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The Cumberland County College Nursing Program
Is accredited by
The New Jersey Board of Nursing
And
Accreditation Commission for Education in Nursing, Inc (ACEN)
3343 Peachtree Road, NE, Suite 500
Atlanta, Georgia, 30326

Read the entire booklet. Keep the booklet for future reference to answer questions regarding course sequence, policies and procedures specific to the nursing program.
Welcome

Becoming an “RN” is the Beginning of a Proud Professional Career

The Nursing Program at Cumberland County College has a long standing valued reputation of preparing graduates to be caring, competent and safe beginning practitioners for the health care community. We graduate students who are self-directed learners who employ critical thinking skills to provide evidenced based care.

The Director, faculty and staff of the Nursing Program are dedicated to helping you achieve your professional goal of becoming a Registered Nurse and establishing a basis for lifelong learning.

This handbook is designed to acquaint you with the policies* as well as the rights and responsibilities of a Nursing student in our program.

The responsibilities of students of the nursing profession are to:

- Learn and encompass nursing standards in your behavior in all areas.
- Lead by personal example and assert a positive influence on other nursing students.
- Master the skills, knowledge and attitudes required in your nursing profession which includes professionalism, ethics, honesty, collaboration, problem solving, critical thinking, time management, caring, respect for various cultures and promoting positive outcome through communication.
- Actively engage in the nursing course of instruction, including all readings, assignments and examinations in order to apply the information for safe and effective patient care.
- Participate in extracurricular activities, services and educational opportunities both on campus and in the community.
- Support your college, your community and the Nursing Program.
- Be a proud representative of Cumberland County College’s Nursing Program.

We hope you find your experiences intellectually stimulating, professionally rewarding and personally enriching.

Our best wishes for your success in the Nursing Program.

Sincerely,

Deidre Conroy, DNP, RN, FNP, RNC-OB

Deidre Conroy, DNP, RN, FNP, RNC-OB
Dean of Nursing, Health Science and Allied Health

*Please note that the Nursing Department reserves the right to change any of these policies on or before the first day of class or with written notification to students through BlackBoard announcement and printed announcement.
## Nursing Program Staff

<table>
<thead>
<tr>
<th>Full-Time Program Members</th>
<th>Email Addresses</th>
<th>Phone Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deidre Conroy, DNP, RN, FNP, RNC-OB</td>
<td><a href="mailto:dconroy@cccnj.edu">dconroy@cccnj.edu</a></td>
<td>1306</td>
</tr>
<tr>
<td><em>Dean of Nursing, Health Science and Allied Health</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carol Iaconelli, MSN, RN, APN-C</td>
<td><a href="mailto:ciaconelli@cccnj.edu">ciaconelli@cccnj.edu</a></td>
<td>1366</td>
</tr>
<tr>
<td><em>Assistant Director of Nursing</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deborah Flaherty, MSN, RN APNC, CCRN, CNE</td>
<td><a href="mailto:dflaherty@cccnj.edu">dflaherty@cccnj.edu</a></td>
<td>1452</td>
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<tr>
<td>Marilyn Gardenhire, MS, RNC</td>
<td><a href="mailto:mgardenhire@cccnj.edu">mgardenhire@cccnj.edu</a></td>
<td>1309</td>
</tr>
<tr>
<td>Marlin Gross, MSN, RN ANP-C</td>
<td><a href="mailto:mgross@cccnj.edu">mgross@cccnj.edu</a></td>
<td>1403</td>
</tr>
<tr>
<td>Kimberly Thow, MSN, RN, APN-C, CEN</td>
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<td>1367</td>
</tr>
<tr>
<td>Sandra Hartman-Reid, MSN, RNC</td>
<td><a href="mailto:sreid@cccnj.edu">sreid@cccnj.edu</a></td>
<td>1423</td>
</tr>
<tr>
<td>Joyce Webster</td>
<td><a href="mailto:Jwebster2@cccnj.edu">Jwebster2@cccnj.edu</a></td>
<td>1304</td>
</tr>
</tbody>
</table>

*Administrative Assistant*

*Part-Time faculty will be hired to instruct classes or serve as clinical/lab instructors as needed.*
Resource Information

Cumberland County College  New Jersey Board of Nursing
P. O. Box 1500  P. O. Box 45010
Vineland, New Jersey 08362-1500  Newark, New Jersey 07101
(856) 691-8600  (973) 504-6430

Dr. Deidre Conroy  National Council of State Boards of Nursing
Dean of Nursing, Health Science  www.ncsbn.org
dconroy@cccnj.edu
Extension 1306

Cumberland County College Book Store  Accreditation Commission for Education in Nursing, Inc
Extension 1318

Student Services  3343 Peachtree Road, NE, Suite 500
Extension 1211  Atlanta, Georgia, 30326
www.acenursing.org

Library  1-800-669-1656, Ext 153
Extension 1260/1262  NCLEX Information

Equal Opportunity Foundation  www.ncsbn.org
Extension 1255/1259  www.nclex.com

Financial Aid  National League for Nursing
Extension 1279/1280  61 Broadway

Center for Academic and Student Success  New York, New York 10006
Extension 1300/1301  www.nln.org

Enrollment Services  (212) 363-5555
Extension 1220/1221
Nursing Program Overview

The Associate Degree Nursing curriculum provides knowledge, skills, and attitudes to develop strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health.

Course work includes and builds upon the domains of health, nursing, and humans. Clinical content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics. The clinical component provides the opportunity to practice giving direct nursing care to clients in acute, long-term and community health care settings under the guidance of qualified nursing faculty.

CCC’s Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc (ACEN), and the New Jersey Office of the Attorney General, Division of Consumer Affairs, New Jersey Board of Nursing. Upon completion of the program, graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEXRN).

Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

The following are included for your understanding of the Nursing Program: Conceptual Framework of the Cumberland County Nursing Department, The Philosophy of the Associate Degree in Nursing at Cumberland County College, the Student Learning Outcomes, and the Program Outcomes at Cumberland County College.
The Conceptual Framework of the Associate Degree in Nursing
Cumberland County College

Mission

Nursing education at Cumberland County College is a process that facilitates changes in behavior, the acquisition of knowledge, skills, and attitudes necessary to function in the role of the entry-level registered nurse. The curriculum is conceptually based and founded on principles of adult learning. Basic assumptions include self-direction, use of the adult learning experience, problem- and activity-centered learning (Rachel, 2002). It incorporates evidence-based nursing theory and practice, general education, and the sciences in an environment conducive to learning. The conceptual design defines the essential elements of as critical reasoning, effective communication, professionalism, the teaching learning process, evidenced based practice, patient/family centered care and self-actualization. The organizing framework contains content related to Humans, Health and Nursing within the Environment. The Associate Degree nursing program at Cumberland County College provides an education that is flexible, progressive, and sensitive to the changing needs of the individual, significant support person(s), and community. Through these educational experiences, students will have the opportunity to develop critical thinking and problem solving skills.

Philosophy

The underlying philosophy of the nursing curriculum at CCC is based upon Humanism. Humanist philosophy allows for the fulfillment of one’s potential towards self-actualization. Humanism promotes self-direction, independence, creativity, curiosity, and the ability to take responsibility for life-long learning. The focus of the curriculum is on critical thinking and the application of knowledge through the acquisition of knowledge, skills and attitudes. Cognitive, psychomotor, and affective learning are equally valued. Assessment takes place within the context of the experience and is portfolio and performance based. The goal of Humanism is personal growth and development for life-long, self-directed learning (Csokasy, 2002; Huitt, 2009). Faculty believe that learning is a continuous process that results in a change of behavior and occurs when the adult learner is challenged and motivated to enhance personal knowledge.

Teaching and learning is an interactive process between teacher and learner. The responsibility of the faculty of Cumberland County College Associate Degree Nursing Program is to facilitate the student’s understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible for actively participating in learning experiences and develops the knowledge, skills, and attitudes necessary to provide quality patient centered nursing care.

Conceptual Framework

The conceptual model provides a mental scaffold or framework to prepare learners for new instruction and motivates by making a meaningful connection for the learner. The learner must attain mastery of each part of the framework; the human, the health system and nursing in order to understand the complete curriculum. (Knowles, Swanson & Holton, 2005). The domains of the individual, the health system, and nursing provide the conceptual framework guiding the
associate degree nursing curriculum. Concepts are organized within each these domains and learning occurs from simple to complex. This is taught within the framework of Malcolm Knowles adult learning theory of Andragogy (Knowles, 1984). Within Andragogy, there are six basic assumptions that will define how the courses are taught. The Six Assumptions Underlying Andragogy (Merriam, Caffarella, & Baumgartner, 2007) are:

1. **Self Concept**: Self-concept refers to an adult becoming more self-directed and independent as he/she matures, leading toward self-actualization. Faculty are committed to providing a collaborative learning environment that fosters mutual respect and individual growth. Guided Reflection and Portfolio are used to enhance the learner’s self-concept.

2. **Experience**: Adult learners bring life experiences to new learning experiences. These experiences contribute richness to class discussions and are considered valuable resources for learning from and with each other. The faculty are committed to providing clarification of concept learning during the discussion to prevent bias and misinformation.

3. **Readiness to learn**: Readiness depends on need to know the information. Faculty are committed to provide a basis of need through explanation of concepts and exemplars as they relate to Humans, Nursing and Health. The Nursing Process and Maslow’s Hierarchy of need are threaded throughout the concepts.

4. **Problem centered focus**: Adults need to see the immediate application of learning. Faculty are committed to provide learning opportunities within the classroom, lab and clinical experiences that allow the adult learning to apply new information using problem solving activities.

