

**Nursing Student  
Handbook  
Fall 2022**



---

*“I don’t know what your destiny will be. But one thing I know. The only ones among you who will be really happy are those who have sought and found how to serve.”—Albert Schweitzer*

---

This handbook provides information for students enrolled in the Department of Nursing. For the most current information please visit the website at [www.clinton.edu/nursing](http://www.clinton.edu/nursing) or contact the Nursing office at (518) 562-4176.

# TABLE OF CONTENTS

	Page
Welcome .....	4
Academic Program .....	5
Two-Year Program	
Required Course Sequence	
Philosophy and Mission.....	7
Nursing Practice	
Nursing Education	
Role of the Associate Degree Graduate	
Student Learning Outcomes	
Projected Program Outcomes in Nursing	
Curriculum Design	
Department of Nursing Faculty.....	10
Membership	
Functions	
Academic Policies .....	11
Grading Policies	
Test Review	
Progression of Students/Retention, Promotion, Graduation	
Program Sequence	
Transfer, Withdrawal and Readmission	
Essential Skills	
Essential Skills Expected of Beginning Nursing Students	
Clinical Policies.....	17
Student Uniform	
Regulation Uniform	
Laboratory Coats	
School Emblem	
General Professional Appearance	
Professional Behavior/Confidentiality in the Clinical Units	
Parking at UVHN/CVPH Medical Center	
Clinical Grading Information	
American Nurses Association Code for Nurses .....	22
Good Moral/Ethical Conduct .....	23
Criminal Background Checks	
Civility and Social Networking	
Academic Honesty	
Education Law/ Article 139 Nursing .....	26
Health Policies.....	26
Health Risks	

Change in Physical/Mental Health Injuries	
General Information.....	28
Attendance and Promptness	
Inclement Weather Policy	
CCC E-Mail/Computer Access	
Telephone Messages	
Catalog	
Change of Address and Telephone Contact	
Classroom Guidelines	
Class Representatives	
Course Syllabus	
Malpractice Insurance	
Transportation	
Accreditation Information	
Student Employment .....	30
CPR Certification.....	31
Departmental Student Activities.....	32
Ceremonies—Capping and Pinning	
The Nursing Club	
School Pin	
Resources and Facilities .....	33
Clinical Facilities	
Clinical Agency Orientation	
Dining Facilities	
Accidents and Unusual Incidents in Cooperating Agencies	
Use of UVHN/CVPH Medical Library	
Visiting Patients	
Faculty/Academic Advisors	
Learning Resource Center	
Academic Assistance	
Nursing Skills Lab	
All College Activities	
Student Concerns.....	35
Procedure for Communicating and Resolving Student Concerns	
RN Licensure and Registration.....	35
National Council Licensure Examination (NCLEX) for RN	
Take Care .....	36

# WELCOME

Dear Nursing Student,

You have chosen to embark on a journey into the profession of Nursing through your entering the Clinton Community College Nursing Program.

Entering the discipline of Nursing is one of the most important decisions you have made recently. You are on the road to becoming a Registered Nurse (RN). Although it is hard to describe the challenges that lie ahead, aside from hard work, your journey will be filled with new friendships, exciting experiences, personal rewards, and major accomplishments. To help you along this road is an experienced and caring faculty. Below is a list of our names and contact information.

A successful journey begins with knowing the road you will be traveling. A clear understanding of the curriculum and systems in place to help things run smoothly will help you reach your goals. Hence, know well the road you will be traveling on your nursing journey. This handbook presents information you need to know to be successful as a nursing student. Read it carefully. Talk about it. Ask questions. The more you know, the more successful you will be.

A student registered in the Department of Nursing assumes obligations and responsibilities as does any student in the college. Your experience as a nursing student may be quite different from other college experiences. In addition, by virtue of the Department's primary purpose, which is to prepare qualified graduates to enter the state licensing examination for professional nursing, the student in nursing is expected to meet specific behaviors to be retained, promoted, and graduated. This Handbook presents the information you need to know and defines the behaviors which nursing students are expected to demonstrate.

If you have any questions or concerns about statements made in this publication, please direct your concern to any faculty member in the department (names, office numbers, and telephone extensions below). If, throughout the year, problems or concerns arise, please do not hesitate to contact one of us. Most times, problems are easier to deal with when you talk with the right people early.

From all the faculty and staff, a sincere and hearty welcome... We hold you in our highest intention for having a successful journey. Good luck and enjoy.

**Katrina Evens, MS, RN**  
**Director of Nursing and Allied Health**  
Room 504M, Ext. 162  
E-mail: [Katrina.evens@clinton.edu](mailto:Katrina.evens@clinton.edu)

**Lori Robinson, MS, RN, FNP-C**  
**Professor of Nursing**  
Room 508M, Ext. 383  
E-mail: [lori.robinson@clinton.edu](mailto:lori.robinson@clinton.edu)

**Gina Brandolino, MSN, RN, PNP**  
**Assistant Professor of Nursing**  
Room 509M, Ext. 163  
E-mail: [gina.brandolino@clinton.edu](mailto:gina.brandolino@clinton.edu)

**Jill Szalkowski, Typist**  
Room 512M, Ext. 176  
E-mail: [jill.szalkowski@clinton.edu](mailto:jill.szalkowski@clinton.edu)

**Catherine Mitchell, MS, RN, FNP-BC**  
**Associate Professor of Nursing**  
Room 503M, Ext. 164  
E-mail: [cathy.mitchell@clinton.edu](mailto:cathy.mitchell@clinton.edu)

**Dawn Maille, MS, CMSRN, PCCN**  
**Associate Professor of Nursing**  
Room 503M, Ext. 263  
E-mail: [dawn.maille@clinton.edu](mailto:dawn.maille@clinton.edu)

**Peggy Bolster, MSN, RN**  
**Assistant Professor of Nursing**  
Room 509M, Ext. 319  
E-mail: [Margaret.bolster@clinton.edu](mailto:Margaret.bolster@clinton.edu)

**Erin Morris, BSN, RN**  
Nursing Skills Lab Coordinator  
Room 323M

# ACADEMIC PROGRAM

## TWO-YEAR PROGRAM

---

### NURSING—A.A.S.

---

The program of study in professional nursing is tightly organized and sequential. Students enrolled in the nursing major must comply with all requirements as defined in the Department of Nursing Student Handbook. To remain in the program, students must maintain a cumulative GPA of 2.5 and achieve a C or better in all nursing curriculum courses. To achieve and maintain the 2.5 GPA it will be necessary to earn grades higher than a C in either nursing courses and/or general education courses.

#### **Degree Requirements (Nursing Curriculum Courses)**

(62 credit hours)

<b>Discipline</b>	<b>Credit</b>	<b>Required Courses</b>	
English	3	ENG 101	English Composition
Nursing	38	NUR 103	Fundamentals of Nursing
		NUR 104	Medical Surgical Nursing I
		NUR 105	Nursing Care/Childbearing Family
		NUR 201	Medical Surgical Nursing II
		NUR 202	Mental Health Nursing
		NUR 203	Medical Surgical Nursing III
		NUR 204	Pharmacology
Social Sciences	9	PSY 101	Introduction to Psychology
		PSY 230	Human Development
		SOC 101	Introduction to Sociology
Science	12	BIO 228	Anatomy & Physiology I
		BIO 229	Anatomy & Physiology II
		BIO 204	Microbiology

Students must earn “C” or better in all nursing curriculum courses.

# REQUIRED COURSE SEQUENCE

## Two-Year Program

---

### NURSING—A.A.S.

---

<b>First Semester</b>			<b>Credits</b>
ENG 101	English Composition		3
BIO 228	Anatomy & Physiology I		4
PSY 101	Introduction to Psychology		3
NUR 103	Fundamentals of Nursing		<u>7</u>
			Total 17
<b>Second Semester</b>			<b>Credits</b>
BIO 229	Anatomy & Physiology II		4
PSY 230	Human Development		3
NUR 104	Medical Surgical Nursing I		5
NUR 105	Nursing Care/Childbearing Family		<u>4</u>
			Total 16
<b>Third Semester</b>			<b>Credits</b>
BIO 204	Microbiology		4
SOC 101	Introduction to Sociology		3
NUR 201	Medical Surgical Nursing II		5
NUR 202	Mental Health Nursing		<u>4</u>
			Total 16
<b>Fourth Semester</b>			<b>Credits</b>
NUR 203	Medical Surgical Nursing III		10
NUR 204	Pharmacology		<u>3</u>
			Total 13

Students in the Nursing Program must follow the Nursing curriculum required course sequence. Students must successfully complete (with a “C” or better) all scheduled non-nursing courses in the same semester as the required nursing (NUR) course.

