diagnoses.

    ii.   Take note of the diagnostic/laboratory studies and results within the last 24 – 48 hours.

    iii.   Read the Doctors order and Nursing shift report.

    iv.   Review your medications from the MAR, noting the administration time, expiration dates. If you find any discrepancy, bring it to the attention of the RN partner or charge nurse.

b. Based on the information about your patient, begin to develop a plan of care.

2. On the Day of Clinical:

A. Pre–Conference will begin at the designated time by your clinical faculty. All students are required to attend.

B. Students must come prepared to clinical with information on patient and plan of care.

C. Introduce yourself to the RN partner. Make sure you inform the RN partner which patient(s) you have, how long you will be in clinical, if you will be giving meds.

D. Take report from the RN partner. You will be collaborating with the RN partner on the care of your patient(s). Do not leave the floor without reporting off to the RN partner and instructor.

E. Unless otherwise specified, students are expected to have assessed their patients, checked IVs, NG/GT, Foley catheters, O_2 delivery, TPR and BP.

F. Prior to doing a new procedure, the student is expected to review the Procedure. The student then discusses this with the clinical faculty prior to carrying out the procedure under supervision. A student should not independently perform a procedure which he/she has not done before without faculty supervision. Students **are not allowed** to give IV push medications and **will always require supervision** when flushing central lines (TLC, Portacath, etc.)

G. Students are required to know about the assigned patient's medications. Meds can be administered after the student discusses them with the faculty. Inadequate medication knowledge is considered unsatisfactory performance in the clinical area. **Students in critical care will follow the procedure for medication administration as indicated and, in addition, should check with the RN partner before administering any medication. Students cannot independently mix, hang or titrate any vasoactive medications in critical care. These activities may be done collaboratively with the RN partner.**

H. Students are responsible for documenting on their assigned patient in EHR. Students may only give medications with faculty approval.

I. Students are expected to develop the initiative to seek out learning experiences in the clinical area.

REQUIRED EQUIPMENT FOR THE CLINICAL EXPERIENCE

A. 2 Black Pens

B. Bandage Scissors

C. Watch with a Second Hand

D. Stethoscope

E. Pen Light

F. Small Measuring Device

ESSENTIAL CLINICAL BEHAVIORS

The following is a list of necessary nursing behaviors applicable to clinical settings. This is **NOT** an exhaustive list! These essential clinical behaviors are **IN ADDITION** to essential nursing care plan formulation and to acceptable implementation and evaluation of nursing care. All nurses regardless of setting or position have an ethical obligation to create and sustain healthy work places and to foster an atmosphere of dignity, professionalism, and respect.

CLINICAL PREPARATION

    A. Appropriate data on clinical work sheet.

    B. Uses appropriate academic and professional resources from nursing and other related disciplines to prepare for clinical experience.

    C. Arrives on clinical unit, conferences and meetings on time or contacts appropriate personnel when unable to meet time commitment.

    D. Prepares for clinical or lab experiences and patient care assignments.

    E. Submits written work or documentation of preparation as requested by the faculty and at the time requested by the faculty.

    F. Follows hospital policies, procedures and accepted standards of patient care.

    G. Students not prepared for clinical will be sent off from clinical and given a clinical warning. The student is responsible to arrange for the clinical make up.

    H. No information from patient chart may be photocopied or digitally reproduced, any violations will result in dismissal from program.

SAFETY

    A. Bed locked.

    B. Bed in lowest position when leaving patient.

    C. Side rails up.

    D. Call bell and bedside table (with phone) within reach.

    E. Restraints properly applied.

    F. Standard precautions maintained.

    G. No re–capping of needles.

    H. Protects patient from emotional jeopardy.

    I. Protects patient from physical jeopardy.

ON–GOING ASSESSMENT

    A. LOC, vital signs, neuro signs, turning and restraints monitored as needed.

    B. Compares patient's baseline data with current data to recognize changes in patient's health status.

C. Lab values monitored as needed.

D. New physicians' orders reviewed.

E. Intake (esp. Strict I & O) and urinary drainage (with date of bag change) monitored.

MEDICATION ADMINISTRATION

A. Patient's allergies checked.

B. Physicians' orders checked.

C. Check validity and accuracy of the ordered medication.

D. Time, dosage, route and expiration date checked.

E. Compute the dose correctly.

F. Prepare the medication accurately.

G. Identify patient correctly.

H. All medications verified with instructor.

I. Use correct technique in administering medication.

I.V. INFUSION

A. Physicians' orders checked.

B. Correct solution infusing and amount left in bag/bottle (LIB)

C. Verifies the accuracy of the flow rate within 20 minutes of caring for the patient.

D. Checks insertion site of peripheral, central or implanted venous access devices for dislocation, infiltration or complications q 1 hr.

E. Date of line change and dressing change determined.

F. Administers the prescribed fluids.

COMMUNICATION

A. Identifies nursing staff responsible for the care of assigned patient within 15 minutes of assuming care.

B. Obtains report from staff about assigned patient within 20 minutes of assuming care.

C. Communicates changes in the patient that potentially jeopardize health immediately to the professional staff and instructor.

D. Documents care and assessment findings on the student's HER at designated location.

E. Maintains confidential nature of patient information.

F. Responds to instructor in a professional manner.

G. Maintains professional and therapeutic demeanor in stressful situations.

H. Establishes effective interpersonal relationships with the patient, family and health team members.

I. Seeks appropriate guidance.

ATTENDANCE CLASS / THEORY

Students are expected to attend all classes. In case of an emergency or illness, students are to notify the Course Coordinators prior to the scheduled class.

Attendance for the theory component of the course is critically important for successful progression in the Nursing Program.

Attendance will be taken at the beginning of each class to assure a correct record is maintained. Students who falsify another student's signature will be subject to disciplinary action.

The responsibility for any work/assignments missed because of the absence rests entirely with the student.

If the class absence occurs on a testing day, the student must notify the instructor prior to the scheduled beginning of the exam. Opportunity for a make–up exam will be considered only once during the course. The highest grade obtainable on a make–up exam is a 80%.Failure to take the exam in the student's scheduled division (Day, Evening or weekend) will be considered as an absence on a testing day.

THERE ARE NO MAKE-UPS FOR QUIZZES. A STUDENT WHO IS ABSENT FOR A QUIZ WILL RECEIVE A SCORE OF ZERO (0). EXAM REVIEWS WILL BE CONDUCTED AS OUTLINED IN THE COURSE SYLLABI.