5. **Internal motivation**: Adult learners use external and internal motivators to persist in learning. Research has found that internal motivators are stronger motivators for persistence in the learning process. Faculty are committed to provide learning environments where the learner is respected, fostering self-direction, independence, creativity, curiosity, and the ability to take responsibility for learning to support the building of critical thinking. The faculty believes that the development of critical thinking supports the growth toward self-actualization which is needed to be successful in applying the nursing process across the health care continuum.

6. **Adults need to know why they need to learn something**: Faculty are committed to provide learning opportunities that allow immediate application of the new knowledge. Using the concepts across the curriculum, the building of the complexity within the concepts will be reinforced through learning activities, discussions and learning experiences in the lab and clinical environments (Merriam, Caffarella, & Baumgartner, 2007).
Definitions

Consistent with Humanistic philosophy the Cumberland County College nursing faculty defines the following essential components:

Humans
Humans are integrated whole beings, acting with intention and values, possessing the capacity for self-direction and change across the life-span. Through the process of self direction, change, study of self, motivation, and goals, individuals have the power to become self-actualized.

Health
Health is a dynamic, ever changing state of well being. Health is subjectively defined by individuals and societies based upon cultural/ethnic perceptions, beliefs, and values. Clinics, hospitals, pharmacies, laboratories, long term care and Internet sites are microsystems that are connected by patients and information to improve health. (IOM, 2001)

Nursing
Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (ANA 2004). Nursing is a caring collaborative process that respects and values the diversity of human experiences. Nursing promotes health, safety, and alleviates suffering using evidenced based practice, quality improvement, and patient centered care.

Environment
The environment consists of individuals, families, communities, societies, and global populations. Humans are in constant reciprocal interaction with a changing environment that consists of both internal and external forces that vary throughout the lifespan. A safe, supportive, collaborative environment fosters empowerment and promotes self-actualization.

Teaching-Learning Process
The curriculum is founded on the beliefs that learning is a personal act to fulfill one’s potential and that learning is enhanced in a supportive, caring educational environment. The student’s personal experiences and values are respected and explored. Learning is student centered and the educator’s role is that of a facilitator. Students are responsible for the acquisition of knowledge, skills and attitudes through goal-directed learning endeavors. The teaching-learning process is a collaborative experience between faculty and students where knowledge is shared, and there is a commitment to excellence. There is a focus on reflection, critical reasoning, application of knowledge, demonstration of professional skills and attitudes, and recognition of the value of life-long self-directed learning.

The curriculum is concept based. The following five concepts form the foundation for learning:

Critical Reasoning – a thoughtful and reflective process involving purposeful mental activity in which ideas are considered, produced, and evaluated. It involves conceptualization, analysis, reflection, empathy, autonomy, creativity, valuing, and decision making.
**Evidenced Based Practice** - the integration of best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN, 2011)

**Effective Communication** - the exchange of ideas, information, and attitudes for the purpose of relating to others, establishing trust, and promoting positive outcomes

**Professionalism** - adherence to a defined set of educational requirements, practice standards, code of ethics, and values required for nursing practice. Professionals are able to:
- Work independently
- Participate in teamwork
- Accept constructive criticism
- Provide patient centered care
- Maintain accountability for actions
- Respect diverse perspectives
- Reflect on self-performance
- Demonstrate leadership skills
- Collaborate in shared decision making

**Patient and Family Centered Care** - Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs (QSEN, 2011)

Upon completion of this program the student will achieve the following educational learning outcomes:
- Demonstrate critical reasoning using the nursing process, reflection and safety goals
- Integrate best current clinical evidence with clinical expertise and patient / family preferences and values to deliver safe and effective care
- Demonstrate effective communication with patients, significant others, healthcare providers and community agencies to promote health.
- Demonstrate professionalism in nursing practice
- Collaborate with the patient or designee in providing compassionate & coordinated care based on respect for patients preferences, values & needs

**Self-actualization** – Self-actualized people have realistic views and insights about themselves and the environment. They are problem solvers who are motivated by a sense of responsibility to others and ethics. Self-actualized people are spontaneous, have a continual sense of appreciation, and have inspirational experiences. They seek times of private reflection to focus on developing their personal potential.
Core Competencies

**NLN Core Competencies**
The eight core competencies outlined by the NLN are: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. (NLN, 2010)

**Institute of Medicine Competencies**
The five core competencies identified by the IOM for healthcare providers are: patient centered care, interdisciplinary teams, evidence-based practice, quality improvement, and informatics. (IOM, 2010)

**References**
Student Learning Outcomes
Cumberland County College
Associate Degree in Nursing

Upon completion of this program the student will achieve the following program learning outcomes:

1. Demonstrate critical reasoning using the nursing process and reflection to address health care problems as measured by capstone project at or above benchmark of 78%, capstone simulation at or above Pass, standardized comprehensive examination at or above 78% benchmark and clinical evaluation tool at 1 (independent), in addition to completion of reflective analysis.

2. Use evidence based practice to provide quality patient centered care in a safe, supportive, collaborative environment measured by capstone project at or above benchmark of 78%, capstone simulation at or above Pass, standardized comprehensive examination at or above benchmark of 78% and clinical evaluation tool at level 1 (independent).

3. Communicate with patients, significant others, healthcare team, and community agencies to promote health as measured by the capstone simulation and clinical evaluation tool “Communication” section at or above benchmark, a cut score of 2 on the Mental Health proctored examination, and completion of an interpersonal process recording assignment.

4. Technology use for research, information processing, and communication as measured by use of information literacy for completion of nursing assignments with a score of 78% or above.

5. Participate in educational opportunities to foster competence in evidenced based nursing as measured by completion of at least one continuing education activity outside of the classroom assignments.
Program Outcomes
Cumberland County College
Associate Degree Nursing Program

The Cumberland County College of Nursing Program will graduate students who:

1. Demonstrate implementation of the nursing process and clinically based critical thinking as measured by surpassing minimum acceptable national pass rate of the NCLEX-RN on the first testing.

2. Describe their nursing practice as reflective of the Student Learning Outcomes as measured by a cut score of 3(satisfied) on the graduate surveys.

3. Demonstrate clinical competence in assisting clients to attain an optimal level of functioning as measured by a cut score of 3(satisfied) on employer surveys.

4. Effectively communicate and collaborate with health care providers to maintain continuity of care as measured a cut score of 3(satisfied) on employer surveys.

5. Obtain employment in nursing within one year of passing the NCLEX-RN examination as measured by 80% of alumni survey results.

6. Demonstrate importance of continuing education to maintain nursing competence by 60% of graduates reporting that they plan to enroll in a BSN program within a year of graduation as measured by the alumni surveys.
Program of Study

The Department of Nursing offers two options in the Nursing Program, the RN Program, designed for students with no formal Nursing studies and one Advanced Placement Option: LPN Transition Option. The latter option is open to currently Licensed Practical Nurses who have met admission requirements and successfully pass the transition process. Both are selective admission programs. The Nursing Program can be completed in two years. Graduates are awarded an Associate in Applied Science in Nursing. The total credits for both options are 69 credits. All Nursing students must receive a grade of “C” or above in all nursing program courses before progression to the next course. This requires a minimum of 78% achievement in each nursing course. A grade of “95” must be received on the medical-dosage calculation examinations. This exam is given in every semester and must be passed for progression in the program.

A G.P.A. of 2.0 must be maintained in order to progress from one semester to the next in the Nursing Program. **The courses listed under each semester must be completed successfully with a “C” or better before the student will be permitted to enter the next semester.**

The nursing faculty has the prerogative to change the Nursing curriculum under established college policies and with the approval of the New Jersey Board of Nursing.
Alpha Delta Nu - Nursing Honor Society

In the Spring of 2012, the National Organization for Associate Degree Nursing (N-OADN) approved the formation of a national honor society for Associate Degree Nursing (ADN) programs. Cumberland County College is chartered as the Alpha Nu Chapter.

To be considered for membership:

- Students must have attained a 3.0 overall GPA
- Students must have attained and maintained a 3.0 GPA in all nursing courses (Cannot receive less than a B in all nursing courses)
- Students must have demonstrated conduct on campus and in the clinical areas that reflect integrity and professionalism.

Students who meet requirements are invited for induction into the Alpha Nu Chapter of Alpha Delta Nu. Participation is optional. A student who wishes to join Alpha Delta Nu, are expected to pay the membership fee ($30). Inductees will be recognized at pinning and graduation and receive an honor society pin and cords to be worn at both.

What does participation in a nursing honor society mean to YOU?

- Recognition for academic excellence
- Potential for scholarships to continue education
- Quality addition to professional portfolio

Alpha Nu, Alpha Delta Nu Advisors:
Carol Iaconelli ciaconelli@cccnj.edu & Joyce Webster jwebster2@cccnj.edu

Student Nursing Organization (SNO)

To support the CCC Nursing students and to plan and organize the pinning ceremony. To assist those less fortunate or educate the community concerning healthcare issues.

Carol Iaconelli ciaconelli@cccnj.edu & Joyce Webster jwebster2@cccnj.edu
Nursing Program Admission Requirements and Process:

All selective admission programs at Cumberland County College have a unique, two-step application process that is necessary due to the College’s open general admission policy. In order to be considered for admission to the nursing program, applicants must complete the first step for general admission to CCC. Once this is complete, the applicant may then proceed to the second step for selective admission to the nursing program. Be certain to distinguish between general admission and selective admission.

Both application processes must be completed correctly in order for your nursing application to be considered for acceptance. Failure to do so will result in an incomplete activation packet.

**STEP 1**

**General Admission**

General Admission is the first step of application to the nursing program. This process will provide you with acceptance to the College, but not to the nursing program. If you are unsure of your application status or need an application, contact the Admissions Office at 856-691-8600 x1457.

1. Complete and submit a general admission application to the Admissions Office.
2. Submit an official copy of your high school transcript documenting high school graduation (or earned GED) to the Admissions Office. If applicable, submit official transcripts from other colleges attended.
3. Complete Accuplacer testing (or provide SAT scores). Complete all required remediation.