# PHILOSOPHY AND MISSION

The philosophy of the Department of Nursing derives from its mission and values:

*Educating students to integrate the science and caring art of nursing, while providing safe, quality, patient-centered care, and utilizing evidence-based practice, teamwork and technology.*

We value:

- Academic excellence and lifelong learning
- Critical reasoning and reflection
- Holistic care
- Diversity
- Integrity

The primary objective of any professional education is to assist students to obtain the knowledge and competence that is particular to its field. Although the specific knowledge and competencies usually change with time, the more stable philosophy, upon which the curriculum is built, is less likely to change. It is important that you, as a student undertaking the program of study in nursing, understand the philosophy which is the foundation and integrates all the courses in nursing. The philosophy is based on assumptions about nursing practice, nursing education, and the role of the associate degree graduate.

## NURSING PRACTICE

- Nursing is the health science of caring; an interpersonal process that focuses on meeting the health needs of the person. Nursing practice reflects diversity and evolving trends in the health care environment. The discipline of Nursing uses the nursing process, which draws on evidence-based practice to provide holistic and humanistic care. Trends influencing nursing practice are an aging population, health promotion and disease prevention, disaster preparedness, cost effective care, managed care, and a community orientation. (Watson, Nightingale, NLN, QSEN, Peplau)
- The faculty believes that health represents optimal biological, psychological, and social functioning as defined by the individual. To maintain or attain health depends on the individual's ability to adapt to stressors in the internal and external environment. (Watson, Nightingale, NLN, QSEN, Peplau, Erikson)
- The faculty believes that each person is seen as an interrelated bio-psychological being who is a unique product of heredity, environment, and culture. As unique, holistic individuals, each person is viewed as more than the sum of their parts. The worth and dignity of each person is respected. Every person is entitled to quality health care. (Watson, Nightingale, NLN, QSEN, Peplau, Erikson)

## **NURSING EDUCATION**

Teaching and learning are goal-focused, dynamic activities of which there are many styles suited to the diverse learners and circumstances in nursing. The learner is the focal point of all instruction. The learner shares responsibility for their own learning and demonstrates this by being an active participant in the educational process. Lifelong learning is an important component of Nursing Practice. (Benner)

Nursing education provides a theoretical foundation for the development of knowledge and skills necessary to assist patients with their health care. Associate Degree nursing education prepares the graduate to utilize critical thinking and problem-solving, to be clinically competent, to ensure patient safety, to focus on person centered care, quality improvement, and to adapt to a changing health care environment. The preparation of the associate degree nurse provides a foundation for further education. As values of society influence the educational system and the nursing profession, so must nursing education provide an environment for development of its future professionals. (QSEN)

Teaching is an activity directed toward the acquisition of knowledge on the part of the learner. It is the responsibility of the faculty to actively facilitate student learning through a variety of methods and strategies.

### **ROLE OF THE ASSOCIATE DEGREE GRADUATE**

Nursing at the Associate Degree level provides direct care to populations at risk of developing health problems, as well as patients who have evident health problems. The role includes health promotion, disease prevention, management of chronic care, recognition of quality-of-life issues, and maintenance of optimal functional ability. The Associate Degree nurse is a provider of care, manager of care, and member within the discipline of nursing. As health care delivery shifts toward community-based care, so does the role of the Associate Degree nurse. The Associate Degree nurse must be prepared to work on an interdisciplinary team with shared decision making. Although the Associate Degree nurse is prepared as a generalist, there is the opportunity for the nurse to perform in an area of special interest.

### **STUDENT LEARNING OUTCOMES**

The Clinton Community College Associate Degree Nursing Program prepares graduates who will:

1. Consistently analyze and apply standards of nursing practice in functioning with integrity as a safe entry level nurse.
2. Examine and utilize caring behaviors in providing holistic care for diverse populations.
3. Communicate effectively and/or therapeutically with patients, families, and other members of the healthcare team.
4. Utilize self-awareness in the development of professional identity and demonstrate a commitment to lifelong learning.
5. Apply acquired critical reasoning skills to develop, implement, and evaluate a nursing plan of care.

## PROJECTED PROGRAM OUTCOMES IN NURSING

1. Greater than or equal to 55% of students registered in NUR 103 after the date of record complete the program within 3 years.
2. Greater than or equal to 80% of nursing graduates responding to the survey will report being adequately prepared for the role of an entry level nurse.
3. Greater than or equal to 85% of graduates responding to the survey will agree they met the Student Learning Outcomes.
4. Greater than or equal to 80% of graduates responding to the survey, or via informal contact, seeking employment as RN's will be employed within nine months.
5. Greater than or equal to 85% of employers responding to the survey agree that graduates met the Student Learning Outcomes.
6. Greater than or equal to 85% of employers will report CCC graduates are able to function as safe entry level nurses.
7. Performance of CCC nursing graduates on the NCLEX-RN will meet or exceed national pass rates.

## CURRICULUM DESIGN

The faculty has designed the curriculum so that courses build upon each other and develop from simple to complex, focusing on the concepts of Person, Health, Nursing, Patient Needs, and the Nursing Process which are defined as:

- **Person** is seen as the patient, family and/or significant other, or group who utilize nursing's capabilities to receive health or illness care. It is recognized that the person's values, attitudes, beliefs, culture and environment influence health and health care decisions.
- **Health** is a highly individual perception and must be defined in terms of the person. Health is a dynamic state in which the person adapts to changes in internal and external environments. The goal of nursing is to restore, maintain or promote health.
- **Nursing** is a caring practice directed toward meeting the needs of the well or ill person across settings and throughout life. Nursing consistently affects and is affected by society. Nursing uses a systematic process and critical thinking to assist the person to achieve their optimal state of health. The practice of nursing incorporates technical expertise, an evolving professional consciousness and moral awareness.
- **Patient needs** are requirements essential for maintaining life and health or promoting death with dignity. Patient needs include a safe, effective care environment, physiological integrity, psychosocial integrity, and health promotion and maintenance.
- **Nursing process** is a method for organizing and delivering nursing care. The nursing process provides a methodology for clinical decision making which requires application of knowledge, acquisition of data from multiple resources, analysis of information for planning interventions, and evaluation of outcomes. Critical thinking is required for the Nursing Process. Critical thinking is a cognitive process that involves rational examination and analysis of all available information and ideas and the formulation of conclusions and decisions. (Benner, Watson, Nightingale, Dossey, Peplau, NLN, QSEN)

# DEPARTMENT OF NURSING FACULTY

The Department of Nursing faculty operates, as do other departmental faculty, to further the goals and objectives of the department and the college.

## MEMBERSHIP

- All full-time and part-time faculty.
- Director of Nursing and Allied Health.
- One/two student representatives from the first and second year of the Nursing Program (ex-officio).

## FUNCTIONS

- Facilitate excellence in teaching.
- Conduct ongoing development of the curriculum.
- Facilitate implementation of curriculum changes.
- Establish, approve, and evaluate nursing and allied health electives.
- Recommend policies and procedures pertaining to student welfare to the appropriate offices.
- Recommend students for readmission, retention, promotion, and graduation.
- Establish necessary ad hoc committees to study specific problems.
- Cooperate with other departments in the development or promotion of other curricular or student welfare activities.
- Promote continuing education programs for nursing and allied health fields.
- Assist in the development of allied health programs in the College.

MEETINGS: Monthly while college is in session or more often, as necessary.

# ACADEMIC POLICIES

## GRADING POLICIES

Grading policies and course requirements can vary from one course to another. Grading policies will be communicated to the student in the course syllabus. It is the responsibility of the student to become familiar with the grading policies and requirements of each course.