PUNCTUALITY: CLASS AND CLINICAL

<u>CLASS</u>
To prevent disruption of a class in progress the door will be closed at the beginning of class. Students who are not present at the beginning of the class will not be admitted until the break.

<u>CLINICAL</u>
Students are required to be in the clinical area promptly at the assigned time. Students who are late may be dismissed and the day will be counted as a clinical absence.

CLINICAL

Students are required to attend all Skills / Simulation Laboratory and clinical experiences in order to meet the course objectives. Only extenuating circumstances for absence will be considered and documentation will be required.

Students who are absent must notify the faculty and **call the assigned unit ½ hour** before the start of the clinical experience. In addition, the student must request and supply the name of the person taking the message on the clinical unit. Make–up will be required for all clinical absences. Absence for more than one clinical day may result in clinical failure. **IT IS THE RESPONSIBILITY OF THE STUDENT TO ARRANGE ALL CLINICAL MAKE UP WITH THEIR CLINICAL FACULTY. STUDENTS NOT PRESENT AT THE ASSIGNED TIME WILL BE DISMISSED AND THAT DAY WILL BE COUNTED AS A CLINICAL ABSENCE.**

UNSAFE CLINICAL PRACTICE

Unsafe clinical practice may be defined as any incident or behavior on the part of the student that placed a patient in physical and/or emotional jeopardy. Such practice includes but is <u>**NOT**</u> limited to:

    A. Lying, cheating, stealing or knowingly providing false information.
    B. Failure to assess, report or record changes in a patient's condition.
    C. Failure to safeguard a patient's well–being by omitting protective or restraining devices, or applying them incorrectly. Failure to follow institutional policy for care of a patient in restraints.
    D. Inability to calculate medication doses correctly.
    E. Administering medications improperly, failure to observe the "6" Rights.
    F. Violations of surgical and medical asepsis.
    G. Failure to inform the instructor of need for assistance and/or unfamiliarity with required nursing intervention.
    H. Failure to notify instructor of absence or tardiness.
    I. Lack of preparation for care being administered and/or failure to demonstrate appropriate competence in the presence of the patient.

J. Breach of the patient's privacy and / or confidentiality.
K. Failure to report a patient's threats of harm to self, others and interference with treatment plan.
L. Leaving patient unattended in clinical area without reporting to instructor and primary nurse.

CLINICAL FAILURE

All students are required to pass both the theory and clinical portions of each nursing course. A student will fail clinically if he/she sustains a second warning in the same area of deficiency or he / she receives more than two clinical warnings within any clinical nursing course. The faculty reserves the right to issue an immediate clinical failure for unsafe clinical practice. A clinical failure is a dismissal from the Nursing Program.

PROTOCOL FOR TAKING TESTS
1. Test will begin and end as scheduled.
2. All personal items are to be placed in a designated location.
3. Only No. 2 pencils are allowed.
4. **ALL** cell phones will be collected and placed in a plastic bag along with your ID.
5. Students will not be allowed to leave the room once the test begins.
6. All students are required to remain in the classroom until the completion of the test. *(With the exception of final exam.)*
7. Students must take seat assigned by faculty.
8. No food or beverages are allowed in the exam room.
9. No personal calculator will be used.
10. All hats will be removed prior to the start of the exam.
11. Talking will **NOT BE** permitted during the exam period.
12. The Scantron sheet is considered the final answer.

PROTOCAL FOR TAKING PROCTORED EXAMS IN THE COMPUTER LAB

1. A sign up sheet is posted on the Computer Lab bulletin board one week prior to exams.
2. Students must sign up for testing sessions and indicate if they will use a lab computer or bring their own device.
3. Refer to Protocol for Test Taking: numbers 1, 2,5,8,9, and 11 apply.

FINAL EXAMINATIONS

Final examinations for nursing courses will be administered at the same time for both day and evening divisions as reflected in the course calendar.

Students who cannot take the exam on the date and time scheduled will be given the opportunity to take a make–up exam where the highest grade they can achieve is an 80%.

PROGRESSION THROUGH PROGRAM

All students must pass nursing course and course requirements in order to progress to the next nursing course. A student must achieve a B- (80) in a nursing course and pass the clinical component in order to pass a nursing course.

A student will be dismissed from the Nursing Program for failure of more than one nursing course and or clinical failure.

A student who has been dismissed must wait three (3) years before reapplying to the Nursing Program.

All graduation requirements must be completed for eligibility to exit the Program.

REGISTRATION FOR NSG 220

POLICY

Students will not be allowed to register for Nursing 220 if all prerequisites have not been completed and a passing grade is reflected on their college transcript. Pre requisites for Nursing 220 are as follows: **CSS 100, BIO 111, BIO 211, HUM 101, ENG 101, ENG 102, MAT 100, CSC 100, PSY 101, PSY 260, ENG 112, NSG 110, NSG 120, NSG 210 and BIO 250.**

It is the responsibility of the students to ensure that all transfer credits have been approved by Hudson County Community College and is reflected on the college transcript.

ASSESSMENT & TESTING PROGRAM

An assessment, testing, and remediation program is used throughout the nursing program curriculum. It is a comprehensive on line program with end of course tests, focused review tests, remediation, videos and case studies. Students are orientated to the program at the beginning of NSG 110.

The goal of the program is to enhance overall student learning and performance, and to prepare students for a successful outcome on the NCLEX–RN exam.

Students are expected to utilize the program as required in each nursing course as well as use independently.

TEST REMEDIATION

Remediation is not allowed for faculty developed exams or finals. For the proctored standardized exams, the students must remediate within 72 hours after the proctored exam is taken. Students who complete remediation in the specified time frame will receive half the points back that were lost on the standardized proctored exam. Students who do not remediate within the specified time frame will not receive additional points. This remediation policy applies to end of course standardized exams as specified in the syllabus.

GRADING FOR NURSING COURSES AND NON–NURSING COURSES

Grading for non–nursing courses is according to the grading policy of Hudson County Community College found in the College Catalog. A grade of C or higher is required in all non-nursing courses.

A student must achieve a (B-) 80 in a nursing course and pass the clinical component to pass the course. Clinical failure or a grade of less than 80 in theory will result in a 0 (F) for the nursing course.

The theory grade for a nursing course will be based on quizzes, exams and a final exam and paper/project(s), as per the course syllabus. The student must pass both the theoretical and clinical components of the course.

All students enrolled in a nursing course are required to pass both the theory and clinical portions of the course to receive credit for the course. A student who fails either the theory or clinical portion of a nursing course will receive a grade of (F), and must repeat the course in its entirety.

