Atlantic Cape Community College

Nursing Program

Student Handbook

2017 – 2018

Nursing is a Rigorous, Intellectual Discipline
Dear Students,

On behalf of the faculty and staff of the Atlantic Cape Nursing Program, I extend a warm welcome to our newly admitted students as well as those returning to the program for their second year. We are pleased that you have chosen the Atlantic Cape Nursing Program to further your education and for entry into the Nursing profession. Atlantic Cape has a long history of excellence in nursing education and strives to be a premier Associate in Nursing (ADN) program. Know that you are part of an exceptionally talented student body that is recognized throughout South Jersey for its academic abilities, energy and creativity.

As an Atlantic Cape Nursing student be assured that every faculty and staff member in our program is eager to help you succeed in your nursing career. It is of utmost importance that you review the Nursing Program Handbook and become familiar with the policies and procedures that will guide your practice while a student in our program. Nursing faculty will discuss many of these policies and guidelines with you in the classroom. They are also available to address your questions and concerns during office hours.

Please do not hesitate to contact us if there is any way in which we can be of assistance to you. Your success in the Nursing program is important to us. Moreover, we hope you will see this time as one of the rewarding experiences in your nursing career.

Sincerely,

Myrna Morales Keklak MSN RN APN CNE
Division Chairperson, Nursing & Allied Health Programs
ATLANTIC CAPE COMMUNITY COLLEGE
NURSING PROGRAM ACCREDITING ORGANIZATIONS

New Jersey Board of Nursing, 124 Halsey Street, 6th Floor, Newark, NJ 07101, (973) 504-6430

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326
(404) 975-5000
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ATLANTIC CAPE COMMUNITY COLLEGE
COLLEGE MISSION STATEMENT

MISSION
Atlantic Cape Community College creates opportunity by providing access to excellent programs and services that successfully meet students’ educational goals.

VALUES – I CARE
- Integrity
- Caring
- Accountability
- Respect
- Excellence

VISION
Atlantic Cape Community College will be the region’s preferred choice for higher education and professional training and a leading catalyst for economic and workforce development. The college will anticipate and fulfill regional educational needs, strengthen our community’s economy, and partner with K-12 and higher education institutions to create seamless educational pathways.

GOALS
- Maximize student success
- Strengthen community partnerships
- Demonstrate effectiveness, continuous improvement, and efficient use of resources.

NURSING PROGRAM MISSION STATEMENT

The mission of the Nursing degree program is to graduate competent, ethical and caring nurses; and to be responsive to current and evolving health care needs of the community. The Nursing program encourages the enrolment of a diverse student population to reflect the communities that are served. Students and graduates are encouraged to perform public service in their community and pursue lifelong learning.
NURSING PROGRAM PHILOSOPHY

Introduction

The Atlantic Cape Community College nursing program philosophy was developed by the faculty and draws from the College Mission Statement that the college “creates opportunity by providing access to excellent programs and services that successfully meet students’ educational goals;” and, the college values are identified as: Integrity, Caring, Accountability, Respect, and Excellence. Based also on the recognition that nursing is a profession heavily guided by regulations and held to a high set of professional standards, faculty have incorporated the core values identified by the National League of Nursing (NLN) that include: Caring, Integrity, Diversity, Patient-centeredness, Excellence, Ethics, and Holism. In addition, they have included the National Competencies as established by the Quality, Safety in Nursing Education (see definition below-QSEN). In addition to these sources the following definitions serve as significant elements in the program philosophy and throughout the program:

- **Health** is a dynamic state that exists when there is a harmonious, growth producing relationship between the person and the environment. It incorporates physical, mental, and social well being. Health alterations occur when physical, mental, and social well-being are inadequate in the adaptation to the forces in the environment. This causes disharmony between the person and the environment and results in illness.

- **Environment** consists of all the forces which affect the person and includes biochemical, physiological, physical, family, socioeconomic, cultural, community, and national and global influences in constantly changing patterns. These forces impact on the person’s ability to meet basic needs.

- **QSEN** (Quality, Safety in Nursing Education) based on the recommendations of the Institutes of Medicine (IOM) the QSEN organization was created to develop a plan to improve the educational preparation of pre-licensure and graduate nursing students. Six Core Competencies were established that include: patient-centered care, teamwork and collaboration, evidenced based practice, quality improvement, safety, and informatics. These core areas expand to incorporate the KSAs (see definition). In addition, the QSEN organization has developed teaching strategies and resources to use in curriculum development in nursing programs.

- **KSAs** (Knowledge, Skills, and Attitude) are the specific areas of learning necessary to practice competently. Each of the six QSEN Core Competencies links with a set of KSAs.

- **Nursing Education** is education directed toward educational outcomes that promote competency in the Associate Degree Nursing (ADN) student. Nursing education requires a student-centered learning environment that fosters and ensures the development of nursing values, a sense of cultural diversity, and promotes critical thinking skills necessary to deliver safe, quality, and competent nursing care.
Nursing Program Philosophy

Using the above foundational elements, the Atlantic Cape Nursing Faculty collectively believe that:

Nursing education is directed toward outcomes that promote knowledge, skills, attitudes, and abilities of the graduate nurse. It must incorporate adequate knowledge and experience to help students become more comfortable and proficient in technology and informatics that advances the nursing profession and improves the quality of health care locally, nationally, and globally. Education is a life-long commitment to professional growth and development. Curriculum is supported by the integration of adult learning theories and strategies that foster learning and achieve established student learning outcomes.

Nursing is best taught in an environment that is learner-centered. Students partner with faculty in a relationship where faculty facilitate learning through their knowledge and expertise and where they role model behavior and current best practice that is based on research. Curriculum must use strategies that embrace a variety of student learning styles and theory which allows students to professionally develop and prepare for practicing health care in the 21st century. The skills recognized for professional development include: teamwork/collaboration, safe practice methods, informatics, and an appreciation for research and quality improvement necessary to maintain and improve safe nursing practice in a constantly changing environment. In addition, critical thinking, a skill that involves discernment and judgment is recognized as an essential competency graduates must possess in order to provide safe decision making in their delivery of care.

Nursing is a patient-centered discipline that responds to the changing health care needs of individuals throughout their life span. Persons are unique individuals with physical, intellectual, social, cultural and spiritual dimensions who function in constant interaction with their environment and as such must be cared for in a holistic manner. The concept of caring is the core of patient-centered care. It is based on respect for patient's preferences, values, and needs. Awareness of diversity in patient populations is critical to the concept of care and it is through this understanding that health care is delivered regardless of age, gender, race, culture, sexual orientation, and health care beliefs.

The nursing program graduates have the knowledge, skills, and attitudes (KSA) required to practice in a variety of nursing care settings. Graduates are accountable and able to integrate concepts from across disciplines to function as a team member collaborating with peers and other health care team members in providing safe, competent and effective care within an ethical and legal framework.

A nursing program must be committed to providing a culture of excellence for students, where the graduates are motivated and able to transform to the professional nurse role with the competence to practice compassionate care with integrity, accountability, respect for self and others, and with leadership qualities. An Associate’s Degree in Nursing is the beginning of a process of continuing education and personal growth. Students need to be encouraged and inspired to continue their education and grow in their profession. A program must support the belief that life-long learning is an important commitment that involves faculty support, accessibility, and caring. It also involves creativity in the development of continuing education offerings, a variety of articulation options, and advisement in career advancement which can play a key role in graduate success.
PROGRAM OUTCOMES

Provide an accessible, affordable and comprehensive nursing education to eligible residents of Atlantic and Cape May Counties where:

1. Approval by the New Jersey Board of Nursing and accreditation by the Accreditation Commission for Education in Nursing are maintained.
2. At least 80% of students who enter the first nursing course will graduate within three (3) years.
3. Graduates meet or exceed the national mean in successfully passing the NCLEX as first time takers.
4. Graduates, who desire employment, obtain entry level positions within 12 months of graduation.
5. Graduates demonstrate the competencies of associate degree nurses at graduation and one year post-graduation as validated by employers.
6. 75% of program graduates will begin baccalaureate or higher level nursing education within one (1) year of graduation.

STUDENT LEARNING OUTCOMES (SLO)

Upon completion of the program the Associate Degree graduate will:

1. Deliver patient-centered care by recognizing 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, culture, values, and needs. (QSEN/KSA/Patient-centered Care)
2. Collaborate with other health team members by functioning effectively within nursing and inter-professional teams, fostering open communications, mutual respect, and shared decision-making to achieve quality patient care. (QSEN/KSA/Teamwork and Collaboration)
3. Provide competent nursing care by integrating best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN/KSA/Evidence-based Practice)
4. Maintain standards of professional performance, including the pursuit of life-long learning, by using data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN/KSA/Quality Improvement)
5. Manage safe and therapeutic nursing care in a variety of health care settings employing technical nursing skills so as to minimize risk for harm to patients and providers through both system effectiveness and individual performance. (QSEN/KSA/Safety)
6. Demonstrate information and technological literacy by using information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN/KSA/Informatics)
NURSING ASSOCIATE IN APPLIED SCIENCE

This program prepares students for first level positions as Registered Nurses by providing curriculum composed of theoretical and clinical study. The theoretical component is comprised of general education and nursing courses. The clinical component within the nursing courses affords the student the opportunity to practice giving direct nursing care to patients in acute, long term, and community health care agencies under the guidance of qualified nursing faculty. Upon successful completion of the program, graduates receive an Associate in Applied Science degree and have the educational requirements necessary to take the National Council Licensure Examination (NCLEX) for RN licensure. Information on the process for State Board of Nursing license application and assistance in completing the required paperwork is provided in the Nursing Leadership & Management course.