## TEST REVIEW

Test review is at the discretion of the course coordinator and is stated in the course syllabus. **Final nursing exams are exempt from review; there will be no exceptions.**

## PROGRESSION OF STUDENTS/RETENTION, PROMOTION, GRADUATION

Once students are admitted to the Nursing program, they should familiarize themselves with the policies for continuation within the program. The faculty have developed several policies to ensure students progress in an academically sound and safe manner within the program. The policies can be found in this Nursing Student Handbook and/or course syllabi.

---

## TWO-YEAR NURSING STUDENTS

---

### **A Two-Year Nursing Student, to be in Good Standing, Must:**

- Adhere to the required course sequence.
- Earn grades of “C” or better in all nursing curriculum courses.
- Successfully complete (C or better) any co-requisite courses in the same semester as the requisite course.
- Achieve and maintain safe nursing practice in clinical performance. For all clinical nursing courses an acceptable (C or better) grade can be earned only if the student achieves satisfactorily in the clinical area and earns a satisfactory score on the comprehensive examination. A student earning an unsatisfactory clinical grade automatically fails the course regardless of the classroom grade earned. A student who does not earn a satisfactory score on the comprehensive examination can earn no higher than “C-” for a final grade.
- Achieve and maintain a cumulative GPA of 2.5  
To achieve and maintain the 2.5 GPA it will be necessary to earn grades higher than a C in either nursing courses and/or general education courses. If a student’s GPA falls below 2.5, for this review only, the GPA from previous coursework from other institutions will be calculated in, to determine the student’s progression in the program.

- Meet the applicable math proficiency standard as outlined in each nursing course syllabus. Failure to meet the grading standard after three attempts will result in the student being administratively withdrawn from the course and from the program.
- Maintain current malpractice liability insurance.
- Maintain current health requirements.
- Complete required department hospital orientation.
- Check Student Portal and CCC email daily for course updates and communications.

**A Two-Year Nursing Student Who Fails to Maintain Good Standing:**

- Will, if they fail to complete course co-requisites, be administratively withdrawn from the Department of Nursing and have their curriculum code changed.
- May repeat a required non-NUR course in the following semester, while maintaining the proper course sequence.
- Will, if they fail to maintain the required cumulative GPA, be administratively withdrawn from the Department of Nursing and have their curriculum code changed.
- Will, if they fail to comply with required health, liability or orientation requirements, be excluded from clinical nursing courses until such requirements have been met. The student will bear the consequences of such absences in their clinical evaluation/grading.

**A Two-Year Nursing Student, Who Fails to Maintain Safe Nursing Practice  
Within a Clinical Course or Throughout Their Entire Program of Study:**

- May be administratively withdrawn from a course at any time because of neglect, lack of preparation or unsafe performance. The protocol which will be followed will provide that the student:
- Be notified in writing, in an official letter, of the charges concerning their clinical performance as identified by the clinical faculty.
- Participate in a meeting with course faculty and/or Director at which time these charges will be reviewed.
- Be allowed to review evidence.

Following deliberation by the Department of Nursing faculty, the student will be notified in writing, in an official letter, of the decision which may include retention with no subsequent follow-up; retention with warning and subsequent follow-up; or, separation from the Department of Nursing. A student may appeal this decision to the Vice President of Academic Affairs.

## PROGRAM SEQUENCE

Once the first nursing course is started, students are expected to continue their enrollment following the prescribed sequence of courses. Students who are considering withdrawal should discuss this with their advisor. A student who chooses to withdraw or is administratively withdrawn is separated from the Department of Nursing and will have their curriculum code changed.

## TRANSFER, WITHDRAWAL AND READMISSION

### Readmission Policy

(This policy supersedes any antecedent readmission policy or criteria)

A student will have only one opportunity for readmission to the Nursing Program. A student being readmitted to the program must repeat any required nursing courses that were taken more than two years ago. A student seeking readmission to the program may reenter at the point where the interruption occurred at the next offering. Lapse of more than one year will necessitate starting at the first semester and applying through the Admissions Department. Students applying for readmission to the first semester of Nursing should also apply through the admissions Department. Instructions can be found at [Nursing Admissions](#).

Students who are seeking readmission to the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> semester will complete the following readmission process:

Any student who is being readmitted to the program must meet all prerequisites for subsequent course work. Credit for prior science courses (Anatomy and Physiology and Microbiology) will be considered if the course(s) have been taken within five (5) years of readmission to the program. Any student who is unsuccessful or withdraws from a course for any reason must repeat the entire course, including clinical components. The student will be held to current standards of courses as outlined in the syllabi. The student must repeat failed non-nursing courses. Students should request and submit transcripts from all institutions attended since last attending CCC. If a student has not attended CCC since leaving the nursing program, they should complete the Readmission Interest Form located at the CCC Admissions website.

Students seeking readmission to the Nursing program must submit a letter to the Director of Nursing requesting reinstatement. Requests must be submitted by:

- April 15<sup>th</sup> for students seeking admission to the 3<sup>rd</sup> semester (fall).
- November 15<sup>th</sup> for students seeking admission to the 2<sup>nd</sup> and 4<sup>th</sup> semesters (spring).

The letter requesting reinstatement should specify the semester, year and course to which the student seeks readmission. The letter should be written in essay form with proper grammar, punctuation and spelling. The letter should include:

- current contact information, including mailing address, email, and phone
- recognition of the deterring factors in the previous program attempt,
- evidence of remediation of the deterring factors and,
- a plan for achieving successful completion of the Nursing program.

Students reapplying to the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> semester will be required to demonstrate minimum competency as stated below:

- a dosage calculation test
- retake of a final exam from the student's last successful semester
- comprehensive skill evaluation (proficiency)

The Nursing Readmission Committee will review the student request, determine the readmission status, and notify the student of their status. The decision may include readmission (dependent of space availability), a directive to complete remedial coursework and readmission, or denial of readmission. If openings occur subsequent to this notification, students will be contacted immediately. It is not uncommon for students to be notified just prior to the start of a semester due to sudden unexpected openings. Available seat openings do not guarantee readmission. Consideration of extenuating and unusual student circumstances is at the discretion of the readmission committee. The committee decision will be based on the review of the following documentation:

- student's letter
- student's clinical evaluations for all courses completed and attempted
- student's updated transcripts and prior academic performance (GPA, exams)
- college or clinical site policy violations or concerns
- student's compliance with current health requirements
- TEAS score
- Violation of any CCC or clinical site policies
- other pertinent data

Students cannot bypass the Nursing Readmission Committee and go directly to any member of the Department of Nursing and Allied Health, college administration, or the Board of Trustees to request readmission. Any grievance of the NRC decision must be filed in writing within 30 days following the Academic Grievance Procedure published in the college catalog.

### **Definitions**

**Withdrawal:** status of a student who either chooses to withdraw or fails to maintain "good standing" and is administratively withdrawn. This student will have their curriculum code changed from Nursing to a curriculum of their choice or Liberal Arts.

**Readmission:** status of a student who had previously withdrawn or had been administratively withdrawn from the Department of Nursing who has subsequently reapplied and been reaccepted to the Department of Nursing.

**Passing Grade:** equivalent of 75 (C) or higher in coursework and satisfactory clinical grade associated with the course. Grades will not be rounded. A student earning an unsatisfactory clinical grade automatically fails the course regardless of the classroom grade earned. A student who does not earn a passing grade on the comprehensive final exam can earn no higher than a "C-" for a final grade in the course.

**Space:** Space refers to clinical space available and is restricted by clinical facilities used throughout program. Readmission will not be allowed if space is unavailable.

**Nursing Readmission Committee (NRC):** The Nursing Readmission Committee (NRC) will be composed of the Director of Nursing, Department of Nursing and Allied Health faculty, and other college faculty/administration as needed.

## Transfer and Withdrawal

Students who transfer or withdraw should notify the Director of Nursing and Allied Health in writing. All efforts will be made to assist students who desire to transfer to another Nursing Program. However, students must keep in mind all nursing curriculums are not the same as Clinton Community College's. Students who decide to transfer must be prepared to adjust their completion date. Preserving college catalogs, course outlines and materials will facilitate transfer arrangements.

