

DIVISION OF HEALTH PROFESSIONS

DEPARTMENT OF NURSING

**NURSING
STUDENT HANDBOOK**

**FOR USE DURING THE FALL
2020 and SPRING 2021
SEMESTERS ONLY**

**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 GOVERNED BY AND
RESPONSIBLE FOR THE CONTENT
THEREIN AND ARE EXPECTED TO REVIEW
THE MOST CURRENT ACADEMIC YEAR
HANDBOOK AT THE BEGINNING OF EACH
SEMESTER.**

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Dear Nursing Student,

Along with the faculty and staff of the Nursing Department, it is our pleasure to welcome you to the Nursing Program. 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 located on the *Nursing Student Community* Moodle site 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 Simulators 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 employed in most healthcare facilities 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) 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,
Darlene Zales-Russamano, MSN, RN
Interim Dean of Nursing / Clinical Coordinator

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 (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404-975-5000), www.nlnac.org

Students who may have a complaint regarding the BCC Nursing Program should address their complaint through the formal channels of communication at BCC. Students may also contact the New Jersey State Board of Nursing and/or the Accreditation Commission for Education in Nursing (ACEN) with any complaints about the BCC Nursing Program.

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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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 or 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 Program (ALP).

- **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, 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.

Revised 5/09; Reviewed 5/2013, 5/2018

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 varied, and diverse society upon the complex health care environment. 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 human 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 5/2006; Reviewed 5/2014, 5/2018

End-of-Program Student Learning 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.

Approved 5/2006; Reviewed 5/2014, 5/2018

PROGRAM OUTCOMES

The Bergen Community College Nursing Program will:

- Maintain approval 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.

Reviewed 5/2014, 5/2018

DEFINITIONS OF CURRICULUM COMPONENTS

Caring: Interaction of the nurse and client in an 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.

Ethical Dimensions: Principles governing moral, social, or behavioral issues in nursing practice.

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.

Professional Development: A variety of educational opportunities in specialized instruction and/or formal nursing education to increase competency and effectiveness in nursing practice.

Reviewed by Nursing Faculty 5/2013, Revised by Nursing Faculty 5/2018

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 complaint
 - g. diagnostic and treatment data
 - h. patient's perception of health
 - i. meaning and impact of health state on life style
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 economics 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

Adapted from Dennis, CM, Self-Care Deficit Theory of Nursing. St. Louis: Mosby, 1997: 26-27.
EFA 5/28/95

DAY/EVENING PROGRAM

NURSING CURRICULUM (DAY SESSION)

Code: AAS.NURS.DAY

Fall Semester

BIO 109 Anatomy & Physiology	4
WRT 101 English Composition I	3
NUR 181 Physical Assessment	1
NUR 182 Pharmacology for Nurses	1
NUR 183 Basic Concepts & Skills for Nsg	<u>6</u>
	15

Spring Semester

BIO 209 Anatomy & Physiology II	4
PSY 106 Developmental Psychology	3
WRT 201 English Composition II	3
NUR 281 Adult Health Nursing - A	4
NUR 282 Adult Health Nursing - B	<u>4</u>
	18

Fall Semester

BIO 104 Fundamentals of Microbiology	4
SOC 101 Sociology	3
NUR 284 Maternal/Child Health Nursing	5
NUR 285 Mental Health Nursing	<u>4</u>
	16

Spring Semester

_____ Humanities Elective +	3
NUR 290 Adult Health Nursing - C	4
NUR 291 Adult Health Nursing - D	<u>4</u>
	11

The day nursing program accepts students for Fall only.

NURSING CURRICULUM (EVENING SESSION)

Code: AAS.NURS.EVE

Spring Semester

BIO 109 Anatomy & Physiology I *	4
WRT 101 English Composition I *	<u>3</u>
	7

Summer Semester

SOC 101 Sociology *	<u>3</u>
	3

Fall Semester

BIO 209 Anatomy & Physiology II *	4
PSY 106 Developmental Psychology *	3
WRT 201 English Composition II *	<u>3</u>
	10

Spring Semester

NUR 181 Physical Assessment	1
NUR 182 Pharmacology for Nurses	1
NUR 183 Basic Concepts & Skills of Nsg	<u>6</u>
	8

Summer Semester

BIO 104 Fundamentals of Microbiology	<u>4</u>
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NUR 281 Adult Health Nursing-A	4
NUR 282 Adult Health Nursing-B	<u>4</u>
	8

Spring Semester

NUR 284 Maternal/Child Health Nursing	5
NUR 285 Mental Health Nursing	<u>4</u>
	9

Summer Semester

_____ Humanities Elective +	<u>3</u>
	3

Fall Semester

NUR 290 Adult Health Nursing - C	4
NUR 291 Adult Health Nursing - D	<u>4</u>
	8

The evening nursing program accepts students for Spring only.

