DIVISION OF HEALTH PROFESSIONS

DEPARTMENT OF NURSING

NURSING
STUDENT HANDBOOK

**FALL 2025 and SPRING 2026
SEMESTERS**

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.

Table of Contents

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 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* Canvas 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 infant, child and adult simulators to provide controlled clinical experiences in a safe environment. 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 55 years and that the Accreditation Commission for Education in Nursing (ACEN) granted full continuing accreditation status for the maximum number of years based on their findings.

Your future begins here and now.

Best wishes for success.

Sincerely,
Carmen Cruz-Torres, MSN, MHS, 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 (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, (404-975-5000), www.acenursing.org

Students who may have a complaint regarding the BCC Nursing Program should address their complaint through the formal channels of communication at BCC (course faculty, Associate Dean and Dean of Health Professions) 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.

CONTACT INFORMATION FOR NURSING FACULTY AND STAFF

ASSOCIATE DEAN
CARMEN CRUZ-TORRES, MSH, MSN. RN, CNE
Office: HP 212A
Phone: 201-879-7958
Email: ctorres1@bergen.edu

ASSISTANT DEAN / CLINICAL COORDINATOR
TBA
Office: HP 212B
Phone:
Email:

SENIOR SECRETARY
BESSIE DEJESUS
Office: HP-212

Phone **#:** 201-879-7708
Email: bdejesus@bergen.edu

NURSING LAB FACULTY
Prof. Lynette Quinones
Office: HP-207A
Email: lquinones@bergen.edu

FACULTY

Prof. Marites Alconis
HP-204
Email: malconis@bergen.edu

Dr. Claire Cyriax
HP-206
Email: ccyriax@bergen.edu

Prof. Diana Constantino
HP-205
Email: dconstantino@bergen.edu

Dr. Joanne Diamantidis
HP-203
Email: tcuello@bergen.edu

Prof. Joana Constantino
HP-205
Email: jconstantino@bergen.edu

Prof. Sharon Mancini
HP-20
Email: smancini@bergen.edu

Prof. Tiffany Cuello-Siegel
HP-206
Email: tcuello@bergen.edu

ADJUNCT FACULTY

- Acquah, Edward: Email: eacquah@bergen.edu
- Alconis-Vo, Krysbelle: Email: kalconis@bergen.edu
- Bancroft, Christina: Email: cbancroft@bergen.edu
- Brown, Jessica: E-mail: jbrown1@bergen.edu
- Chiulli, Cyndi: E-mail: cchiulli@bergen.edu
- Cofini, Nicole: E-mail: ncofini@bergen.edu
- Colucci, Jessica: E-mail: jcolucci@bergen.edu
- Defina, Dahiana: Email: ddefina@bergen.edu
- Dumalagan, Corazon: Email: cdumalagan@bergen.edu
- Ensslin, Peggy: Email: pensslin@bergen.edu
- Fox, Jackie: Email: cfox@bergen.edu
- Funt, Melanie: Email: mfunt@bergen.edu
- George, Moly: Email: mgeorge1@bergen.edu
- Hanikeh, Natalie: Email: nhanikeh@bergen.edu
- Herms, Lisa: Email: lherms@bergen.edu
- Imbrogno, Maureen: Email: mimbrogno@bergen.edu
- Jackson, Siew: Email: sjackson1@bergen.edu
- Jamshidi, Laleh: Email: ljamshidi@bergen.edu
- Jimenez, Rommel: Email rjimenez1@bergen.edu
- Joseph, Reny: Email: rjoseph1@bergen.edu
- Keogh, James: Email: jkeogh@bergen.edu
- Labibi, Saideh: Email: slabibi@bergen.edu
- LaFlam, Theresa: Email: tlaflam@bergen.edu
- Lama-Tamang, Tenzin-Pema: Email: tlama-tamang@bergen.edu
- Lang, Michael: Email: mlang@bergen.edu
- Larsen, Shelley: Email: slarsen@bergen.edu
- Lembo, Linda: Email: llembo@bergen.edu
- Mana-Ay-Rio, Easter Grace: Email: emana-ay-rio@bergen.edu
- Munroe, Sherry-Anne: Email: smunroe@bergen.edu
- Okossi, Lilleth: Email: lokossi@bergen.edu
- Oppong, Isaac: Email: ioppong@bergen.edu
- Paulison, Frances: Email: fpaulison@bergen.edu
- Payongayong, Joanne: Email: jpayongayong@bergen.edu
- Petesa, Mark: Email: mpetesa@bergen.edu
- Pilapil, Amelita: Email: apilapil@bergen.edu
- Plange-Kaye,Elizabeth Email: eplange-kaye148737@bergen.edu
- Ramirez-Orta, Esteban: Email: eramirez-orta@bergen.edu
- Reighard, Roma: Email: rreighard@bergen.edu
- Rioux, Kristina: Email: krioux@bergen.edu
- Rodriguez, Josephine: Email: Jrodriguez2@bergen.edu
- Scalera, Laura: Email: lscalera@bergen.edu
- Schmidt, Kristina: Email: kschmidt1@bergen.edu