## ESSENTIAL SKILLS

To assist individuals in making career decisions, the faculty in the Department of Nursing has prepared the following list of skills which nursing students are expected to demonstrate.

Reasonable accommodation for students with disability related needs will be determined on an individual basis taking into consideration the essential skills which must be performed to meet program objectives. Decisions regarding reasonable accommodation will be directed toward maximizing the student's independence while maintaining personal and patient dignity and safety.

### ESSENTIAL SKILLS EXPECTED OF BEGINNING NURSING STUDENTS

The following activities are representative of essential skills required of nursing students beginning with the first semester of study and continuing throughout the program.

#### Gross Motor Skills:

- **Standing/ Walking:** must be able to walk and stand on your feet for majority of time in the clinical setting (8-12 hours).
- **Sitting:** must be able to sit while charting/entering data into a computer or receiving report.
- **Lifting/Carrying:** required when assisting in lifting and transferring patients, repositioning patients, picking up a child, carrying medical supplies and certain medical equipment.
- **Pushing/Pulling:** required when administering patient care, pushing equipment, i.e. hospital beds, wheelchairs.
- **Reaching:** required when performing patient care such as hanging and/or adjusting IV bags.
- **Bending/Twisting/Stooping/Squatting:** required when performing certain activities of patient care.

#### Fine Motor Skills:

- **Manual dexterity, writing/grasping small objects/fastening clothes:** must be able to pick up small objects with hands, write, type on computer, and squeeze with fingers, i.e. eye droppers, use syringe, and insert a catheter.

#### Sensory Ability:

- **Tactile ability:** must be able to feel through touching: to palpate with fingers and hands, and assess for tenderness, temperature, pulses, elasticity of skin, masses.
- **Hearing:** must be able to hear a range of sounds and tolerate disturbing sounds: vomiting, crying from pain or grief, coughing from trach, to hear sounds such as normal and faint speaking voices, blood pressure, heart sounds, lung sounds, bowel sounds, and alarms i.e. fire alarms, codes, monitors, and call lights.

- **Olfactory:** must be able to smell and tolerate strong odors: to identify foul drainage from wounds, to detect smoke or noxious odors in patient care settings.
- **Visual acuity:** must have the sense of sight with or without correction: to inspect skin, to perform treatments, to draw up and administer medications.

#### Environment:

- **Must have ability to recognize health hazards:** may be exposed to blood/ body fluids and infectious diseases, to prevent the spread of disease.
- **Must be able to wear and tolerate personal protective equipment (PPE):** to understand the role of PPE in healthcare and to optimize the use of it to control and prevent the transmission of infection.
- **Must be able to recognize threats to physical safety:** to operate equipment safely in clinical areas, to recognize accident hazards and correct them, to seek assistance when a situation requires more experience or expertise.
- **Must be able to respond to exposure to chemical materials:** exposure to disinfectants, sanitizers, and cleaning agents in the clinical setting, to use appropriate protective equipment.

#### Observations/Cognitive Abilities:

- **Must have the ability to observe and listen to others, to pay attention to detail, to pay attention to non-verbal behaviors, to notice changes in attitudes, behaviors, activity levels, and changes in physical conditions:** to problem solve in a variety of situations and settings.
- **to have the ability to measure, identify, analyze and respond to situations:** to problem solve and influence good decision-making.
- **to stimulate personal and professional growth:** to develop patience, compassion and empathy.

#### Communication:

- **Must be able to communicate verbally in English with accuracy and clarity, including non-verbal communication:** to follow directions, network, and collaborate with team members, to teach others.
- **Must be able to read and write succinctly:** to record medical information and responses to treatment and plans of actions.

#### Time Management:

- **Must be able to learn time management strategies, to prioritize tasks, to stay organized, to increase productivity:** to meet patient-centered goals and have a sense of accomplishment of a job well-done.

#### Non-Judgmental:

- **Strive to be non-judgmental, respect and value cultural differences:** to build trusting relationships.

#### Work habits:

- **Must have the ability to adhere to classroom and clinical schedules, to complete and submit assignments by the due date, to adhere to the Policies and Procedures of Clinton's Nursing Program:** to meet these requirements to become the best nurse you can be and make a difference in your patients' lives.

# CLINICAL POLICIES

## STUDENT UNIFORM

In most instances, the student uniform will be worn by students providing direct patient care. Observing in an office, clinic or agency or researching a patient assignment in a clinical facility will usually require wearing the lab coat. Exceptions will be announced prior to each experience. If a student appears at a clinical agency inappropriately attired, it will be the clinical instructor's prerogative to ask the student to take corrective action which may include leaving the premises. The student's grade may be affected.

Besides being a very practical method of contributing to medical asepsis, identifying a Clinton student, etc., the student uniform is a symbol of the Department of Nursing, and every student privileged to wear it should exercise meticulous care when appearing in uniform to make sure it is in good condition, is complete, and is worn correctly. Uniforms must be changed at the end of the shift before going out into the community setting.

## REGULATION UNIFORM

- White tunic top with emblem on left sleeve. Tunic must be purchased through Meridy's.
- Navy blue trousers.
- White or navy socks
- White or navy-blue shoes. Nurses' "duty" shoes or leather athletic shoes. Clogs (without holes, with heel straps). Foot must be covered.
- Tee shirts worn under uniform must be white or navy.
- CCC ID Card
- Bandage scissors, stethoscope.
- Pen, small notepad.
- Wristwatch with second hand.
- School emblem worn on left sleeve of uniform. (Purchased through the Nursing Department)
- "Senior" chevron worn on left sleeve under school emblem.

## LABORATORY COATS

Each student is expected to have a white, full length, buttoned lab coat.

**Lab coats are to be worn for clinical research, practice labs, and simulation.**

- Lab coats are to be clean and pressed.
- Lab coats are to be worn buttoned.
- CCC patches are to be worn on the left sleeve of the lab coat.
- CCC ID card is to be worn with the lab coat.
- All lab coats are to be full length, covering dresses or dress slacks, etc. No jeans or shorts are acceptable under lab coats.
- Appropriate dress must be worn under the lab coat. Faded, tattered, or patched clothes are not permitted. No jeans are permitted.

## SCHOOL EMBLEM

The college emblem “patch” worn by all nursing students on the uniform on the left sleeve and lab coat, and the “senior” chevron worn by second year students only.

## GENERAL PROFESSIONAL APPEARANCE

When in a clinical area for either research or lab purposes, a student must be "in uniform."

The uniform is to be complete and in good repair whenever it is worn. Students will be judged on personal cleanliness and cleanliness of the complete uniform. The following rules apply CCC Nursing students whether in uniform, lab coat or special dress for specific clinical experiences.

- Hair must be clean, neat, and in a style appropriate to professional dress. Hair must be off the face and the uniform collar. If hair is long, it must be pinned up securely, worn in a style which neatly secures the hair. Extremes in hair styles such as cutouts, Mohawks or unnatural hair color are not acceptable.
- Facial hair on men must be neatly trimmed or shaved.
- Fingernails are to be short and clean (artificial nails and nail polish are prohibited).
- Makeup must be minimal and appropriate for daytime wear.
- Perfume and aftershave are prohibited.
- Jewelry (rings, earrings, necklaces, bracelets of any kind) is not to be worn with the uniform. The only exceptions are a plain wedding band and one pair of small post pierced earrings.
- No visible body piercing is allowed.
- Tattoos with offensive language or imagery are not allowed. If a tattoo is deemed unacceptable at a clinical site, the student will be asked to cover it or leave the site. If a student is not able to attend predetermined clinical experiences, they will be dismissed from the program.
- Sweaters are not allowed. For those who require additional warmth, white or navy short-sleeved tee-shirt or white turtleneck shirts can be worn under the uniform. Consult your instructor.
- There is to be no gum chewing in uniform at any time.
- The uniform is to be worn in the clinical unit only (hospital, nursing home, physician's office, clinic or wherever the clinical experience is occurring).
- For reasons of asepsis, all uniforms, lab coats, etc. should be laundered daily.
- The UVHN/CVPH Medical Center is a nonsmoking facility.
- No smoking allowed while in uniform.
- All-white or navy-blue shoes must be worn. The foot should be covered.
- The present uniform supplier is Meridy's, 208 Madison Street, Vidalia, GA 30475, Tel. 1-800-237-9164, [www.meridys.com](http://www.meridys.com). Order forms are available at Summer Orientation and Nursing Department office (512M).