* Evening Nursing applicants cannot be accepted until general corequisites (7 courses) have been completed. Evening nursing program accepts students for Spring only.

The total number of program credits is 60 (27 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.

Revised by Nursing Faculty 5/2014, Reviewed 5/2018,
Revised 6/20

NURSING STUDENT ASSOCIATION

All students are invited 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 <http://www.bergen.edu/scholarships>.

- 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 law 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.

POLICIES SECTION

GRADING POLICY

Nursing students must achieve a minimum of “C+” in each nursing course in order to progress to the next level. “C”, “D”, “F”, and “W” grades are deemed “unsuccessful” and are considered an attempt. A student who is unsuccessful and/or withdraws from two (2) nursing courses will be dismissed from the program. The evaluative measures and method of calculating the grade are determined on a course by course, semester by semester basis, as detailed in the syllabus. Course syllabi are located on each course Moodle platform.

Theory: If less than a “C+” is achieved in the theory component of the course, the student will receive the appropriate letter grade (see grading scale below). Any letter grade below a “C+” is deemed an unsuccessful grade and is counted as an unsuccessful attempt.

Clinical: The clinical component of a nursing course will have a final rating of either Satisfactory or Unsatisfactory. An unsatisfactory 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 in each semester in the nursing program; it is a level requirement. Please refer to the Pharmacological Math Examination Policy.

If a student receives an unsuccessful final grade in any nursing course, he/she must repeat the theory, clinical skills validation, and math components of the failed course.

All course requirements must be met to successfully complete the course

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

GRADING SCALE

Reviewed: May 16, 2016, May 15, 2018

Revised: May 16, 2016

Date implemented: Fall 2016

A = 89.45 – 100
B+ = 85.45 – 89.44
B = 81.45 – 85.44
C+ = 77.45 – 81.44
C = 73.45 – 77.44
D = 69.45 – 73.44
F = 69.44 AND BELOW
W

“C”, “D”, “F”, and “W” grades are unsuccessful grades and are considered attempts. Successful completion of a nursing course requires a 77.45 (C+) or above.

The Tutoring Center employs staff with expertise in nursing; tutors are available to nursing students.

Revised: 5/2018

APPEAL POLICY AND PROCEDURE

Course Grade Appeal Process

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

Appeal for reinstatement to the Nursing Program

Policy

In accordance with Nursing Program grading and progression policies, nursing students who earn an unsuccessful grade and/or withdraw from two nursing courses will be dismissed from the nursing program.

Student Responsibilities

1. A second unsuccessful attempt in a nursing course 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).

revised/approved by Nursing Faculty 5/2009; Reviewed by Nursing Faculty 5/2014, 5/2018

PROGRESSION POLICIES

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

Criteria for retention in the Bergen Community College Nursing Program are as follows:

All Students

1. Attendance and participation in all scheduled classroom learning activities are encouraged;
2. Adherence to the policies of BCC and our affiliating health care agencies.
3. Level I, II, III, & IV nursing courses must be taken consecutively.
4. Maintenance of a GPA of 2.0.
5. Students following normal progression will be given first priority for enrolling in a given nursing course.
6. Any student, not on leave of absence, who does not register or notify the Associate Dean of Nursing of their intent, forfeit their seat in the program, which will lead to an administrative withdrawal. This is considered an attempt at a course.
7. A student who does not complete all degree requirements within three consecutive years from enrollment in the first required nursing course will no longer be considered a student in the Program and will be dismissed.

New Admits

1. Prior to matriculation, each nursing student must undergo a complete history and physical examination and be in compliance with BCC's clinical compliance policies.
2. 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.

Unsuccessful Attempts

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

If less than a "C+" is achieved in the theory component of a nursing course

1. Students must achieve a "C+" grade or better in all nursing and a "C" or better in all science courses in order to progress through the curriculum;
2. A student may have one (1) unsuccessful grade (i.e., a grade less than "C+" or a "W") in any required nursing course;
3. If a student earns a grade of less than "C+" in any nursing course the student may retake the course once and must achieve a grade of "C+" or better. A second unsuccessful attempt in a nursing course will result in dismissal from the Nursing Program. The student has the option to reapply to the Nursing Program as stated in the readmission policy.

If a student withdraws from a nursing course

1. A nursing student who withdraws from a nursing course, or who is requesting a Leave of Absence or has received an unsuccessful course grade MUST NOTIFY THE ASSOCIATE DEAN OF NURSING IN WRITING WITHIN 10 CALENDAR DAYS OF WHEN GRADES ARE POSTED ABOUT THEIR INTENTION TO REPEAT A NURSING COURSE if eligible.
2. 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.
3. Course withdrawals from the BCC nursing program are limited to one **(1)** withdrawal per program.

Students who do not successfully complete the major nursing sequence under these conditions may not continue in the program.