Students enrolled in a nursing course must meet the clinical objectives of the course in order to pass the clinical portion of the course.

GRADING SYSTEM

HUDSON COUNTY COMMUNITY COLLEGE Non-Nursing	NURSING PROGRAM	
A = 4.0	A = 4.0	92 - 100
A- = 3.7	A- = 3.7	89 - 91
B+ = 3.3	B+ = 3.3	86 - 88
B = 3.0	B = 3.0	83 - 85
B- = 2.7	B- = 2.7	80 - 82
C+ = 2.3		
C = 2.0		
D = 1.0		
F = 0.0	*Failure in nursing course is below 80(B-)	

CALCULATION OF GPA

To determine the grade point average (GPA), multiply the number of grade point equivalents for each grade received by the number of credits for the course, then divide the total number grade points by the total number of credits attempted.

NURSING PROGRAM PROGRESS REPORT

Student Progress Reports reflecting their cumulative grade point average below 80% will be issued at mid–semester.

Any student who receives a midterm academic warning will be referred to Skills/Simulation lab for academic tutoring.

DISMISSAL

A student will be dismissed from Hudson County Community College Nursing Program for:

1. Failure of more than one nursing course
2. Unsafe clinical practice
3. Clinical Failure
4. Displaying conduct or behaviors requiring disciplinary action as outlined in the Hudson County Community College Student Handbook and Nursing Program Handbook
5. Violation of The Code of Conduct of the Hudson County Community College Nursing Program as outlined in the Student Handbook
6. Any HIPAA Violations

NURSING PROGRAM COMPLETION

Students are promoted on the basis of scholastic achievement and clinical performance. Requirements for graduation are:

1. Completion of the Academic Program as outlined in the curriculum plan
2. Cumulative grade point average of 2.0 or above, with an 80 or higher, in all Nursing Courses and a C or higher, in all non-nursing courses.
3. Fulfill all financial obligations to Hudson County Community College Nursing Program and Hudson County Community College.
4. Completion of a standardized comprehensive nursing readiness exam. If the student receives less than the acceptable score a second exam will be required.
5. Completion of the required NCLEX Review Course and NCLEX preparation requirements.
6. Students eligible for HCCC graduation must pay the graduation fee, complete and submit an application form to HCCC Registrar's Office by May for January Graduation and By December for May Graduation.
7. An official transcript from HCCC, with degree completion, must be submitted to the nursing program before a completion letter is sent to the Board of Nursing.
8. A letter will be sent to the Board of Nursing for NCLEX eligibility after **all** graduation requirements are met and not before.

PROGRAM POLICIES

A.   WITHDRAWAL

The policy for withdrawal from non–nursing courses is in the HCCC Catalog.

Students may withdraw from a nursing course without academic penalty until the midpoint of the semester. Withdrawal beyond the midpoint will be considered only in cases of emergency. The student must have a passing grade 80% in the course at the time of withdrawal. If the student does not have a passing grade in the course at the time of withdrawal, it will be counted as a failure and a grade of (F) will be recorded on the student's HCCC transcript. The Director must approve all withdrawals. Clinical failure at any time during the course constitutes a course failure and the student may not withdraw. Students may only withdraw once though out the length of the program.

Students who stop attending class/clinical or withdraw after the mid-point will receive grade of F on the HCCC transcript.

Procedure:

Students requesting a withdrawal must put the request in writing and submit directly to the Nursing Program Coordinator and notify the Course Coordinator(s). The Course Coordinator(s) will then notify the clinical instructor. The written request must include reason for withdrawal and include any supporting documents. The withdrawal will not be processed until written request is received.

B.   LEAVE OF ABSENCE

Students may be granted one leave of absence for up to one year during their course of study. A failure in a nursing course is considered a leave of absence. Refer to the Nursing Program Student Handbook regarding how to apply for a Leave of Absence.

C.   MANAGEMENT OF ID BADGE

The clinical faculty is responsible to collect all special ID badges that were issued by the institution at the end of the clinical rotation and return them to the designated person at the clinical facility.

D.   CHANGE IN STUDENT NAME, ADDRESS, PHONE NUMBER AND EMAIL

Change in student Name, Address, Telephone Number and / or Email Address must be reported to Hudson County Community College Nursing Program and to Hudson County Community College Enrollment Services.

Hudson County Community College Nursing Program is not responsible for any information that the student does not receive due to an incorrect Name, Address, Telephone Number or Email Address.

1. Submit change of Address, Telephone Number and/or Email Address to Hudson County Community College Nursing Program and Enrollment services.
2. Submit change of Name and Official Proof *(marriage certificate, driver's license, of that change to Hudson County Community College Nursing Program and Enrollment Services).*
3. Students must also notify Hudson County Community College and submit change of address form to HCCC. Students must follow the procedure outlined in the HCCC College catalog.

CHECKING HCCC E-MAIL

All students are responsible for checking their HCCC email and are responsible for any information sent via email. HCCC must be checked while on a leave of absence (LOA).

READMISSION

A student who has failed one nursing course may retake the course the next time it is offered by the Nursing Program. A letter of intent and monetary deposit must be submitted to the Nursing Program for approval. It is important to communicate this early as registration is based on the availability of space in each division.

*A student planning to re-enter the Nursing Program must submit a request in writing to the Guidance and Promotion Committee. **Readmission is not automatic**. Placement in day, evening or weekend division is based on availability of space within the nursing course. The student will be notified of the decision.*

A student who fails clinically will not be reconsidered for readmission. Students are only allowed one failure in the Nursing Program

Students who stop attending class/clinical or withdraw after the mid–point will receive grade of (F) on the HCCC transcript.

A student who has completed Nursing 110 or a higher level nursing course, who has been out of a nursing course for more than one year, must do the following to be considered for readmission.

1. Put the request in writing addressed to the Curriculum Committee.
2. Challenge Nursing 110.
3. Take the Bridge Program Option.

After successful completion of Nursing 110 Challenge Examination and the Bridge Program, the student will be permitted to enter Nursing 120 in the spring semester.

TRANSFER BETWEEN DIVISION

Transfer between nursing divisions is approved on the basis of availability of space in the desired course.

1. Students seeking a change in nursing division (Day to Evening, Evening to Day or to weekend) must put the request in writing, Attention: Curriculum Committee. Approval will be made by order of written request.

2. Student must register for the division in which they are currently enrolled while awaiting approval of a division change.