In an effort to encourage nurses to continue their education and provide for advancing job opportunities, the Nursing Program has in place an advanced placement process for Licensed Practical Nurses (LPN) who wish to obtain their RN license. In addition, the program recognizes and supports the concept of life-long learning and the trend for nurses to obtain a BSN degree in a timely manner. This is evidenced by excellent articulation agreements with several institutions that offer a Baccalaureate Degree in Nursing for graduates of this program. Further information on choosing a BSN program and who the program has agreements with are discussed and provided in the Nursing Leadership & Management course.

STATE BOARD OF NURSING REQUIREMENTS

Applicants to the Nursing Program need to be aware that the New Jersey Board of Nursing requires the following criteria be met before an individual may receive an application for a license to practice professional nursing.

N.J. Board of Nursing statute: 45:11-26

The applicant must submit to the board in such as the board may prescribe that the applicant:

1. has attained his or her eighteenth birthday;
2. is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs;
3. holds a diploma from an accredited four-year high school or the equivalent thereof as determined by the New Jersey State Department of Education;
4. has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma therefrom.”
Associate in Applied Science (A.A.S.) in Nursing Degree

### General Education (Prerequisite Courses for Nursing Program)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL220</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>ENGL101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101</td>
<td>General Psychology</td>
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</tr>
<tr>
<td>SOCL101</td>
<td>Principles of Sociology</td>
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### General Education Courses

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<td>Human Anatomy and Physiology II</td>
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<tr>
<td>ENGL102</td>
<td>Composition II</td>
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</tr>
<tr>
<td>CISM125</td>
<td>Introduction to Computers</td>
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### Nursing Program Courses

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<thead>
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<tbody>
<tr>
<td>ALHT110</td>
<td>Comprehensive Medical Term</td>
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<tr>
<td>BIOL203</td>
<td>Microbiology</td>
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<td>HIST102</td>
<td>Western World II</td>
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#### Fall Semester

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<tr>
<td>NURS110</td>
<td>Nursing I</td>
<td>8</td>
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#### Spring Semester

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<td>NURS112</td>
<td>Nursing II</td>
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#### Fall Semester

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<td>NURS200</td>
<td>Nursing III</td>
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<td>NURS204</td>
<td>Nursing Management</td>
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#### Spring Semester

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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NURS206</td>
<td>Nursing IV</td>
<td>9</td>
</tr>
<tr>
<td>NURS208</td>
<td>Nursing Trends and Issues</td>
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Total Credits = 66

**Course descriptions may be found in the college catalog or the college web site.**
Professionalism

Professionalism is expected of nursing students at all times. Professionalism includes dignity and integrity; it incorporates one’s behavior, language, and appearance. It provides for the well-being of patients, significant others, other health care workers and self. It reflects the accountability for and documentation of continuity of care as well as respect for the rights of individuals. Professional behavior also contributes to the maintenance of a peaceful, non-threatening, therapeutic environment. The conduct and demeanor of nursing students serves to represent the college in both the public and the clinical sites utilized by the program. It is a privilege to use the affiliating agencies, and lack of professionalism may jeopardize these relationships.

Please note: The Atlantic Cape Nursing Program also incorporates the completion of all classroom and clinical assignments into the concept of professionalism.

Professional Nursing Behaviors Policy

Purpose: The Nursing Program reviews the progress (academic and clinical) of every nursing student every semester. The purpose and goal of the evaluation process is to review the professional development of students.

Nursing faculty and professional staff will review students in lecture and clinical courses. If a concern is raised regarding the professional behavior of a student, the faculty or staff member will complete a Professional Nursing Behaviors Evaluation Form. The form will be reviewed with the student and a copy will be placed in the student’s file. The signed form will be submitted to the Division Chairperson of Nursing & Allied Health Programs and will be reviewed by faculty at the next Department meeting. Repeated occurrences will necessitate a meeting with the Division Chairperson to develop a remediation plan. Continued violations will necessitate a meeting with the Dean of Career Education and the Division Chairperson and may result in dismissal from the Nursing Program.

Nursing students are expected to consistently demonstrate the following professional nursing behaviors:

- Ethical behavior according to the American Nurses Association Code of Ethics
- Maintenance of a safe environment for the patient in the clinical setting
- Punctuality for lecture, classroom, and clinical laboratories
- Consistent preparation for lecture, classroom and clinical laboratories
- Completion of assignments within the allotted due dates
- Positive relationships with peers, faculty, patients, and staff
- Compliance with the Uniform and Personal Appearance policies
- Acceptance and incorporation of faculty feedback
- Adherence to policies as listed in the Atlantic Cape Community College Nursing Program Student Handbook.
### Atlantic Cape Community College

**Professional Nursing Behaviors Evaluation Form**

<table>
<thead>
<tr>
<th>Student:</th>
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<tbody>
<tr>
<td>Location of misconduct:</td>
<td>Course:</td>
</tr>
<tr>
<td>Faculty:</td>
<td>Semester:</td>
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This form is to be completed for any student whose actions indicate poor professional conduct in any of the following areas. Please indicate area of violation.

- [ ] Nursing Behaviors Areas of Concern
- [ ] Ethical behavior according to the American Nurses Association Code of Ethics
- [ ] Maintenance of a safe environment for the patient in the clinical setting
- [ ] Punctuality for lecture, classroom, and clinical laboratories
- [ ] Consistent preparation for lecture, classroom and clinical laboratories
- [ ] Completion of assignments within allotted parameters
- [ ] Positive relationships with peers, faculty, patients, and staff
- [ ] Compliance with the Uniform and Personal Appearance policies
- [ ] Acceptance and incorporation of faculty feedback
- [ ] Adherence to policies as listed in the Nursing Program Student Handbook

**Summary of Professional Misconduct:**

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<table>
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<tr>
<th>Student Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Faculty Signature:</td>
<td>Date:</td>
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<tr>
<td>Division Chairperson Signature:</td>
<td>Date:</td>
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Social Media Policy

Social media are defined as “web-based and mobile platforms for user generated content that create interactive and highly accessible, and often public dialogues.” (NSNA 2011). These platforms include but are not limited to social networking, microblogging, blogging using publishing websites, photo sharing, video sharing, and crowdsourcing.

Students enrolled in Atlantic Cape Community College’s Nursing Program have an ethical and legal responsibility to understand the personal and professional ramifications of the use of social media and to uphold standards of conduct as delineated in this policy.

The nursing faculty recognizes the value of social media in education and healthcare. However, inappropriate use of social media that violates the privacy and confidentiality of individuals including patients and their families, peers, faculty, and staff, may be cause for dismissal from the program and may lead to civil lawsuits and/or federal penalties under Health Insurance Portability and Accountability Act (HIPAA).

Content posted online is not confidential and is discoverable in perpetuity. Many potential employers and academic institutions search a potential candidate’s online practices/reputation (UPENN, 2012, UNC-CH, 2014)

Predicated on The National Council of State Boards of Nursing (2011), *White Paper: A Nurse’s Guide to Social Media*, endorsed as a primary resource by the American Nurses Association (ANA), and the New Jersey State Board of Nursing, the policy of the Atlantic Cape Community College’s Nursing Program is as follows:

- Students have a legal and ethical obligation to uphold patient privacy at all times.
- Students are strictly prohibited from transmitting by way of electronic media any patient related image.
- Students are prohibited from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Students are not to share, post or otherwise distribute any information, including images about a patient or information gained in the student-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Students are not to identify patients by name or post or publish information that may lead to identification of a patient (including initials, nicknames, first names or any other identifier). Privacy settings do not ensure privacy.
- Students are not to refer to patients in a disparaging manner, even if the patient is not identified.
- Students are not permitted to take photographs or videos on personal devices including cell phones in the clinical area.
- Students are to maintain professional boundaries in the use of electronic media. Online contact with patients or former patients blurs the line between a personal and professional relationship. The fact that the patient may initiate contact does not permit the student to engage in a personal relationship with the patient.
- Private Facebook pages or public groups bearing the Atlantic Cape School of Nursing name or images are strictly prohibited. Students may communicate only on the official Atlantic Cape Student Nurses Facebook page monitored by full time faculty.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.
- Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).
- PowerPoint’s and other works provided by professors, unless otherwise stated, belong to the author and may not under any circumstances be shared, sold or posted on any Internet site.

*To summarize, students who violate any of the policy statements do so at the risk of disciplinary action including failure of a course and/or dismissal from the nursing program.

In addition to the statements above, delineated by the National Council of State Boards of Nursing (NCSBN), the Atlantic Cape Nursing Program requires under this policy the following:
- If a student has any questions regarding the appropriate use of social media they should consult faculty for guidance.
- Students are to report any content that could harm a patient’s welfare or right to privacy to faculty.
- Students are not permitted to take photographs or videotape professors or fellow students for personal or social media in academic settings without the express permission of the faculty member or student.
- Students are not to attempt to communicate with professors on social media sites that are not sanctioned by the college. Attempting to ‘friend request’ professors on Facebook for example, serves to blur the line between a personal and professional relationship.
- Students are to adhere to all policies of outside agencies, including those related to social media, while representing the nursing program.

### Audio Taping of Lectures

Lectures may be recorded for personal academic use only and may not be posted on any social media website or shared outside the class. Lectures recorded for this reason may not be shared with anyone without the written consent of the lecturer. 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 or laboratory activity.

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. After receiving permission from the lecturer, a student volunteer may record and post the audio lecture on the Atlantic Cape Community College Blackboard class site using the discussion thread only.