**STEP 2**

**Selective Admission**

Once you have completed the general admission process, you are ready to begin the second step in the application process: submission of your nursing activation packet. Each nursing applicant is required to gather all documentation listed on the checklist and present it to the Nursing Department as a completed packet.

The packets consists of:

1. Activation packet checklist
2. Nursing Activation form
3. CCC Placement Test/Admission Status Form (Signed by CCC Admissions)
4. ATI TEAS V Scores (results valid for 2 years)
5. Information Session Attendance Slip (Obtained at MANDATORY Information Session)
6. Official transcript from high school (If applicable) (MUST be in sealed envelope)
7. Official transcripts from ALL colleges attended other than CCC (MUST be in sealed envelope)

*Please refer to the admissions packet for further instructions*
Completion of an Activation packet between **October 1 – April 1**. The Activation Form is available on our website at [www.cccnj.edu/admissions/allied-health-activation](http://www.cccnj.edu/admissions/allied-health-activation) No late submissions will be accepted.

**Admission Selection**

Students will be accepted based on a scoring criterion. All program minimum requirements must be met in order to be considered for admission.

**Minimum requirements**

- **Minimum overall GPA of 2.5 at time of applying**
- **High school diploma or high school equivalency certificate (GED)**
- **Meet the prerequisites or eligibility to register for Anatomy & Physiology (A&P)**
  - The prerequisite requirements for Anatomy & Physiology I (BI 106) are as follows:
    * Completion of one of the following college-level courses: BI 101, BI 102 or CH 101. CH 101 is preferred.
    * Successful completion of Biology or Chemistry in high school at the College-Prep, Honors or Advanced Placement level with a grade of C or better, given that Anatomy and Physiology I is taken within three years of graduation from high school. High school students must still meet the Accuplacer requirements to take Anatomy and Physiology, which is to score at college level in every subject.
  - In high school, you must have completed Biology or Chemistry (with a grade of C or better) and graduated within the past three years, in order to be exempt from the BI 106 prerequisites. High School Anatomy and Physiology will NOT be accepted as a prerequisite for college Anatomy and Physiology.
  - If you have not completed high school Biology or Chemistry (with a grade of C or better) and graduated high school within the past three years, you must take the college prerequisite: General Biology I (BI 101), General Biology II (BI 102) or Chemistry I (CH 101) before taking Anatomy and Physiology I (BI 106).
- **Completion of all basic skills courses as required by Accuplacer test results**
  A&P I&II must be taken within 10 years—a student whose A&Ps are older than 10 years must take BI 210 Pathology.
- Must meet Board of Nursing requirements to sit for licensure exam. 
ATI TEAS V Adjusted Indiv. Total Score of 60% accepted for consideration; total score of 70% preferred. Minimum score of 4 is needed for program admission. First choice goes to those students who earn the highest scores. Maximum of 7 points may be earned.

ATI TEAS V
  90 or above overall score = 4 points
  89-80 overall score = 3 points
  79-70 overall score = 2 points
  68-69 overall score = 1 point

- ATI TEAS V Adjusted Indiv. Total Score of 58% preferred. Minimal total score of 50% acceptable for consideration. Minimum score of 4 preferred, 3 minimum, is needed for program admission. First choice goes to those students who earn the highest scores. Maximum of 6 points may be earned.

ATI TEAS V
  86 or above = 3 points
  71-85 overall score = 2 points
  58-70 overall score = 1 point

Completion of Bio 101/102 or Chem 101, If A&P 1 complete, that grade will be used. *this criteria applies to both programs. If course is repeated more than two times, the most recent grade will count.

<table>
<thead>
<tr>
<th>GPA</th>
<th>Points</th>
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<tbody>
<tr>
<td>3.5 and above</td>
<td>3 points</td>
</tr>
<tr>
<td>3.4-3.0</td>
<td>2 points</td>
</tr>
<tr>
<td>2.5-2.9</td>
<td>1 point</td>
</tr>
</tbody>
</table>

Minimum score of 4 is needed for program admission. First choice goes to those students who earn the highest scores. Maximum of 7 points may be earned.

A&P 1&11 must be taken within 10 years—a student whose A&Ps are older than 10 years must take BI 210 Pathology.

Students who retake Anatomy & Physiology may retake the course up to 3 times for consideration. Only 3 attempts at Anatomy & Physiology is permitted. Students who retake more than 3 times will not be submitted for consideration, therefore cannot apply.

Acceptance Notification
The Office of Nursing & Radiography will notify students of their conditional acceptance to the RN or PN program upon review. There will be an early admissions review in February for applicants that have complete files by January 25th and a general review in April.

Program Progression
A mandatory orientation will be scheduled in June for the students accepted to the RN or PN Program.

A Nursing Faculty advisor will be assigned to students to provide opportunities for advisement, and counseling assuring successful program completion.

Upon acceptance students will complete required program paperwork by due date given. Further information will be provided by the Nursing department. POSITIVE DRUG SCREEN or POSITIVE CRIMINAL BACKGROUND is an automatic denial of admissions.
Failure to turn in all paperwork will result in being dropped from the program and another candidate will take the seat. All required forms will be supplied by the nursing program. Successful completion of the above will enable the student to enter into the first year of the RN degree program.

**RN PROGRAM CURRICULUM**

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Specialization Courses:</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NU 112 Introduction to Nursing Success</td>
<td>1</td>
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<tr>
<td>NU 113 Concepts in Nursing Practice I</td>
<td>7</td>
</tr>
<tr>
<td>NU 114 Concepts in Nursing Practice II</td>
<td>7</td>
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<tr>
<td>NU 209 Nursing Concepts in Global Health and Diversity</td>
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<td>NU 210 Concepts in Nursing Practice III</td>
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<tr>
<td>NU 211 Concepts in Nursing Practice IV</td>
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</tr>
<tr>
<td>NU 212 Concepts of Leadership in Health Care Systems</td>
<td>2</td>
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</tbody>
</table>

**Other Courses: (*)**

| EN 101 English Composition                                  | 3       |
| EN 102 English Composition or EN 103 Technical Writing     | 3       |
| PY 101 General Psychology                                    | 3       |
| PY 207 Human Growth & Development                            | 3       |
| BI 106 Anatomy & Physiology I                               | 4       |
| BI 107 Anatomy & Physiology II                              | 4       |
| BI 203 Microbiology                                         | 4       |
| SO 201 Introduction to Sociology                           | 3       |
| Humanities Elective (Must Be Selected from the General Education List) | 3       |

Specialization Credits: 38  Other Credits: 30  Total Program Credits: 68

- Nursing and required courses must follow in sequence.
- A grade of “C” or higher in all nursing and required courses is necessary for progression in the program. For nursing courses, a minimum grade of 78 is necessary to achieve a “C”.
- For progression in the program a passing grade of 95 is needed on the medical dosage calculation exam given in every semester.
- The nursing faculty has the prerogative to change the Nursing Curriculum under established College policies and with the approval of the New Jersey Board of Nursing.
- (*) These courses may be taken prior to admission into the Nursing Program.
## Nursing Program Sequence of Courses

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (EN101)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology (PY 101)</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology (BI 106)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Nursing Success (NU 112)</td>
<td>1</td>
</tr>
<tr>
<td>Concepts in Nursing Practice I (NU113)</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (EN102)</td>
<td>3</td>
</tr>
<tr>
<td>or Technical Writing (EN 103)</td>
<td></td>
</tr>
<tr>
<td>Anatomy &amp; Physiology (Biology 107)</td>
<td>4</td>
</tr>
<tr>
<td>Concepts in Nursing Practice II (NU 114)</td>
<td>7</td>
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<tr>
<td>Human Growth &amp; Development (PY 207)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Sociology (SO 201)</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology (BI 203)</td>
<td>4</td>
</tr>
<tr>
<td>Nursing Concepts in Global Health and Diversity (NU 209)</td>
<td>1</td>
</tr>
<tr>
<td>Concepts in Nursing Practice III (NU 210)</td>
<td>10</td>
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<table>
<thead>
<tr>
<th>Fourth Semester (Spring)</th>
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</thead>
<tbody>
<tr>
<td>Humanities Elective (___________)</td>
<td>3</td>
</tr>
<tr>
<td>Concepts in Nursing Practice IV (NU 211)</td>
<td>10</td>
</tr>
<tr>
<td>Concepts of Leadership in Health Care Systems (NU 212)</td>
<td>2</td>
</tr>
</tbody>
</table>
CUMBERLAND COUNTY COLLEGE
Advanced Placement for Licensed Practical Nurses

LPN Transition Option Admission Procedure

An LPN who wishes to challenge the first semester of the nursing program must apply under the LPN Transition option. The application must fulfill the entrance requirements and once accepted will be granted advanced placement into the second semester of the Nursing Program by having an active, unencumbered NJ LPN license. The credits for NU 113 are received when the candidate is admitted and successfully completes NU112 during the winter session.

Admission Procedure:

Completion of an LPN to RN Activation Form July 1 - October 1.

The following information must be submitted to the Nursing and Radiography Dept Office in a completed packet by October 1st for consideration of admission to the LPN to RN Program.

- Official High School transcript with date of graduation or GED scores
- Proof of current active NJ LPN licensure
- An official LPN School Transcript
- Official transcripts from other colleges attended
- Completion of the ATI TEAS V admission test (results are valid for 2 years). Adjusted Indiv. Total Score of 60% accepted for consideration; 70% and above preferred.

Admission Selection

Students will be accepted based on a scoring criterion (see page #19). All program minimum requirements must be met in order to be considered for admission.

