DIVISION OF HEALTH PROFESSIONS

DEPARTMENT OF NURSING

NURSING STUDENT HANDBOOK

FOR USE DURING THE
FALL 2013 and SPRING 2014
SEMESTERS ONLY

Student Handbook revised June 2013
ALL POLICIES AND COURSE REQUIREMENTS ARE SUBJECT TO REVISION ON A SEMESTER BY SEMESTER BASIS.

THE CONTENTS OF THIS HANDBOOK ARE SUBJECT TO REVISION ON A SEMESTER BY SEMESTER BASIS. STUDENTS ARE RESPONSIBLE FOR THE CONTENT THEREIN AND ARE EXPECTED TO REVIEW THE HANDBOOK AT THE BEGINNING OF EACH SEMESTER.
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Dear Nursing Student,

As the Associate Dean of the Nursing Program, it is my pleasure to welcome you on behalf of the faculty and staff. We wish you success in your professional and personal goals. We are here to assist you as you begin this incredible journey culminating in your entry into the profession of nursing.

All students are assigned a Nursing Faculty Academic Advisor. Please be sure to check the posted list on the first day of class and be sure to see your advisor within the first few weeks of the semester.

This nursing program prepares its graduates to become leaders of tomorrow by integrating classroom content with real life interaction with patients in a variety of healthcare facilities. The program uses cutting edge technology such as the Human Child and Adult Patient Simulator to provide simulated experiences. This amazing learning tool enables you to practice your clinical skills before embarking into the clinical areas.

Graduates of the Bergen Nursing Program are sought after by every healthcare facility in the college’s service area. Graduates of the program consistently report that they “were extremely well prepared to begin their nursing career”. Other indicators of success are that the program has been in operation for more than 40 years and that the Accreditation Commission for Education in Nursing [ACEN] (formerly, the National League for Nursing Accrediting Commission [NLNAC]) granted full ongoing accreditation status for the maximum number of years based on their findings of no deficiencies.

Your future begins here and now. Best wishes for success.

Sincerely,
Dawn Kozlowski, PhD, RN, CNE
Associate Dean of Nursing

This Nursing Program is approved by the New Jersey State Board of Nursing, 124 Halsey Street, Newark, NJ 07101, 973-504-6430, and accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404-975-5000), www.nlnac.org

The contents of this handbook are subject to revision on a semester by semester basis. Students are responsible for the content therein and are expected to review the handbook at the beginning of each semester.
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2-3 New Adjuncts TBA
Nursing Practice Act  
State of New Jersey  
(P.L. 1947, c. 262, as amended)

45: 1-21 Grounds for refusal to admit to examination, refusal to issue or to suspend or revoke any certificate, registration or license.

The New Jersey Board of Nursing may refuse to admit a person to an examination or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the Board upon proof that the applicant or holder of such certificate, registration or license;

- Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception or misrepresentation;

- Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;

- Has engaged in gross negligence, gross malpractice or gross incompetence;

- Has engaged in repeated acts of negligence, malpractice or incompetence;

- Has engaged in professional or occupational misconduct as may be determined by the Board;

- Has been convicted of any crime involving moral turpitude or any crime relating adversely to the activity regulated by the Board. For the purpose of this subsection a plea of guilty, non vult, nolo contendere or any such disposition or alleged criminal activity shall be deemed a conviction;

- Has had his authority to engage in the activity regulated by the Board revoked or suspended by any other state, agency, or authority for reasons consistent with this section:

- Has violated or failed to comply with the provisions of any act or regulation administered by the Board;

- Is incapable, for medical to any other good cause, of discharging the function of a licensee in a manner consistent with the public’s health, safety and welfare.
ABILITIES AND SKILLS REQUIRED
FOR SUCCESS IN THE DEPARTMENT OF NURSING

A successful candidate for nursing at Bergen Community College must possess certain abilities and skills necessary to administrate safe and effective care.

The candidate must be able to function on an independent level without an intermediary. These skills and abilities include: observation, communication, motor skills, cognitive and intellectual skills, behavioral and social attributes.

- **Observation**
  The candidate must have the ability to observe a patient. In order to observe a patient, the nurse must possess the ability to utilize the senses skillfully. The nurse must have the ability to see, hear, smell, touch, the patient.

- **Communication**
  The candidate must be able to speak, read, comprehend, write and listen attentively in the English language. These abilities are essential in patient contact as well as with the patient’s family and when collaborating with members of the health team. A candidate whose second language is English is required to successfully complete the American Language Studies Program.

- **Motor**
  The candidate must be able to administer physical care to patients in different settings (i.e. assisting the patient in the activities of daily living, feeding, bathing, assisting the patient to get out of bed, lifting and transferring) operate various equipment utilized in the patient’s care; have stamina for clinical work; 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). Ability to push, pull, support, roll, patients as well as the ability to lift infants and children is required.

- **Cognitive-Intellectual**
  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. Application of theory to practice is mandatory in affording the patient safe, quality care.

- **Behavioral and Social Attributes**
  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. In addition, the candidate must possess honesty and Integrity that provides the capacity to function effectively in a healthcare setting.

- **Hearing and Visual**
  The candidate must be able to hear normal speaking levels, faint noises, faint body sounds, hear in situations when not able to see lips, hear auditory alarms and to see objects up to 20 feet away such as computer screen or client in a room.
CURRICULUM

PHILOSOPHY
The Department of Nursing is an integral part of Bergen Community College and subscribes to the Philosophy, Vision, Mission, and goals statements of the College. The Program of Nursing is designed to comply with the definition of professional nursing practice as stated in the Nurse Practice Act of the State of New Jersey. The Nursing faculty recognizes the impact of our highly developed, technological, culturally diverse society upon the health care delivery system. The Nursing Program emphasizes the health care practitioner’s mandate to be responsive to the needs of individuals in our ever changing society. The nursing curriculum, designed by the faculty, utilizes Orem's Self-Care Model as a framework to plan and implement the educational program.