Any deviation from the Audio Taping of Lectures policy will be considered a violation of the Nursing Program Social Media Policy and Confidentiality Agreement. Violations to this policy may result in dismissal from the Nursing Program.
Cyber bullying

The college is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and faculty. The college encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student’s educational experience, opportunities or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions that cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyber bullying may face disciplinary actions, up to and including dismissal from school. Students who feel like they have been a victim of cyber bullying should contact any full time faculty member or the Program Chair immediately.

For information related to the general use of technology for students on campus as well as standards of conduct, please refer to the Atlantic Cape Community College’s Policies and Procedures Manual (2014-2015).

www.atlantic.edu/about/policy/index.html


Denver School of Nursing (2016-2017)
https://www.denverschoolofnursing.edu/Portals/0/ComplianceFiles/Denver_SON_Catalog.pdf


NURSING PROGRAM MANDATORY REQUIREMENTS FOR STUDENTS

NON-COMPLIANCE WITH THESE REQUIREMENTS WILL RESULT IN DISMISSAL FROM THE NURSING PROGRAM

1. Online Company Account (CastleBranch.com or VerifyStudents.com)
2. Assumption of Risk Form – Signed and Notarized
3. Criminal History Background Check (CHBC) – Completed (Negative) Report
4. Urine for Drug Screening (UDS) - Completed (Negative) Report
5. Nursing Student Health Form – Completed and signed by a Healthcare Provider
6. Health Insurance – Proof of health insurance is required each semester while in the Nursing Program.
7. American Heart Association BLS CPR - Healthcare Provider ONLY
8. Hospital/Facility Orientations and required paperwork
9. Trajecsys (Recordkeeping System)

Online Company Account
CastleBranch.com and VerifyStudents.com are online companies that will house all the mandatory paperwork required by the Nursing Program. Students will open an account with the company on admission to the program using their college Buccaneer email only. Students are responsible for uploading all required paperwork to the Online Company website (CastleBranch.com and VerifyStudents.com) by the given due dates.

Criminal History Background Check (CHBC) and Urine for Drug Screening (UDS)
The Joint Commission (TJC), the primary accrediting body for the nursing program clinical affiliates, has mandated all students in the nursing program have a clean criminal history background check (CHBC) and negative urine for drug screening (UDS) in order to participate in clinical experiences at their organizations.

Criminal History Background Check (CHBC)
- All students are required to complete the CHBC prior to entering the program and annually.
- Returning students must also have a CHBC prior to their return start date.
- All students will be required to have a CHBC and fingerprinting through the State Board of Nursing at the time of graduation in preparation for licensure.
Criminal History Background Check (CHBC) – Positive Report (Hit)
All CHBC reports with positive findings are forwarded to the nursing program’s clinical sites for their review and decision to allow the student to participate in clinical experiences within their organization. A denial from any clinical site will result in the student not being able to remain in the program. Clinical facilities have the final decision making authority to accept or decline a student for clinical rotation. Please note special arrangements are not made for students. If one location denies the student the student cannot continue in the program and the student is counseled by the Division Chairperson on steps for possible expungement and program reapplication.

Urine for Drug Screening (UDS)
- All students are required to complete a UDS prior to entering the program and annually.
  - Students may be asked to perform a random blood alcohol or drug screening at any time throughout the program providing there is just cause (See Fitness for Duty Policy in the Nursing Program Handbook).

Urine for Drug Screening (UDS) - Positive or Diluted Report
- Any student who fails to produce a negative Urine for Drug Screening (UDS) will be unable to continue in the Nursing program.
- Students who produce a diluted urine sample will be allowed one additional attempt to produce a negative Urine for Drug Screening (UDS). If the second urine sample remains a diluted sample and/or produces a positive finding, the student will be unable to continue in the Nursing program.
Code of Ethics and HIPAA

The Atlantic Cape Nursing Program supports and assures students are knowledgeable and follow the Nursing Code of Ethics, with the premise that the nurse provides services to all persons with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, attitudes or the nature of health problems. In addition the program recognizes that professional behavior includes confidentiality with regard to patients’ health information and care. Confidentiality is of such importance that the United States Congress passed a Federal Law to protect patient privacies. This extends to the classroom. These protections are part of the Health Portability and Accountability Act (HIPAA). The regulations under this law protect patient medical records and other individually identifiable health information, whether it is written on paper, spoken, or involved with computer technology that includes digital images and social networking. Civil and or criminal penalties can be instituted for failure to comply with the regulations. Each clinical site is responsible for having policies and procedures established to protect their patients’ rights. This includes evidence that all persons providing services within their site be in-serviced on the policies and procedures. While the principles are the same in each site, the policies and procedures will vary.

Students are responsible and accountable for adhering to the “HIPAA” regulations required by the clinical sites where they will be affiliated. This is mandatory and usually completed during an orientation program, but may be off site or online and require post-testing evidence of completion. Faculty inform students of this requirement and how it is to be met.

**Students who breach confidentiality in any shape or form outside of the nursing classroom and designated clinical site areas (pre/post conferences) may receive a failure in the course and may be subject to civil and or criminal penalties under the HIPAA law.** These types of infractions not only involve the nursing program and college administration but also the hospital administration. Formal investigation on the part of both parties is done and records filed as required.
**Essential Eligibility Requirements**

The Atlantic Cape Nursing Program has identified the following core performance standards (listed below) as essential eligibility requirements for its nursing program. The standards set forth cognitive, sensory, affective and psychomotor performance requirements. Each core performance standard is accompanied by examples of activities nursing students are required to perform. Each standard is reflected in the nursing program outcomes and course objectives.

Nursing students must be able to comply with the *Core Performance Standards* listed below. The student must possess certain abilities and skills necessary to administer safe and effective patient care.

**Core Performance Standards**

*The student must be able to function on an independent level without an intermediary in their role of student nurse.*

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<tr>
<th>Requirements</th>
<th>Standards</th>
<th>Examples</th>
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<tbody>
<tr>
<td>Cognitive-Intellectual</td>
<td>Application of theory to practice as to ensure safe, quality patient care.</td>
<td>The candidate must possess the ability to think critically (i.e. comprehend, interpret, analyze, and synthesize and evaluate) which is essential to the problem-solving technique necessary in patient care.</td>
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| Critical thinking             | Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation | • The candidate must be able to identify cause/effect relationships in clinical situations  
• The candidate must be able to use the scientific method in the development of patient care plans  
• The candidate must be able to evaluate the effectiveness of nursing interventions |
| Behavioral and Social Attributes | Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups | • The candidate must possess emotional stability which includes adapting quickly to changing environments, focusing attention on task, accountability for monitoring/controlling own emotions, dealing with the unexpected, and performing multiple responsibilities concurrently.  
• The candidate must possess honesty and integrity that provides the capacity to function effectively in a healthcare setting. |
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| **Communication** | Communication adeptness sufficient for verbal and written professional interactions | • The candidate must be able to communicate with the patient, family and with other members of the health team.  
• The candidate must be able to provide explanation of treatment procedures and initiation of health teaching.  
• The candidate must be able to document and interpret nursing actions and patient responses |
| **Motor** | Physical abilities sufficient to administer physical care to patients in different settings | • The candidate must be able to assist the patient in the activities of daily living, feeding, bathing, assisting the patient to get out of bed, lifting and transferring and operate various equipment utilized in the patient’s care.  
• The candidate must have the ability to push, pull, support, roll patients as well as the ability to lift infants and children. |
| **Mobility** | Physical abilities sufficient for movement from room to room and in small spaces | • The candidate must have the stamina for clinical work which includes the ability to stand on/off for long periods of time  
• The candidate must be able to move about patient’s room, work spaces and treatment areas  
• The candidate must be able to administer rescue procedures- i.e. cardiopulmonary resuscitation |
<p>| <strong>Motor skills</strong> | Gross and fine motor abilities sufficient for providing safe, effective nursing care | • The candidate must possess gross and fine movements for the operation of certain equipment (i.e. taking blood pressure, handling syringes and needles or maintaining aseptic technique, i.e. dressings), calibration and use of equipment and therapeutic positioning of patients |</p>
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<tr>
<td>Observation</td>
<td>Sensory ability sufficient to see, hear, smell, and touch the patient.</td>
<td>The candidate must have the ability to utilize the senses skillfully to observe a patient.</td>
</tr>
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</table>
| Visual       | Visual ability to distinguish and appropriately respond to multiple visual inputs i.e. visual ability sufficient for observation and assessment necessary in patient care. | - The candidate must be able to observe patient’s condition and responses to treatments (i.e. changes in patient’s skin color, respiratory status, and demeanor) including seeing objects (i.e. such as ECG monitor or patient in a room) up to 20 feet away  
- The candidate must be able to monitor and assess subtle changes in patient status (i.e. signs/symptoms, drainage, wound color/appearance, wound depth, cyanosis, etc.)  
- The candidate must be able to read labels and directions found on medical equipment (i.e. packets of oral medications, syringes, vials, IV bags, etc.) and be able to prepare and administer medications including correct use of small calibrated syringes (1/2 cc), ampules, etc.  
- The candidate must be able to read patient electronic health records, read for prolonged periods of time either hardcopy or on computer screen, and visualize written words and information on paper, computer screen and medication labels  
- The candidate must be able to cannulate skin and orifices as required for patient care (i.e. urinary catheterization, IV access, phlebotomy). |
| Hearing      | Auditory ability sufficient for monitoring and assessing health needs | - The candidate must be able to hear normal speaking levels, faint noises and faint body sounds, hear in situations when not able to see lips, hear auditory alarms and other emergency signals.  
- The candidate must be able to discern auscultatory sounds and hear cries for help. |
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<tr>
<td><strong>Tactile Sense</strong></td>
<td>Tactile ability sufficient for physical assessment</td>
<td>• The candidate must be able to palpitate in physical examinations and various therapeutic interventions</td>
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Nursing Program Admission

The nursing program does not base its admission, acceptance or continued enrollment on the core performance standards. Instead, the standards are used to assist applicants and students in the determination of need for ADA related accommodations and medications. The core performance standards are intended to constitute an objective measure of a qualified applicant’s ability with or without accommodations to meet the program performance requirements.