## PROFESSIONAL BEHAVIOR/CONFIDENTIALITY IN THE CLINICAL UNITS

Students must always maintain a professional attitude and appearance within the clinical units. When in the hospital, nursing home, doctor's office, etc., the uniform or lab coat must be worn unless otherwise specified. If street clothes are appropriate, a professional appearance must still be presented.

When in any clinical site, students are expected to abide by the policies of that institution, e.g. parking, visiting patients, use of elevators, etc. It is very important for all students to remember that when you are in a clinical site for laboratory field work, research, etc., you are there as a student in the Department of Nursing at Clinton Community College. You are not there as a citizen of Clinton County, a parent, taxpayer, former or current employee, etc. Your purpose there is to fulfill your assigned educational objectives. You will be allowed appropriate professional privileges such as receiver of confidential and privileged information, access to very personal information, and practices. If an occasion arises when you become aware of a situation that distresses or confuses you, please discuss this with your instructor or the Director of Nursing & Allied Health before you take any action on your own. A great deal of time, effort and financial resources go into planning these experiences.

Any information learned while fulfilling your educational role is to be treated as privileged information - hence, not divulged or discussed with others. All information regarding patients or patient records obtained during clinical experience is confidential under applicable state and federal laws (including NYS HIV confidentiality law) and may not be disclosed without the written consent of the patient – HIPAA – Health Insurance Portability and Accountability Act. In addition, prior approval must be obtained from the UVHN/CVPH Medical Center before publishing any material relating to the clinical experience. **Students are not to leave clinical settings with any patient related written/printed information. Students are not permitted to print off, make copies of or transfer electronically any patient related data.**

Students are restricted from unauthorized use of, theft, or damage to any agency property or equipment. They are further restricted from unauthorized presence in, or improper use of any agency facility. Students violating policies of our cooperating agencies will not be allowed in that facility. Our clinical affiliates can revoke clinical, as well as any other privileges from students. Bear in mind you cannot complete the program without clinical privileges.

Students are not allowed to accept gifts from patients. Student-patient relationships are always to remain professional.

## PARKING AT UVHN/CVPH MEDICAL CENTER

Parking at UVHN/CVPH Medical Center is **restricted**. Students need to plan to carpool, as there are a very limited total number of parking spaces allotted to all of the area nursing schools. Failure to respect this parking restriction could jeopardize our parking spaces at UVHN/CVPH in the future. CCC students who are also UVHN/CVPH employees must adhere to any student parking regulations while on the UVHN/CVPH campus during their clinical experiences.

## CELL PHONE USAGE DURING CLINICALS

Cell phones are not to be used when at clinical experiences. Students should have prior arrangements made to handle situations such as sick/childcare, employment, and family business.

## CLINICAL GRADING INFORMATION

The faculty evaluate a student's achievement of clinical laboratory objectives (behaviors) on a weekly basis and record these evaluations on the CLINICAL EVALUATION TOOL. Grading is based on performance standards listed in each course syllabus and applied to each Student Learning Outcome (SLO). SLO's are outlined in each course syllabus.

**Example of Clinical Evaluation Tool (Individual courses will differ slightly):**

<b>Name:</b>						<b>Date</b>										
<b>Course: Nursing 103</b>						<b>Unit</b>										
<b>Foley Cath Care</b>	<b>Dsg</b>	<b>Wnd Care</b>	<b>BGFS</b>	<b>PO Meds</b>	<b>Subq</b>	<b>Instructor</b>										
<b>IM</b>	<b>IV</b>	<b>IVPB</b>	<b>Isolation</b>	<b>Electronic Documentation</b>		<b>Attendance</b>										
<b>√= COMPETENT      * = INCOMPETENT/NOT PROFICIENT</b>																
<b>1. Demonstrate safety and competence while performing beginning nursing skills and actions.</b>																
Demonstrates knowledge of drug and its implications																
Calculates correctly																
Prepares and administers drug/IV solution skillfully and safely																
Requests and uses supervision appropriately																
Demonstrates awareness of own limitations																
Prepares for and applies principles in performing skills																
Performs procedures skillfully and safely																
Performs skills in a timely manner																
<b>2. Develop and use caring attitudes and behaviors in all interactions.</b>																
Listens attentively to patient and family																
Demonstrates respect to patient and family																
Provides comfort to patient and family through empathy, patience, sensitivity and use of touch																
<b>3. Recognize and use principles of effective communication.</b>																
Utilizes effective communication skills																
Reports pertinent information to clinical instructor																
Reports pertinent information to appropriate hospital staff																
Charts accurately, completely and appropriately																
<b>4. Recognize and demonstrate professional integrity and take responsibility for own learning.</b>																
Demonstrates professional appearance																
Exhibits teamwork and collaboration																
Demonstrates acceptance of constructive criticism																
Contributes to own and group learning																
Demonstrates acceptance of school/agency goals/ policies																
Demonstrates accountability and professionalism																
Uses time efficiently																

Uses informatics to obtain evidence-based data to supplement patient care									
<b>5. Develop critical reasoning skills by identifying and assessing physiological responses and recognizing health promotion and illness prevention opportunities in the patient population.</b>									
Makes relevant patient observations									
Establishes nursing diagnosis/priority									
Identifies patient's readiness for learning, and provides teaching for maintenance and/or promotion of health									
Plans for nursing care to meet patient and family needs									
Implements care according to priorities									
Demonstrates organization in performance of nursing actions									
Establishes outcomes and determines the extent to which they are achieved									
<b>CLINICAL REPORT</b>									
1. Composition (spelling, grammar, references)									
2. Complete (all information required is complete)									
3. Content (information in report is accurate)									
<b>Pass/Fail</b>									

# AMERICAN NURSES ASSOCIATION CODE FOR NURSES

The Code for Nurses, adopted by the American Nurses Association is intended to serve the individual practitioner as a guide to the ethical principles that should govern nursing practice, conduct and relationships. The following nine statements constitute the CODE FOR NURSES.

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 professional and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

# GOOD MORAL/ETHICAL CONDUCT

Title VIII of the Education Laws of New York State clearly states applicants for admission to the practice of professional nursing must be of good moral character. Section 28.2 of the Rules of the Board of Regents of New York State states an individual convicted of a crime or an individual who has committed an act which raises reasonable question as to the applicant's moral character will be suspect. The statutory requirements to obtain and hold a license are described in the Nursing Guide to Practice, published by The State Education Department, Office of the Professions (See Article 130 and 139 of Title VIII of the Education Laws of New York State, especially Sections 6509 and 6510 of Article 130 and Section 6905 and 6906 of Article 139).

Students are expected to adhere to the Code for Nurses. Students will be held accountable for this Code of Ethics.

To the best of their ability, the faculty will attempt to insure that persons admitted to, maintained in, or graduated from the program in nursing will be of good moral character and not exhibit undesirable/unprofessional behavior.

## CRIMINAL BACKGROUND CHECKS

### Notice to Students on Criminal Background Checks

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing.

Clinton Community College does not require a criminal background check for admittance, but the College's educational requirements include placement at one or more hospitals or other off-campus clinical training sites. These sites frequently require a student to pass a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. You may also have to complete more than one criminal background check during the course of the Nursing program at Clinton Community College, depending on the number of sites where you are placed and the requirements of each site.

Please note that if a clinical training site determines that you may not take part in its clinical program based on the results of a criminal background check, you may be unable to complete your course requirements. It is important for you to consider this before you enroll in the Nursing program. Clinton Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.