The focus of professional nursing is the promotion, maintenance, and restoration of a person’s health. A PERSON is defined as biological, psychosocial, spiritual, holistic being with potential for growth and change, who achieves HEALTH by meeting universal health care requisites. Individuals are capable of making decisions and taking independent actions to achieve optimal health for themselves or dependents. Individuals exist in a complex ENVIRONMENT consisting of constantly changing internal and external factors which influence their self-care requisites and abilities.

People, as individuals and groups, have universal health requisites as well as those that are associated with developmental states and deviations from health. Self-care ability is the practice of activities that individuals perform on their own, or on behalf of dependents, in order to maintain life, health, and well-being. Nursing intervention is seen as a key element in improving a person’s self-care abilities.

HEALTH is a state of integrated structural and functional wholeness which allows for successful responses to physical, psychological, cultural, spiritual, and economic life events. Individuals achieve this state through continuous, deliberate self-care actions. A change in any of the factors that affect health can overwhelm a person’s self-care agency and result in self-care deficits that produce a state of illness which generates a need for nursing intervention.

NURSING is a caring profession which assists individuals and groups to attain their highest level of wellness while experiencing various health states throughout the life cycle. Nurses possess the specialized abilities necessary to help people prevent or overcome self-care deficits and to maximize their self-care abilities. Nursing practice encompasses a broad base of knowledge drawn from natural, biological, psychological, social sciences, and humanities. Using therapeutic communication and critical thinking skills, the nurse applies the nursing process to determine the level of nursing system. Nurses provide wholly compensatory, partially compensatory and/or supportive/educative care to address self-care demands depending on the individual’s own self-care abilities. The nurse as a member of the health care team practices within the legal and ethical framework of the profession.

LEARNING is a life-long process comprised of cognitive, affective, and psychomotor components. The teacher is a facilitator and a role model who creates an environment of respect and inquisitiveness, fosters self-direction, and promotes learner responsibility. We believe that students acquire knowledge and problem solving ability through a planned sequence of experiences. Learning is enhanced with the active involvement of the learner as a self-directed, responsible partner in the teaching-learning process. Students learn best when teaching builds on prior knowledge, correlates classroom with clinical experiences, recognizing individual strengths and learning styles.

NURSING EDUCATION in a College setting facilitates student growth through interaction with a variety of disciplines, experiences, and individuals. The associate degree nurse is able to design and implement direct care to individuals, families, and groups with common, recurrent health problems in a variety of health settings. As a provider of care, the associate degree nurse practices nursing that is characterized by critical thinking, clinical competence, accountability, client advocacy, and a commitment to the value of caring. The graduate will be prepared to assume an entry level registered nursing position. The associate degree nurse is responsible for organizing, delegating, and managing care in accordance with the Nurse Practice Act. As a member of the profession of nursing, associate degree nurses will collaborate with other health care team members. The graduate will demonstrate a lifelong commitment to professional development and continued educational growth.

Approved by Nursing Faculty 5/2006; Reviewed by Nursing Faculty 5/2013
Program Outcomes

The graduate of this program:

- Applies the Nursing Process to assist individuals, families and groups in the promotion, maintenance and restoration of optimum health
- Adapts the nursing process according to an individual’s developmental capabilities.
- Communicates effectively with individuals, families and other health team members.
- Incorporates knowledge of biological, psychological, sociological, cultural, spiritual and economic factors in the provision of care.
- Assume responsibility for personal, professional, and educational development.
- Practices within the legal and ethical framework of nursing.
- Incorporates technical resources for the improvement of nursing practice.
- Models critical thinking in the application of the nursing process to the care of individuals.
- Demonstrates quantitative reasoning skills in nursing practice.
- Integrates teaching and learning principles into nursing practice.
Caring
Competency
Critical Thinking
Technology
PROGRAM GOALS

The Bergen Community College Nursing Program will:

- Maintain accreditation from the New Jersey Board of Nursing.
- Maintain accreditation from the Accreditation Commission for Education in Nursing.
- Collaborate with college-wide efforts to maintain accreditation from the Middle States Association of Colleges and Schools.
- Graduate individuals, 80% of whom will pass the NCLEX-RN on the first testing.
- Graduate individuals, 80% of whom will obtain employment in nursing within 12 months of successful completion of the NCLEX-RN based upon geographical norms for ADN employment.
- Graduate individuals who demonstrate involvement in continuing education.
- Graduate individuals prepared to safely deliver care in a variety of health care settings.
- Graduate individuals capable of administering care in a technologically complex environment.
- Graduate individuals who are competent when assuming the role and responsibilities of the registered nurse.
- Graduate individuals who demonstrate technological competency.
DEFINITIONS OF CURRICULUM COMPONENTS

**Caring**: Interaction of the nurse and client in atmosphere of mutual respect and trust. In this collaborative environment, the nurse provides hope, support, and compassion to help achieve desired outcomes.

**Communication**: A dynamic process by which one human being influences another, both verbally and non-verbally.

**Competency** The attitudes, skills, knowledge, and behaviors used to make accurate nursing judgments.

**Critical Thinking**: The deliberate process of reasoning where one analyzes, synthesizes, and evaluates information from which conclusions are drawn and problems are solved.

**Growth and Development**: The physical, emotional, cognitive, and spiritual changes which occur in a sequential pattern from infancy through maturity.

**Human Diversity**: Beliefs, habits, and practices which characterize the group to which an individual belongs and which influence self-care activities.

**Legal Concepts**: Those laws and regulations, both Federal and State that govern personal conduct and nursing practice.

**Nursing Process**: The nursing process is a systematic analysis which is used to assess, plan, implement, and evaluate care.

**Self Care**: Actions directed to self or to the environment in order to regulate one’s functioning in the interests of one’s life, integrated functioning and well being.

**Technology**: The application of scientific knowledge to support classroom learning and clinical practice; including the acquisition of skills in using learning and medical assistive devices.