ADA STATEMENT:

As per the Americans with Disabilities Act (ADA), reasonable accommodations can be provided to students who present current documentation (within five years) of a disability to Atlantic Cape Community College’s Center for Accessibility, located on the first floor of “J” Building in the Counseling and Support Services department (Mays Landing campus). Reasonable accommodations cannot be provided for a course until the student registers with the Center for Accessibility. For more information, please contact the Center for Accessibility via email at cfa@atlantic.edu or call 609-343-5680.

Defining Reasonable Accommodations

If an applicant or student self reports that he or she cannot meet one or more of the core performance standards without accommodations, the nursing program must determine whether accommodations can reasonably be made. Applicants are responsible for making disabilities known and formally seeking accommodations. Assistance and guidance is available through the college’s Center for Accessibility.

The ability to provide reasonable accommodations varies with size and resources available to an institution. Examples of reasonable accommodations include, but are not limited to:

- Assuring that facilities are readily accessible for use by individuals with disabilities
- Restructuring or altering clinical experiences
- Modifying academic program plans
- Modifying examinations including location, timing and testing conditions
- Providing qualified readers or interpreters
Required Psychomotor Skill Sets:
If the student fails to demonstrate skill competency, an opportunity for additional practice and re-testing will be afforded. Failure to achieve a passing grade after two make-up evaluations will result in course failure. Practice and re-testing must be arranged with an instructor/lab facilitator.

N110
- Sterile Gloving
- Focused Systems Assessment
- Indwelling Foley Catheter Insertion
- Indwelling Foley Catheter Removal
- Body Mechanics
- Medication Administration
- Giving Medications through PEG tubes
- IV Therapy
- Changing Central Line Dressing
- Vital Signs

N112
- Blood Therapy
- IVP Medications
- Nasogastric Tubes
- TPN/Lipid Infusion
- Neurological Assessment

N200
- ECG Rhythm Interpretation
- Tracheal Care
- Tracheal Suctioning

N206
- Newborn Assessment
- Assessment of the Pregnant Patient and Infant
- Assessment of the Pediatric Patient
Fitness for Duty Policy

When a nursing student is unable to perform the required skills for the delivery of safe patient care, the student is considered to be unsatisfactory. In addition, if a student fails to meet the academic or clinical standards due to cognitive, interpersonal, or psychomotor impairment, future status as a nursing student is compromised. The ethical duty of the nursing faculty is to protect the patients and to provide the opportunity for rehabilitation of the student who suffers from the disease of chemical dependency or other impairment which affects the delivery of safe and competent care to patients who have been assigned to the student.

The nursing faculty require that students come to class, college skills laboratory, and to their clinical assignments in a condition which is fit for the competent and safe performance of their duties; and that such fit condition will be maintained for the duration of the student’s clinical classroom and/or college skills laboratory.

Faculty are held accountable for ensuring that students are fit for duty, and for taking prompt, appropriate, and decisive action whenever a student appears to be impaired. Therefore, any student in the clinical areas, classroom, and/or college skills laboratory who is considered by their nursing faculty to be unfit for duty can expect any or all of the following to occur:

- Have their work performance and behavior witnessed and documented.
- Be questioned in private as to the nature of their condition/problem.
- Be required by their nursing faculty to undergo a medical evaluation which may include an Emergency Room evaluation that may include blood alcohol level and/or drug testing.
- Meeting with the Chairperson of Nursing and Allied Health at Atlantic Cape that may include a college counselor and/or a representative from the organization where the incident occurred.
- Be informed about appropriate resources for treatment and or rehabilitation and demonstrate proof of such treatment.
- BE ASSIGNED A GRADE OF "F" (UNSATISFACTORY) AND BE DISMISSED FROM THE PROGRAM
- BE INELIGIBLE FOR READMISSION INTO THE NURSING PROGRAM IF PROOF OF COMPLETION OF APPROPRIATE REHABILITATION OR TREATMENT IS NOT PROVIDED.

Procedure

1. When substance abuse is suspected, or the student is deemed otherwise unfit for duty, the nursing faculty will document his/her observations, confront the student, and notify the Chairperson of Nursing and Allied Health.

- Observations may include, but are not limited to:
  - Frequent absenteeism and/or tardiness (lack of documented medical reason for absence.)
  - Drowsiness or sleepiness.
  - Smell of alcohol on the breath/body.
  - Increased inability to meet required schedules/deadlines.
  - Slurred/incoherent speech or speech pattern different from normal speech.
• Unusually aggressive behavior.
• Unexplained change in mood or behavior pattern.
• Change in appearance.
• Lack of manual dexterity.
• Lack of or decreased coordination in body movement.
• Inappropriate responses to stimuli.
• Unexplained work-related accident/injury.
• Inattentiveness or inability to concentrate.

2. If faculty observations of the student’s behavior/performance raise any questions about the student’s fitness to perform assignments safely, the nursing faculty may:

• Interview the student regarding their observations and ask for an explanation from the student in the presence of another nursing faculty member/health care professional acting as a witness to confirm the accuracy of observations of the student’s behavior. Such observations may include, but are not limited to the above list.
• If student’s incident occurs in the clinical setting and there is an Emergency Room available, nursing faculty will notify the Emergency Room that a student is being referred for evaluation. Nursing faculty will then accompany the student to the Emergency Room or may have the student escorted by another designated person such as an agency security person.
• If deemed fit for duty, the student will be referred back to his/her assignment after the nursing faculty have been informed of the evaluation.
• If deemed unfit for duty, arrangements for the collection of a laboratory specimen-blood alcohol and/or urine specimen may be ordered and the student will be sent home with an escort if the student is unable to drive safely.
• Document.
• The Division Chairperson of Nursing will follow through with the situation and will meet with the student and faculty involved, review the situation with the Dean of Students, and develop a plan of action that may require the involvement of the Judicial representative and or counseling services.
Nursing Program Health Requirements:

Purpose:
The Atlantic Cape Community College Nursing Program expects certain health requirements to be met by nursing students. These health requirements are in place in an effort to keep the student and patients protected from possible contraction of preventable disease.

As required for acceptance into the nursing program, students create an on-line account with CastleBranch or VerifyStudents, who will send notifications via e-mail concerning requirements and due dates. It is the responsibility of the student to adhere to requirements found on these websites. Failure to comply will result in the student not being able to participate in any nursing classroom, clinical or lab experiences.

Requirements:

1. All nursing students must provide a completed NURSING STUDENT HEALTH FORM. This form needs to be completed by a Health Care Provider (HCP). Upon completion, upload the form along with the associated lab results to the CastleBranch or VerifyStudents account. The following is a list of required inoculations and titers:
   - Measles, Mumps & Rubella (MMR)
     - proof of immunity or two documented inoculations
   - Varicella (Chicken Pox)
     - proof of immunity or two documented inoculations
   - Hepatitis B-
     - proof of immunity or series in progress - waiver required
   - Tuberculin Skin Testing (TST) also known as PPD or equivalent i.e. QuantiFERON®-TB Gold
     - Annual requirement
     - Positive TST requires appropriate clinical follow-up and evidence of negative CXR
   - Influenza
     - Due each influenza season by October 1

*If a student does not demonstrate immunity or is in the process of an inoculation series, a waiver signed by the student for that particular item will need to be up-loaded to CastleBranch or VerifyStudents website

2. **If illness, injury or pregnancy** occurs while a student is in the Nursing Program, the student must have a physician certify that there is no restriction to that student’s returning to the Program before the student will be allowed to continue. This certification must be presented to the school nurse and filed in the college Health Office.

3. The College retains the right to require further health assessment and/or immunization as needed.

4. If an injury occurs during the clinical learning experience, the student will be evaluated in the hospital emergency room or treatment area designated by the agency. Reports required by the agency should be completed. **The student must then contact the Atlantic Cape School Nurse and fill out an accident report.**
Disease Prevention and Health Promotion

Although the college and affiliating agencies subscribe to high quality standards, there is a potential risk present in the health care field and in particular facilities where students may affiliate. The college assumes no liability for illnesses or injury that may be contracted by students attending the Nursing Program. (See Assumption of Risk and Release Form).

The nursing program subscribes to the American Nurses' Association Code of Ethics which states, "The nurse provides services with respect for human dignity and the uniqueness of the patient unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems."

The nursing curriculum prepares the student to minimize risks of injury or disease. The standard precautions published by the Centers for Disease Control (CDC) have been adopted by the nursing program and by affiliating agencies.

Latex Allergy
Any student with a latex allergy has the responsibility to notify the faculty and protect themselves in class or in the clinical area.
Informed Consent

Assumption of Risk and Release

Informed consent and release executed by __________________________ residing at __________________________________________, to Atlantic Cape Community College, Mays Landing, NJ.

I wish to be a participant in the _______________ program of Atlantic Cape Community College.