3. Students will be notified when a space is available and the change of division is approved.

4. Students must complete an Add / Drop Form to signify the change of division.

*Transfer and approval of change of division is at the discretion of the Curriculum Committee in collaboration with the nursing course coordinator.

PINNING CEREMONY

The Nursing Pin is presented to the graduates at the Pinning Ceremony. Awards are also presented.

LICENSING EXAMINATION

Each graduate is eligible for, and expected to take the National Council Licensing Examination for Registered Nurse Licensure (NCLEX–RN).

UNIFORM POLICIES

All students will dress in a manner consistent with the dress code of Hudson County Community College Nursing Program.

The uniform of Hudson County Community College Nursing Program consists of the following:
- The official Nursing Program Uniform, white hose and white shoes
- HCCC ID and Clinical Facility ID Badge
- Students will not be permitted on the Clinical Units without the ID Badge.

- A full–length Lab Coat is worn for all community activities. Lab coats are not worn on the clinical units.

1. APPEARANCE IN UNIFORM

- The complete official school uniform is required for practice in the clinical area and for official school functions.
- All students must wear a valid identification badge with photograph and name when at Hudson County Community College Nursing Program or clinical agencies.
- All students are required to maintain personal hygiene as to not offend others.
- Fragrances should not be overpowering and may be prohibited in certain patient care areas.

2. HAIR & NAILS

- Hair must be clean, neat, arranged above the collar when in uniform and should not fall in the face when the neck is flexed forward.
- Extreme hair styles and colors are not permitted.
- Elaborate hair ornaments are prohibited.
- Beards and/or mustaches should be neatly trimmed.
- Fingernails must be kept clean, short and rounded. Natural fingernails longer than ¼" and artificial nails / enhancers (tips and wraps) are not permitted.
- Nail polish, if worn, must be of a natural tone or colorless. During certain rotations, i.e. OR and OB, nail polish is prohibited.

3. MAKE–UP AND JEWELRY

- Cosmetics and jewelry should be worn with discretion.
- Only a wedding ring, wristwatch with a second hand, and one earring per lobe.
- Earrings must be small post earrings. No dangling earrings may be worn. A Medic–Alert necklace / bracelet may be worn. *(This policy may vary with OR and OB).*
- No body piercing ornaments are allowed in eyebrows, nose, lips, tongue or any part of the body exposed.
- Tattoos should not be visible when in uniform.
- Heavy perfume may not be worn.

4. **SHOES AND HOSE**

- White socks or stockings must be worn. Hose are to be white, design less, clean and without stains, runs or tears.
- All white rubber–soled shoes are required while in uniform. Shoes and shoestrings must be kept clean.
- High–topped sneakers, clogs, crocks or open–toe shoes are not allowed while in uniform.
- Sneakers must be white without designs
- Shoes should be clean / polished and in good repair at all times.

5. **SCRUB SUITS / GOWNS**

- Service (scrub) gowns / suits are worn in designated areas. The student must abide by the regulations of the department regarding wearing apparel.

6. **PROHIBITED DRESS**

- The following styles of dress are inappropriate and are prohibited in the clinical areas: dungarees / jeans, shorts, tee shirts, very short skirts, sweat pants, spandex leggings / pants, hats, caps, visors, clothing bearing provocative, obscene or lewd statements, and / or symbols are prohibited. This section is not all–inclusive. It is the responsibility of the student nurse to foster a professional appearance.

EXPENSES

The student should have sufficient funds to meet personal needs and to provide traveling expenses for affiliations and field trips.

CPR CERTIFICATION

All students are required to maintain active CPR Certification for health care providers and AED. Failure to complete requirements prior to clinical will constitute a clinical absence and a warning for that day. Two clinical absences for failure to complete requirements can lead to a clinical failure and dismissal from the program. **All requirements must be submitted prior to the 1st day of clinical.**

STUDENT MALPRACTICE

All students of Hudson County Community College Nursing Program are required to have Student Nurse Malpractice Insurance (minimum $2 million / $4 million). Applications for malpractice insurance are available at Hudson County Community College Nursing Program. Failure to complete requirements prior to clinical will constitute a clinical absence and a warning for that day. Two clinical absences for failure to complete requirements can lead to a clinical failure and dismissal from the program. **All requirements must be submitted prior to the 1st day of clinical.**

HEALTH INSURANCE

All students are required to carry their own. The student must present evidence of insurance coverage prior to the first day of clinical. In the event of illness, students are responsible for all fees incurred at any affiliating agencies. **All requirements must be submitted prior to the 1st day of clinical.**

HEALTH REQUIREMENTS

Failure to complete ALL health requirements prior to clinical will constitute a clinical absence and a warning for that day. Two clinical absences for failure to complete requirements can lead to a clinical failure and dismissal from the program. **All requirements must be submitted prior to the 1st day of clinical.**

ADDITIONAL STUDENT EXPENSES

Students may be required to pay any additional expenses related to the clinical agency requirements to include but not limited to (i.e.: Transportation cost, drug testing, malpractice insurance, background checks, parking, field trips and integrated standardized testing fees).

DRUG TESTING
ALCOHOL AND DRUG RESOURCES AND SERVICES AT HCCC

<u>**NEWLY ADMITTED STUDENTS:**</u>

Drug testing / screening is a requirement for all students prior to entering the nursing sequence of the program. Refusal to provide a urine sample for drug / alcohol screening will prohibit students from attending classes at the Nursing Program.

An applicant who receives a positive or dilute positive result on the drug test will not be admitted to the Nursing Program. In the event of a dilute negative or an inconclusive result, the student must repeat a drug screen within 24 hours after receiving such results. If the repeated drug test is positive, dilute positive, dilute negative or inconclusive, the student will not be admitted to the program.

Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy.

All expenses associated with drug screening will be the responsibility of the student**.**

<u>**RETURNING STUDENTS:**</u>

Prior to returning to the Nursing Program from a leave of absence, failure or withdrawal, students must submit to drug testing as part of the readmission process.

A student who receives a positive or dilute positive result on the drug test will not be readmitted to the Nursing Program. In the event of a dilute negative or an inconclusive result, the student must repeat a drug screen within 24 hours after receiving such results. If the repeated drug test is positive, dilute positive, or dilute negative or inconclusive, the student will not be readmitted to the program,

Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy. All expenses associated with drug screening will be the responsibility of the student**.** All students may be subject to random drug screening while in the Nursing Program.

The Office of the Vice President for Student Affairs and Student Services Staff are available to assist HCCC students with educational information and referral services for alcohol and drug abuse.