Reviewed 5/2013
OREM: CONCEPTS WITHIN HER THEORY

HEALTH:
- State that is characterized by soundness of bodily and mental functioning and well being (not just the absence of illness)
- Responsibility of society and all its members

PERSON:
- The person (Individual) is self-reliant and responsible for self-care and the well being of dependents (i.e. take care of yourself and those dependent upon you)
- A biologically, symbolically (uses ideas and words), socially integrated whole

ENVIRONMENT:
- Any factors in the external surroundings that have an impact on the health needs of the patient.

NURSING:
- Field of knowledge and a practice discipline
- Helps individuals when they can no longer care for themselves to recover from illness or injury, to achieve and maintain health or attain a peaceful death

**NURSING REQUIRES:**
- practitioners
- educators
- researchers

**NURSING PROVIDES:**
- human services: personal, family, community

OREM’S SELF-CARE DEFICIT THEORY OF NURSING

SELF-CARE:
- an adult’s ongoing contribution to their health and well being
- is learned through family, culture, society
- is goal oriented
- is a right and a responsibility
- is deliberate – patient choose actions necessary for the continuance of life and health

DEPENDENT-CARE:
- care to the unborn, infants, children and socially dependent adults

SELF-CARE REQUISITE:
- the activities performed to maintain life and health are needed to meet

UNIVERSAL SELF-CARE REQUISITES (USCR) (needs common to all)
- Air
- Water
- Food
- Elimination
- Activity and rest
- Prevention of hazards
- Normalcy (promotion of human functioning)
- Solitude and social interaction
BASIC CONDITIONING FACTORS (BCF):
The USCR’s need to be adjusted (individualizes the plan of care) according to:
- age
- gender
- developmental state
- health state
- sociocultural orientation
- health care system factors (medical, diagnostic, and treatment modalities)
- family system factor
- patterns of daily living
- environmental factors
- resource availability and adequacy

SELF-CARE AGENCY: ability to practice self-care (taking care of yourself)

SELF-CARE DEFICITS: what exists when the patient is unable to perform self-care or lacks self-care agency

NURSE AGENCY: the nurse’s abilities to help
Methods of helping:
1. acting for another
2. guiding another
3. providing physical support
4. providing a developmental environment
5. teaching

NURSING SYSTEMS: How nurses help or perform their role:

- Wholly compensatory (WCNS) – nurse compensates for total inability of the patient (#1)

- Partially compensatory (PCNS) – when both nurse and patient perform activities (#1-5)

- Supportive-Educative (SENS) – patient can do but doesn’t know how (#2-5)

When an imbalance exists between the individual’s self-care agency and the required self-care actions, the patient needs a nurse.
**BASIC CONDITIONING FACTORS**

1. Age
2. Gender
*3. Developmental state
   a. physical
   b. functional
   c. cognitive
   d. psychosocial
*4. Health state
   a. current
   b. health history
   c. allergies
   d. medical history (personal and family)
   e. general health state (from review of systems)
   f. current problem and compliant
   g. diagnostic and treatment data
   h. patient’s perception of health
   i. meaning and impact of health state on lifestyle
5. Health care system
   a. measures instituted by what institution
   b. roles and actions of the health team
6-7. Sociocultural-spiritual orientation/ family system
   a. living context
   b. language
   c. education
   d. occupation
   e. life experiences
   f. ethnic-cultural background and practices
   g. health beliefs
   h. religion and practices related to spirituality
   i. place in family constellation
   j. roles/relationships of family members
   k. impact of health state on family as unit, family members, and economy of the family
   l. cultural prescriptions and acceptability
8. Patterns of living
   a. what self-care actions are performed daily or at other regular intervals
   b. amounts of time devoted to self-care
   c. person’s priority rating of self-care actions
   d. individual’s perceptions of adjustment/changes in self-care actions caused by health state, health care system
9. Environment
   a. usual place of residence
   b. home environment (space, location, crowding)
10. Available resources
    a. available resources within and without living environment which are currently needed and used
    b. economic, personal, and organizational resources
    c. patient’s perception of resource adequacy

* 3 most critical to assess


EFA 5/28/95
## CURRICULUM

### NURSING CURRICULUM (DAY SESSION)

**Code:** AAS.NURS.DAY

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### NURSING CURRICULUM (EVENING SESSION)

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### Notes:

- Students admitted in September 2012 and thereafter are NOT required to take WEX. The total number of credits those students must complete is 66 (33 general education – 33 nursing).
- +General Education Elective - see College Catalog.
- Note: Students enrolled in this program ARE REQUIRED to successfully complete a course in basic algebra if indicated by the Basic Skills Placement Test.
PROGRESSION POLICIES

The faculty in the department of nursing recognizes that academic success may include individualized advisement and tutoring.

Advisement for Success and Progression Policy (ASAP)

Purpose:

To identify “at risk students” and provide guidance to enhance students’ learning experiences, improve retention and course grades.

“At risk students” are defined as:
- Students receiving a grade of 80% or less on any unit exam.
- Students who are repeating a nursing course due to either previous failing grades; leave of absence or withdrawal from a nursing course.

Procedure:

1. Students will be place on ASAP by faculty who identify the student “at risk” subsequent to his/her grades in each nursing course.

2. When placed on ASAP, the student will receive a warning notice from the faculty strongly advising the student to actively participate in the learning resources available for student remediation identified on the warning notice (see attached).

3. The warning notice is a plan identifying the remedial activities available to the students to help improve their learning. These activities include:
   - Review of NCLEX questions related to course content found in the publisher’s textbook; on CAI in the nursing lab or library; and on the HESI review website.
   - View the Judy Miller tapes on test taking skills and course content.
   - Increase your study time by at least 5 hours/week. This may include review course notes, powerpoints, reading the textbook and completing NCLEX questions on course content.
   - Work with a nursing tutor in the Tutoring Center.
   - Other individualized recommendations as needed

4. When issued a warning notice, the student and faculty will meet to sign the warning notice and discuss plans for remediation. The student will receive a copy of the warning notice and the original will remain with the faculty.