I understand that the ____________________________ program will include academic, laboratory, and clinical work performed in the classroom, laboratory, hospital and other facilities and 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 bodily fluids and tissues. I therefore understand that I may or will be exposed to disease carrying bacteria, microorganisms and potential allergens.

I also understand that as a student in the _______________ program, I consent to participate in human subject demonstrations and practice in the classroom, laboratory, and other clinical facilities as part of the educational program.

In consideration of being permitted to participate in the Atlantic Cape Community College _______________ 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 may be present during my participation in the program, do hereby agree to assume all the risks and responsibilities surrounding my participation in this program or any independent activities undertaken as an adjunct thereto; and, further, I do for myself, my heirs, and personal representative hereby agree to defend, hold harmless, indemnify, and release, and forever discharge Atlantic Cape Community College and any and all of its officers, agents and employees from and against all claims, demands, and actions, or causes of action, on account of damage to 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.

I hereby certify that I have read this document, that I am fully familiar with the contents of this document, and that I fully understand its terms and provisions.

I hereby certify that I am over eighteen years of age.

In witness thereof, I have executed this form on the ____ day of _________________, 20____.

_____________________________

_____________________________

Subscribed to and sworn before me on the day and year written above.

_____________________________, Notary Public

(Seal)
Professional Liability Insurance

This insurance has been purchased by the College for each nursing student and is covered by student fees.

Student Liability

1. Student nurses are responsible for their own acts of negligence if these result in patient injury.

2. Student nurses are held to the same standard of care that would be used to evaluate the actions of a registered nurse.

3. Student nurses are legally responsible to prepare carefully for each new clinical experience.

4. Student nurses must notify their clinical instructor if they do not feel prepared to execute a nursing procedure.

5. Student nurses should never attempt a clinical procedure if they are unsure of the correct steps involved.

6. The student nurse is responsible for being familiar with agency policies and procedures.

7. Client status may change rapidly in the clinical setting. Student nurses must notify their instructor or professional staff member of any significant changes in their patient's condition, even if they do not know the meaning of these changes.

Change of Name, Address or Telephone Number

The student is responsible for notifying, in writing, any changes in address, name, or phone number to the following: Barbara Long (program specialist), course faculty, and Enrollment Services.
Academic Retention Policy

Nursing Program Progression and Reentry Policy
Students are required to pass each Nursing program course with a “C” grade or better to remain in the program. Student must also complete the program in three years from the date of acceptance to the Nursing program. Students who are unable to progress to the next consecutive nursing course at the planned time, for any reason, must withdraw from the program.

Readmission
Students may request re-admission (reentry) one time through the Division Chairperson, in writing. Request for reentry letters must be received for the fall semester by May 1 of the same year and for the spring by December 1 of the previous year. Reentry is contingent on available space in the course required by the reentering student.

Reentry - Academic Requirements
Students requesting re-admission into the Nursing program must comply with the following requirements in order to gain reentry into a Nursing program course.
1. Prior to returning the student must meet with a Nursing Program Supplemental Instructor (SI) and develop an academic retention plan. The returning student must allow a minimum of two hours for this meeting. The academic plan must include weekly meeting with the Supplemental Instructors and document use of the ATI Assessment system.
2. Students requesting re-admission are required to participate in Laboratory Skills Reentry Days which are held prior to the beginning of the semester. Students who fail to adhere to the above academic requirements will be denied re-admission to the Nursing program and will be required to withdraw from the Nursing program.

Academic Dismissal
Students who fail one nursing course and repeat it, and then fail a second nursing course, or the same course a second time, will not be permitted to repeat again and will be required to withdraw from the Nursing program until ten years have elapsed. If ten years or more have elapsed, students may reapply to the Nursing program.

Retention Strategies
The Nursing program faculty and staff are committed to the success of students enrolled in the nursing program. Faculty uses a structured academic support process together with retention strategies to assist students in achieving success in course work. When employed by students, retention strategies are known to increase program graduation rates, NCLEX pass rates, and overall student satisfaction. Nursing program retention strategies include:
- Faculty advisement and academic support
- Supplemental Instruction (Course Content Tutoring)
- Study tips and test taking skills workshops
- Critical thinking experiences such as simulation and web based critical thinking scenarios (ATI Real Life)

All students are encouraged to meet with their faculty advisors for assistance in developing an academic success plan.
Supplemental Instruction
Students will be provided an opportunity to work with nursing course content tutors. Content tutors will be based on the Mays Landing and Cape May campuses with hours posted on Blackboard.

Student Advisement: Nursing
In order to assist the student in successful completion of the nursing program, the faculty take an active role in academic advisement of students. To be successful in the nursing program, students must take an active role in seeking the assistance of their nursing advisors. Appointments are required to meet with your nursing advisors.

Role of the Advisee (student)
The student is an active participant in the advisement process. It is important that you:

- Contact your advisor to assist with scheduling the next courses you plan to take. This is particularly important as you progress toward graduation.
- Communicate your needs to your advisor - faculty cannot assist you if they do not know you need help. Faculty advisors are available to discuss any concerns or difficulties you might have as you progress through the nursing curriculum.
- Your advisor can refer you to student development and other college-sponsored services for assistance with issues other than nursing coursework.

It is the responsibility of the student to monitor course requirements including prerequisites and co-requisites.

The Graduate Audit
All college students who are graduating must complete an application for graduation that results in a final audit to assure all degree requirements have been met for the college to grant the Associate degree. Students are notified by the college during the spring semester prior to graduation to complete the paperwork and pay the fee required. Failure to do this results in the degree not being granted and in the case of the nursing student, also a hold on their ability to take the NCLEX exam for RN license.

Nursing Pinning Ceremony
The Nursing Pinning is a dignified and highly respected ceremony as it signifies entry into the nursing profession. Participation in a Nursing Pinning Ceremony is an honor as it allows this rite of passage to be shared with fellow graduates, friends and most importantly family members. For many the Pinning Ceremony remains one of our finest nursing moments as it represents a great accomplishment for which much has been sacrificed. The Nursing Program faculty and staff as well as the College take great pride in the Pinning ceremony.
At Atlantic Cape, the Nursing Pinning ceremony is held in May of each year in a venue in either Atlantic or Cape May County. Participation in the ceremony is open to all members of the graduating class and is voluntary. The preparation of the Pinning Ceremony is done by the Student Nurse Club members with guidance by the faculty club advisors. As members of the nursing student body, students are automatically members of the Student Nurse Club.
Nursing Academic Support Center (NASC)

Senior Nursing Lab Manager: Deborah Seaman MPA, MSN, RN
Office H109
Office Phone: 609-625-1111 ext. 5347
E-mail: dseaman@atlantic.edu

**Goal:**
Provide a safe, realistic, simulated clinical environment to practice and foster critical thinking while administering nursing care.

**Lab Locations:**
The Atlantic Cape Nursing Program has a Nursing Academic Support Center (NASC) located on the Mays Landing campus. This nursing suite consists of an eight bed nursing skills and simulation lab and a thirty-two seat class room. The classroom area houses one patient bed. There are 32 laptop computers available to be signed-out for student use. The classroom houses a small up-to-date reference library. Students are encouraged to use the area to study and students may sign-out books and equipment as needed. There is a small satellite lab located at the Cape May campus which will have staff available (dates and times to be announced via Blackboard each semester).

**Student Conduct in the Lab:**
To create a sense of realism in the lab and to protect our equipment, students need to conduct themselves as they would in the clinical setting. Therefore, there is no food or drinks permitted in the lab. Students may have water in a container with a sealable lid. No coffee cups are permitted. Cell phones must be silenced; **absolutely no children are allowed in the nursing suite.**
The official Atlantic Cape Student Nurse uniform must be worn in its entirety (refer to Nursing Student Uniform and Appearance Policy). This includes student I.D. Students are responsible to bring stethoscopes, bandage scissors, and any needed supplies from the N110 Student Nurse Training Kits to the lab.

**Atlantic Cape’s Nursing Program Policy for Peer Physical Examinations**
As a part of the Nursing Program’s curriculum, students perform non-intimate physical examinations on each other. These exams include but are not limited to assessment of blood pressure, temperature, pulses, visual acuity, hearing, and pupillary response. As with any physical contact exam, there is inherent risk of exposure to illness or disease. Standard precautions will be followed as instructed by faculty.

Student peer examinations enable students to learn what it feels like to be examined from the point of view of a patient, develop empathy and communication skills and allows for corrections in technique to be made prior to contact with actual clinical patients.

A student may exempt themselves at any time from participation in peer physical examination without repercussions.
All peer physical examinations will be conducted in a respectful and professional manner. Any information obtained during peer examinations will be kept confidential. Violation of confidentiality will result in disciplinary action to be determined by course faculty.

**Special instructions for proper handling of manikins:**
Manikins are to be treated as patients. They are not to be rough handled or mistreated. Please do not place yourself or your belongings on the patients’ beds as you would not do so in clinical. Wear gloves when handling the manikins as natural oils in our hands buildup on the manikins and attract grime. No betadine may be used on the manikins as it stains. Ink pens stain the manikins. Please initial dressings/tape BEFORE placing dressings/tape on the manikin.

**Skills Support and Content Tutoring:**
The NASC will have open lab hours for student skills practice and content tutoring. Open lab hours will be posted each semester in the calendar feature of Blackboard. Open lab hours consist of assisted (if lab personnel are available) and independent practice. Bachelor’s prepared nurses and Lab Manager will provide tutoring for course content. Hours to be posted via Blackboard.