- Siphur, Tsamchoe (Dolma)): Email: Tdolma1@bergen.edu
- Sistoso, Robelisa: Email: rsistoso@bergen.edu
- Sharples, MaryJo: Email: msharples1@bergen.edu
- Spruill: Tara: Email: tspruill@bergen.edu
- Strickland, Patricia: Email: pstrickland@bergen.edu
- Vidojevikj, Vesna: Email: vvidojevikj@bergen.edu
- Williamson, Mandelia: Email: mwillaimson1@bergen.edu

ABILITIES AND SKILLS REQUIRED
FOR SUCCESS IN THE DEPARTMENT OF NURSING

A successful candidate for the nursing program 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, smell, hear, touch and be mobile to care for patients.

- **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, not depend on lip reading, 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, 5/2024

CURRICULUM

PHILOSOPHY

The Department of Nursing is an integral part of Bergen Community College and subscribes to the Philosophy, Vision, Mission, and goal 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 the national Council of State Boards of Nursing (NCSBN's) clinical judgement measurement 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. 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 ability to achieve optimal health.

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 actions. A change in any of the factors that affect health can overwhelm a person's state of wellbeing may result in 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 illness 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 clinical judgement to determine the level of nursing care. The clinical judgement models entail recognizing cues, analyzing cues, prioritizing hypotheses, generating solutions, taking action and evaluating outcomes. 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 clinical judgement 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 judgement, accountability, patient 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, 5/2024

END-OF-PROGRAM LEARNING OUTCOMES

The graduate of this program:

- Applies the Nursing Process while modeling critical thinking and clinical judgement to assist culturally diverse individuals, families, and groups in the promotion, maintenance and restoration of optimum health.

- Communicates effectively with individuals, families and collaborates with other health team members.

- Practices within the legal and ethical framework of nursing.

- Incorporates technical resources for the improvement of nursing practice.

- Demonstrates quantitative reasoning skills in nursing practice.

- Integrates teaching and learning principles into nursing practice.

Approved 5/2006; Reviewed 5/2021, Revised 5/2022, 5/2024

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, 60% 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.

Reviewed 5/2014, 5/2018, 5/2021, 5/2024

DEFINITIONS OF CURRICULAR 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 clinical judgment.

Critical Thinking/Clinical Judgement: The nursing process of reasoning where one analyzes, synthesizes, and evaluates information from which conclusions are drawn and problems are solved.

Ethical Dimensions and Legal Concepts: Principles governing moral, social, or behavioral issues in nursing practice. Legal concepts incorporate those laws and regulations, both Federal and State, that govern personal conduct and 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.

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 wellbeing.

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; 5/2024, Reviewed 5/20

DAY/EVENING PROGRAM

NURSING CURRICULUM (DAY SESSION)
Code: AAS.NURS.DAY

Fall Semester
BIO 109 Anatomy & Physiology	4
ENG 101 English Composition I	3
NUR 181 Physical Assessment	1
NUR 182 Pharmacology for Nurses	1
NUR 183 Basic Concepts & Skills for Nsg	6
	15

Spring Semester
BIO 209 Anatomy & Physiology II	4
PSY 106 Developmental Psychology	3
ENG 201 English Composition II	3
NUR 281 Adult Health Nursing - A	4
NUR 282 Adult Health Nursing - B	4
	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	4
	16

Spring Semester
Humanities Elective +	3
NUR 290 Adult Health Nursing - C	4
NUR 291 Adult Health Nursing - D	4
	11

The day nursing program accepts students for Fall admission only.