5. Students will be responsible to contact the faculty who placed them on ASAP at least every two weeks to review their progress in remediation activities. The students should schedule an appointment to meet with faculty or via email to discuss how he/she has progressed in the plan to improve.

6. The student will sign the original warning notice in the presence of the faculty when he/she has completed remedial activities.

7. Faculty will sign and date the original warning notice each time they meet or communicate with the student about his/her progress in plans to improve.

8. At course completion the faculty who placed the student on ASAP will document the student learning outcome for the course. This ends the remediation needs of this student at this time. This original warning notice containing student and faculty initials and signature becomes a permanent record in the student’s file.
WARNING NOTICE

You are receiving this warning notice because you have been identified by your faculty as an “at risk” student possibly unable to succeed in this course and/or preventing you from progressing through the nursing program successfully.

It is your responsibility to take an active part in your remediation by using the learning resources listed below to help you succeed. The faculty strongly advise you to actively participate in this remedial plan.

Once placed on ASAP it is your responsibility to keep open communication with your faculty to review your progress in remediation activities. At the end of the semester, you will document on this warning notice your completion of remedial activities and the faculty will document communication dates and your learning outcome for the course. This warning notice will be a permanent record in your file.

Student name: ____________________________

Date placed on ASAP: ________________

Student signature: ____________________________

Course: ____________________________

Date Off ASAP: ________________

<table>
<thead>
<tr>
<th>Learning Resources &amp; Remediation Activities</th>
<th>STUDENT</th>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of NCLEX questions</td>
<td>By placing my initials in the boxes below, I agree to utilizing these learning resources &amp; remediation activities to help me improve in this course</td>
<td>Placing my initials &amp; date in the boxes below, supports communication between the student and I during the period of ASAP.</td>
</tr>
<tr>
<td>Viewed Judy Miller Tapes for test taking strategies &amp; course content</td>
<td></td>
<td></td>
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<tr>
<td>Increased study time by at least 5 hours/week</td>
<td></td>
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<tr>
<td>Worked with a nursing tutor in the Tutoring Center</td>
<td></td>
<td></td>
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<tr>
<td>Other_________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student learning outcome (Please circle): Passed   Failed   Dismissed

Faculty signature: ____________________________ DATE:__________

Approved 5/2013
Repeating of Courses

The faculty of the Department of Nursing upholds the Bergen Community College Policy regarding limiting attempts to complete a course as stated in the Bergen Community College Catalog.

- A “W” (withdrawal) is considered an attempt. A student who fails and/or withdraws from two (2) nursing courses will be dismissed from the program.

- A student who is dismissed or withdraws from the Nursing Program may apply for admission to nursing after six consecutive semesters (exclusive of summer sessions).

- A student who does not complete all degree requirements within four consecutive years from enrollment in the first required nursing course will no longer be considered a student in the Program and will be dismissed.

- A student who fails to enroll in all first level nursing courses forfeits their seat. Requests for deferment for a maximum period of one year should be in writing to the Associate Dean, Nursing Program, but will only be granted for extraordinary circumstances.

- A nursing student who withdraws from a nursing course, or who is requesting a Leave of Absence or has received an “F” grade MUST NOTIFY THE ASSOCIATE DEAN OF NURSING IN WRITING ABOUT THEIR INTENTION TO REPEAT A NURSING COURSE if eligible.

- A student must follow the withdrawal process indicated in the COLLEGE CATALOG. Failure to follow the policy may result in forfeiture of the seat in the program.

- Level I, II, III, & IV nursing courses must be taken consecutively.

- Students must achieve a C or higher in BIO 109, BIO 209, and BIO 104 in order to progress in the nursing program.

- Students must achieve a C+ or higher in the nursing courses in order to progress in the nursing program.

- A student who needs to repeat a nursing course must complete the following form and submit it to the Department of Nursing within 10 calendar days of when grades are posted.

- Students following normal progression will be given first priority for enrolling in a given nursing course.

Revised/Approved by Nursing Faculty 5/2013
I failed the following course in the SPRING / FALL semester
(circle semester)

___NUR 181
___NUR 182
___NUR 183

___NUR 281
___NUR 282

___NUR 284
___NUR 285

___NUR 290
___NUR 291

And wish to repeat the course in the SPRING_____/FALL_____

year    year

Students please note: As per published PROGRESSION POLICIES found in the
NURSING STUDENT HANDBOOK – “A nursing student who withdraws from a nursing
course or who is requesting a Leave of Absence or has received an “F” grade MUST
NOTIFY THE ASSOCIATE DEAN OF NURSING IN WRITING ABOUT THEIR
INTENTION TO REPEAT A NURSING COURSE if eligible.” Further, “Students
following normal progression will be given first priority for enrolling in a given nursing
course.”

Please complete this form and return it to the Department of Nursing Secretary.

____________________________________________________________________
Signature  Date  Time (to be entered by Secretary)

PRINT YOUR NAME__________________________________________________________
GRADING POLICY

Nursing students must achieve a minimum of “C+” in each nursing course in order to progress to the next level. The evaluative measures and method of calculating the grade are determined on a course by course, semester by semester basis, as detailed in the course outline for each level of nursing as distributed on the first day of class.

Theory: If less than a “C+” is achieved in the theory component of the course, the student will be given an “F” grade.

Clinical: The clinical component of a nursing course will have a final rating of either Pass or Fail. A failing rating in clinical practice will be assigned an “F” grade for the course regardless of achievement in the theory component.

Math: Passing a math examination is required at each level of the nursing program. If a student receives a final grade of “F” for any nursing course, he/she must repeat the theory, clinical skills validation, and math components of the failed course.

Students must satisfactorily complete all pre- and co-requisite courses in order to progress in the program.