Counselors are available to provide students with help in understanding and identifying factors that may point to abuse of alcohol or drugs by themselves, family or friends. Counseling is offered to students who need to take the first step in acknowledging a problem. Counselors provide referrals to treatment programs and support to students as the contact outside agencies.

PARKING

Students are required to pay a parking fee if they choose to park in the parking facilities for clinical assignments. Hudson County Community College area parking lots are available at a discounted fee for students with a valid HCCC ID.

REQUIRED COURSE RESOURCES

Students are notified by the nursing program regarding textbooks and electronic resources required in the nursing courses. Resources for the nursing courses are also listed at **www.hccc.bkstr.com** by department (NSG) and course number. Resources may be ordered online **www.hccc.bkstr.com** or purchased at the HCCC bookstore on the HCCC campus.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to freedom of expression in the classroom and protection against improper academic evaluation.

Instructor and student have mutual obligations to maintain a sound and effective educational process.

1. The instructor has a commitment to the student to:
    a.   Encourage each student to study various points of view and
            respect her/his rights to form her/his own judgment.
    b.   Continuously improve learning facilities and opportunities.
    c.   Indicate clearly in the first classes of the term/semester the objectives and
            requirements of the course.

2. The student has a commitment to the instructor to:
    a.   Respect the viewpoints of the instructor.
    b.   Accept her/his responsibility to explore various point of view and to form
            her/his own opinions, thus helping to create a true learning environment.
    c.   Utilize the learning facilities and opportunities to the best of her/his ability.

CONFIDENTIALITY OF STUDENT RECORDS

The program endorses the Family Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

FAMILY RIGHTS AND PRIVACY ACT (FERPA)

Records are maintained and released in compliance with Public Law 93–380, The Family Educational and Privacy Act of 1974 as amended. For students over the age of 18, grades will be released to the parent(s) or guardian(s) only with written consent of the student. Students, graduates and parent(s) or guardian(s) are guaranteed their rights to inspect student records under this act upon written request by the student / graduate. Students have the right to challenge the content of their records to insure that they are accurate and do not contain misleading or inappropriate data.

ZERO TOLERANCE

All students at Hudson County Community College Nursing Program are required to adhere to zero tolerance of academic misconduct, academic dishonesty, professional misconduct, and illegal activities. The commitment to zero tolerance is intended to foster and uphold academic and professional integrity as well as to create a safe, secure, and healthy environment in which to learn and work. The behaviors listed below are examples of academic dishonesty, professional misconduct and illegal activities but are not limited to the following:

The college has a zero tolerance for any forms of cyber–stalking, cyber–bullying, or cyber sexual harassment.

I.   Academic Dishonesty: are those behaviors such as cheating, plagiarism, falsification
II.   Professional Misconduct is possession, use, distribution of alcoholic beverages, sexual harassment and / or assault against any individual
III. Illegal activities: The possession, use, sale or transfer of illegal drugs / substances, weapons or material that can be used to inflict bodily harm, and theft

Any student exhibiting any of the above behaviors will be subject to immediate dismissal from the program.

CODE OF CONDUCT
HUDSON COUNTY COMMUNITY COLLEGE NURSING PROGRAM

A student will be considered in violation of the Code of Conduct and subject to disciplinary action and / or dismissal for demonstrating any of the following:

1.) All behaviors listed as violating Hudson County Community College's Rules and Regulations as outlined in the College handbook.
2.) Conduct involving violations of the civil criminal laws of the State of New Jersey.
3.) Any form of dishonesty, cheating, or plagiarism.
4.) Theft, damage or defacement of school property.
5.) Unauthorized entry or use of school property.
6.) Violations of published school and / or hospital regulations.
7.) Use, possession, distribution, or exhibiting effects of alcohol or drugs while in the school or clinical environment.
8.) Verbal or nonverbal harassment, direct threat or assault, of any individual.
9.) Conduct potentially harmful, creates risk, or causes injury to another individual.
10.) Inappropriate language, disorderly conduct, or lewd, indecent, obscene conduct or expression.
11.) Demeaning race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age of any individual.
12.) Insubordination or deformation of character, bullying to any administrative, faculty, or staff member of HCCC Nursing Program
13. Participation in any activity that disrupts the normal operation of the program and infringes on the rights of other members of the program; leading or inciting others to disrupt scheduled and or normal activities within any college building or area.
14. Falsification, distortion, or misrepresentation of information regarding Nursing Program matters or Nursing Program personnel.

CONDUCT

Professional behavior is to be demonstrated at all times during the student's enrollment in the Nursing Program. Students are expected to follow the Code of Conduct of Hudson County Community College Nursing Program and the Rules and Regulations of HCCC.

STUDENT BEHAVIOR

Student behavior that is incongruent with the Mission and Philosophy of the Hudson County Community College Nursing Program will result in suspension or dismissal from the Nursing Program.

SOCIAL MEDIA

Any posting including pictures that depict the Nursing Program should represent the values of the nursing profession.

A student will be dismissed from the Nursing Program for violation of patient confidentiality which includes but is not limited to taking pictures of patients and posting patient information on the social media network.

HANDWRITING
Students' handwriting must be legible at all times. When a signature is required students must print and write their name.

BULLYING

The Hudson County Community College Nursing Program believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance.

 The Hudson County Community College Nursing Program will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name–calling; and social isolation or manipulation.

The Program expects students and / or staff to immediately report incidents of bullying to the Dean or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school–sponsored activity.

Students who bully are in violation of this policy.

STUDENT LIFE

The Office of Student Activities seeks to educate the "whole person" through co–curricular activities that complement a student's academic experience. The office oversees all of the clubs and organizations that offer events on campus, and operates the Student Lounge.

These clubs are supported fiscally by the Student Activities Fee, and since every student pays this fee, every student should take advantage of the opportunity to become involved.

Students are strongly encouraged to participate in clubs and organizations to further their development as responsible members and leaders of the College community. New clubs can be formed as new interests are identified.

STUDENT GOVERNMENT ASSOCIATION

One of the most significant aspects of student life at the College is the Student Government Association (SGA). The student Government Association is the voice and governing body for Hudson County Community College students. The SGA consists of an executive board senators, and a representative from each student club and organization.

ACADEMIC CALENDAR

Courses at the Hudson County Community College run throughout the year. Nursing courses are in session from August through June. Holidays, Christmas and spring vacations are as per Hudson County Community College calendar located on the HCCC portal.

CAMPUS SECURITY ACT

For the current information regarding the Student Right–to–Know and Campus Security Act of 1990, please refer to the HCCC Student Handbook and HCCC College Catalog for Security on Campus.