ADVISEMENT

All students will be assigned to a nursing faculty advisor. The advisor/advisee lists are uploaded into the Nursing Student Community Moodle platform at the start of each semester.

You will be given access to the Nursing Student Community Moodle platform prior to the start of your first semester in the nursing program. The Nursing Student Community Moodle platform is discussed in New Nursing Student Orientation. Your nursing faculty advisor's email address, office location and room number, and office telephone number will be located on the advisement list in the Nursing Student Community Moodle platform.

You must schedule an appointment to meet with your nursing faculty advisor every semester. It is the students' responsibility to review program progression, register for the appropriate non-nursing and nursing courses, and complete all program requirements prior to the anticipated graduation date.

Approved by Nursing Faculty 5/2018

STUDENTS RETURNING TO THE NURSING PROGRAM AFTER AN UNSUCCESSFUL COURSE ATTEMPT/COURSE WITHDRAWAL

Purpose:

To establish guidelines for students returning to the nursing program after an unsuccessful attempt at a course/course withdrawal.

1. Students must complete the nursing program within 3 years of their start date.
2. Students who are unsuccessful in a course must notify the Associate Dean within 10 calendar days of when grades are posted with their intent to either return to or withdraw from the nursing program. This is accomplished by:
 - a. completing the "Intent to Return" form in the nursing handbook and submitting it to the department secretary
 - Or**
 - b. downloading the "Intent to Return" form online from the BCC Nursing Department Student Community Moodle website and submitting the completed form to the department secretary within one day of the course failure.
3. Students must continue in the program (day/evening) in which they were registered when they received an unsuccessful grade or withdrew from a nursing course.
4. If the length of the time away from the nursing program exceeds 3 years from their start date, the Associate Dean will decide which program the student may enroll to complete the program.
5. Students returning from an unsuccessful attempt at a course who do not register or notify the Associate Dean of Nursing of their intent to register, forfeit their seat in the program, which will lead to an administrative withdrawal. This is considered an attempt at a course. If this is the student's second unsuccessful attempt and/or second withdrawal the student will be dismissed from the program.

STUDENTS RETURNING TO THE NURSING PROGRAM AFTER A LEAVE OF ABSENCE (LOA)

Purpose:

To establish guidelines for students returning to the nursing program after a leave of absence

1. Students, who require an LOA for medical or personal reasons, must notify the Associate Dean immediately upon identification of the need. This is accomplished by:
 - a. completing the “Intent to Return” form in the nursing handbook and submitting it to the department secretary
 - Or**
 - b. downloading the “Intent to Return” form online from the BCC Nursing Department Student Community Moodle website and submitting the completed form to the department secretary within one day of the approved LOA.
2. Students must continue in the program (day/evening) in which they were registered when they received an unsuccessful grade or withdrew from a nursing course.
3. If the length of the leave results in the student’s prospective date of graduation to be longer than the maximum allowed time for program completion of 3 years from their start date, the Associate Dean will decide which program the student may enroll to complete the program.
4. Students returning from an LOA who do not register and/or notify the Associate Dean of Nursing of their intent to return, forfeit their seat in the program. This results in an administrative withdrawal and is considered an attempt at a course. If this is the student’s second unsuccessful attempt and/or second withdrawal the student will be dismissed from the program.

Date Approved: May 19, 2015

Date Implemented: Fall 2015

Date reviewed/revised: September 15, 2015, May 15, 2018

Readmission

- 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).
- Review the admissions requirements for the Health Professions programs in the College Catalog.
- Students attempting readmission must meet all admissions criteria.
- A student who is readmitted must enroll and successfully complete all BCC nursing courses. Previous nursing course grades, from any school, will NOT be transferred into the program.
- **Program: Nursing, Day Session**
 - Program Length: 2 academic years
 - Preadmission Test: Nursing Program Admissions Exam
 - GPA for admissions eligibility: 2.50
 - High School prerequisite courses: Chemistry and Biology with lab and Algebra. College substitutions: CHM100; BIO109; MAT040
 - Application Deadline: February 1 for fall admission. Program Admits: Fall semester
 - The day nursing program accepts students for fall only
 - The total number of credits required for the AAS degree in Nursing is 60.
- **Program: Nursing, Evening Session**
 - Program Length: 2 academic years
 - Preadmission Test: Nursing Program Admissions Exam
 - GPA for admissions eligibility: 2.50
 - High School prerequisite courses: Chemistry and Biology with lab and Algebra. College substitutions: CHM100; BIO109; MAT040;
 - College prerequisite courses: BIO109 and BIO209; WRT101 and WRT201; PSY106; SOC101
 - Application Deadline: October 1 for spring admission. Program Admits: Spring semester
 - The evening nursing program accepts students for spring only
 - The total number of credits required for the AAS degree in Nursing is 60