GRADING SCALE

A = 89.5% and above
B+ = 84.5% to 89.4%
B = 79.5% to 84.4%
C+ = 74.5% to 79.4%
F = 74.4% and below

Tutoring Center with materials and staff with expertise in nursing is available to nursing students. Days and hours are posted each semester on various nursing bulletin boards.

SAFE/UNSAFE CLINICAL PERFORMANCE POLICY

- Safe clinical performance is defined as clinical behavior that exhibits consistent progress toward fulfillment of course objectives; i.e. increasing skill in the utilization of the nursing process.
- The student is expected to be prepared academically, mentally, and physically for the simulated laboratory and/or actual clinical experience. The instructor may dismiss a student from simulated laboratory and/or clinical setting at any time.
- Unsafe clinical performance is defined as behavior which jeopardizes the patient's safety even though actual harm to the patient may not occur. Behavior that is potentially harmful to the patient shall be termed unsafe includes but is not limited to failure to:
  - Protect the patient from physical and emotional harm
  - Accurately report and document
  - Communicate effectively
  - Exhibit honesty and responsibility

A pattern of clinical behavior that, in the professional judgment of the faculty member, is either unsatisfactory and/or inconsistent.

- A student who is judged by the faculty member to be unsafe will be removed from the clinical setting. The instructor will meet with the student to provide information regarding the basis for her professional judgment. The faculty of the nursing program reserves the right to terminate students at any time for unsafe clinical performance.

- To ensure patient safety in administration of medications, all nursing students will demonstrate math competency throughout the nursing program by passing the Pharmacological Math Computation Examination (PMCE) for each level of the nursing program.
GRADUATION

To graduate, a student must achieve an over-all grade point average of 2.0 and satisfactorily complete all requirements of the nursing program.

GENERAL ATTENDANCE POLICY

Bergen Community College’s attendance policy states, “All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructors for each section of each course. These will be established in writing on the individual course outline.”

When a student is unable to take examinations on scheduled dates, he/she must notify the instructor. An appointment to take a retake or makeup examination must be made with the course faculty. The type of makeup examination given will be at the instructor’s discretion.

Students who need to request time off from clinical for religious holiday observance must do so in writing to the Associate Dean of Nursing at the beginning of the semester. Should the student exceed the maximum of two absences during the course, the faculty will try to provide reasonable accommodation to the student. If this cannot be accomplished within the semester and/or the student does not complete all requirements of the course, the student may be assigned a grade of Incomplete.

Clinical and Clinical Conference Policies/Attendance and Absence Policy

- The Program will make every effort to offer clinical learning experiences in accordance with the published schedule. However, due to limited clinical resources it may be necessary to offer these clinical experiences for a full 9-10 hour day (as appropriate) on a Saturday or Sunday or weekday.
- All students are reminded at the beginning of each clinical experience that they are required to attend ALL clinical laboratory AND clinical conference meetings or be in jeopardy of receiving a failing clinical grade.
- All students are expected to be on time for clinical. Students who are more than 15 minutes late will be sent off duty resulting in a clinical absence. Day students will proceed to the college and meet with the Associate Dean of Nursing. Evening students will be required to see the Associate Dean of Nursing the next school day.
- Exceptional circumstances for clinical absences may be reviewed by the clinical instructor, team, and Associate Dean of Nursing at the request of the student.
- A student should not call the College to report an absence. Faculty will inform students of the procedure to follow to report an absence for clinical laboratory or conference.
- Absence from 9-10 hours of clinical rates as 2 absences; 4.5-5 hours is the equivalent of one clinical day. The student will be given a clinical make up assignment equivalent to a 5-6 hour clinical day. The type of make up assignment will be determined by the clinical instructor. More than 2 clinical absences will result in course failure.

ACADEMIC CONDUCT

The Nursing Faculty adheres to the policy statement governing academic conduct as outlined in the Bergen Community College Catalog. The Faculty of Nursing strongly supports this policy and considers ethical behavior the basis of all nursing practice. Therefore, any nursing student who is found to have cheated, plagiarized or behaved unethically will be subjected to discipline. Faculty will monitor testing so that all students can be assured that every effort is made to support the College policy regarding academic conduct.

Policies:

- All electronic devices must be turned off, put on vibrate, and put away.
- Permission from the lecturing professor must be obtained to tape the lecture.
- Children are not permitted in the classroom, skills labs, or on the clinical area.
- Faculty will be discouraged from accepting gifts from individual or groups of students.
- Students will exhibit appropriate professional behavior toward the professor and their peers.
Specific policies relevant to each course will be published and/or discussed by each professor.
Laptops/PDAs are permitted in the classroom at the discretion of the instructors.

**TESTING POLICIES**

- All students are expected to take the exam on the day and time scheduled.
- Lateness will be addressed by the nursing faculty member administering the exam.
- Students may not use English translator computers during exams.
- All electronic devices must be turned off and put away.
- No hats may be worn.
- Seating will be random at the discretion of the instructor.
- Cheating will be addressed via the BCC written policy found in the College Catalog and Nursing Student Handbook.
- Exams will be reviewed at the discretion of the course faculty.
- Faculty may not post exam grades due to privacy laws.
- Faculty reserve the right to delay the return of exam grades until all students have taken the exam and faculty review of the exam has been completed.
- 60 minutes will be allowed for each 50 question test.

**Make-up Exam Policy:** (approved 5/2013)

1. Students are expected to take exams on the date posted in their course schedule.

2. In the event of illness or emergency, the student is expected to notify the course professor by phone or email within 24 hours of the day of the test.

3. Make-up tests:
   a. **Excused absence:** Make-up tests will be permitted if the missed test was due to a documented excused absence from an appropriate source. (Healthcare provider, obituary, police report, court document or military papers.) Leisure/personal travel is not an acceptable reason for missing an exam. If the student fails to take the exam on the scheduled make-up date, the student will receive a zero for that exam.
   b. **Unexcused absence:** If a student does not have an excused absence, he or she will be permitted to take a make-up test, but will lose 10% of the points possible for the test. (Ex: If the test is worth 100 points, the highest possible score would be 90 points.)