NURSING CURRICULUM (EVENING SESSION)
Code: AAS.NURS.EVE

Spring Semester
BIO 109 Anatomy & Physiology I *	4
ENG 101 English Composition I *	3
	7

Summer Semester
SOC 101 Sociology *	3
	3

Fall Semester
BIO 209 Anatomy & Physiology II *	4
PSY 106 Developmental Psychology *	3
ENG 201 English Composition II *	3
	10

Spring Semester
NUR 181 Physical Assessment	1
NUR 182 Pharmacology for Nurses	1
NUR 183 Basic Concepts & Skills of Nursing	6
	8

Summer Semester
BIO 104 Fundamentals of Microbiology	4

Fall Semester
NUR 281 Adult Health Nursing-A	4
NUR 282 Adult Health Nursing-B	4
	8

Spring Semester
NUR 284 Maternal/Child Health Nursing	5
NUR 285 Mental Health Nursing	4
	9

Summer Semester
Humanities Elective +	3
	3

Fall Semester
NUR 290 Adult Health Nursing - C	4
NUR 291 Adult Health Nursing - D	4
	8

The evening nursing program accepts students for Spring admission only.

* Evening Nursing applicants cannot be accepted until general corequisites (**6** 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 5/2014,5/2024 Reviewed 5/2018, Revised 6/2020, Reviewed 5/2021

NCSBN CLINCAL JUDGMENT MEASUREMENT MODEL

Clinical judgment is defined as the observed outcome of critical thinking and decision making. It is an iterative process that uses nursing knowledge to observe and assess presenting situations, identify a prioritized client concern and generate the best possible evidence-based solutions in order to deliver safe client care. Clinical judgment refers to the thought process (clinical reasoning) that allows healthcare providers to arrive at a conclusion (clinical decision-making) based on objective and subjective information about a patient.

Bergen Community College has adopted the Clinical Judgment Measurement Model (NCJMM). This framework provides a
logical structure for organizing, planning, and implementing care, and facilitates mental organization and recall of knowledge. The NCSBN Clinical Judgment Model has multiple layers of clinical decision-making that include processing knowledge through the lens of generalist experience and practice, patient observation, and knowledge of the topic. There are six specific processes, or steps, to make a correct clinical judgment

.
These 6 steps involve a repetitious process the nurse moves through when interacting with every client. The process is iterative, meaning the nurse can gain new information or cues while assessing or treating the client. The new information can cause the nurse to return to a previous function and then move through the process again, continuously re-evaluating.

The 6 cognitive functions are:

Recognize cues (assessment). The filtering of information from different sources (i.e., signs, symptoms, health history, environment).

Analyze cues (analysis). The linking of recognized cues to the client's clinical presentation and establishing probable client needs, concerns, and problems.

Prioritize hypotheses (analysis). Establishing priorities of care based on the client's health problems (i.e., environmental factors, risk assessment, urgency, signs/symptoms, diagnostic tests, lab values).

Generate solutions (planning). Identifying expected outcomes and related nursing interventions to ensure a client's needs are met.

Take actions (implementation). To implement appropriate interventions based on nursing knowledge, priorities of care, and planned outcomes to promote, maintain, or restore a client's health
.
Evaluate outcomes (evaluation). To evaluate a client's response to nursing interventions and reach a nursing judgment regarding the extent to which outcomes have been met.

The 6 functions of clinical judgment

1	2	3	4	5	6
Recognize cues	Analyze cues	Prioritize hypotheses	Generate solutions	Take action	Evaluate outcomes
What matters most?	What does it mean?	Where do I start?	What can I do?	What will I do?	Did it help?

The Nursing Process

1	2	3	4	5
Assessment	Analysis	Planning	Implementation	Evaluation

NURSING STUDENT CLUB

All students are invited to join the **Bergen Community College Nursing Student Club.** 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 Bergen Community College Nursing Student Club is to assist in the professional development of the student. Meetings will be held at least twice each semester. Student led community projects will be implemented as a service-learning initiative. Bergen Community College NURSING STUDENT CLUB will participate in an orientation program for new students at the beginning of each semester and volunteer as mentors to the incoming students.