Revised: 5/2018, Revised 6/20

SAFE/UNSAFE PERFORMANCE POLICY

- The student is expected to be prepared academically, mentally, and physically for the laboratory and/or actual clinical experience. The instructor may dismiss a student from laboratory and/or clinical setting at any time.
- Safe clinical performance is defined as the ability to
 - Protect the patient from physical and emotional harm
 - Accurately report and document all patient care practices
 - Communicate effectively
 - Exhibit honesty and responsibility
- Unsafe clinical performance is defined as behavior which jeopardizes the patient's safety though actual or potential harm to the patient may not have immediately occurred. A pattern of unsafe clinical behavior that, in the professional judgment of the faculty member, is either unsatisfactory and/or inconsistent will result in a clinical failure.
- A student who is evaluated by the faculty member to be unsafe will be dismissed from the clinical setting. The instructor will meet with the student to provide feedback regarding the determination of the student's unsafe behavior.
- The faculty of the nursing program in collaboration with the Associate Dean reserves the right to terminate students from the program for unsafe and/or unethical behavior.

Reviewed by Nursing Faculty 5/2014; Revised: 5/2018

WITHDRAWAL

Course withdrawal

Refer to Progression Policies

Program withdrawal

A student wishing to officially withdraw from the Nursing Program should meet with their academic advisor and the Associate Dean of Nursing.

Students may reapply to the program per the Readmission policy.

ACADEMIC DISMISSAL

Nursing students may be dismissed from the Nursing Program due to:

1. Unsatisfactory academic progression, (refer to the Progression policy) and/or
2. Unsafe clinical practice as evaluated by a Nursing faculty member (refer to the Unsafe clinical practice policy).

STUDENT EVALUATION OF THE NURSING PROGRAM

The Nursing faculty believes that ongoing evaluation is essential to the continuous improvement of our nursing program. For this reason, students have an opportunity to evaluate their program of study by anonymously completing course evaluations at the end of each rotation/semester. Students will receive a request to complete a graduate survey via hard copy or an email six (6) months and one (1) year after graduation.

STUDENT PARTICIPATION IN DEPARTMENTAL MEETINGS

The nursing faculty and administration encourage students to attend departmental meetings. Students wishing to commit to attending departmental meetings during the semester should contact the Associate Dean of Nursing. The Associate Dean will appoint, in collaboration with the faculty, 1-2 students to each departmental committee based on student interest and availability.

Student participation in these meetings is voluntary. Student representatives may elicit questions, concerns, suggestions from the nursing student population related to the nursing program. Student representatives may share this information during department of nursing meetings. Student representatives would then be responsible for providing feedback to the students following the faculty meeting.

Revised: 5/2018

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."

<http://bergen.smartcatalogiq.com/en/2020-2021/Catalog/Academic-Matters/Academic-Regulations/Class-Attendance>

Students who need to request time off from clinical for religious holiday observance must do so in writing to the full-time course faculty 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 placement it may be necessary to offer these clinical experiences for a full 9-10 hour day (as appropriate) on an alternate weekday, Saturday or Sunday.
- All students are expected to participate in all clinical activities (clinical & clinical conference). Exceptional circumstances for clinical absences may be reviewed by the clinical instructor, course faculty as appropriate, and the Associate Dean of Nursing at the request of the student.
- All students are expected to be on time for clinical. Students who are more than 15 minutes late will be dismissed from the clinical site and will result in a clinical absence. Day students will proceed to the college and meet with the Associate Dean of Nursing; if the Associate Dean is unavailable at that time the student must meet with the Associate Dean at the Dean's earliest possible convenience. Evening students will be required to see the Associate Dean of Nursing the next school day; if the Associate Dean is unavailable at that time the student must meet with the Associate Dean at the Dean's earliest possible convenience.
- 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.
- Students are not permitted to take a clinical absence. If there is an emergent situation, you will need to present a note from your physician or necessary documentation in case of death within the immediate family.
- For levels I, II, NUR 285, and level IV, with the exception of NUR 284, absence from 9-10 hours of clinical is the equivalent to 2 absences; 4.5-5 hours is the equivalent to 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. Refer to the NUR 284 syllabus for the NUR-284 course absence policy. The NUR-284 course absence policy overrides the absence policy stated above.
- Students are required to adhere to the Uniform Policy.
- Students must have transportation to class, lab and clinical.
- Clinical rotation assignments are at the discretion of the full-time faculty.

Approved by Nursing Faculty 2004;
Revised by Nursing Faculty 5/2014; 5/2018;
6/20; 12/2020

ACADEMIC CONDUCT

The Nursing Faculty adheres to the policy statement governing academic conduct as outlined in the Bergen Community College electronic 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. Students should refer to the BCC Academic Integrity Policy and Code of Conduct. <https://bergen.edu/current-students/student-services-departments/student-conduct/student-code-of-conduct/>

Policies:

- Lap tops / PDAs are permitted in the classroom at the discretion of the instructors
- 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.