## **Reporting Prior Conviction**

Anyone admitted to the Nursing Program, and nursing students are required to report all misdemeanor and felony convictions. If a student holds another professional license, disciplinary action against that professional license must be reported. This includes licenses that are revoked, suspended or sanctioned in any manner. Students are required to report their prior convictions and/or all changes in their license status to the Director of Nursing and Allied Health. Failure to report is considered serious and is grounds for removal from the Nursing Program. When reporting prior conviction or disciplinary action, the student is required to provide a full written explanation of: the underlying circumstances, date of incident(s), date of conviction(s), or disciplinary action(s), specific violation(s), court location or jurisdiction, sanctions or penalties imposed and completion dates.

In making a determination in these cases, the College will follow its policy regarding prior criminal convictions.

A Nursing student who either self-reports or is accused of criminal behavior or professional discipline may be subject to disciplinary action. Please refer to the Clinton Community College Catalog for academic grievance procedures.

Also, any candidate for RN licensure in New York must meet all requirements as determined by the New York State Education Department including answering the following questions: “Have you ever been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court?” You may be prohibited from obtaining a license related to any convictions. Contact NY State Education Department’s Office of the Professions at [www.op.nysed.gov](http://www.op.nysed.gov) or 518-474-3817, ext. 570 for further information.

## **CIVILITY AND SOCIAL NETWORKING**

Civility is generally defined as being polite, courteous and respectful to others. Conversely, incivility can be described as any “speech or action that is disrespectful or rude or ranges from insulting remarks and verbal abuse to explosive, violent behavior.”<sup>1</sup> The Nursing program at CCC is dedicated to creating a safe teaching-learning environment founded on respect and human dignity for all. Nursing students are expected to adhere to the Student Code of Conduct as outlined in the College Catalog under College Policies.

Any statements made, or photographs posted, within any social networking site (such as Facebook, Instagram, Twitter, etc.) which can cause actual or potential harm or injury to another person, to the CCC Nursing program or to CCC itself, may be grounds for dismissal from the program. A social networking infraction will be reviewed by full faculty. Using social networking to contact faculty is not an appropriate means of professional communication. As a reminder, it is a violation of HIPAA policies to discuss ANY aspect of CCC Clinical on social networking sites. In addition to dismissal from the program, violation of HIPAA policy is subject to federal prosecution.

---

<sup>1</sup> Clark, Cynthia M., and Springer, Pamela J., “Thoughts on Incivility: Student and Faculty Perceptions of Uncivil Behavior in Nursing Education”, *Nursing Education Perspectives*, Vol. 28, No. 2, March/April 2007.

## **ACADEMIC HONESTY**

Academic honesty is expected of all Clinton Community College students. It is academically dishonest, for example to misrepresent another person's work as one's own, to take credit for some else's work or ideas, to knowingly give or accept help on a test, to obtain advanced information on confidential test materials, or to intentionally harm another student's chances for academic success. When an instructor believes that a student has failed to maintain academic honesty, the instructor may decide on the penalty he or she believes is warranted. The nursing department, and the nursing profession in general, strongly emphasizes the value of academic integrity. Academic dishonesty is considered serious and is grounds for removal from the Nursing Program. All incidents of academic dishonesty will be documented and forwarded to the Vice President of Academic Affairs office. Consequences are at the discretion of the Nursing division and may include dismissal from the program.

## **EDUCATION LAW, ARTICLE 139, NURSING**

Please read and be aware of the rules, regulations and definitions of NYS Education Law, Article 139 as it pertains to the Nursing profession. The law can be found at <http://www.op.nysed.gov/prof/nurse/article139.htm>

# HEALTH POLICIES

Students are expected to be in good general health and are encouraged to present good role models to the public they hope to serve. The student will inform the College Health Office of any health condition, treatment or medication the student may be on. For extended absence (1 week of clinical) the student must be authorized to return to clinical sites by a Physician's note provided to the College Health Office.

By contractual arrangement with our clinical agencies, students enrolled in the Nursing Program are required to submit a prescribed completed health examination form prior to the start of Nur 103. Students must comply with annual updates to that health examination form. Health requirements are stipulated in the contract between the college and the clinical agencies and are subject to change. Non-compliant students will not be allowed to enter the clinical agency for clinical experience.

The college must provide the Medical Center with a list of students to be scheduled for clinical experiences at the Medical Center's facility with assurances that they are in good general health and comply with the health requirements and standards as designated by New York State Department of Health, JCAHO, and Medical Center policy. As rules/regulations/policies change, the Medical Center will give notice regarding such changes to the college. The physical examination and medical history will also cover the following:

- **Measles (Rubeola) or MMR**—Proof of immunity: submit documentation of two doses of live measles vaccine or may substitute MMR vaccine. The first dose must have been received no more than 4 days prior to the first birthday and the second dose received at least 28 days after the first dose, **OR** titer (blood test) showing immunity. History of disease is not adequate documentation of immunity.
- **Mumps or MMR (measles, mumps and rubella)**—Proof of immunity: submit documentation of one dose of live mumps vaccine or may substitute MMR vaccine no more than 4 days prior to the first birthday, **OR** titer (blood test) showing immunity. History of disease is not adequate documentation of immunity.
- **Rubella (German measles) or MMR (measles, mumps and rubella)**—Proof of immunity: submit documentation of one dose of live rubella vaccine or may substitute MMR vaccine no more than 4 days prior to the first birthday, **OR** titer (blood test) showing immunity. History of disease is not adequate documentation of immunity.
- **Varicella (Chicken Pox)**—Proof of immunity: submit documentation of two doses of varicella vaccine, 28 days apart, or a positive antibody titer (blood test) showing immunity. History of disease is not adequate documentation of immunity. For those with a negative titer who already received two Varicella vaccinations, no further action is needed.
- **Tetanus/Diphtheria/Pertussis (Tdap)**—Proof of immunity: submit documentation of one adult dose of Tdap within the past 10 years, regardless of the time of your last Td vaccination. Td boosters are required every 10 years thereafter.
- **Hepatitis B (HBV)**—The Hepatitis B vaccine is strongly recommended for all nursing students. Proof of immunity: submit documentation of completion of the Hepatitis B series **OR** proof of a quantitative Hepatitis B Surface Antibody titer. If the student declines the series, he/she must sign the Hepatitis B vaccine waiver documenting that he/she understands the possible risks associated with acquiring Hepatitis B.
- **Flu Vaccine**—New York State Department of Health regulation requires the documentation of influenza vaccine annually **OR** unvaccinated healthcare providers are required to wear a surgical or procedure mask during the flu season. The flu season is typically October and last up to May.

- **Meningitis Response Form**—New York State Public Health Law requires college students to submit a completed and signed response form (included in your packet).
- **Medical History and Physical Exam**—Students must submit a signed and dated physical exam performed by a physician, nurse practitioner or physician’s assistant. The physical is valid for two years (physical to be done prior to the start of the incoming semester and within the calendar year).
- **Tuberculosis (TB) Screening**—NYS requires TB screening, submit documentation of TB testing by the Tuberculin Skin Test (PPD), Quantiferon-TB GOLD/ T-Spot blood test. Students screened by the PPD method, or the 2-step PPD method may have the test read by an LPN but **it must be countersigned by a registered nurse, nurse practitioner, physician assistant or physician**. If a skin test is positive, a chest X-ray is required, and you must submit a copy of the X-ray report. **The 2-step is required for students who have never been tested, have no documentation of testing, or tested over 12 months ago.**

The examination must be of sufficient scope to ensure that no person will assume duties unless free from a health impairment which is a potential risk to the patient or which might interfere with the performance of duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior.

### **HEALTH RISKS**

Students should be aware of the general risks associated with working in the health care industry including, but not limited to, the risks of needle sticks which may result in exposure to blood borne pathogens. Faculty will instruct students in safe practices which will help to diminish these risks. Students must sign an acknowledgment which addresses an awareness of personal health risks.

### **CHANGE IN PHYSICAL/MENTAL HEALTH**

In the event a student experiences a change in mental and/or physical health.

- The individual shall report changes in health status to the College Health Office. With the student’s permission, the Director of Nursing and Allied Health may join in counseling the student to determine the necessary course of action.
- The student shall be required to submit documentation to the College Health Office stating the student is able to return to full level of function in clinical with NO restrictions. The student will not be allowed in clinical until the physician has given permission to return to full work status.
- If the student refuses to submit information from their health care provider, suspension from clinical shall be mandatory.