- A&P 1&2 must be taken within 10 years—students whose A&Ps are older than 10 years must take BI 210 Pathology.
- Minimum overall cumulative GPA of 2.5

The co-requisite general education courses for the first semester of the Nursing program must be complete before admission is granted for the LPN Transition program. The courses that must be completed with a minimum of a C grade for consideration of the transition option are:

- EN 101- English Composition
- PY 101- General Psychology
- BI 106- Anatomy and Physiology I
Admission Procedure for Graduates of CCC PN Academic Certificate Program

Students graduating with a 3.0 GPA or better from the CCC PN Academic Certificate program are exempt from taking the ATI TEAS V. **ALL other criteria must be met.** Students must apply to the LPN Transition within two (2) years of graduating in order to maintain exemption status.

Minimum requirements
- Overall cumulative GPA of 2.5
- Successful completion of NU 112 over the Winter session
- Eligibility to register for NU 114.

**Provisional Admission is granted until successful completion of NU112. Candidates not successfully completing NU112 with a C or better are not admitted to NU114.**

Acceptance Notification
The Nursing and Radiography Dept will notify students of their conditional acceptance to the LPN transition option by November of each year.

Transition Progression
An orientation will be scheduled for the students accepted to the LPN Transition Option.

Successful completion of the above will enable the student to enter into the second semester of the RN degree program.

Please be advised that the one credit Introduction to Nursing Success (NU 112) must be taken in the Winter session prior to NU114

Listed below are the requirements for the A.A.S. Nursing Degree.
Note: All program co-requisite courses must be completed before registering for the next nursing courses. Students not completing the courses before or with the designated nursing courses will not be permitted to progress in the nursing courses until the requirement is completed.
# LPN Transition Option sequence of courses

<table>
<thead>
<tr>
<th>Prior to Admission</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (EN 101)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology (PY101)</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I (BI 106)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

**Admission to Transition Option**

**First Semester (Winter)**
- Introduction to Nursing Success (NU 112) 1

**Second Semester (Spring)**
- Concepts in Nursing Practice II (NU 114) 7
- English Composition (EN 102)* 3
- Anatomy & Physiology II (BI 107)* 4
- Human Growth & Development (PY 207)* 3
- **Total** 17

**Third Semester (Fall)**
- Introductory Sociology (SO 201) * 3
- Microbiology (BI 203) 4
- Nursing Concepts in Global Health and Diversity (NU 209) 1
- Concepts in Nursing Practice III (NU 210) 10
- **Total** 18

**Fourth Semester (Spring)**
- Humanities Elective (*) 3
- Concepts in Nursing Practice IV (NU 211) 10
- Concepts of Leadership in Health Care Systems (NU 212) 2
- **Total** 15

This program is in compliance with the New Jersey Articulation Model of Nursing Education (www.njcc.org/articulation).

- Nursing and required courses must follow in sequence. (*) These courses may be taken prior to admission into the Nursing Program.

- A grade of “C” or higher in all nursing and required courses is necessary for progression in the program. For nursing courses, a **minimum grade of 78** is necessary to achieve a “C”.

- For progression in the program a **passing grade of 95 is needed on the medical dosage calculation exam** given in every semester.
### Nursing Program Days/Week

General Education and Core science courses may be taken before admission, but IS NOT required for admission. It also does not guarantee admission or success in the nursing program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Type of Class</th>
<th># of</th>
<th>Hrs/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 112</td>
<td>Lecture/Seminar</td>
<td>Days 1</td>
<td>1</td>
</tr>
<tr>
<td>NU 113</td>
<td>Lecture/Class</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Nursing College Lab</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Nursing Clinical Lab</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>NU 114</td>
<td>Lecture/Class</td>
<td>2</td>
<td>3 hrs 1 day plus 2 hrs the next day</td>
</tr>
<tr>
<td></td>
<td>Nursing College Lab</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Nursing Clinical Lab</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>NU 209</td>
<td>Lecture/Seminar</td>
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<td>1</td>
</tr>
<tr>
<td>NU 210</td>
<td>Lecture/Class</td>
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<td>4 hrs 1 day plus 2 hrs 1 day</td>
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<td></td>
<td></td>
<td></td>
<td>Or 3 hrs for 2 days</td>
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<tr>
<td></td>
<td>Nursing Clinical</td>
<td>1</td>
<td>4 hrs 1 day plus 2 hrs 1 day</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>Three Possibilities: 4 hrs 1 day plus 8 hrs 1 day</td>
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<td></td>
<td></td>
<td></td>
<td>OR 8 hrs 1 week</td>
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<td>16 hrs the next week</td>
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<td>(*2 days-8hrs/day)</td>
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<tr>
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<td></td>
<td></td>
<td>OR 12 hrs 1 day</td>
</tr>
<tr>
<td>NU 211</td>
<td>Lecture/Class</td>
<td>Days 2</td>
<td>4 hrs 1 day plus 2 hrs 1 day</td>
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</table>
|          |                     |      | Or
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
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</thead>
<tbody>
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<td>3 hrs for 2 days</td>
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<tr>
<td></td>
<td></td>
<td>Two Possibilities:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 hrs 1 day plus</td>
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<td></td>
<td>8 hrs 1 day</td>
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<td></td>
<td>OR</td>
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<tr>
<td></td>
<td></td>
<td>8 hrs 1 week</td>
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<tr>
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<td></td>
<td>16 hrs* the next week</td>
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<td></td>
<td></td>
<td>OR</td>
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<tr>
<td></td>
<td></td>
<td>12 hrs 1 day</td>
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<td></td>
<td></td>
<td>(*2 days 8/hr day)</td>
</tr>
</tbody>
</table>

NU 212 Lecture/Seminar 1 2 hr/day

During NU 114 and NU 210 there is a psychiatric simulation. Students will self select the psychiatric rotation dates through a sign up process at the beginning of the semester. Students in Saturday groups will go to their psych simulation as a group. Clinical laboratory experience is held on campus during first two weeks of NU 210 and NU 211. The course times and days are subject to change if circumstances necessitate. The above schedules are the planned hours.

**Attendance Policy**

Recognizing that maximum benefits can accrue to the student only if his/her attendance is regular, students are expected to attend classes on a consistent basis. Each student is accountable for all work missed because of class absence.

**Absenteeism**

Recognizing that absences are sometime necessary, students may be permitted to miss a maximum of hours in each course equal to double the amount of course lecture hours.

**Jury Duty**

Students who are selected for jury duty must notify their faculty member and the Director of Nursing immediately. Prolonged jury duty may impact the ability to attend the required number of clinical rotations and lecture hours. The Director will send a letter to the court requesting a postponement so that the privilege of jury duty will not interfere will the learning process.

**Clinical attendance**

Clinical hours consist of selected learning experiences and specific objectives for which the student is responsible in order to gain proficiency and complete the course satisfactorily. Students who are absent from clinical more than 16 clinical hours in one semester will be considered as clinically failing the semester. Please see Clinical Tardiness and Clinical Preparation for an explanation of a clinical failure.
Clinical Absences
Absences prevent an instructor from having adequate opportunity to evaluate the student and prevent the student from achieving clinical objectives, and may therefore result in clinical failure.

- Absenteeism due to prolonged illness or critical personal matters will be dealt with on an individual basis among the clinical instructor, the student and the Director of Nursing.
- All clinical objectives must be completed before the last clinical day.
- There will be no make-up days. More than one day absent will require an evaluation by the Nursing Department team.

Faculty has the prerogative, with prior written warning, to drop a student from any course in which the student continuously violates the attendance policies.

Clinical Tardiness and Clinical Preparation
Students who are late to clinical should realize that he/she may be given an “unsatisfactory” clinically. Students must immediately call the facility and the clinical instructor under any and all situations that will result in the student being late. A Clinical failure is earned when there is a combination of 2 clinical unsatisfactory (U) days.

One U day is assigned under the following circumstances:
a. Missing 8 hours of clinical time- either all at once or through a combination of multiple tardy days
b. Having a combination of two (2) late clinical assignments in the semester- this includes care plans, ATI testing, documentation assignments, reflective journaling assignments, portfolio assignments and all other assignments that are clinically based.

Tardiness for clinical counts toward missed clinical time
- 0-15 min late= 1 hour missed clinical time
- 16-30 min late= 2 hours missed clinical time
- 31-45 min late = 3 hours of missed clinical time
- 46 or more min late = 1 missed clinical day

When the student has earned one clinical unsatisfactory (U day), they are placed in clinical probation. Two “U” days equals a clinical failure

This policy may be waived if arrangements are made with the full-time faculty member and clinical faculty member 48 hours prior to the clinical assignment. Faculty reserve the right to take alternative action based on individual circumstances.

Clinical rotation selection
Clinical cohorts will be assigned by the Director of Nursing. Students will remain in the cohort throughout the program, unless reassigned by the Director.

- Specific clinical facilities cannot be changed due to childcare or work issues.
- Students will be assigned clinical day/facility by the Director of Nursing.
• All students are guaranteed clinical placement if they meet eligibility requirements

It should be understood by each student that assignment to a specific clinical facility and to the various laboratory sections can be changed by the instructor in consultation with the Director of Nursing at any time when they feel the transfer would be beneficial to the student and to the program.

**Students will not be permitted** to enter the clinical agency unless a current copy of CPR certification, negative criminal background check, liability insurance, PPD, titers and the physical exam form are on file in the Nursing Office.

**Health Issues**

Accidental injuries sustained while in the role of a nursing student are the financial responsibility of the student. Health insurance is a program requirement.

All health related conditions, such as pregnancy, musculoskeletal injury, etc. needs to be reported immediately to the clinical instructor and in writing to the Director of Nursing. The nursing faculty and clinical affiliates are not responsible for the health of a nursing student related to such conditions. In order to return to clinical, the student must have a physician’s permission note state there are no limitations or restrictions noted.