TESTING POLICIES (approved 5/2017; reviewed 5/2018)

- 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 electronic College Catalog and Nursing Student Handbook.
- Exams will be reviewed in all courses within the specified time frame as stated in the course syllabus.
- 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 questions.
- No google glasses.
- No mechanical pencils/pens.
- Nonscientific calculators may be permitted at the discretion of the Professor for teacher-created quizzes/exams. A computer-based calculator is included in the ATI exam software for use during ATI exams; no personal non-scientific calculators are permitted during an ATI exam.
- All paper required will be provided by the Professor.

MAKE-UP EXAM POLICY (approved 5/2013; reviewed 5/2018)

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.)

Approved by Nursing Faculty 2004/Reviewed by Nursing Faculty 5/2014, 5/2018

PHARMACOLOGICAL MATH COMPUTATION EXAMINATION (PMCE)

A Pharmacological Math Computation Examination (PMCE) will be given in the first course of each Level thus making it a level requirement. 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 ("F").

Passing a Pharmacological Math Computation Examination (PMCE) is a Level requirement. All students returning to the program after an unsuccessful attempt or LOA must re-take the PMCE upon their return. Failure of the PMCE will result in an "F" for the course in which the test was administered.

A student who has failed the 3rd PMCE will have automatically failed clinical and have failed the course ("F"). The student will not be permitted to attend clinical activities but will be permitted to attend the didactic portion of the course. The student is not permitted to take exams, quizzes, or validations.

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

All testing policies are upheld for the Level PMCE's.

Approved by Nursing Faculty 2004
Reviewed by Nursing Faculty 5/2017
Revised by Nursing Faculty 5/2018

CLINICAL REMEDIATION

Students requiring remediation in clinical skills will be required to practice in the skills lab under supervision by skills lab, clinical, or full-time faculty. Additional skills practice times are posted on the skills lab bulletin boards; students may sign-up for additional times in the skills lab. Please contact the skills lab manager with any questions.

Faculty will refer students to the skills lab whenever necessary. The faculty will fill out the following form and give the form to the student. The student **MUST** give the filled-out form to the assigned skills lab faculty immediately upon arrival to the skills lab. The skills lab faculty will review, and/or demonstrate, the required skills and observe the student practicing the skill. The skills lab faculty member will write an evaluation note on the form and return it to the student. The student must submit the completed form to the clinical faculty member at the beginning of the next clinical experience.

<p>BERGEN COMMUNITY COLLEGE DEPARTMENT OF NURSING</p> <p>LABORATORY REMEDIATION REFFERAL FORM</p>	
Student Name: _____ Date: _____	
Remediation must be completed by: Date: _____	
Instructor: _____	
Reason: _____	

Comment by skills lab faculty: _____	

Skills lab faculty signature: _____	
_____	_____
Print Name	Signature

SKILLS VALIDATION AND REVALIDATION 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 satisfactorily 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 may not be revalidated on the same day as their unsuccessful attempt.
- Students MUST be successfully validated in all skills in order to pass the course. Video cameras may be used.
- Students are allowed a maximum of 3 attempts at validation of skills (initial testing with 2 revalidation attempts). This includes in-person and video validations/revalidations. Failure to be successful on the 3rd attempt results in clinical/course failure.
- Students are required to adhere to the Uniform Policy.
- Students who do not adhere to the uniform policy will be sent home with a clinical absence.

SKILLS REMEDIATION AND SKILLS VALIDATION FOR REPEATING & RETURNING STUDENTS

Purpose:

To identify the remediation and skills validation process required by all nursing students returning to the Nursing Program.

1. Any student dismissed from the Nursing Program following an unsuccessful course attempt or absence for personal reasons and returning to the nursing program is required to go to the college nursing lab for remediation of specific nursing skills.
2. Students returning to Nursing Program must be revalidated by the nursing laboratory manager in six randomly chosen skills and receive a grade of "satisfactory". Students are expected to continue remediation until a satisfactory is received in all six skills.
3. Students returning to NUR 183, Nursing Concepts do not need to revalidate prior to returning to the course.
4. Students returning to NUR 181, Physical Assessment or NUR 182, Pharmacology, need to revalidate prior to beginning Level 2 nursing courses.
5. When choosing the six randomly selected skills, the laboratory manager will randomly select two skills from List "A" and four skills from List "B" (see below).
6. Validation retakes are scheduled by the nursing laboratory manager until satisfactory.
7. Students returning to Level One nursing course(s), NUR 181, NUR 182 and NUR 183, are not required to remediate or revalidate in those nursing skills marked with an asterisk (see below).
8. Students returning to any other courses in the nursing program are required to receive a satisfactory grade in the six randomly chosen skills.
9. All practice and validations are to be completed by the time specified by faculty and or laboratory manager.
10. The days and hours for practice and/or validation are posted in the Nursing Skills Lab and on the bulletin boards in the Nursing Department by the lab manager. There will be no practice or validation when a class is in session in the nursing lab.
11. Students are expected to bring their nursing skills kits to the Nursing Lab when they practice or validate skills. If students no longer have their nursing skill kits, a new kit must be purchased by the student.
12. Students are required to sign in and out on the attendance form in the nursing skills lab.