**NURSING SKILLS AND COMPUTER LABORATORY**

Hours/times are posted on the NSL door as well as on the calendar located in the NSL. Students are encouraged to practice procedures whenever a class is not scheduled in the NSL. Regulations for the NSL and Computer Laboratory are as follows:

- Children are not permitted in the laboratories.
- All accidents, no matter how minor, must be reported to the Nursing laboratory manager.
- Eating or drinking is not permitted in the NSL.
- Pagers, beepers, and cell phones must be turned off.
- Professional behavior must be maintained at all times.
- Student uniforms must be worn for skills testing and simulation.

Students using the laboratories are responsible for care of equipment and restoring order to areas utilized.

**Audio-Visual/Computer Resource Access**

- Videos are available for your use in learning nursing theory and skills through the LLRC (Media Center in the Library)
The computers in B-307 and L-222 have computer software installed for student and faculty use. See specific course syllabi for further information.

Skills Validation Policy

- All new nursing students must purchase a skills kit. This kit will be utilized throughout the course of study.
- During the process of validation, students will arrive at scheduled intervals. During validation, students will perform skills with evaluation by nursing faculty.
- Those students who cannot perform the skill will be directed to attend the Nursing Laboratory for practice. Students will obtain a signed note from the Laboratory Manager stating that they have been validated in the skill. Re-validation must be accomplished before the NEXT SKILL VALIDATION SESSION.
- Students MUST be successfully validated in all skills in order to pass the course. Video cameras will be used.
- Students must wear complete uniforms for ALL skills validations and simulation.

PHARMACOLOGICAL MATH COMPUTATION EXAMINATION

A Pharmacological Math Computation Examination (PMCE) will be given in the first course of each Level. The passing score is 80% for Level I, 90% for Level II, and 100% for Level III and IV. Students who fail to demonstrate proficiency on the first test will be permitted two retake opportunities. Therefore, students will have three opportunities to achieve a passing score. Failure to achieve a passing score on the PMCE will result in course failure.

Passing a Pharmacological Math Computation Examination (PMCE) is a Level requirement. If the student does not attain the required score, he/she will be provided with the opportunity to retake the examination twice within the confines of that first course. Failure of the PMCE will result in an “F” for the course in which the test was administered.

Students may not administer medications in the clinical area until the Level PMCE is successfully completed.

Cell Phones, Calculators/Handheld Electronic Devices:
- All electronic devices must be turned off and put away.
- Basic calculators may be used in all Levels.
- Handheld Electronic Devices may not be used for any PMCE at any Level.

CLINICAL AND CLASS REQUIREMENTS

- All requirements for clinical must be completed a week before classes start. All documents must be processed in Health Services.
- Students must keep copies of the requirements on their person.
- Students are responsible to keep the clinical requirements up to date.
- Students may not attend class or clinical until clinical requirements are satisfied.

REQUIREMENTS FOR ATTENDANCE IN CLASS AND THE CLINICAL SETTING

Malpractice Insurance: All students are required to carry malpractice Insurance in the amount of $1,000,000. To $3,000,000. and submit verification of the policy to the program office secretary in B-302 PRIOR TO the beginning of each semester. Students may not attend clinical experience without proof of coverage.

Health Records: All nursing students are required to complete the health examination form upon admission to the Program and fulfill the following requirements: documentation of either a 2-Step Mantoux tuberculin skin test (TST) dated within 6 months, or a Quantiferon Gold test dated within 6 months; a chest X-Ray is required if PPD or Quantiferon Gold result is positive within 6 months of starting the program; immunity to Measles (Rubeola) and to German Measles (Rubella) with proof of vaccination or copy of blood titer test; documentation of status (immune or susceptive) to
chicken pox (Varicella); immunity must be documented by either a physician’s note or blood test titer Hepatitis B vaccine prior to starting clinical experience or copy of blood test titer; proof of an annual influenza vaccination is required. For your protection these, as well as proof of up-to-date Tetanus immunizations, are required. As of July 1992, all health care workers are urged to take the series of injections to immunize them against Hepatitis B.

The Nursing Department will receive validation from the College Nurse when ALL requirements have been met. NO STUDENT IS PERMITTED INTO ANY CLASS OR CLINICAL SETTING UNTIL A “COMPLIANCE REPORT” FROM THE COLLEGE HEALTH OFFICE IS ON FILE.

**Medical Insurance Coverage**

ALL students are required to have medical insurance which provides basic coverage for hospital care. Information about student health insurance coverage can be obtained from the Office of Health Services (HS-100).

**CPR Certification**: Each student must maintain current certification to attend clinical experience. This certification is available from the American Heart Association – Health Care Provider Certificate or from the American Red Cross – Professional Rescuer Certificate. Students who are unable to meet this requirement must submit proof of exemption from a physician and must attend the theory component of one of the above courses.

**Demographic Data**: Each student is required to provide to the college accurate demographic data. Correct information for each nursing student is essential so that the student can be contacted. Students are responsible for following college procedure to provide any change in name, telephone number, and/or address that occurs during the course of the semester.

**CLINICAL LABORATORY REQUIREMENTS**

- Appropriate street clothing is required for certain clinical experiences. The specific guidelines will be discussed by the clinical instructor.
- Professional behavior is required.
- No eating, drinking or chewing gum or candy in the patient areas.
- Parking and smoking policies of the clinical agency must be followed.
- Because each lecture, college, and clinical laboratory is designed to prepare students to function effectively and safely as practitioners of nursing, continuous attendance, and adequate preparation is required.
- Each student will be responsible for his/her transportation to and from the clinical agency.
- A student who receives an unsatisfactory preliminary estimate of performance (theoretical grade less than C + and/or poor clinical performance) is expected to schedule a conference with her/his instructor as soon as possible following notification of her/his failing grade.
- Any student who is performing at a failing theoretical and/or clinical level is expected to complete any and all remedial programs which are developed to provide assistance.
- Students must adhere to the policies of the clinical agency to which they are assigned.
- Students are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) both within and outside of the agencies.
- All pagers, cell phones, and beepers must be turned off and put away.
- All students are required to adhere to the Uniform Policy.
- Students are reminded that they have an obligation to respect the privacy rights of all patients.
- Students are to follow the policies of the clinical site including not recording any conversations with patients, families, or staff regardless of any verbal approval that might be given except as required for Process Recordings and NCP’s in which only initials may be used.