**Physical and Psychological Requirements**

- Able to perform all duties of a RN to include lifting, pulling and pushing over 25 lbs
- Ability to stand for the majority of the clinical day
- Able to give and receive feedback in a professionally acceptable manner
- Able to follow written and verbal directions
- Able to maintain self control in both classroom and clinical settings

After review of the student’s related medical information, the Director of the Nursing Program reserves the right to request that an individual defer enrollment in the clinical nursing courses if the student demonstrates evidence of factors which may impede their ability to safely function in the clinical setting. These factors include but are not limited to: alcohol or drug abuse, current treatment for a chronic pre-existing condition, or any physical or emotional illness identified by their physician which would affect the student’s ability to provide safe, quality nursing care.
Fitness for Duty/ Student Substance Abuse Policy

It is strictly forbidden to be under the influence of alcohol, illegal narcotics, chemicals, psychedelic drugs, other controlled substances by an individual engaged in college related activities. Attending class or clinical under the influence of illegal drugs and/or alcohol is against the student code of conduct and may result in dismissal from the nursing program.

All students are required to have a negative drug screen prior to their admission to the nursing program. A positive or dilute positive drug screen is an automatic dismissal from the program. Refrain from consuming excessive water (no more than 2 eight ounce glasses of oral fluids) just prior to testing as this can yield dilute results. In the event of a dilute negative or an inconclusive result, the student must repeat a drug screen within 24hr of receiving such results. If the repeated drug test is positive, dilute positive or negative or inconclusive, the student will be automatically dismissed. Testing done outside the appropriate window of time will not be considered valid. All test are performed at the student’s expense. 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.

It is important that a person undergoing drug testing complete an accurate history and inform the testing lab of all over-the-counter (OTC) or prescription drugs use prior to the time of the sample collection. Certain substances, over-the-counter (OTC) or prescription drugs may result in false positives due to cross-reactivity with other substances, although many assays have been reformulated to avoid these possibilities.

It is expected that students will come to class, nursing/computer laboratory and clinical in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout scheduled time. The objectives of this policy are to identify the impaired student, maintain an environment that allows students to enjoy the full benefits of their learning experience and ensure safe, competent client care.

Faculty is accountable for ensuring that students are fit for duty and for taking prompt, appropriate and decisive action whenever a student appears to be impaired. Students who arrive in the clinical area, class and or other assigned area and are considered by their instructor to be unfit for duty may expect to:

- Have their behavior witnessed and documented. The Director of Nursing will be notified immediately.
- Be questioned in private as to the nature of their problem.
- Be asked to undergo a medical evaluation (which includes blood alcohol level and/or urine testing) in an Emergency Room or laboratory facility and have their behavior witnessed by another health care professional.
- Meet with the Director of Nursing.
- Be referred.
· Be dismissed from the Nursing Program.
· Be ineligible for readmission.

When a student is in possession of or using alcoholic beverages or illegal or unprescribed controlled chemicals on college or clinical facility premises, the student may be assigned a grade of F and be dismissed from the Nursing Program.

A student who suspects possible substance abuse or a violation of this policy by another student has the responsibility to report this information. A report can be made to Faculty or Director of Nursing. The identity of the individual making the report will be kept confidential to the greatest extent possible.

Students who are concerned that they may have a substance or alcohol abuse problem are encouraged to seek appropriate assessment, treatment, and counseling from a qualified health care professional.

Counseling Resources

Heather Bense, LCSW
EOF / Mental Health Counselor
Student and Enrollment Center
856.691.8600 ext. 1258
hbense@cccnj.edu

Cumberland Co. Guidance Center
(856) 825-6810

Cumberland Co. Drug & Alcohol Services
(856) 451-3727

Inspira Behavioral Health Services
(856) 575-4111

Southwest Council, Inc.
(856) 794-1011

Reminder: Students are required to display a professional demeanor in the classroom, in the clinical area and in all communication with the program director, faculty and staff.
**Academic Honesty**

Any student suspected of dishonesty will be subject to action as designated in the college catalog. The accepted procedure for test taking is:

- Cover answer sheets and keep your eyes on your own exam.
- No personal items to include book bags, hats, jackets, food, beverages, cell phones, beepers etc. will be permitted in the testing area.
- The use of CALCULATORS is delineated in each course syllabus.

**Classroom Instruction**

- Tape recording of lecture is not permitted unless designated by Project Assist or the faculty member.
- Communication and activities are posted on Blackboard. Students are responsible to check blackboard daily for announcements and activities.

**Posting of Test Grades**

All test grades will be available one week following the exam, unless an extenuating circumstance occurs.

**Progression and Retention**

In order to continue in the Nursing Program, students must maintain:

- A “C” or “Pass” in non-letter grade courses for all required courses (*).
- A 78% in each Nursing course, **including** a satisfactory in the clinical performance evaluation.
- A cumulative grade point average of at least 2.0.

Any student who does not achieve a grade of “C” in any required nursing program course will be **suspended** from the Nursing Program sequence until that grade is corrected.

- Suspension means that the student will not be permitted to take any further Nursing courses until the course is repeated with a grade of “C” or better.
- The first time a student receives a grade of less than “C” in a Nursing course, that course may be repeated.
- Should the student receive a grade of less than “C” in the same Nursing course again, or sustain a grade of less than “C” in any subsequent Nursing course, the student is dropped from the program.
- When a student withdraws from a Nursing course, the course may be repeated once.
- Only one withdrawal will be permitted from any Nursing course.
- **If the student withdraws with a grade of less than “C”**, it will be considered a **failure** for the purpose of progression or retention in the Nursing Program.
- If a student withdraws with a passing grade, reacceptance is based on availability of seats.
- **Students wishing readmission to NU 114, NU210 or NU 211 must pass a skills test in order to be readmitted.**
Grading

The following point values are assigned to letter grades within the Nursing Program:

- A 90-100
- B+ 89-85
- B 84-80
- C 78-79
- D 70-77
- F 69 and under

A minimum of 78% and a Satisfactory Clinical Evaluation are required to successfully pass a nursing course.

Grades Are Not “Rounded” To the Nearest Whole Number

Pre requisites/ Co requisites

The prerequisites and co requisites of the Nursing and non-Nursing courses are listed in the Cumberland County College Catalog. The sequence of courses is listed in the Nursing Program Guide and this handbook. A student may not proceed to the next semester unless all the courses listed as the sequence of courses for that semester have been completed.

Leave of Absence

Students who wish to take a leave-of-absence are required to submit the request in writing to the Director of Nursing for subsequent review by the Nursing faculty. A leave-of-absence may be granted for a maximum of one year. When the leave-of-absence exceeds beyond one year each individual student will be evaluated individually by the Director of Nursing and the faculty.

Disabled Students

A student who has documented proof of being learning disabled is entitled to reasonable accommodation in testing and academic programming. The precise modifications will be determined on a case-by-case basis through Project Assist.

*Work for an incomplete grade of a prerequisite or co-requisite course must be completed within 2 weeks of the end of the course to prevent suspension from the nursing program.
Readmission Policies

Readmission to the Nursing Program for students who are admitted but request to postpone the start date:

- Students who are admitted but request to postpone starting program must send a letter to the Director of Nursing requesting readmission and schedule an appointment with the Director.
- **Letters requesting readmission for the Fall semester must be signed by March 15th or for the Spring semester by October 1.** The seat will be held for no more than two years.
- **Failure to enter the program within two years will result in student being required to reenter the application process.**

Readmission to the Nursing Program for Nursing Students

Students who have been unsuccessful in the Program due to failure to meet academic requirements may apply **once** for readmission.

To be considered for readmission, students must meet all the requirements of program admission.

- Students who are eligible for readmission must send a letter to the Director of Nursing requesting readmission.
- **Letters requesting readmission for the Fall semester must be signed by March 15th or for the Spring semester by October 1.**
- The letter should include a plan for future success in the Nursing Program. This plan should specify what the areas of difficulty were that the student experienced and what the student has done to prevent reoccurrence.
- Faculty may make specific recommendations regarding review of content/skills before readmission. Students will be required to demonstrate competency of clinical skills learned in previous courses. For example, those students reentering NU210 must pass a skills challenge for skills learned in NU113 and NU114.
- **Failure to meet the deadlines, inability to successfully perform previously learned skills during the skills assessment or lack of remediation in problem areas will result in the student’s not being able to return for an additional year.**

Readmission is considered individually on a **space available basis** after all continuing students are accommodated. If a returning student fails to meet skill requirement for course level, the student may be given the option to audit the previous course with the expectation of successfully passing the clinical components.

The Director and Nursing faculty consider the following when reviewing a student’s petition for readmission:
- Skills assessment and exam results
- GPA
- Nursing program course grades
· Previous nursing course grades
· Proficiency performance
· Clinical evaluations
· Overall academic success
· Mitigating circumstances (hospitalization, illness, personal difficulties, etc.)
· The implemented plan in the student’s letter of requesting readmission.

**Readmission is not guaranteed.** The student will be notified of the readmission decision by the Director of Nursing.

Students, who are readmitted after withdrawing from a course for any reason, or failing a course, must repeat the entire course.
· For readmission, the last nursing course must have been no more than 2 years prior.
· If the last nursing course was taken more than 2 years prior, the student will be required to begin the program from the beginning.
· If the total curriculum changes, the student will have to take the indicated courses.
· All health requirements, CPR certification, liability insurance and criminal background check must be updated and turned in prior to registering for nursing courses.

Students may not be readmitted to the nursing program following a second failure of the same nursing course or failure of a subsequent Nursing course. **Withdrawing when course average is below 78 or demonstrating unsatisfactory clinical progress is considered a failed nursing course.**

**Returning students will be placed in clinical groups at the discretion of the Director of Nursing.**

**Second Chance Option**
Students who fail two nursing courses (either same or different courses) are entitled to a Second Chance Option. In order to use this option, the following must satisfy:
· Successfully complete a LPN program and pass NCLEX. Student is then able to apply to the LPN transition option

OR

· Wait three academic years and reapply to RN program. Student must then enter as a first semester student, regardless of last successful nursing course completed.