Skills List "A"	Skills List "B"
Hand washing	Donning/Removing Personal Protective Equipment (PPE)
Moving a patient who can assist up in bed	Vital Signs – oral temp, radial pulse respirations, blood pressure.
Moving a disabled patient up in bed	Administration of oral medication
Turning a patient in bed	Administration of SQ injection
Transferring a patient with one sided paralysis from bed to wheelchair	Preparation of medication for administration via IM injection
Mouth care for an unconscious patient	Setting up a primary IV
Assisting a patient to use a bed pan	Administration of medication via a secondary set
Bathing a patient	Preparing a sterile field, opening a sterile wrapped package and placing it on the sterile field, donning gloves and applying wet-to-dry dressing
Applying and caring for a patient in restraints	Central venous line dressing change
Making an occupied bed	Administering feeding via gastric and enteric tubes
	Tracheostomy suction and care *
	Insertion of a Foley catheter, closed system specimen collection and removal of catheter *

Date Approved: May 20, 2015

Date Implemented: January 2016

Date reviewed/revised: May 20, 2015; May 16, 2018

Related policies/regulations: Nursing Student Handbook, Nursing Skills Lab Regulations

NURSING SKILLS

Hours/times are posted on the Nursing Skills Laboratory (NSL) door as well as on the calendar located in the NSL. Students are encouraged to practice procedures with professional supervision 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.
- Students are to adhere to the requirements stated in the Uniform Policy.

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

Audio-Visual/Computer Resource Access

- Streaming videos are available on-line at the Library website (link below) for use in learning nursing theory and skills:
<https://bergen.edu/current-students/student-support-services/library/>
- The computers in HP-220 will not be utilized due to the access of on-line learning nursing programs.

Revised: 5/2018, 6/2020

UNIFORM POLICY

Uniforms are to be purchased through YAY Scrubs. Students are expected to be properly attired and act in a professional manner according to the following regulations when in the clinical agency, nursing laboratory setting, and the Interdisciplinary Center for Simulation (ICS). Students improperly attired will not be admitted to the clinical agency, nursing laboratory setting, or ICS and will be considered absent for that experience.

The Uniform Code is as follows:

Clinical agency and validation attire:

- Students are expected to wear the regulation Bergen Community College Uniform. Uniforms are to be clean and in good repair.
- Appropriate business attire is required for certain clinical experiences. The specialty areas may require alternate attire. The specific guidelines will be discussed by the clinical instructor.

Full Uniform:

- A regulation name pin will be worn on the left side of the uniform.
- Female and Male students will wear purple scrubs with a white lab jacket.
- The fabric of the uniform must be of a particular weight/quality to minimize transparency.
- Shoes are to be clean, all white, leather (or of a fabric that will retard penetration) with rubber soles, and good support. No canvas, sandals, clogs, or open-toed shoes are permitted as per Public Employees Occupational Safety and Health (PEOSH) Standards www.nj.gov/health/workplacehealthandsafety/peosh/peosh-health-standards/ppe.shtml
- A white jacket (lab coat) with the Bergen Community College Patch will be used in the lab and the clinical agency setting.

Other Uniform Regulations:

- White or skin tone undergarments, without logos, should be worn underneath the uniform.
 - 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. Policies of the clinical agency will be followed regarding whether nail polish is allowed, check with your clinical faculty member.
 - No artificial nails of any kind.
 - Make-up, when worn, must be applied subtly. Tattoos, where possible, should be covered
 - 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.
- Full uniform is required during the clinical day, simulation, and validation. If a student is not dressed in the appropriate attire the student will be dismissed from the experience and will receive an absence for that experience and/or clinical day.
 - Each student will be responsible for his/her transportation to and from the clinical agency.

Revised: 6/2020

Nursing laboratory:

- Appropriate attire (no shorts), closed toe shoes made of a fabric that will retard penetration (no sandals, flip flops, or clogs), and a lab coat when practicing in the lab and during clinical conference.
- The clinical skills lab is to be treated as if it is a clinical setting. Students, staff, and faculty are not to sit on the beds. If a student is acting as the patient, the student-patient will be expected to take on the role of the patient and should use the bed as appropriate.
- Nursing student lockers are located on the 2nd floor of the HP building adjacent to the Nursing Skills Lab; HP 207. These lockers will not be assigned to students. You may use any of these lockers on a day-to-day, first come first served basis. If you choose to use a locker during clinical conference or lab practice hours, you must bring a lock to secure your items. Students must remove all items from the locker at the end of each clinical conference or lab practice session. Locks must not be left on a locker overnight. Security will remove a lock by damaging the lock and discarding all contents of the locker if the locker remains locked for a period of time.