**Lab Special Events:**
To enhance your success in the Nursing Program, various supplemental activities will be held in the lab. For example, math for medication administration review, pharmacology reviews, test anxiety, and reduction techniques. Dates/times to be posted on the Blackboard calendar.

**Appointments:**
Appointments are needed when referred to the lab for additional training. Please contact, via e-mail or phone, the Senior Nursing Lab Manager to arrange appointments.

**Referral Process:**
- Students may be referred to the lab manager for additional training for specific nursing skills by clinical field specialists or by course faculty. The student will receive a Clinical Skills Referral Form identifying the specific area(s) of need.
- Upon receiving this referral, the student needs to contact the lab manager and arrange an appointment.
- At the first appointment, a plan for student success will be developed that the student will be responsible to complete.
- After completing the success plan, the student will be re-evaluated. A recommendation will then be sent to referring clinical field specialist and faculty.
- A copy of the recommendation will be provided to the student and a copy will be placed in the student file.
THE LEARNING ENVIRONMENT AND EXPERIENCE - THE CLASSROOM

Classroom Attendance
Attendance at all classes is expected. Failure to attend class may jeopardize your grade and lead to failure of the course.

- Students are required to master all materials covered in lecture and in the assigned readings regardless of attendance in class.
- Ignorance of any announcements, assignments, or material covered in a lecture due to an absence is not a valid excuse.
- Students who are absent from lecture are responsible for obtaining all necessary information and materials.

Punctuality is professional behavior and expected; it is a courtesy to fellow students and professors.

Classroom Behavior
In consideration of your fellow classmates:

- No children are allowed in class or at clinical sites.
- No children may be brought to exams or clinical sites.
- No cell phones are to be activated during classes.
- Before taping a class, the instructor is to be asked for permission.
- Engaging in any distracting behavior will not be tolerated (e.g., talking in class.)

Students who engage in disruptive behavior during class such as talking with classmates will be asked to leave by the Instructor.

Academic Honesty
ATLANTIC CAPE COMMUNITY COLLEGE expects unwavering integrity from students in their submitted work. Acts of cheating or plagiarism will not be tolerated and may be subject to disciplinary action. Students are expected to give credit to all individuals who contributed to the completion of a project or paper; to cite the specific source of all information, ideas and quotations not original to the author; to honestly follow procedures established by instructors for examinations, laboratory experiments, reports and projects. Testing environment is up to the discretion of the Nursing faculty.

Persons facilitating plagiarism or cheating by other students are equally culpable and may also be subject to similar penalties (i.e., giving copies of past assignments, observing or having firsthand knowledge of cheating or plagiarism without reporting this to instructors.)

Penalties for cheating or plagiarism:

- Instructor may assign “F” or “0” for assignment;
- Instructor may assign “F” for the course when repeated dishonesty occurs or assignment is central to progress evaluation without which grade cannot be determined;
- All confirmed breaches of academic honesty will become permanent part of students’ records. Two such offenses will be grounds for academic dismissal for no less than two years. (Atlantic Cape Student Handbook).
Nursing Program Requirements and Grading:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent Allocation</th>
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<tbody>
<tr>
<td>A</td>
<td>93 – 100%</td>
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<tr>
<td>A-</td>
<td>90 – 92%</td>
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<tr>
<td>B+</td>
<td>87 – 89%</td>
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<tr>
<td>B</td>
<td>83 – 86%</td>
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<tr>
<td>B-</td>
<td>80 – 82%</td>
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<tr>
<td>C+</td>
<td>77 – 79%</td>
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<tr>
<td>C</td>
<td>75 – 76%</td>
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<tr>
<td>D</td>
<td>60 – 74%</td>
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<tr>
<td>F</td>
<td>0 – 59%</td>
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</tbody>
</table>

A minimum course grade of 75 must be maintained throughout the nursing program in order to continue.

Course Exams

1. It is expected that students will be present for all scheduled examinations. If a student must be absent for an examination due to illness, a death in the family, or other emergency, an email must be sent to all course faculty members at least one hour prior to the exam.
2. Students are expected to be on time for exams. If students are more than 15 minutes late to an exam they must take the exam on the scheduled make up day. Late students will not receive a time extension for an exam.
3. The time allotted for all course exams will be 120 minutes regardless of the number of the questions. It is the responsibility of the student to budget time accordingly. All exams will be collected at the end of the allotted time regardless of student completion. Failure to do so may result in a failure for the exam.
4. Faculty reserve the right to investigate any suspicious or inappropriate behavior observed during examinations.
5. Absolutely NO FOOD or DRINK will be allowed during the examination. All belongings will be placed in the classroom cubbies or away from the desk area.
6. No cell phones are permitted to be used as calculators and must be secured with your belongings during examinations. Ringtones should be silenced.
7. Bathroom breaks are encouraged prior to the beginning of the exam. If absolutely necessary to use the bathroom during the exam, the student will bring both the Scantron and test booklet to the faculty. Students may not take any belongings to the bathroom with them. Only one student is allowed to go to the bathroom at one time.
8. Only school supplied earplugs may be used during exams.
9. All make-up exams will be administered one day after the final exam. Only two missed exams may be made-up per semester. Five percent of the total possible grade will be deducted from the second make-up exam.
10. Students who have missed an exam must refrain from discussing that exam with the students who have already taken the exam.
11. **A student that fails to achieve a 75 or higher score on an exam must set up a remediation plan as per the Course Exam Progression Policy before being allowed to take the next scheduled exam.**

**Test Review Policy**

Faculty believe that exam review is a learning experience for the student, we invite students to participate in these learning opportunities to facilitate students’ understanding of content and testing skills. Exam reviews will be conducted in a mutually respectful atmosphere and will be confined to a review of the current exam questions only.

1. Students may schedule an appointment to review the most current course exam with their teaching faculty within two (2) weeks of posted grades.
2. After the two (2) week period, no further appointments will be scheduled to review an exam.
3. The final exam may be reviewed within one (1) week of posted grades.

**Course Exam Progression Policy**

*Any students who fail to comply with the following requirements or whose assignment work is not done to the satisfaction of the Course faculty and Lab manager will not be allowed to complete any further course exams.*

Students who fail to achieve a 75% or greater on any course exam must comply with the following procedure before being allowed to take their next scheduled exam:

**Within one week of receiving the exam grade,** the student is to review the exam with Course faculty. Course faculty will provide the student with an Academic Plan identifying areas in need of improvement. The meeting with Course faculty is to be made by appointment using Blackboard email.

After receiving their Academic plan, the student is to make an appointment with the Lab Manager or Supplemental Instructors, whichever is deemed necessary by Course faculty, by using the signup sheet on the Lab bulletin board. The student’s requirements will be evaluated and an appropriate assignment provided.

**All required assignments must be turned in to the Lab manager at least one business day before the next exam.** The student will not be allowed to take the next exam unless all assignments are complete.

The faculty reserves the right to modify these procedures if due to time constraints and they deem a student could not have sufficient time to reasonably complete such assignments.

**Assessment Technologies Institute (ATI)**

The Assessment Technologies Institute (ATI) Program offers students multiple learning opportunities available throughout all the nursing courses. These ATI opportunities and activities are designed to assist students with their success within the program and in their preparation for the NCLEX exam.
Through a series of online learning experiences, practice tests, and proctored exams, students are able to identify areas of strength and weakness and to create remediation plans for focused review areas.

Each semester faculty uses the ATI program to supplement student’s learning experiences. The following learning experiences are available from the ATI program:

- Content Mastery Series Assessment Exams (Proctored & Practice)
- Self-Assessment Inventory
- Critical Thinking Entrance and Exit Assessments
- Comprehensive Predictor Practice and Proctored Assessments
- Nurse Logic
- Learning System RN
- Achieve
- Pharmacology Made Easy 3.0
- Dosage Calculation 2.0
- Dosage Calculation Assessments
- Skills Modules
- Real Life Clinical Reasoning Scenarios
- On-line Review Modules
- Physical Review Modules
- On-line drug guide
- Guided Individualized Remediation
- 3-day Comprehensive Live Review

**ATI Comprehensive Predictor Exam (Informative Assessment)**

Active participation in the ATI learning experience is expected as it assists students in preparing for nursing program course work and the required ATI Comprehensive Predictor administered in the fourth semester as part of the N206 course. The ATI Comprehensive Predictor serves as an objective assessment of student’s readiness to complete the NCLEX successfully on the first attempt. Students are required to complete the ATI Comprehensive Predictor. Requirements for successful completion of the ATI Comprehensive Predictor includes meeting the benchmark that equates to a 75% probability that the student will pass the NCLEX according to the current ATI established raw score. This number is provided to the students during their senior semester. Students who do not meet the benchmark on the first attempt are required to repeat the exam (free of charge). Retaking of the ATI Comprehensive Predictor requires attendance of the ATI Live Review (see below).