STUDENT SERVICES

The College offers a variety of resources and services to facilitate students' achievement of academic success throughout the program. Students are strongly encouraged to utilize all available resources through the Nursing Program and at Hudson County Community College. These services are generally available during the day and with evening hours.

A. GUIDANCE AND ADVISEMENT PROGRAM

This program helps students adjust to school situations and develop skills to handle their changing environment. HCCC advisors are available to assist with academic, personal and career choices. Instructors may provide academic counseling and advisement.

B. FINANCIAL ASSISTANCE

Hudson County Community College offers scholarships and participates in a number of state and federal grant and loan programs that are available to students in the Nursing Program. Applications for financial aid may be obtained and processed through The Office of Student and Financial Assistance at Hudson County Community College and information regarding scholarships is obtained from the Dean of Student Affairs.

C. SCHOLARSHIPS

All Hudson County Community College Nursing Program students have the opportunity to apply for scholarships on line at **www.HCCC.edu/foundation** scholarships.

For more information on HCCC Foundation Scholarships, contact the Development Office at (201) 360–4006 and for additional information on other scholarship opportunities, students should contact the Student Affairs Office at (201) 360–4020.

D. STUDENT HEALTH

Students are responsible to obtain their pre–admission physical at their own expense. Students are responsible for arranging their own dental and eye care.

A leave of absence may be granted for up to one year for prolonged illness or for other reasons at the discretion of the committee on Curriculum Committee. Written medical clearance is required before returning to school if a leave of absence was for a medical reason.

E. COUNSELING

Academic counseling is available to all students for discussion of academic concerns, registration and advance standing. Academic Counselors are available at Hudson County Community College.

LIBRARY

The HCCC Gabert Library serves the research and informational needs of students and faculty. The Library is located at 71 Sip Avenue. The Library website, **http://www.hccclibrary.net**, serves as a portal to all library resources and services.

Computers, scanners, copiers printers, and study rooms are available in the library. Books and journals are available in both print and electronic formats. Databases and streaming videos are accessible from home. Professional librarians hold classes in research skills and provide individualized research assistance. Students are encouraged to seek help in using the resources of the library.

NURSING PROGRAM COMPUTER LAB

The Nursing Program Computer Lab serves the curricular needs of students and faculty in the Nursing Program. Computers, and a printer for limited printing are available. Proctored standardized testing takes place in the computer lab. When not testing the lab provides a quiet place for studying and a small collection of nursing books for use in the computer lab. The Coordinator of Testing provides assistance with electronic resources used in the nursing courses. Students are alerted to use the college library for full collection of nursing books; and the open computer labs in the Library and STEM building for unlimited printing. The computer lab adheres to the college's academic rules and regulations published in the HCCC Student Handbook.

SKILLS SIMULATION LABORATORY

In the Skills Simulation Lab students have opportunity to learn and practice nursing skills in a state–of–the art learning environment with the assistance of Skills Simulation Lab instructors and assistants. Students are encouraged to visit the Skills Simulation Lab and practice procedures prior to performance in the clinical areas.

Staffed hours are posted during the school year.

STUDENT ACCESS TO SKILLS SIMULATION LAB

POLICY:

Skills Simulation Lab hours are determined each semester based on students' needs.

Skills Simulation Lab hours are posted each semester on the Skills Simulation Lab bulletin board and on the course management system.

PURPOSE:

To make the Skills Simulation Lab accessible to the student body.

PROCEDURE:

1. Students may utilize the Skills Simulation Lab for practice during lab hours.

2. Hours of operation are posted on the Skills Simulation Lab bulletin board, student bulletin boards, and the course management system.

3. Students may contact the College Lecturer / Skills Simulation Lab Coordinator to make an appointment for supervised practice.

4. Students must sign in the Skills Simulation Lab log in sheets when entering and leaving the Skills Simulation Lab.

5. Students must adhere to all policies regarding use of the Skills Simulation Lab.

CLINICAL EXPECTATION FOR STUDENTS IN THE SKILLS SIMULATION LAB

POLICY:

Clinical simulations are to be treated in the same way as clinical assignments and students are expected to be prepared for scenarios that are to take place on the assigned day. Review of case and patient information may be provided prior to each simulation.

PURPOSE:

To provide students with opportunities to deliver nursing care during various clinical simulations in a safe controlled environment in the Skills Simulation Lab.

PROCEDURE:

1. Students are to be dressed in full clinical uniform and expected to have appropriate clinical supplies required.

2. Students must address and communicate with the mannequin as a real patient, using assigned name.

3. Students must be prepared to respond to the presenting symptoms and complaints of the human patient simulator (HPS) and / or standardized patient.

4. Students that are not participating must observe the scenario in progress and take notes of the participants' interactions and interventions.

5. Debriefing will take place after each scenario and students are expected to discuss their experience and provide feedback regarding the activity.

6. Scenario is to be treated as a true clinical learning experience.

HANDLING MANNEQUINS IN THE SKILLS SIMULATION LAB

POLICY:

Mannequins and equipment are to be maintained and handled in a safe and effective manner. Utilization and management of Laerdal products comply with their respective manuals.

PURPOSE:

To prevent damage to mannequins and equipment; and to maintain functionality and integrity of mannequins and equipment.

PROCEDURE:

1. Gloves must be worn at all times when in contact with mannequins.

2. No mannequin or parts of mannequins should be moved without supervision of Skills Simulation Lab personnel.

3. Mannequins must be handled gently to avoid damage to any of their working parts.

4. SimMan can only be utilized under supervision of Skills Simulation Lab personnel.

5. Maintenance, directions for use, and care of equipment is available in the Skills Simulation Lab Binder.

6. Mishandling of mannequins or equipment may result in disciplinary action.

VIDEO RECORDING IN THE SKILLS SIMULATION LAB

POLICY:

All students will sign an authorization form for video recording.

PURPOSE:

To establish a policy on Video Recording in the Skills Simulation Lab.

PROCEDURE:

1. During New Student Orientation, all students will sign the Authorization for Video Recording Form *(see attachment).*
2. The authorization form specifies that video recording will be done during simulations for training and educational purposes only.
3. The authorization form is valid from the date it is signed.

AUTHORIZATION FOR VIDEO RECORDING

I_____, authorize the HCCC Nursing Program
Skills Simulation Lab to video record my training/ learning experience.

This authorization is valid from the date it is signed.