Interdisciplinary Center for Simulation (ICS):

- Full uniform is required and adherence to other uniform regulations as cited above.
- Students must adhere to all ICS rules and policies. Disregard to any ICS rules or policies will result in dismissal from the ICS for that experience and will result in a clinical absence.
- ICS lockers are located directly across from the Simulation Center on the 3rd floor of the HP building; HP 324. Students may bring a lock for a locker to be used during ICS experiences. Students must remove all items from the locker at the end of the ICS experience. Locks must not be left on a locker overnight. Security will remove a lock by damaging the lock and discarding all contents of the locker if the locker remains locked for a period of time.

Classroom, clinical, and Nursing Laboratory rules:

- Professional behavior is required in all learning settings.
- No eating, drinking or chewing gum or candy in the patient areas, laboratory, or ICS.
- Parking and smoking policies of the college and clinical agency(s) must be followed.
- Because each lecture, college laboratory, and clinical setting is designed to prepare students to function effectively and safely as practitioners of nursing, continuous attendance, and adequate preparation is required.
- 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 unsuccessful grade.
- Any student who is performing at an unsuccessful 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.
- Cell phones and mobile devices must be turned off and put away in the clinical area, validations, and ICS experiences unless allowed by faculty for research purposes.
- 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. Students may not record 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.
- Students are prohibited from sitting on floors while wearing their uniform.

Revised: 5/2018

CLINICAL AND CLASS REQUIREMENTS

- All requirements for clinical must be completed as directed. New students will find this information in the new student packet and returning students will receive an email from the Interim Associate Dean/Clinical Coordinator.
 - All health-related documents must be processed in Health Services.
 - Copies of CPR and Malpractice certificates will be collected by the Interim Associate Dean/Clinical Coordinator.
 - 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 lab, or clinical (each incidence of nonattendance is classified as a clinical absence) until clinical requirements are satisfied. Noncompliance may result in course failure (refer to the section on clinical absences).**
1. **Malpractice Insurance:** All students are required to carry malpractice Insurance in the amount of \$1,000,000. To \$6,000,000 and submit verification of the policy to the Assistant Dean/Clinical Coordinator in room HP 212 PRIOR TO the beginning of each semester by the date specified. Students may not attend clinical experience without proof of coverage.
 2. **Health Records:** All nursing students are required to complete the health examination forms upon admission to the Program and fulfill the following requirements: a physical examination dated within 6 months, 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) CXR must be within 6 months of starting the program; copies of blood titer tests documenting immunity to: Mumps, Measles (Rubeola), German Measles (Rubella), and Varicella; documentation of Hepatitis B vaccination series in progress at the start of the program and a blood titer test for Hepatitis B at the completion of the Hepatitis B vaccination series; Tdap immunization is required to be current within 10 years. Passing an annual urine drug screen is required. Influenza vaccination requirements follow clinical agency policies.

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" (Blue Health Clearance form) FROM THE COLLEGE HEALTH OFFICE IS ON FILE in the Nursing Department.
 3. **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).
 4. **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.
 5. **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.

Approved by Nursing Faculty 2004/Reviewed by Nursing Faculty 5/2014, 5/2018

Student Compliance Worksheet
For Student Use Only

Student Compliance Worksheet			
PRIOR TO ORIENTATION			
Requirement	Due Date	Completed	Renewal Date
PPD			1 Year
Flu Vaccine			1 Year
Hep B Vaccine			Once
Drug Screening			1 Year
Malpractice Insurance			1 Year
Medical Insurance			1 Year
CPR Certification			2 Years
Student Handbook			As updated
Physical exam with immunizations			2 Years
Medical Clearance - Health Services			Each Semester
RECURRING COMPLIANCE REQUIREMENTS			
Requirement	New Due Date	Completed	Notes:
PPD			
Flu Vaccine			
Hep B Vaccine			
Drug Screening			
Malpractice Insurance			
Medical Insurance			
CPR Certification			
Student Handbook			
Physical exam with immunizations			
Medical Clearance - Health Services			

Approved by Nursing Faculty: 5/2018

OFFICE OF SPECIAL SERVICES (OSS)

The Office of Specialized Services (OSS) seeks to provide students the opportunity to participate fully in the College's educational programs and benefit from all aspects of campus life through the use of reasonable and appropriate accommodations and auxiliary services. OSS offers a welcoming environment that treats all people as individuals in a courteous, friendly and respectful manner. Our goal is to create an accessible community where students are challenged and diversity is celebrated. You may access the OSS web page by clicking on this link: <https://bergen.edu/current-students/student-services-departments/disability-services-office-of-specialized-services/>

Students are encouraged to submit [Disability Documentation](#) early in order to ensure timely delivery of eligible services. For more information on eligibility for services as well as submitting documentation, please refer to the section on [Documentation Submission Process](#) and how to [Provide Documentation](#).