**ATI Customized Live NCLEX Review - Mandatory Attendance**

Graduates will participate in a three-day live NCLEX Review held the week following course finals. The Review is provided by the ATI Company and is customized to graduates’ academic needs utilizing the outcome of the Comprehensive Predictor. On the last day of the Review, graduates will be asked to complete an online evaluation of the Live Review. After completing the evaluation, graduates will receive access codes for additional assessments. After the completion of each assessment, graduates will be able to view their results and develop an individualized focused review. The Live Review requires mandatory attendance for all three days and is required of all graduates prior to having letters of eligibility sent to the State Board of Nursing. Graduates who are unable to attend or fail to complete the Live Review are required,
at their own expense, to show evidence of having completed an NCLEX review of equal length and rigor before having their letters of eligibility mailed to the State Board of Nursing.
THE LEARNING ENVIRONMENT AND EXPERIENCE - CLINICAL

Clinical is the aspect of a nursing course which focuses on the necessary knowledge, skills and abilities required to provide emotional, psychological, and physical care to patients. All clinical experiences are supervised by nursing faculty and encompass the attainment and maintenance of physical and mental health and the prevention of illness for individuals and groups throughout the life cycle and in a variety of settings. Clinical learning takes place in a variety of areas including the skill and simulation laboratory and health care facilities. Experiences occurring in the health care facilities allows students opportunities for direct patient care supervised by nursing faculty. Clinical settings include acute, non-acute, community based, and long term care clinical settings; with experiences to include adult medical/surgical nursing, geriatric nursing, maternal/infant (obstetrics, gynecology, neonatal) nursing, mental health/psychiatric nursing, nursing fundamentals, and pediatric nursing.

Clinical Responsibilities
All students enrolled in the nursing program must participate in clinical and must with supervision be able to perform the responsibilities that constitute the practice of nursing. Students are expected to be self-directed and with supervision by the nursing faculty able to achieve successfully the clinical objectives of each nursing course within the program.

Clinical Evaluation
Student participation in clinical learning experiences requires ongoing evaluation of student performance using course specific clinical objectives. Satisfactory performance is essential for each clinical objective required in each of the four clinical nursing courses to progress in the nursing program.

Students who have not demonstrated the necessary knowledge, skills and abilities for the established level of practice for the clinical component of a nursing course will receive a CLINICAL FAILURE for the nursing course. Failure of the clinical component of a nursing course results in a FAILURE for the ENTIRE nursing course.

Evaluation Process
The clinical nursing faculty member informs students of required clinical objectives at the beginning of each course. Each student will be evaluated for every clinical objective required in the nursing course for which the student is enrolled. The clinical objectives for each course constitute the established level of practice for that course.

Midterm Evaluation
Every student is evaluated at mid-semester during a conference with the clinical faculty member. The purpose of mid-semester evaluation is to assess the student’s progress in meeting clinical objectives for the course at mid-semester and to provide the student the opportunity to collaborate with the faculty to develop goals for the remainder of the semester. The student’s performance on each clinical objective is discussed. At the midterm, students may receive an S (satisfactory), NI (needs improvement) or NO (not observed). A student who receives an NI may be given a remediation plan/communication form at the discretion of the clinical instructor.
Final Evaluation
Each student will be evaluated as E (excellent), S (satisfactory) or U (unsatisfactory) for each clinical objective required in the nursing course for which the student is enrolled at the end of the semester. A student who receives a grade of E (excellent) or S (satisfactory) for every clinical objective achieves a satisfactory grade for the clinical portion of the course. A student who receives a grade of U (unsatisfactory) for two or more objectives at the end of the semester or a total of four throughout the program has not demonstrated the necessary knowledge, skills and abilities for the established level of practice.

Clinical Attendance
“Clinical” is defined in this policy as student attendance as assigned at designated health care institutions and the Nursing Laboratory. Health care institutions include but are not limited to hospitals, schools where there is health office, rehabilitation centers, and community agencies. The nursing laboratory includes specific skills labs, skills testing, and clinical simulation.

Students are required to be ready to function in the clinical area on or before the scheduled start time. Therefore, the student is to be on time, unimpaired, equipped, and in proper uniform and appearance. In order to fulfill program objectives that are evaluated by accrediting agencies, attendance for clinical, as defined above, is mandatory.

Clinical absence and/or lateness is recorded on the student’s Clinical Evaluation Tool and are a part of the student's permanent file. As per the request of clinical partners and upper division schools, faculty reference students’ attendance records when completing recommendation letters.

Clinical absences are based on the number of actual incidences not on the number of missed clock hours.

Clinical Absences

First Clinical Absence
Faculty recognizes however, that illness, death, or other circumstances may interfere with a student’s ability to attend clinical at a specific time. Therefore, if absolutely necessary, students may have one (1) clinical absence without requiring a make-up assignment. The student must notify his or her clinical faculty as noted below under Absence Reporting.

Second Clinical Absence
A second clinical absence will require a clinical make-up assignment to correlate with the number of required student clinical hours. The clinical make-up assignment will be determined by faculty and be communicated to the student via Blackboard email. The assignment must be completed within 2 weeks of the date of the reported clinical absence. Failure to complete the make-up assignment by the due date will result in an additional clinical assignment. The completion of the make-up assignment (s) is required for successful completion of the course.
Clinical Failure - Clinical Absences

No student is allowed more than two (2) clinical absences (incidences) per semester. A third clinical absence (incidence) will result in the student receiving a CLINICAL FAILURE for the nursing course. Failure of the clinical component of any nursing course will result in a FAILURE for the ENTIRE nursing course.

Absence Reporting
When anticipating an absence, it is the student's responsibility to inform his/her clinical faculty at least one hour prior to the start of the clinical experience, by direct contact with the faculty AND by leaving a message at the agency as applicable. A function of Professionalism is to notify the clinical faculty if one is going to miss any clinical.

Any student who fails to comply with the absence reporting policy as stated above will be required to complete a written assignment from the faculty. In addition, a “Professional Nursing Behaviors Evaluation Form” will be completed and added to the student's permanent file.

Clinical Lateness
Students must be on time for their clinical experiences. Clinical includes experiences in the health care institutions and college laboratory. Penalties for lateness are as follows:

- First lateness will result in an oral warning.
- Second lateness will result in an assignment and a written warning utilizing the “Professional Nursing Behaviors Evaluation Form” which will be added to the student’s permanent file.
- Third lateness will result in the student being charged with a clinical absence.
- Fourth lateness will result in the student being charged with a second clinical absence.

Clinical Failure - Clinical Lateness

A total of three clinical absence, regardless of whether accrued by absences or latenesses, will result in the student receiving a CLINICAL FAILURE for the nursing course. Failure of the clinical component of any nursing course will result in a FAILURE for the ENTIRE nursing course.

Cell Phones
Cell phones are to be activated in the clinical areas only with the express permission from clinical faculty.

Trajecsys (Clinical Evaluation Tool and Clinical Attendance Recording System)
The Trajecsys system is a recordkeeping program that is used throughout the nursing program. It is used as both an online clinical evaluation tool and a clinical attendance recording system. Upon completion of the nursing program, the Trajecsys system can be used as a student skills portfolio that can be attached to a resume.
Student’s participation in the nursing program requires annual purchasing and activation of the Trajecsys system. Students who fail to comply with this requirement will not be permitted in the clinical area. The Trajecsys system is available through the Atlantic Cape Bookstore.

Student’s responsibilities in the clinical area include using the Trajecsys system to clock in at the start of the clinical day and clock out at the end of the clinical day. **Activation of the Trajecsys system for attendance purposes must be done while at the clinical site location.** Failure to clock in and out each clinical day will affect the recorded hours required to be eligible to sit for the NCLEX-RN licensing examination. Failure to clock in and out utilizing the Trajecsys system will result in course grades being withheld. Students whose course grades are withheld will not be permitted to progress into the next semester of the nursing program.

Students must allow “geo location” for successful use of the Trajecsys system. Failure to allow geolocation will interfere with the student’s ability to clock in and clock out and will result in an unverified attendance. **All unverified attendance will be treated as clinical absences.** Clinical absences that exceed two (2) will result in the student receiving a CLINICAL FAILURE for the nursing course. Failure of the clinical component of any nursing course will result in a FAILURE for the ENTIRE nursing course.

**Note:** Trajecsys does not track your movement or your location beyond you clocking in and/or clocking out.

**Clinical Paperwork Assignments Policy**

All assignments must be completed by the specific due date assigned by the Nursing faculty or Clinical Field Specialist and to the satisfaction of that instructor. This includes any clinical pre-assignments. **If proof of assignment completion is not submitted it will result in a clinical absence day.**

Failure to comply with the established due dates will result in FAILURE for the clinical or classroom portion of the course where the assignment was assigned. **A failure in either portion will result in a FAILURE for the entire course.**

Unsatisfactory completion of assignments may be returned for correction, clarification, or completion. This affords the student an opportunity to enhance their knowledge and grow in the process of critical thinking.

**Orientation Day for Clinical**

All nursing students MUST COMPLETE ALL the Orientation Requirements for the clinical site(s) to which you are assigned. The Joint Commission (TJC), the accrediting agency for the health-care facilities that are used by the Atlantic Cape Nursing Program, mandates this required attendance.

**Scheduling for Clinical Laboratory**

Due to the necessity of securing adequate clinical experience for nursing students, flexibility in scheduling clinical hours is necessary. Consequently, there may be changes in scheduled and
posted clinical class hours. Individual clinical assignments will be made at the discretion of the instructor.
Cancellation of Clinical Experiences

Every attempt will be made to decide cancellation of a clinical experience no later than 5:45 a.m. on any given occasion unless the college has already canceled campus classes by that time. Hazardous road conditions, storms and other events may make these cancellations a safety measure in the best interest of the instructors and students in the Nursing Department. Therefore, the Nursing faculty and students should carry out the following procedures:

1. In order to check for College closing, the student may do one of the following:
   1) Listen to the radio, 2) Access the College website, or 3) Read text message alert (sign-up required).
   If a closing is not announced, faculty will confer by telephone and decide the desirability of canceling or proceeding with hospital experience on any given day. The decision will be made by the Clinical Faculty in consultation with the other faculty.

2. Students will be advised of cancellation in accordance with a specified plan. Please do not call instructors or each other so as to keep the telephone lines clear.