**SOCIAL MEDIA POLICY**

The Department of Nursing has adopted the *ANA’s Principles for Social Networking*:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient – nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

The Department of Nursing has adopted and adapted the **ANA’s 6 Tips to Avoid Problems:**
1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take any photos or videos in the clinical environment excluding the college clinical laboratory setting.
6. Promptly report a breach of confidentiality or privacy.


**UNIFORM POLICY**

Uniforms are to be purchased through Belle Uniforms. Students are expected to be properly attired and act in a professional manner according to the following regulations when in the clinical agency. **Students improperly attired will not be admitted to the clinical agency and will be considered absent for that day.**

The Uniform Code is as follows:

- Students are expected to wear the regulation white Bergen Community College Uniform.
- Female students may choose dress and/or pant suit uniforms.
- Male nursing students wear white trousers and a white clinical top.
- A white jacket with the Bergen Community College Patch is an optional item which may be worn over the uniform for warmth.
- Uniforms are to be clean and in good repair.
- White or skin tone underwear, without logos, should be worn underneath the uniform.
- Uniforms are to be of a reasonable length.
- Shoes are to be clean, all white, with rubber soles, and good support.
- White or flesh tone stockings or white socks are to be worn with the uniform pants. White or flesh tone stockings are to be worn with the dress uniform.
- Hair should be neatly arranged so that it does not fall on the face or hang over the shoulders. No elaborate hair fasteners or hair bands are allowed. No extreme hair styles or extreme colors. Religious headwear is permitted, however, the full face must be seen.
- No rings other than a wedding band may be worn with the uniform.
- Only one pair of tiny round earrings for pierced ears may be worn and no other body piercing jewelry is allowed. No other jewelry is permitted.
- Nails must be short, clean, and well-manicured. Only clear or light color nail polish will be acceptable.
- No artificial nails of any kind.
- Make-up, when worn, must be applied subtly. Tattoos, where possible, should be covered
- A regulation name pin will be worn on the left side of the uniform.
- Bandage scissors, black or blue pen, penlight, stethoscope, and wrist watch with a second hand are required equipment.
- Perfume or colognes are not to be worn.
CHANGE IN HEALTH STATUS POLICIES

Clinical illness or Injury – If a student becomes ill or is injured during a clinical laboratory experience, the following steps are to be followed:

1. Instructor must be notified. Instructor will determine course of action.
2. A determination will be made as to how the incident should be reported and any necessary agency incident report will be filed.
3. Students will be advised to seek medical care either to their private physician or to the hospital emergency room according to need.
4. As soon as possible, a report must be filed with the Office of Health Services (HS-100).
5. Upon returning to the clinical unit, a written note form from a physician may be required in order to return to clinical experience.

Serious Illness, Injury or Pregnancy

Nursing students must notify the associate Dean of Nursing when there is a change in health status including but not limited to an injury due to an accident, diagnosis of illness, confirmation of pregnancy. Documentation of medical clearance to attend class and clinical experience must be provided to the Associate Dean of Nursing who may share the information with other college employees on a need to know basis. Should the student require a medical leave of absence to recover, a medical clearance to return to class and clinical experience is required.

FITNESS FOR CLASS AND CLINICAL PRACTICE POLICY AND PROCEDURE

The colleges in the State of New Jersey have been in compliance with laws requiring a “Drug Free workplace” since 1988. The abuse of drugs is an increasingly serious problem within our society and this abuse represents a serious threat to the health of present and future citizens of our country. In terms of nursing students’ health, drug abuse is known to impair the ability of students to learn. Violations of law will often keep a student and graduate nurse from obtaining or retaining professional licensure.

Bergen Community College views substance abuse as a behavioral – medical problem which can be treated. Research demonstrates that the approaches to utilize with these kinds of problems are education, identification, and treatment. A student who seeks assistance to correct a substance abuse problem will be evaluated so that the appropriate referral can be made for treatment. However, no student will be excused from disciplinary actions or given special privileges if he/she fails to meet school standards for behavior and/or educational objectives.

Purpose of a Fitness for Class and Clinical Practice Policy: To provide guidelines for the assessment of impairment in order to identify the impaired student and refer hi/her for treatment/rehabilitation.

DEFINITIONS:

Fit for Class and Clinical Practice: Student’s ability to carry out responsibilities in accordance with the program of nursing standards set forth in the Student Handbook under clinical attendance and performance (see above).

Student: Anyone presently enrolled in the Bergen Community College Nursing Program.

Instructor: The individual responsible for establishing clinical objectives, making assignments, and supervising students in the clinical setting.

Supervisor: College and/or agency administrative personnel deemed qualified to validate the instructor’s observation.

Substance Abuse: The use or abuse of any chemical which has the potential for impairing the performance of a student which either jeopardizes his/her safety or the safety of others.
**Drugs:**
- Any over-the-counter medications.
- Any prescription medications.
- Any illegal or unprescribed controlled chemical substances.
- Any substances (drugs, including alcohol) which potentially affects the student’s ability to perform duties or which potentially affects the health and/or safety of any person.

**Treatment/Recovery Program:** A period of time during which the student participates in structured and monitored activities under professional supervision for the purpose of overcoming dependency, per referral of physician.

**Confidentiality:** Discussions with the student will be conducted in private. Results of medical evaluation will be maintained in the student’s health file in the medical office of the College. Information relative to the medical evaluation, or any medical test, possible disciplinary action, etc. will be communicated in accordance with the College policies published in the Catalog and student handbook.