**When students are in the Second Chance Option, they are permitted only one (1) failure. No further readmission will be considered.**
Clinical Progression

Clinical Facility Assessment
Clinical facilities are selected based on the opportunity to provide student experiences to meet clinical objectives for the semester.

Students evaluate clinical facilities each semester through clinical evaluation forms. Faculty and health care agencies utilize feedback to provide role models, diverse experiences and to improve management of care. Faculty meets with clinical agency representative each semester to plan discuss and evaluate clinical sites and experiences.

Clinical and Classroom Performance Guidelines for Unsatisfactory and Unsafe Performance
Students will perform within the legal and ethical code of nursing; demonstrate accountability in preparation, provision, documentation and continuity of care and promote the well being of the total client. Examples of unsafe or unsatisfactory performance include but are not limited to the following:

- Failure to carry out the classroom/clinical faculty’s instructions.
- Inappropriate actions during any assigned clinical experience, such as not reporting known errors, falsifying documents, signatures or assignments. All students must identify their signed notes by placing CCC/SN after their signed names on charts.
- Incorrect or omitted prescribed care, such as medication or procedural errors.
- Failure to accurately record client behavior, observations and care provided.
- Abuse of alcohol or drugs i.e. coming to the classroom/clinical experience under the influence of these substances.
- Lying, stealing and/or cheating.
- Inability to calculate medication dosages accurately.
- Failure to observe the six rights of medication administration.
- Administering treatment improperly.
- Failure to inform the instructor of need for assistance in performing an unfamiliar procedure.
- Failure to prepare for care of assigned clients.
- Exceeding the limitations of the student role.
- Failure to adhere to ethical standards.
- Failure to remediate to expected level, any identified deficiencies in psychomotor, cognitive and affective behaviors.
- Verbal or physical abuse/inappropriate interactions with agency staff, peers, clients or faculty members.
- Failure to maintain confidentiality of client information and records.
- Unexcused tardiness in clinical assignments (See Clinical Tardiness and Preparation).
- Failure to notify the agency and clinical instructor of tardiness or absence.
- Failure to demonstrate competence in the presence of the client.
- Failure to demonstrate professional behavior.
- Failure to perform at expected levels according to clinical evaluation tools.
Tutoring and Remediation

A Nursing Faculty advisor will be assigned to students to provide opportunities for advisement and counseling, assuring successful program completion. Students are responsible to make appointment to see faculty advisor during office hours or advisement days.

Math difficulty
- Math exams are given in every semester and calculations are included on all exams, therefore, it is necessary to gain competency. The college provides free math tutors through the Success Center. The Nursing Laboratory Tech and course faculty are also available to assist students. In addition a Medical dosage and Calculation ATI program is embedded in the first semester course and is available for students to review throughout the program. A separate computer tutorial program to practice medication dosage calculations is available in the Nursing Computer Laboratory and may be used once the student is admitted to Nursing and throughout the program.

Class room difficulty
- The NCLEX-RN is the RN licensure examination. Because of the difficulty of this examination the Nursing Program personnel stress the importance of learning material throughout the program and not just “studying for the test.” The complexity of caring for clients today requires high standards. In order to be prepared for this examination the nursing student must remediate in any theory areas that they miss or with which they have problems in understanding or application to clinical practice.

Tutoring
- Students are encouraged to participate in the dedicated nursing tutoring services offered within the program. These services are meant to enhance critical thinking using the concepts and the nursing processes learned in theory, lab and clinical. The intention of remediation is to provide nursing students an improved chance of success. Tutoring serves as an added resource to improve understanding of concepts and material covered within the Cumberland County College Nursing Programs.

Students are expected to achieve a minimum score of 78% on exams in order to indicate comprehension of theory based concepts as they relate to the field of nursing. Those who fail to achieve a minimum score of 78% on exams are required to attend remediation in order to review weaknesses or gaps in knowledge.

Students who require remediation are to contact the Nursing Program Student tutor to schedule a minimum of one hour per week until the next exam is given. If the student chooses to attend another form of tutoring within the Cumberland County College student success center, they are responsible to show evidence of having attended remediation by presenting a signed Tutoring Record form signed by the tutor to the Director of the Nursing Program. Students who choose to decline remediation or any form of tutoring, must sign and submit a signed Refusal to Tutor form to the Director of the Nursing Program. Forms are available at the back of this handbook in the appendix and at the office of the Nursing Program Student tutor.
**Difficulty in the Clinical Areas and Skills Practice**

- Any students having difficulty with a skill/function in the clinical area will be referred by the clinical instructor to the Assistant Director of Nursing for skill lab support/remediation.
- There is open lab time posted each week for student skills practice. Students are encouraged to use this resource either individually or as a small group for skill mastery.

**To support student success, the following resources are in place for all nursing students:**

- Face to face tutoring for learning support available during the academic semesters for day and evening students. An individualized plan for success will be developed with the tutor and student as needed.
- ATI enhanced learning tutorials available for students to complete on line. Reviews for specific content areas, as well as Nurse Logic tutorials are available throughout the program for students to refer to as needed.
- Open skills lab for practice at least 2 days per week for student use. If requested, assistance from Lab tech or Assistant Director of Nursing is available. Faculty strongly recommend that students attend open lab time for greatest success in the clinical area.

**Professional Conduct**

The use of Clinical agencies is a privilege. The Director of Nursing has the right to assign students to any clinical agency. Professional conduct is expected at all times when a student is representing Cumberland County College. Students must practice according to the American Nurses’ Association Code of Ethics, Standards of Practice and the Nurse Practice Act which delineates practice in the State of New Jersey (appendix A: Professional Standards).

Professional behavior promotes the well-being of clients, health care workers and self. It reflects accountability and respect for the rights of individuals. Professional behavior also contributes to the maintenance of a peaceful, non-threatening and therapeutic environment. No cell phones, beepers, CB radios, scanners, cameras or recording devices are allowed in the clinical setting.

Nursing students must practice within the contractual agreements between Cumberland County College and the affiliating agency.

- Complaints, patterns of behavior that are inappropriate or situations that result in a threatening environment will result in one of the following program sanctions:
  - A warning
  - A reprimand
  - Suspension
  - Immediate dismissal per the discretion of the program director with faculty input.
- **Unprofessional behavior or hostile interactions** in the clinical or classroom environment will result in immediate disciplinary sanction to include program dismissal.
Endangering the safety of a patient due to disregard of clinical rules of conduct will result in immediate dismissal from the program.

Clinical Behavior: Care of Clients with Communicable Diseases

According to the Nursing Code of Ethics, the nurse provides service to the client unrestricted by consideration of social or economic status; personal attributes, or the nature of health problems. In accordance with this code, the Nursing faculty believes that nurses are primary providers of care and schools of nursing are responsible for professional practice to provide compassionate, humane care and equal treatment of all persons (Appendix A-Professional Standards).

In order to prevent transmission of blood borne pathogens and other communicable diseases in the health care settings, it is mandatory that Cumberland County College Nursing students and faculty implement “universal or standard precautions” as recommended by the Centers of Disease Control in all clinical settings (Appendix B).

Clinical Dress Code

Nursing students are expected to portray professionalism and be appropriately groomed and dressed in all clinical settings. The Department of Nursing specifies the required student uniform in conjunction with the requirements of clinical agencies.

Requirements: Except when modification as designated by faculty is necessary to clinical areas, complete uniforms must be worn at all times in the hospital area. Students must wear complete uniform at all times. This includes:

- Clean white shoes-no clogs, crocs, open toed or open heeled shoe. No colorful ornamentation on the shoes.
- White socks-no color, ornamentation or designs.
- Emblem on upper left sleeve.
- Student ID
- Watch with a second hand-water resistant band.
- Bandage scissors.
- Pen
- Penlight
- Stethoscope
- Students are expected to keep hair clean, neat and away from their face with plain hair accessories. Long, loose hair is not permitted. Unconventional hair colors and hair ornamentation are not acceptable.
- Men should be clean shaven or have a well-trimmed mustache and/or beard.
- Nails should be short and unpolished to protect clients from injury. Acrylic, gel, silk wrap and other nail enhancements are not permitted due to CDC regulations as they have been shown to harbor organisms and fungus.
- Body art may not be visible.
- Make-up should be used in moderation. Perfume, cologne, aftershave, fragrant hairspray and cosmetics are not permitted.
· Jewelry should be limited to, with exception of medic alert bracelet, a watch with a second hand and a plain wedding band.
· Shirts worn under uniform must be white without emblems, words or other ornamentation.

**Piercings**
- Only small post earrings – 1 set.
- No facial piercings, plugs or multiple earrings. This is a ruling from OSHA and CDC to decrease spread of disease.
- No facial jewelry to include tongue rings, plugs, wires, string.

When in clinical setting to select patients or obtain patient information, and when in the community setting, trousers (no jeans), closed toe shoes (no heels) and clean neat top with lab jacket and CCC student ID badge is required. Adherence to the uniform policy demonstrates responsibility for professional behavior. Failure to adhere to these policies may result in dismissal from the clinical site. **Students are to maintain professionalism in attitude, dress and behavior at all times in Classroom and Clinical areas.**

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**Transcripts from other Institutions**

**Students taking supporting courses at other institutions must keep their records at Cumberland County College current.** Please arrange for transcripts to be sent to the Enrollment Services so your record will include the correct pre- and co-requisites and graduation requirements. Transferred courses must have the same number of credits to be equivalent to Cumberland County College’s courses.

Any student failing to meet pre- or co-requisites requirements will not be permitted to enter the next semester until the courses are satisfactorily completed. Readmission to the nursing program will be considered at that time on a space availability basis only. Co-requisite courses are listed in the semester sequence of courses.