### **INJURIES**

On occasion, a student may injure themselves during a clinical experience. An Incident Report Form shall be completed, and Director of Nursing notified. The clinical instructor may suggest that the student visit the Emergency Room for assessment and treatment. Bear in mind, students will be responsible for all expenses incurred such as ER, Lab or X-ray, etc.

# GENERAL INFORMATION

## ATTENDANCE AND PROMPTNESS

Students are expected to attend all scheduled classes and experiences. Instructors will discuss the implications of failure to be prompt or attend any planned experience.

If you are unable to meet a scheduled clinical experience or you will be late, you are to contact the agency and your instructor by phone (voice not text) prior to the experience. Failure to do so will result in a penalty. Faculty contact information will be found in the course syllabus.

## INCLEMENT WEATHER POLICY

On occasion the College may close for poor weather conditions. On days when you have classes, lab or clinical and the College closes, those classes will not meet.

## CCC E-MAIL/COMPUTER ACCESS

Students are expected to utilize their CCC e-mail. Faculty will communicate with students only through the Clinton Community College e-mail and student portal for dissemination of routine and urgent or emergency information. Students are expected to check the portal and email daily and should have daily internet access.

## CATALOG

Students are responsible for reviewing all information which appears in the official College Catalog. Please read the catalog carefully, as it contains many important policies and procedures. The current catalog is available online at [Clinton.edu](http://Clinton.edu).

## CHANGE OF ADDRESS AND TELEPHONE CONTACT

Students whose address and/or telephone number changes after registration are required to notify the Department of Nursing **and** the Registrar. All students must have a telephone contact available.

## CLASSROOM GUIDELINES

All students are expected to observe the following guidelines for classroom behavior.

- Children and pets may not be brought to classes/lab.
- Guests may be brought to class if permission is received from the faculty member in charge of the class.
- Permission to tape/record must be obtained from each person being recorded.
- Attendance, promptness, and participation are expected.

## **CLASS REPRESENTATIVES**

At the start of the fall semester, the first- and second-year classes, are requested to elect one member each to act as the student representative to the faculty. First and second year student representatives attend Nursing Department Meetings and act as the spokespersons for their peers in departmental matters.

## **COURSE SYLLABUS**

Course syllabi are distributed at the start of each nursing course. Carefully read the syllabus and maintain for future reference. Students applying for admission to other nursing programs will frequently be asked to supply course descriptions and outlines for advanced placement evaluation.

## **MALPRACTICE INSURANCE**

Although instances are extremely rare, cases have occurred when nursing students have been held liable for professional malpractice/negligence. Students will not be allowed to participate in clinical experiences until they have a malpractice and liability insurance policy for students in professional nursing in effect. This insurance is available through the College, and students will be billed on an annual basis.

## **TRANSPORTATION**

Students must provide their own transportation to and from campus, as well as to the various agencies for clinical experience and field trips.

## **ACCREDITATION INFORMATION**

The program is registered by NYSED Commissioner of Education. The registration of a program means that it has met the Department's standards for accreditation as provided in the Rules of the Board of Regents and the Regulations of the Commissioner of Education.

# STUDENT EMPLOYMENT

A student who wishes to seek employment during the school year should first discuss this situation with their academic advisor. It is strongly recommended that a student's combined employment and semester-hour load not exceed 30 hours per week. Frequently, students may be employed as nurse aides or practical nurses, performing functions for which they have been trained by the institution and for which the institution has a clearly discernible policy in writing. Students doing so should keep in mind that an individual who is not licensed or defined as exempt in the State of New York to practice professional nursing, and who engages in such practice, is doing so illegally and may be prosecuted. Supervision by a professional, licensed nurse or physician does not provide protection to the student or make the student's actions legal. Professional liability insurance purchased by students through the College is only applicable to students in their student role, not in their employment role. Individuals, who practice illegally, may jeopardize their future, as persons who are convicted of violation of the Nurse Practice Act may not be eligible to receive licensure. Students have a responsibility to refuse to participate in activities which they have not been legally licensed to perform. Any student who seeks employment as a nursing auxiliary worker or a Practical Nurse should consider the following guidelines.

- The employing agency has stated policy and procedure, as well as lists of functions and specific duties relative to the employment and assignment of persons in the nursing service.
- The student should be employed under the same conditions as any other nursing auxiliary worker. The student should not be in, nor place themselves in a discriminatory position regarding title or duties. The student should be aware of their role, functions and limitations.
- When a student seeks employment, the student assumes the same responsibilities as does any employee.

# ACADEMIC ADVISING & STUDENT SUPPORT

The Academic Advising and Student Support Office offers a variety of services that are intended to benefit the educational experiences of the entire student population. They are located on the 1<sup>st</sup> floor of the Moore Building.

Services and resources include:

- Career-based advisement
- Choosing/changing majors
- Professional Development and Skills (resume writing, interviewing skills, employment searching)
- Academic skill building (time management, learning strategies)
- On-campus job recruitment
- Experiential/Applied Learning Experiences (volunteering, job shadowing, site visits, cooperative educational experiences and internships)
- Career-resource library
- Employment openings and announcements
- Resume/Cover letter writing
- Professional Portfolio

# CPR CERTIFICATION

All first- and second-year nursing students **MUST** have a **current** CPR certification prior to entering any clinical portion of a nursing course. Failure to maintain current certification may result in loss of scheduled clinical experience and in dismissal from the program.

**Basic Life Support (BLS) for the Healthcare Provider  
from either the American Heart Association or  
the American Red Cross  
is the only acceptable CPR course**

A copy of your CPR card must be on file in the Nursing Division (Room 512M) prior to clinical start. The CPR card must be issued by the American Heart Association or the Red Cross.

# DEPARTMENTAL STUDENT ACTIVITIES

## CEREMONIES—CAPPING AND PINNING

Each spring students celebrate a tradition of Capping and Pinning:

- Capping symbolizes the successful completion of the 1<sup>st</sup> year of nursing school. During this traditional ceremony, the 1<sup>st</sup> year female students are presented the school nursing cap and male students the chevron.
- Pinning symbolizes the successful completion of the entire nursing program. At this ceremony the 2<sup>nd</sup> year students receive the school nursing pin.

These student-organized ceremonies are co-celebrated at the end of each spring semester.



## THE NURSING CLUB

The Nursing Club is an officially sanctioned student organization on campus. All nursing students are dues-paying members. The Nursing Club promotes social and educational, as well as service projects. The Nursing Club meets every Friday. Please be sure to participate in meetings and activities, support your program, get involved!

## SCHOOL PIN

Students who are in the last semester of the Nursing Program are expected to order a CCC Nursing pin. The school nursing pin is another "nursing tradition" in which students participate. The nursing pin can be equated to the "college ring." This piece of jewelry symbolizes the individual school the nurse has graduated from and is worn on the nurse's uniform. Announcement of availability of nursing pins is made at the end of the fall semester.

# RESOURCES AND FACILITIES

## CLINICAL FACILITIES

Clinical experience may occur in the University of Vermont Health Network/Champlain Valley Physicians Hospital Medical Center (UVHN/CVPH), Home Care of Rochester (HCR), local nursing homes, County Health Department, various physicians' offices and clinics. While in these facilities, students are obliged to abide by their policies and regulations. Food is not permitted in any UVHN/CVPH meeting room. Students must comply with all health screening, immunization and orientation requirements prior to starting each clinical experience. Students who are not in compliance cannot start/resume clinical experience. Clinical facilities have the right to disallow clinical, as well as other privileges to their agency. Bear in mind without clinical privileges, you cannot complete the program. **You are responsible** to complete any required TB screening prior to the expiration date and report results to the college.

## CLINICAL AGENCY ORIENTATION

By contractual arrangement with our clinical agencies, students enrolled in the Nursing Program are required to complete an annual orientation to the clinical agency. Readmitted or transfer students who begin the program in the spring semester must also comply with this requirement. Non-compliant students will not be allowed to enter the clinical agency for clinical experience.

## DINING FACILITIES

Clinical agency cafeterias and snack bars are available to students. Many students bring their meals from home and eat in the assigned eating areas. Your instructors will advise you as to the location of all areas.