_____

Participant Signature   Date

_____

College Lecturer / Skills Simulation Lab Coordinator   Date

STUDY ROOMS

Study rooms for individual and group study are available in the Gabert Library. Students may sign up for a study room with their college ID.

DOCUMENTATION ACCESS

Students who wish to review accrediting and / or licensing documentation are asked to submit a written request to the Director of Hudson County Community College Nursing Program at which time an appointment will be confirmed.

TUTORING

Academic and clinical tutoring is available by Skills Simulation Lab instructors and assistants. Peer tutoring is also available by qualified students.

TUTORIAL SERVICES

- The purpose of Tutorial Services is to provide academic support to clarify questions students may have related to course materials.
- Tutors will answer questions and guide students to better understand subject matter.
- Tutoring is available for all students in all nursing courses.
- Tutorial Services provide opportunities to help you succeed.
- The tutors are Skills Simulation Lab Instructors who are Registered Nurses, nurse residents and qualified student peers.

HOURS OF OPERATION

Tutoring sessions are posted on the course management system at the beginning of each semester and on the Skills Simulation Lab bulletin board. A reminder for tutoring sessions is posted on the course management system every Monday by 4:00 p.m.

Services
- Group tutoring before exams
- Individualized tutoring
- Peer tutoring

How do I sign up for tutoring?

Group Tutoring / Peer Tutoring
- Schedule is posted on course management system at the beginning of each semester and on the Skills Simulation Lab bulletin board.
- Student must sign–up with the Skills Simulation Lab Coordinator no later than one week of the schedule by emailing **mmasias@hccc.edu.**
- Confirmation will be sent to the student.

Individualized Tutoring

- Email Skills Simulation Lab Coordinator at **mmasias@hccc.edu.**

LOCATION OF TUTORING

Student should go to the Skills Simulation Lab. The location of the tutoring session will be posted on the bulletin board.

Tutoring Protocol:
- Be on time.

- **Identify your objectives and concerns.** Be as specific as possible about what you want to achieve and what you want the session to focus on.

- **Please be advised tutors do not lecture.** Tutors clarify questions in order to develop your understanding of concepts.

- You must be an active participant in your learning experience. Be sure to bring all necessary materials *(class notes, textbooks, etc.)* to the session.

- If you signed up for a tutoring session and wish to cancel, please inform the Skills Simulation Lab coordinator.

- Do not forget to sign–in and complete Tutoring Evaluation.

STUDENT LOCKERS

Students may request a locker from the Administrative Assistant, to secure their personal belongings. There is a form that will need to be filled out. This form can be obtained from the Administrative Assistant. It will be the students' responsibility to create and retain their 4 digit code to the locker they choose and this code will have to be listed on the form along with the locker number displayed on the front of the locker. Please make note, the Administrative

Assistant will not keep record of any students' combination codes. If you decide to vacate the locker or change a locker at any time during the duration of the school semester, the Administrative Assistant must be notified of this change and new locker number given so that proper tracking can be kept at all times. Upon exiting of the Nursing Program, student must retrieve belongings from the locker. The Nursing Program will not be responsible for any items left in the locker upon exiting the program. Please make sure your belongings are retrieved. Lockers can be kept for the duration of the Nursing Program and as long as you remain a nursing student.

COLLEGE CLOSINGS / HCCC

For College Closings during inclement weather, call 201-714-7100 (press #1) and listen for radio announcements on WINS 1010 AM, WADO 1280 AM, WVNJ 1160 AM, WCBS 880 AM and WOR 710 AM; television announcements at WNBC – TV and News 12 New Jersey; or visit the College website, **MyHudsonPortal** and HCCC's Facebook and Twitter pages.

INCLEMENT WEATHER

1. Students scheduled to attend classes at Hudson County Community College should become familiar with Hudson County Community College School Closing Policy, and follow the directions that are announced for the program regarding the day(s) /evening(s) and weekend in question.

2. Students scheduled to attend classes/clinical at the Nursing Program–use good judgment. An announcement will be sent out via Canvas for nursing classes.

3. Under special circumstances the decision to cancel or postpone clinical for the Evening Division will normally be made at 3:00 p.m. Evening faculty will be notified by the Director of Nursing Program. The faculty will, in turn, be requested to activate their student emergency notification chain to notify the students of the cancellation of classes.

4. Under special circumstances the decision to cancel or postpone clinical for the Weekend Division will normally be made at 6:00am Weekend faculty will be notified by the Director of Nursing Program. The faculty will, in turn, be requested to activate their student emergency notification chain to notify the students of the cancellation of classes.

   A student emergency notification chain is developed at the beginning of each nursing course by the course faculty.

CALLING THE NURSING PROGRAM

You may call *Hudson County Community College Nursing Program* at **(201) 360-4754** and follow the Auto Attendant instructions to reach key personnel and departments.

BULLETIN BOARDS

Students shall be held responsible for reading all current notices on the student bulletin board in the Nursing Program location.

COMMUNICATION OF POLICY CHANGES

Changes in policies are communicated to current student by posting information on the school's bulletin boards, course management system, by direct mail, email and / or by student meetings with administration and faculty. Depending on the nature of the information, students may be asked to sign indicating that they received and understood the new information/policy. Letters are mailed to students on leave of absence and/or who are not currently enrolled in a nursing course.

ACCESS TO CLINICAL FACILITY

At no time is a student to be in the hospital area other than the assigned clinical unit, and the cafeteria and must wear their college ID at all times.

Security members, and Department Heads, or their designee, have the authority to ask students to leave any unauthorized hospital area.

ACCESS TO NURSING PROGRAM BUILDING

Students are required to exit Hudson County Community College Nursing Program building by 9:30 p.m. or as designated by prearrangements. Violation of this policy will result in disciplinary action. On the weekend students must exit by 5:00 p.m. or as designated by pre arrangements.

SUBSTANCE ABUSE POLICY STATEMENT

The Hudson County Community College Nursing Program is committed to providing a drug and alcohol free environment. Thus, no student or employee of Hudson County Community College Nursing Program shall unlawfully manufacture, distribute, dispense, possess or use any controlled substance or illegal drug anywhere on Hospital property while participating or attending any Medical Center function or event or meeting.

Students are subject to disciplinary action for use, possession or distribution of narcotics, alcohol or other dangerous substances on the Schools grounds. Disciplinary action may result either in suspension, dismissal or disciplinary probation for any of these actions. Civil authorities may be contacted in regard to any violation of local, state or federal law concerning possession or distribution of narcotics, dangerous substances or alcohol abuse.