**Relapse:** After a period of treatment/rehabilitation, if a student again experiences legal, medical or emotional problems which affect performance, there will be a re-evaluation of the student’s status. The following factors will be considered during re-evaluation:
- Prior history and treatment response
- Past performance evaluation
- Current performance evaluation

**PROCEDURE**

1. When a faculty member ascertains that a student is having performance problems and substance abuse is suspected, the instructor will:
   - A. Observe and document deficiencies in the student’s performance.
   - B. Confront the student with specific observed indicators of the student’s substandard performance. Examples of indicators may include but not be limited to:
     1) Absenteeism and/or tardiness.
     2) Drowsiness or lassitude.
     3) Smell of alcohol on the breath/body.
     4) Inability to complete clinical assignments.
     5) Slurred/incoherent speech or speech pattern different from normal speech.
     6) Unusual aggressive behavior (verbal/physical).
     7) Unexplained change in mood.
     8) Change in appearance.
     9) Lack of manual dexterity.
     10) Lack of or decreased coordination in body movement.
     11) Inappropriate responses to stimuli — verbal/non-verbal.
     12) Unexplained work-related accident or injury.
     13) Inattentiveness to work.

2. If the student’s observed behavior or performance raises any questions about the student’s fitness to perform the clinical assignment safely, the instructor will:
   - A. Stop the student’s participation in clinical assignment immediately.
   - B. Interview the student regarding observations and ask for an explanation.
   - C. Seek concurrence from a second registered nurse that the student is unfit for duty.
   - D. Concurrence of two RNs will result in the student being sent home with a clinical absence.
   - E. Appropriate follow-up will occur.
3. If the student is in the classroom and is deemed unfit, the instructor will:
   A. Notify the Office of Health (HS-100) that a student is being referred for evaluation.
   B. Refer the student to Student Services counselor for evaluation.

4. When a student is found to be in possession of or using alcoholic beverages, illegal or unprescribed controlled chemical substances on College property, the student must be reported to Public Safety and may be dismissed and reported to the local authorities for the illegal activities.

5. Any student who withdraws or is dismissed from school in order to obtain treatment will be placed on a medical leave of absence. In order to return to the Nursing Program, the student must apply in writing to the Associate Dean of Nursing. The student will be informed of any requirements which must be met in order to re-enter the program and of special conditions which might be required.

**APPEAL POLICY AND PROCEDURE**

**Course Grade Appeal Process** (revised/approved by Nursing Faculty 5/2009; reviewed by Nursing Faculty 5/2013)

Nursing students who want to appeal a grade received in a nursing course should follow the BCC Course Grade Appeal Policy as printed in the College's Catalog.

**Appeal for reinstatement to the Nursing Program**

**Policy**
In accordance with Nursing Program grading and progression policies, nursing students who fail and/or withdraw from two nursing courses will be dismissed from the nursing program.

**Student Responsibilities**
1. A second nursing course failure and/or withdrawal results in immediate dismissal from the program.

2. Students who have been dismissed may apply to the program as a new student after six consecutive semesters (exclusive of summer sessions).

**NURSING STUDENT ASSOCIATION**

All students are expected to join the **BCC NURSING STUDENT ASSOCIATION (NSA)**. All students are eligible and encouraged to join the state and national nursing student organizations, that is, the **NEW JERSEY NURSING STUDENTS (NJNS)** and **NATIONAL STUDENT NURSE ASSOCIATION (NSNA)**, respectively. Membership information for the NJNS and NSNA will be distributed at orientation.

The purpose of the NSA is to assist in the professional development of the student. Meetings will be held at least twice each semester. The BCC NSA will participate in an orientation program for new students at the beginning of each semester.

**FINANCIAL AID/SCHOLARSHIPS**
Information provided is subject to change. Information is available online.

- Federal and State grants and loans are available to you (as well as all matriculated students at Bergen Community College) by filing a New Jersey financial Aid Form. The grants are based solely on financial need. In particular, we encourage students who have dependent children to apply as the federal student aid low makes these students much more eligible for grants than before. You must be enrolled for at least 6 credits to receive a grant.
Private scholarships offered by the Bergen Community College Scholarship and financial Aid Committee are most often based on academic achievement at Bergen as well as financial need. Some require full-time attendance. A single application for the private scholarships entitles you to be considered for all scholarships for which you meet the criteria. The dates for submission are April and October.

Students must have earned at least 15 credits at Bergen before applying; sometimes the earned number of credits and the GPA requirements are higher. The awards are usually tuition scholarships ranging from $100 to $2,500.

PLEASE CHECK WITH FINANCIAL AID OFFICE (A-123) FOR APPLICATION DEADLINE DATES AND OTHER INFORMATION.

A number of area hospitals are offering scholarship programs to students in an RN Nursing AAS program. If you are currently employed at a hospital, ask about their programs.
NURSING STUDENT HANDBOOK POLICY SIGN-OFF FORM

I, hereby certify that I have read each page of the Nursing Student Handbook, that I am fully familiar with the contents of the document, and that I understand and have agreed to the terms and provisions. Any questions that I had about the nursing program and its handbook have been fully explained to my satisfaction.

NAME: ____________________________________________
please print

SIGNATURE: ____________________________________________

DATE: _____________________________

INFORMED CONSENT

I understand that the nursing program will include academic, laboratory, and clinical experiences 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 causing bacteria and microorganisms.

In consideration of being permitted to participate in the Bergen Community College Nursing Program, I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in the health care field and in particular medical facilities, assume all of the risks and responsibilities surrounding my participation in the nursing program or my independent activities undertaken as an adjunct thereto and further I do for myself, my heirs, and personal representatives hereby agree to defend, hold harmless, indemnify and release and forever discharge Bergen Community College 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, death, which may result to me from my participation in this program and my exposure to the risks inherent in this program.

NAME: ____________________________________________
please print

SIGNATURE: ____________________________________________

DATE: _____________________________