Please have any questions clarified by the Director of Nursing.

**Web Enhanced Courses**

**All nursing courses are Web Enhanced.** They are traditional classes that meet on campus. Instructors supplement or enhance their courses by using BlackBoard to allow for off campus access to course materials and exams. Students are expected to access BlackBoard frequently for basic course materials, important announcements, email, group discussions and grades. Most documents on BlackBoard are formatted as PDF files. Acrobat Reader software to open and read PDF files is available free on the internet at [http://www.adobe.com/downloads/](http://www.adobe.com/downloads/)

Select nursing courses are available in the Hybrid format. They are listed with course section numbers 70-74. These courses are a combination of on line and traditional (on campus) course. Part of the time, students are required to be on campus and the other part, off campus using BlackBoard to participate in class activities. **The number of class meetings will vary with the course.**
Please be advised that each course requires computer, class preparation, study time, and clinical preparation requirements. Please plan your time accordingly.

**Academic Program Policies**

**Student Representative**

Students are encouraged to participate in the various meetings/committees within the Nursing Department and College. The meetings in the Department include team and department meetings. A representative from each year should be selected. Representatives are expected to bring to the meetings the opinions and stated needs of the nursing students and take information back to the students. This allows for student involvement in program improvement.

**Chain of Command**

The following is the procedure if a student believes there is a problem with a grade, evaluation, right of privacy or other right, or other problematic situation.

- If the situation concerns an academic grade, the student should first speak with the instructor to discuss the grade in question as soon as the error is recognized.
- If the situation/grade pertains to a clinical evaluation or issue, the student should first speak with the clinical instructor as soon as possible or within one week of the issue.
- If the student is still dissatisfied, the student should meet with the Director of Nursing to discuss the issue.
- The Director of Nursing will investigate the situation and arrive at a final decision within a reasonable period of time not to exceed 2 weeks.

If after having heard the Director of Nursing’s decision the student is still dissatisfied, the student may then take the issue to the following chain of command:

- Dean of STEM and Health
- Vice President of Academic Affairs and Enrollment Services
- President of Cumberland County College

**Student Grievance Procedure**

Concern regarding all grades, including test, quiz, activity, clinical evaluation and final grades should be discussed with the individual faculty member. If a satisfactory resolution is not obtained between the student and the faculty member, the student may appeal the grade to the administration in the following order: Program Director, Division Chairperson, Vice President of Academic Affairs and Enrollment Services.
Time frame for appeals:
  · Must appeal to faculty in writing within 3 working days of grades being posted.
  · Subsequent appeals must be finalized within 30 days of grade in question being posted.

Behavioral problems will be discussed with the student and the individual faculty member/ Director of Nursing.
  · Verbal or physical abuse or behavior towards others or towards self while in the role of a student representing Cumberland County College will result in immediate dismissal from the program.
  · Students will be referred to the Student Intervention Team (SIT) for behavioral problems such as concerns of being under the influence of alcohol or drug, and all other behaviors that are disruptive to the learning environment that cannot be corrected directly by faculty.

Students may request in writing a reconsideration of dismissal within 30 days of notification of dismissal.

Graduation Eligibility

Nursing students who meet graduation requirements are eligible to purchase the Cumberland County College Nurse Pin. A formal pinning ceremony is planned through the Nursing Club in coordination with the Faculty Advisor/Director of Nursing. Funds are raised by the Nursing Club and supplemented according to Student Activities policies. The pinning ceremony is held usually during the week of graduation.

Graduation
Students anticipating graduation must file a Petition for Graduation whether they participate in commencement ceremonies or not. The Enrollment Services Office sets the guidelines and deadlines and provides the forms. In the Spring semester the deadline is usually the first week of March. After the deadline, there is a late fee. Students must complete all requirements of the Nursing Program to be eligible for graduation. The student is ultimately responsible for ensuring that all degree and program requirements are met satisfactorily. Caps and gowns for graduation are ordered in March. Please see Enrollment Services for the exact deadlines.

Personal Information
All changes in name, address, or phone numbers must be made to the Nursing Department within one week of the change. Students must often be contacted when not in class or clinical and outdated information may prevent important messages and letters from being delivered. Please provide a day and evening phone number. The Nursing Department will not be responsible for any information not received or the resultant consequences if the above contact information is not submitted.
The information on our records is sent by the Nursing Department to the New Jersey State Board of Nursing when all requirements have been successfully met so the graduate may take the state board RN licensure exam.

**NCLEX Preparation Program**

The NCLEX-RN is the RN licensure examination. Because of the difficulty of this examination the Nursing Program personnel stress the importance of learning material throughout the program and not just “studying for the test.” The complexity of caring for clients today requires high standards. In order to be prepared for this examination the nursing student must remediate in any theory areas that they miss or with which they have problems in understanding or application to clinical practice.

Advanced Technology Institute (ATI) Comprehensive Predictor Test A will be administered in the Spring semester of the Sophomore year. This test will provide a guide for study for the standardized final exam in NU 211. The ATI Comprehensive Predictor Test B will be given as the final examination. The NCLEX computer programs and ATI content area programs will be available for review. In order to have a letter of completion sent to the Board of Nursing, each student must provide proof of completion of a full NLN endorsed standardized review course.

Content review is required at the end of the program and is provided by your student fees. An ATI NCLEX review may be conducted on campus or can be completed virtually. After the completion of the above steps a letter will be forwarded by the Director of the Nursing Program to the New Jersey Board of Nursing allowing the graduate to take the NCLEX licensure examination.

**RN Licensure Application and Eligibility**

In order to be eligible to sit for the RN licensure examination, all program requirements must be met and an **NLN endorsed NCLEX review course must be completed**. Content review and evaluation by faculty are mandatory if the required score on the standardized exam used for the final exam in NU 211 is not achieved. After the completion of the above steps a letter will be forwarded by the Director of the Nursing Program to the New Jersey Board of Nursing, providing the necessary academic documentation that allows the graduate to take the NCLEX licensure examination.

Graduates of Cumberland County College Associate Degree Nursing Program are eligible to apply for the National Council of State Boards of Nursing Examination for Registered Nurses (NCLEX-RN). All program requirements must be completed to take the NCLEX-RN. Satisfactory completion of the NCLEX-RN results in licensure as a Registered Nurse.

Besides the program completion requirements the New Jersey Board of Nursing has certain stipulations for application for licensure including age, official high school diploma or the equivalent as determined by the Nursing Program, and other guidelines regarding civilian/criminal charges and drug use. Please note that the Board investigates to assure there are no child support violations, convictions or sanctions before awarding ability to take NCLEX. If you feel that there are incidents, situations, charges,
indictments, or convictions that may prevent eligibility for a license, you are encouraged to discuss these with the Director of the Nursing Program so you can be advised accordingly before pursuance or during the Nursing Program. Pursuance and completion of the course of study does not qualify you to take the NCLEX RN if the Board of Nursing disqualifies you for eligibility for a license.

The NCLEX-RN is a challenging examination. Throughout the Nursing Program, the student is provided opportunities to enhance readiness for the NCLEX-RN.

Confidentiality

Client Information

During the course of the Nursing Program, students gain access to highly confidential information about clients. This includes written as well as verbal information pertaining to clients. The information may be learned during computer access to records, during reading of the chart, during report, during student pre-post conferences or during actual client contact.

A student is not to share a client’s confidential information with family, other clients or visitors. Before repeating any piece of information to a client, the student should check with the instructor to determine whether the information should be shared. A student is not to remove any information containing a client’s name or identification number. Photocopying of any portion of the client’s record is prohibited. Assignments are to contain clients’ initials only, never the client’s name. The student is required to safeguard any papers that contain the client’s name.

Any discussion of client information, except during an educational experience is considered a breach of confidentiality. Any student who violates client confidentiality is subject to dismissal from the Nursing Program. It should be noted that information shared with you outside of a clinical, because you are a nursing student, should be kept confidential as well. If a student has any question in this area, the student should contact the Director of Nursing for guidance.

Student Records

Cumberland County College intends to comply with the Family Education Rights and Privacy Act of 1974 as this act protects the privacy of student education records and to establish the rights of students to review their records, to correct inaccurate or misleading data except grades and to permit students to control disclosure of their education records, with certain exceptions.

Criminal History Background Checks

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care and all students must undergo criminal history background checks prior to the start of each academic year. These checks are conducted by an external vendor and the information is sent to the College and to clinical agencies. Any student with a positive criminal history will be unable to attend clinical as per our agency contracts.
Tuition:

Tuition and fees are established by the Cumberland County College Board of Trustees, which reserves the right to change any and all fees and tuition without notice if circumstances make this necessary. Please refer to the College Catalog for current information on tuition and fees.

Liability Insurance:

Students are required to carry malpractice insurance. The annual premium for student nurse insurance is approximately $39.00.

Background Check/Drug Screen/Medication Tracker:

Clinical affiliates require criminal background information on students. New Jersey criminal background check + drug screen is approximately $101.25. The cost is dependent on the number of states in which the student has resided. Further information is provided by the Nursing department.

Physical Examination:

Students are required to maintain health and immunization requirements of the program (cost will vary).

Books and Supplies:

RN students purchase a book bundle during the first semester and it is used for the remainder of the program. The cost is approx. $900. For the PN program it is approximately $1,000/year. Lab bags purchased from the bookstore are required for lab skills portion of the curriculum. The price is included in the book price.

student lab bags are approximately $130. It is highly recommended that the student have a computer with internet access. E Books and software programs such as Adobe Reader, MS Word, Flash Player and QuickTime are used throughout the curriculum.

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Total: $260.00 (approximately)

Travel Expenses:

Students must be able to provide independent transportation to the clinical facilities. When possible, carpool arrangements should be made. Clinical sites are rotated to provide optimum clinical exposure, thus enhancing the student nurse’s educational experience.