## ACCIDENTS AND UNUSUAL INCIDENTS IN COOPERATING AGENCIES

All accidents which occur while in a clinical or field experience should be reported to your instructor immediately. Students should not respond to any questions concerning incidents involving patients unless their instructor is present. This includes what may appear to be innocuous instances. Let your instructor make the decision concerning yourself, patients, and/or agency property.

Students are not to serve in any legal capacity for patients (may not be legal witnesses for proxies or power of attorney).

## USE OF UVHN/CVPH MEDICAL LIBRARY

The Medical Library is located on the first floor of the Medical Center. The Library houses a small collection and is not a lending library.

## VISITING PATIENTS

Student nurses, while in uniform, are not allowed to visit family or friends who also are patients. Students may visit only on their own time, not clinical time. Students are not allowed to socially visit previously assigned patients. Emergency situations may necessitate the student to be present elsewhere in the hospital with family. This is solely at the discretion of the clinical instructor.

## **FACULTY/ACADEMIC ADVISORS**

Offices of the faculty and Director of Nursing and Allied Health are located on the fifth floor of the Moore building. All nursing students are assigned to an academic advisor who is a member of the Department of Nursing. Faculty will post their class and office hours on the bulletin board outside their office.

If your schedule does not coincide with the faculty's schedule, make an appointment to see him/her at another time. Feel free to leave messages either on the bulletin board outside the faculty member's office, their voice mail or e-mail.

Most of the courses in nursing are "team taught." This means two, three, or as many as four different faculty members will be involved in your learning process in any nursing course. Feel free to direct your questions to Course Coordinators as main contact person.

## **LEARNING RESOURCE CENTER**

Nursing students soon discover the Douglas Library to be a valuable learning asset. You will frequently be referred to the library for reserve materials or AV material. Become familiar with the collection and library practices early in the program. The library is located on the second floor of the Moore building; its hours are posted, and the staff is eager to help you.

## **ACADEMIC ASSISTANCE**

The Tutoring Center helps students to be better learners. All services offered through the center, located on the 2<sup>nd</sup> floor of the Moore building in the Learning Commons, are free to full and part-time students taking courses at CCC. The Accommodative Services Office, for students with disabilities, is also located on the 2<sup>nd</sup> floor of the Moore building. See the website links to these offices for more information about the office hours and services available.

## **NURSING SKILLS LAB**

The nursing Skills Laboratory, Room 323, is located on the third floor of the Moore building. You will spend time in the lab as part of your regular class schedule. You will be expected to practice in the lab outside of your assigned classes. In addition, faculty may refer you to return to the lab for extra practice.

The Skills Lab is operated according to designated hours, designed to best meet students' needs. Lab hours are posted at the beginning of each semester. The lab is staffed part-time by a licensed RN, Nursing Skills Lab Learning Coordinator.

## **ALL COLLEGE ACTIVITIES**

Due to tight scheduling and choice of major, students in the Nursing Program tend to spend a great deal of time together. Make a special attempt to participate in the many college activities and organizations which are on campus. Nursing students should participate in Student Senate, join a club, go on a ski weekend, and meet students from other disciplines.

# STUDENT CONCERNS

Various mechanisms are available at all levels for student input regarding their concerns. Individuals and groups who respond to these concerns include instructors for each course, course coordinators, the Director of Nursing and Allied Health, the class representatives, college counselors, Dean of Student Affairs, and the Vice President for Academic Affairs.

## **PROCEDURE FOR COMMUNICATING AND RESOLVING STUDENT CONCERNS**

The following procedures are listed for resolving student problems, concerns or difficulties:

- Attempt to solve the problem directly with the individual or office that has prime responsibility.
- If the problem is not resolved in matters of curriculum and instruction or student welfare, the student may communicate with the instructor/coordinator/team, or their class representative to the Department of Nursing faculty, who in turn will bring the matter to the next Department of Nursing faculty meeting, or the student may elect to communicate with the Director of Nursing.
- If the problem is still not resolved, the student should avail themselves of the grievance procedures which are listed in the College catalog.

## RN LICENSURE AND REGISTRATION

A person who practices the profession of nursing in New York State must hold an RN license and be currently registered. Once a nurse receives their license, they maintain current registration by submitting the proper forms and paying a fee to the New York State Education Department.

A nurse who seeks licensure in another state usually does so under a system called endorsement. To do so, the nurse must write to the State Board in that state and request appropriate instructions and application forms. Current addresses of State Boards for Nursing can be found on the National Council of State Boards of Nursing website @ [www.ncsbn.org](http://www.ncsbn.org).

## **NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX) FOR RN**

Entry to the practice of nursing is regulated by law for the protection of the public. Boards of Nursing exist in all the states and territories of the United States, and as a nurse-to-be, you must provide the Nursing Board in your state with evidence of your ability to deliver effective nursing care. The licensure examination, NCLEX, was developed to test for safe and effective nursing practice. The examination tests your ability to apply knowledge of nursing by asking questions about health care situations demanding nursing intervention. It is designed to test essential knowledge in nursing and to make certain that you have the ability to apply that knowledge in clinical situations. During your last semester you will receive announcements and instructions concerning application for licensure. Approximate cost involved in licensure application is \$200.00. Currently a computerized testing format for the licensure examination is in use.

# TAKE CARE

## TAKE CARE OF YOURSELF

“Set time aside each day for yourself or your family.”

“Don’t spend all of your time studying.”

“Make sure to take care of yourself. Don’t put nursing school ahead of your own health.”

“Make sure you look your best every day. The better you look; the better others will treat you.”

“Take a fun elective.”

“Study hard but play hard too. Make time for friends. Take walks, work out, dance, swim, play tennis.”

## TAKE CARE OF EACH OTHER

“Build a support system with your fellow students.”

“Work together as a class. Don’t let the competitive spirit get in the way.”

“Join a study group. I couldn’t have made it without mine.”

“Study with friends. Try studying for 50 minutes and playing or talking for 10 minutes. Repeat. It’s not much of a social life, but it’s better than nothing.”

“Get involved with other students. They can help you, and you can help them.”

## TAKE ONE DAY AT A TIME

“Take it one day, one test, one patient at a time, and don’t get discouraged.”

“Live one day at a time. Once something is done, don’t worry about it. Just keep doing your best at each task.”

“Make the best of any situation by adjusting *your* attitude.”

“Please yourself---be happy meeting your own personal/professional/academic goals.”

“Looking at the overall picture can be pretty scary. Just concentrate on one assignment at a time.”

## TAKE CARE OF BUSINESS

“MAKE NURSING SCHOOL YOUR FIRST PRIORITY.”

“Take classes seriously. Start out studying hard.”

“Maintain good study habits.”

“Keep up with the reading from Day One.”

“Do the reading as you go along. Don’t wait!”

“Take the extra time needed to do extra readings.”

**“KEEP UP WITH WORK RATHER THAN TRYING TO CATCH UP.”**

“Keep your notes current.”

“Review notes daily.”

“Organize your time. Conserve your energy.”

“Use Sunday night to plan your entire week.”

“Create your own flash cards.”

“Be prepared for three times more work than you ever imagined.”

“Take a course in stress management.”

“Build up your GPA before you start taking all nursing courses.”

“Learn to be happy with Cs and thrilled with Bs  
(especially if you were a straight-A student in high school).”

“Get a tutor if necessary.”

“Make sure you’re financially stable enough to work minimal hours while in school.”

“Realize that it is impossible to work full-time and be a good student.  
If you want to survive nursing, don’t try to work full-time.”

“Get to know your instructors.”

“Do what the teacher tells you to do. Don’t argue; just do it!  
It will decrease your stress and your teacher’s stress too.”

“Buy a book on nursing math and bone up ahead of time.”

“Don’t just memorize material. Learn how to apply it.”

**“KEEP YOUR SENSE OF HUMOR!”**

“Learn how to live without sleep.”

“Don’t forget to breathe.”

Source: Chenevert, M. (1995). *Mosby’s Tour Guide to Nursing School, A Student’s Road Survival Kit*. St. Louis, Mosby Year Book. pgs. 33-35.