Students that have current *Letters of Accommodation* must renew these services annually. Students with accommodations must provide documentation to their course faculty to receive these services every semester.

EMAIL COMMUNICATION GUIDELINES FOR NURSING STUDENTS AND FACULTY

Purpose: To establish Email communication guidelines for nursing students and nursing faculty.

1. Students and faculty are required to communicate with their Bergen.edu emails only. Students and faculty may forward their Bergen email address to their preferred email address in order to read BCC emails. However, all sent and reply messages are to be done through Bergen.edu email.
2. Students are expected to read their Bergen.edu emails at least 3 times a week.
3. Faculty are expected to read their Bergen.edu emails at least 3 times a week during the fall and spring semesters.
4. Students and Faculty should use extreme caution when emailing to communicate confidential or sensitive matters, and should not assume that email is private and confidential.
5. It is recommended that Faculty will keep a Folder for all email communication sent and received from students.

Moodle Information

Access to your Moodle courses (includes all nursing courses and *Nursing Student Community Moodle*: moodle.bergen.edu)

Every current nursing student is enrolled in the BCC *Nursing Student Community Moodle* site. This Moodle site contains frequently used forms, announcements, and other Nursing Department information that may be helpful to students in all levels of the BCC Nursing Program.

Students will also be automatically enrolled in course Moodle platforms upon registration.

Reviewed: 5/2018

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.

<http://nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/Tip-Card-for-Nurses-Using-Social-Media.pdf> (adopted/adapted May 2013)

Approved by Nursing Faculty 5/2013; Reviewed 5/2018

STUDENT OUTSIDE EMPLOYMENT

Nursing curricula are very demanding of students' time and energy. It is recommended that nursing students limit their outside employment while enrolled in nursing courses. Conflicts with outside employment work schedules are not sufficient reason for changes in nursing course schedules, clinical schedules or academic assignments. Outside employment commitments do not excuse nursing students' failure to: (1) attend nursing courses; (2) submit academic assignments in a timely manner, or (3) otherwise meet course objectives and requirements.

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.

Approved by Nursing Faculty 2004; Reviewed 5/2018



DEPARTMENT OF NURSING

Medical Release For Nursing Students to Return to Clinical Practice After Illness/Injury/Surgery
OR to Participate in Clinical Practice During and After Pregnancy

Student Name _____

Date of Illness/Injury/Surgery _____

Diagnosis/Surgery _____

Pregnancy –Date of Expected Date of Delivery/Date of Delivery _____

I certify that the above named nursing student is medically cleared to perform all functions of a nursing student in the role of direct patient care provider in the acute care setting. These functions include, but are not limited to: performing all nursing skills such as patient lifting and ambulation, patient hygiene, administering medications via all routes, dressing changes, respiratory care, and other invasive procedures, and exposure to disease.

Health Care Provider's Name and Credentials _____

PRINT

Date _____

Address _____

City/State/Zip Code _____

Telephone Number () _____ FAX Number () _____

Email Address _____

Provider's Signature _____

RETURN FORM TO B302 – DIRECTOR OF NURSING PROGRAM

9/18/12 jgm

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

Approved by Nursing Faculty 2004/Reviewed by Nursing Faculty 5/2013, 5/2018

GRADUATION

The graduation requirements for the Bergen Community College Nursing Program are consistent with the Program's retention criteria and policies. The graduation requirements are as follows:

1. Students must submit a completed application for graduation to the registrar.
2. Students must complete all of the requirements of the Nursing Program.
3. Minimum grades of "C+" are required in all nursing courses.
4. To graduate, a student must achieve an over-all grade point average of 2.0 and satisfactorily complete all requirements of the nursing program
5. Must complete the Nursing Program in no more than three (3) consecutive years from the point of admission in the nursing program.

Application for licensure may be denied by the Board if violations exist. Applications for licensure also may be denied by the Board of Nursing if an applicant has charges pending or has ever been convicted of a felony or misdemeanor and/or has been found guilty of professional misconduct or negligence. These matters should be cleared with the New Jersey Board of Nursing before applying for admission to the A.A.S Nursing Program.

Revised: 5/2018

NURSING STUDENT HANDBOOK and 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. Students are governed by the most current Student Handbook.

Please check the box within the Nursing Compliance documentation link as your signature.

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.

Please check the box within the Nursing Compliance documentation link as your signature.

NAME: _____
please print

SIGNATURE: _____

DATE: _____

Approved by Nursing Faculty 5/2013; Reviewed 5/2018