Graduation Expenses

- Cumberland County College Nursing Pin – $35.00- $340.00
- State of New Jersey Licensure Application - $260.00
- NCLEX-RN or NCLEX-PN Test Fee - $260.00
- RN or LPN License - $125.00
*ALL AMOUNTS ARE APPROXIMATE AND SUBJECT TO CHANGE.
Appendix A- Professional Standards
Standards of Professional Nursing Practice
(Source: American Nurses Association (ANA) Scope and Standards of Nursing Practice, 2004)

**ANA Standards of Care**

**Standard I. Assessment**
The nurse collects patient health data

**Standard II. Diagnosis**
The nurse analyzes the assessment data in determining diagnoses

**Standard III. Outcome Identification**
The nurse identifies expected outcomes individualized to the patient

**Standard IV. Planning**
The nurse develops a plan of care that prescribes interventions to attain expected outcomes.

**Standard V. Implementation**
The nurse implements the interventions identified in the plan of care.

**Standard VI. Evaluation**
The nurse evaluates the patient’s progress toward attainment of outcomes.

**ANA Standards of Professional Performance**

**Standard I. Quality of Care**
The nurse systematically evaluates the quality and effectiveness of nursing practice.

**Standard II. Performance Appraisal**
The nurse evaluates one’s own nursing practice in relation to professional practice standards and relevant statutes and regulations.

**Standard III. Education**
The nurse acquires and maintains current knowledge in nursing practice.

**Standard IV. Collegiality**
The nurse interacts with and contributes to the professional development of peers and other health care providers as colleagues.

**Standard V. Ethics**
The nurse’s decisions and actions on behalf of patients are determined in an ethical manner.

**Standard VI. Collaboration**
The nurse collaborates with the patient, family and other health care providers in providing patient care.

**Standard VII. Research**
The nurse uses research findings in practice.

**Standard VIII. Resource Utilization**
The nurse considers factors related to safety, effectiveness, and cost in planning and delivering patient care.
Appendix B- Standard Precautions

Hand hygiene

Summary technique:
- Hand washing (40–60 sec): wet hands and apply soap; rub all surfaces; rinse hands and dry thoroughly with a single use towel; use towel to turn off faucet.
- Hand rubbing (20–30 sec): apply enough product to cover all areas of the hands; rub hands until dry.

Summary indications:
- Before and after any direct patient contact and between patients, whether or not gloves are worn.
- Immediately after gloves are removed.
- Before handling an invasive device.
- After touching blood, body fluids, secretions, excretions, non-intact skin, and contaminated items, even if gloves are worn.
- During patient care, when moving from a contaminated to a clean body site of the patient.
- After contact with inanimate objects in the immediate vicinity of the patient.

Gloves
- Wear when touching blood, body fluids, secretions, excretions, mucous membranes, non-intact skin.
- Change between tasks and procedures on the same patient after contact with potentially infectious material.
- Remove after use, before touching non-contaminated items and surfaces, and before going to another patient.
- Perform hand hygiene immediately after removal.

Facial protection (eyes, nose, and mouth)
- Wear a surgical or procedure mask and eye protection (face shield, goggles) to protect mucous membranes of the eyes, nose, and mouth during activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.

Gown
- Wear to protect skin and prevent soiling of clothing during activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions.
- Remove soiled gown as soon as possible, and perform hand hygiene.

Prevention of needle stick injuries Use care when:
- handling needles, scalpels, and other sharp instruments or devices
- cleaning used instruments
- disposing of used needles.

Respiratory hygiene and cough etiquette
- Persons with respiratory symptoms should apply source control measures: cover their nose and mouth when coughing/sneezing with tissue or mask, dispose of used tissues and masks and perform hand hygiene after contact with respiratory secretions.
Linens: Handle, transport, and process used linen in a manner which:
· Prevents skin and mucous membrane exposures and contamination of clothing.
· Avoids transfer of pathogens to other patients and or the environment.

Waste disposal
· Ensure safe waste management.
· Treat waste contaminated with blood, body fluids, secretions and excretions as clinical waste, in accordance with local regulations.
· Discard single use items properly.

Patient care equipment
· Handle equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of pathogens to other patients or the environment.
· Clean, disinfect, and reprocess reusable equipment appropriately before use with another patient.

For more details, see:
WHO Guidelines on Hand Hygiene in Health Care (Advanced draft), at:
The SIGN Alliance at: http://www.who.int/injection_safety/sign/en/
Appendix C- Consents

Examination Confidentiality

I understand that the contents of all examinations are confidential. I agree that I will not share any information related to any examinations nor will I receive any information related to examinations from any individual. Any violation of confidentiality will result in sanction up to dismissal from the program.

Signature __________________________  Date ____________

Print Name __________________________

Informed Consent

I understand that the Nursing Program will include academic, laboratory and clinical work performed in the classroom, laboratory, hospital and other clinical facilities. I further understand that these experiences will include direct care or exposure to clients with a variety of illnesses and diseases and will include the handling of and/or contact with human body fluids and tissues. I, therefore, understand that I may or will be exposed to disease carrying bacteria, viruses and fungi.

In consideration of being permitted to participate in the Cumberland County College Nursing Program, I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in the health care field and in particular in the medical facilities where I will be present during participation in the program, do hereby agree to assume all the risks and responsibilities surrounding my participation in this program or independent activities undertaken as an adjunct thereto; and further I do for myself, my heirs and my personal representative hereby agree to defend, hold harmless, indemnify and release, and forever discharge Cumberland County College and any and all of its officers, agents and employees from and against any and all claims, demands, and actions, or causes of actions, on account of damages to my personal property, or personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the program.

Signature __________________________  Date ____________

Print Name __________________________
Physical Contact in Performance of Laboratory Skills

I understand that the Nursing curriculum contains skills that involve direct physical contact with other students or faculty. I agree to participate in the administration of these skills.

__________________________________________  ___________________
Signature                                      Date

__________________________________________
Print Name
Appendix D - Waivers

Nursing Student Handbook Waiver

I have read, understand, and agree to the content and policies contained in the Nursing Student Handbook. I understand that the Nursing Student Handbook will be updated throughout my program and it is my responsibility to stay informed of those updates which are reflected in each course syllabi.

________________________________________  __________________________
Signature                                               Date

________________________________________
Print Name

Fitness for Duty/ Student Substance Abuse Policy Contract

Cumberland County College Nursing Program has a Fitness for Duty/ Student Substance Abuse Policy (see page 29). This policy is consistent with the policies of various institutions, clinical, and agencies with whom the college has affiliation agreements and contracts and has identical goals. This policy is concerned with performance problems related to substance use (drugs, including alcohol) and the adherence to this Policy. Actual or suspected noncompliance with this policy will result in diagnostic evaluations to include supervised blood alcohol/drug levels, urine studies, referral for treatment and may result in dismissal from the nursing program.

________________________________________  __________________________
Signature                                               Date

________________________________________
Print Name
ELECTRONIC RECORDING AGREEMENT
NURSING DEPARTMENT

I understand that as a Cumberland County College Nursing Student, I am authorized to tape or electronically record my class lectures for personal academic use only. I realize that lectures recorded for this reason may not be shared with other people without the written consent of the lecturer. I also understand that recorded lectures may not be used in any way against the faculty member, other lecturer or students whose classroom comments are recorded as part of the class activity.

I am aware that the information contained in the recorded lectures is protected under Federal copyright laws and may not be published, quoted, or electronically distributed without the written consent of the lecturer and without giving proper identity and credit to the lecturer. I agree to abide by these guidelines with regard to any lectures I record while enrolled as a nursing student at Cumberland County College.

Signature

Date

Print Name
No Smoking Policy

Second hand smoke can cause both long term and immediate effects on human health. People exposed to second hand smoke have a higher incidence of developing both acute and chronic respiratory diseases, heart disease, ear infections and cancer through repeated exposure. Second hand smoke also poses a threat in the workplace. Toxins and carcinogens spread quickly throughout indoor environments and can easily be transported in the fibers of clothing to a vulnerable, ill client. For the safety and the well-being of our sick clients, all healthcare settings have adopted a smoke free policy which disallows anyone, including healthcare providers or students to smoke anywhere on the hospital campus.

Due to the evidence based research regarding the exposure of tobacco and its effect on the health and wellness of sick clients, you will not be permitted to smoke during off campus nursing activities and during clinical hours. Smoking is not permitted on college campus except in designated parking lots. Smoking is not permitted on ANY clinical campus. Actual or suspected noncompliance with this policy will result in dismissal from any nursing related off campus activity or clinical rotation and may result in dismissal from the nursing program.

I have read, understand and agree to the content and policy contained in this addendum to the Nursing Student Handbook.

______________________________  __________________________
Signature                                      Date

______________________________
Print Name
Refusal to Tutor

I have been informed of the policy requiring tutoring if I score below a 78% on an exam. I realize that this policy is in place to assist me in being successful. I realize that failure to participate in tutoring may impact my performance on future exams.

I am not able to attend tutoring because:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I have put the following measures into place to improve my performance on future exams:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I fully understanding the above, I choose to decline tutoring at this time

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Name ___________________________ Date __________________

Assistant Director of PN/RN Program ___________________________ Date __________________

Director of Nursing Signature ___________________________ Date __________________
Tutoring Record

Student Name: ___________________________ Course: ___________ Section: ______
Tutor Name: _____________________________

This student is being referred for:

________________________________________________________________________

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<th>Method(s) of Remediation (to be filled out by tutor)</th>
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Tutoring Completion Slip

I, ____________________________________________ have agreed that the student listed above has attended regular tutoring sessions to improve test taking strategies and remediate on gaps in content knowledge prior to the date of the student’s next exam.

Signature of tutor ___________________________ Date ___________

Signature of student ___________________________ Date ___________