Counselor are available at Hudson County Community College to provide both academic and personal counseling to students. It is a student's obligation to be accountable for his or her own behavior and to seek out the available resources when such help is needed.

SEXUAL MISCONDUCT

Please refer to Hudson County Community College Student Handbook for the policy and procedure on sexual misconduct.

ACADEMIC APPEALS/GRIEVANCE PROCEDURE

The College has written policies and a published Academic Appeals for students that believe they have not been properly evaluated in terms of academic performance. This is published in the College Catalog. The College also has a published Grievance Procedure that is in place to settle individual grievances. This is published in the College Student Handbook.

STUDENT FUNDRAISING

Please refer to the Policies and Procedures under the HCCC Office of Student Life.

FEDERAL WORK STUDY PROGRAM

Undergraduate students with financial need who are enrolled at least half time at HCCC may earn part of their educational expenses through the **Federal Work Study Program**. Please refer to the HCCC catalog for further description of the program.

A Federal Work Study Program is offered by the Hudson County Community College Nursing Program, and is aimed to assist students to meet their financial needs while developing a sense of commitment and responsibility.

Work Study Students (Student Monitors) may be assigned to the following areas:
1) Computer Lab
2) Skills Simulation Lab
3) Peer Tutor
4) Front Desk / Office Assistant

PROCEDURE
1) Student Monitors must:
   a) Be in good academic standing.
   b) Have a history of favorable conduct.
   c) Comply with the stipulations as outlined in the student monitor agreement.

2) Student Monitors must re–apply each semester.

NURSING COMPUTER LAB

Title: Computer Lab Student Monitor

Department: Hudson County Community College Nursing Program

Reports To: Coordinator of Testing

Main Function: Monitors the Computer Lab and provides basic assistance to its users.

Duties & Responsibilities:
   1.   Enforces HCCC Academic Laboratory rules and regulations.
   2.   Maintains appropriate and orderly environment.
   3.   Assists students in the Computer Lab.
   4.   Runs errands

5. Answers telephone and records messages.
6. *Notifies Coordinator of Testing of situations that require attention.*
7. Completes other duties as assigned.

Education & Experience:

1. Must be able to work independently after orientation.
2. Must be reliable, work-oriented and exhibit leadership qualities.
3. Have good computer skills.

NURSING SKILLS SIMULATION LAB

Title: Student Skills Simulation Lab Student Monitor

Department: Hudson County Community College Nursing Program

Reports To: Skills Simulation Lab Coordinator/ Lecturer

Main Function: Acts in a leadership capacity as a mentor resource person to assist students' proficiencies regarding nursing clinical skills, theoretical tutoring, studying and test taking skills.

Duties & Responsibilities:
1. Skills Simulation Lab monitor must enforce and maintain Skills Simulation Lab rooms for day and evening use according to policy.

2. Enforces policies and procedures as outlined in Skills Simulation Lab book.

3. Responsible for securing equipment in the Skills rooms and assisting with inventory annually.

4. Assists nursing students with clinical nursing skills for all courses.

5. Accurately documents attendance and referrals for students in the Skills Simulation Lab.

6. Responsible for finding coverage if unable to work.

7. Promotes communication among peers and nursing faculty.

8. Completes other duties as assigned.

Education & Experience

1. Nursing student who has completed Nursing 110 and Nursing 120.

2. Have a good academic standing with a cumulative GPA of at least 2.8.

3. History of favorable conduct and student involvement in school functions.

4. Accountable, reliable, independent individual who can remain flexible with schedule to meet the needs of day and evening student population.

5. Exhibits clinical proficiency on the clinical units and shows working relationships with peers and an enthusiasm and is recommended by faculty.

NURSING PEER TUTOR

Title: Student Peer Tutor

Department: Hudson County Community College Nursing Program

Report To: Skills Simulation Lab Coordinator/Lecturer

Main Function: Assist students in academic achievement

Duties & Responsibilities:

1. Tutors students when requested in course / clinical components.

2. Accurately documents attendance.

3. Maintains student confidentiality in providing services to the student body.

4. Responsible for finding coverage if unable to work.

5. Promotes communication among peers and nursing faculty.

6. Completes other duties as assigned.

Education & Experience:

1. Nursing student who has completed Nursing 110 and Nursing 120.

2. Have a good academic standing with a cumulative GPA of at least 3.0

3. History of favorable conduct and student involvement in school functions.

4. Accountable, reliable, independent individual who can remain flexible with schedule to meet the needs of day and evening student population.

5. Exhibits clinical proficiency on the clinical units and shows working relationships with peers and an enthusiasm and is recommended by faculty.

NURSING FRONT DESK / OFFICE ASSISTANT

Title: Front Desk / Office Assistant Student Monitor

Department: Hudson County Community College Nursing Program

Reports To: Administrative Assistant

Main Function: Assists in carrying out assigned and/or specified responsibilities.

Duties & Responsibilities:

1. Works at least 4 hours per week or as assigned during the fall and spring semesters.

2. Makes final evening rounds.

3. Acts as the Front Desk Receptionist for designated shift(s) assigned for.

4. Answers the phone in the office and relays messages appropriately.

5. Upholds the rules and regulations of the Nursing Program as defined in the Student Handbook.

6. Calls to the attention of Administrative Assistant any emergency situations that require immediate attention, when necessary.

7. Meets with Administrative Assistant at least twice a year for evaluation (fall & spring semester).

8. Completes other duties as assigned.

9. Must reapply on per semester basis.

RIGHT TO MAKE CHANGES

Hudson County Community College Nursing Program, Cooperative Nursing Program reserves the right to modify, alter or discontinue any of its courses, programs or services. The Hudson County Community College Nursing Program reserves the right to change or modify any provision or policy when such action serves the interest of the Nursing Program or its students.

Title: Guidelines for Paper Assignments

Description: To outline the standards for completing all paper requirements

Content: All papers are to be typed using APA style. Papers must be **double-spaced** with 1 inch margins on each side of the page. Proper punctuation, spelling and correct grammar are expected. Abbreviations (such as pt., gtt., oz., etc.) should not be used.

A reference page using correct APA format should accompany the formal typed assignment.

Papers should be stapled together. Papers with erasures, crossed out errors, or ragged edges will not be accepted. Late papers will not be accepted without prior approval from the clinical instructor.

COMPLAINTS

Complaints regarding the Nursing Program can be made to:
The New Jersey Board of Nursing
PO Box 45010
124 Halsey Street
Newark, New Jersey 07102
(973) 504-6430
www.state.nj.us/lps/ca/medical/nursing.html