Nursing Program Clinical Inclement Weather Procedure

Atlantic Cape Nursing Program makes every effort to protect faculty and students by canceling clinical sessions as early as possible when weather conditions become a risk to personal safety. Unfortunately many times the decision to cancel clinical needs to be made before the decision to close the College is made by our Administrators. The delay in receiving this information warrants that the following procedure goes into effect at any time there is a threat to faculty and student safety secondary to adverse weather conditions while scheduled and/or present in the clinical areas.

Note that because faculty and students come from various locations and distances, some of which may be more seriously affected by adverse weather than others, the individual faculty or student must, as always, exercise their judgment on whether or not it is safe to drive to their clinical locations.

Note if the College remains open for classes, faculty and students who chose not to participate in a scheduled clinical day will need to make up the hours at the end of the semester.

Procedure

- The Vice President for Academic Affairs cancels day or evening class because of inclement weather on a day that is a scheduled clinical day, the clinical experience for that day is canceled.

- The faculty (FT and CFS) will notify the agency to which they are assigned of the cancellation as soon as possible.

- When clinical scheduled for the afternoon hours, and evening classes are not canceled, it is expected that the clinical experience will be held as scheduled.

  ➢ **College delayed opening** – clinical experience begins at the same time as college classes begin
➢ **College closing occur while faculty and students are in the clinical area** – faculty and students leave the clinical areas
➢ **College closes and then reopens for classes** – if college reopens prior to 12pm faculty and students report to the clinical area and stay until their regularly scheduled time

- The decision to cancel clinical must be made based on the safety of the students and faculty. If, in the judgment of the FT faculty, the weather would impede safe travel to an agency in which clinical is scheduled, the FT faculty, after consultation with the Division Chairperson, may cancel the clinical experience for that day. The FT faculty and CFS would accept the responsibility to notify the agency and the students assigned to the canceled clinical.

- The decision to cancel must include the notion that if clinical is cancelled and the college remains open that those clinical hours must be made up by faculty and students.

### Observational Experiences in Clinical

Any Observational experience in clinical is a regular clinical day and the attendance regulations which apply to any clinical experience apply to an Observation Day. Students may not switch their assigned observational experience with other students and must call the instructor if they are going to be absent.

### Clinical Identification Badges

All facility badges must be returned on each semester on the day of the final exam. Failure to return the badge will result in the grade being put on hold. Replacement badges for a lost badge will involve a cost of $20.00 and must be reported to senior lab manager. Instructions for obtaining a new badge will be given at that time and a notation is placed in the student file.

### Parking

Note: Some clinical sites may charge for parking or you may need to park in a metered space. The cost of parking is the student's responsibility and car pooling is encouraged. Car pooling may be required for specific clinical experiences.

### Travel

Location and hours of clinical assignments vary. Significant additional travel time may be required. Travel to clinical settings is the student's responsibility as is a parking charge, if applicable.
Nursing Student Uniform and Personal Appearance Policy

Students are required to wear the official Atlantic Cape Community College Student Nurse uniform while in clinical and laboratory settings. The goal is to maintain a professional appearance and to identify the student as an Atlantic Cape Community College Nursing Program Student. Please check with your Clinical Field Specialist or Nursing faculty if you are uncertain regarding expected attire.

Please note: The correct wearing of the school uniform is a **PREREQUISITE** for attending clinical or nursing lab and simulation days. The student who is noncompliant with the Atlantic Cape Nursing Student Uniform and Personal Appearance Policy outlined below may be sent home from the clinical or the laboratory setting at the discretion of the Nursing Faculty or Clinical Field Specialist. This will result in a clinical absence.

Uniforms

1. The Atlantic Cape nursing uniform is to be worn in its entirety:
   (a) When the nursing student is attending clinical
   (b) When the nursing student is attending lab
   (c) To all official school functions (Nursing Open House, etc.)
   (d) As directed by the Nursing faculty and staff.
2. Students must wear the Atlantic Cape designated nursing uniform (burgundy scrub top and pants) which **MUST** be purchased from the bookstore located on the Mays Landing Campus.
3. Uniforms are to be purchased from the college bookstore in pre-specified nursing program color and style (burgundy scrub top and pants). There can be no slogans on the uniform. It is expected that all students will maintain ironed or pressed clean uniforms, all buttons intact, and uniform should fit to allow freedom of movement. Read care label on uniform.
4. Atlantic Cape Nursing patches are to be affixed to the left sleeves of the nursing uniform (burgundy top). Patches are purchased from the bookstore located on the Mays Landing Campus.
5. A full-length white lab coat is required. An Atlantic Cape Nursing patch must be worn on the left shoulder of the lab coat.
6. Clinical shoes must be entirely white. For issues of safety in the workplace, shoes must not be of fabric, and must have closed toes and heels. Leather sport shoes are appropriate; **clogs or sandals are unacceptable for ANY clinical or lab.**
7. Appropriate undergarments (no thongs) are required.
8. Nursing students are permitted to wear clean, plain white long sleeved shirts under burgundy scrub top. Shirts must be free of slogans, writing, etc. However, long sleeved shirts are not permitted under scrub top in the Operating Room.
9. Atlantic cape uniforms should **NOT** be worn for outside employment.
10. All Atlantic Cape Nursing students are required to wear proper identification whenever on campus and in the clinical area. Your Atlantic Cape photo ID card serves as your identification, and is to be worn in a clip-on plastic badge holder, which can be purchased at the bookstore located on the Mays Landing Campus.
Personal Appearance

1. Students will be expected to be neat and well-groomed at all times (in the lab and clinical setting).
2. Hair styles should be tidy (pulled back and off the collar) and neither grown nor groomed in an extreme or exaggerated fashion. Hair should be evenly cut, a natural color, worn off the face and should not obstruct sight.
3. No hair ornaments, sport headbands, ball caps, bandanas or scarves may be worn to clinical or lab settings.
4. Religious head pieces are permitted to be worn with the clinical attire in a plain solid color (no writing or patterns permitted).
5. Beards, mustaches, and facial hair must be clean, well-trimmed, and neat with side-burns no longer than the middle of the ear.
6. Nails must be kept short and well-manicured (not visible over the fingertip from behind). Clear nail polish may be worn; however, artificial nails of any type are not acceptable.
7. Only minimum make-up may be worn.
8. Students may not wear scents (examples: perfume, cologne) to the clinical area or lab.
9. Post earrings (no more than one in each ear and no larger than 5 mm and non-dangling) may be worn at the discretion of the instructor. No other jewelry, except a plain wedding ring and watch, will be accepted. Tongue rings/studs are unacceptable as are other visible body piercings.
10. Sunglasses may not be worn indoors.
11. Gum chewing is not permitted while performing clinical or lab work.
12. Eating and drinking are permitted only in designated areas while in clinical or lab setting.
13. Visible tattoos are discouraged while wearing the nursing uniform. Tattoos must be modest and may need to be covered while at clinical or in the lab. Tattoos shall be prohibited if they contain nudity, foul language, gang symbols, or convey an expression of hate.

Student must have the following equipment with them in each clinical or lab experience. These items are the tools needed to care for patients.

- Bandage scissors, straight hemostat, black pen, watch with second hand or digital type, stethoscope and penlight. Bandage scissors and hemostats are included in the N110 Nurse Training Kit.
**Student Grievance**

Students are always guaranteed "due process" and have the option to follow the College's Grievance No. 210.1 procedure, which is outlined in the College Student Handbook/Calendar. The chain of command is as follows:

1) Source of grievance,
2) Nursing Program Advisor
3) Division Chairperson,
4) Dean of Career Education,
5) Adjudication process.

Professional accountability dictates that the chain of command be followed.

If students wish to file a complaint with the New Jersey Board of Nursing, they may do so by sending their complaints to:

NJ Board of Nursing
124 Halsey Street, 6th Floor
Newark, NJ 07101
Telephone – 1-973-504-6430

**A Guide to Asking Questions or Reporting Concerns**

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<thead>
<tr>
<th>Issue or Concern</th>
<th>Reporting Instructions</th>
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<td>Environmental:</td>
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<tr>
<td>a. Clinical Agencies</td>
<td>a. Clinical Instructor</td>
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<td>b. Classroom</td>
<td>b. Any department faculty, program specialist, lab manager, or chairperson</td>
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<td>Transcripts or Career Path</td>
<td>Nursing Program Advisor</td>
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<td>Curriculum/Course Work:</td>
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<tr>
<td>a. Clinical (Ex: assignments, care plans)</td>
<td>a. Student’s specific Clinical Field Instructor</td>
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<td>b. Classroom (Ex: exams, reviews, tutoring for specific concepts)</td>
<td>b. Full-time Faculty</td>
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<td>Other:</td>
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<td>a. Personal issues</td>
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<td>b. Personnel Issues (involving Clinical Field Specialists, Full-time Faculty, Lab Manager, or Program Specialist)</td>
<td>a-b. <strong>Follow the Chain of Command.</strong> Always go to the source first, then if unresolved, go to the Nursing Faculty Advisor.</td>
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<tr>
<td>c. Personnel Issues (involving Division Chairperson)</td>
<td>C. Dean of Career Education</td>
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I have read, understand and accept the Nursing Program student policies in effect for the academic year 2017-2018 and have had all questions answered to my satisfaction. In addition I have a copy of the Nursing Program Student Handbook for my personal file. I realize that this is my contract with the Atlantic Cape Community College Nursing Program and understand that any breach of these policies may result in my dismissal from the Nursing Program.

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Please sign, date, and upload this form to your CastleBranch.com or VerifyStudents.com account.