ORGANIZATION FOR ASSOCIATE DEGREE NURSING (OADN) HONOR SOCIETY

BCC is a member of the Organization for Associate Degree Nursing (OADN). This organization has established the only two-year college nursing organization with an Honor Society for nursing student members, the Alpha Delta Nu Nursing Society. Bergen Community College's chapter with OADN is Zeta Nu Honor Society. Nursing students who (1) maintain a GPA of 3.5 or greater with no previous failures, (2) are involved in Leadership and display qualities of a Leader, (3) complete a Community Project, and (4) have demonstrated on campus and in the clinical areas integrity and professionalism are eligible to apply for induction. Upon graduation 10% of the students who meet these requirements will be considered for induction into the Zeta Nu Honor Society by voting faculty. All inductees will be automatically members of the Sigma Theta Tau International Honor Society at four-year universities, if a student pursues a baccalaureate in nursing after graduation.

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. We encourage students with dependent children to apply for federal student aid grants and scholarships to alleviate some of the financial burdens they face. Students 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 Community College, 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 Community College before applying; sometimes the earned number of credits and the GPA requirements are higher.

PLEASE CONTACT THE FINANCIAL AID OFFICE FOR APPLICATION DEADLINE DATES AND FURTHER INFORMATION.

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 Canvas platform. All policy changes regarding grades or educational requirements will be communicated via email to all students and posted on the Canvas Bergen Community College Nursing Community Page.

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 a numerical grade.
- A minimal grade of 3 on the final clinical evaluations must be achieved.
- Completion of all clinical assignments by the assigned due dates.
- No clinical absences are permitted during the rotation.
- Non-compliance will result in a "F" grade for the course regardless of achievement in the theory component.
- Unprofessional behavior or unsafe practice will result in immediate clinical dismissal.

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, the student 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: 5/16/2016, 5/15/2018, 5/8/2024.
                     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 = Withdrawal

"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. If a student withdraws they must meet with the Associate Dean immediately.

The Tutoring Center employs staff with expertise in nursing; tutors are available to nursing students.   Revised: 5/2018; Reviewed 5/2021

APPEALS 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.https://bergen.edu/current-students/student-services-departments/vp-of-student-affairs/student-policies-and-procedures/grade-change-policy/

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, 5/2021, 5/2024

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 and clinical learning activities are required;
2. Adherence to the policies of Bergen Community College and our affiliating health care agencies.
3. Level I, II, III, & IV nursing courses must be taken consecutively.
4. Maintenance of a GPA of 2.5.
5. Students following normal progression will be given first priority for enrolling in a given nursing course.
6. **Any student, not on a medical leave of absence, must notify the Associate Dean of Nursing of their intent to return with an intent to return form within 10 days. The student will forfeit their seat in the program, if the form is not returned, 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.
8. All students, current and returning, must submit all required documents by the requested dates in the Nursing Student Packet (i.e., CPR, Malpractice, Medical Records/Immunizations, Vaccines, Drug Screening, CHBC, Student Handbook Sign Off)
9. Returning students are registered for classes by the nursing department for the course section approved by Associate Dean of Nursing.

New Admits
1. Prior to matriculation, each nursing student must undergo a complete history and physical examination and be in compliance with Bergen Community College'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 meet with the Associate Dean to complete the Intent to Return form within 10 calendar days of when grades are posted or their seat will be forfeited.

If less than a "C+" is achieved in the theory or less than 3 in a clinical component of a nursing course constitutes a failure
1. 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 grade of less than a C+ is earned in the theory component of a course or less than a 3 in a clinical component of the course on the final clinical evaluation this constitutes a failure. If this is the first attempt unsuccessful attempt for that student the course may be repeated. If the attempt was the second the student may not continue in the 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 Medical Leave of Absence or has received an unsuccessful course grade MUST NOTIFY THE

<u>ASSOCIATE DEAN OF NURSING IN WRITING WITHIN 10 CALENDAR DAYS OF WHEN GRADES ARE POSTED ABOUT THEIR INTENTION TO REPEAT A NURSING COURSE, WITH AN INTENT TO RETURN FORM,</u> if eligible.

2. A student must follow the withdrawal process indicated in the COLLEGE CATALOG.
3. Failure to follow the policy may result in forfeiture of the seat in the program.
4. Course withdrawals from the Bergen Community College nursing program are limited to one **(1)** withdrawal per program.
5. All incomplete course grades must be completed per student/faculty contract.

Students whose first failure is in the first section, will continue in the program and take the second course and return in one year to take the course they failed.

An exception to this is Level 4 students, who may opt to finish the one course in the very next semester rather than wait the year. If a student is unsuccessful in a second attempt of a course or a second unsuccessful attempt of another course, will be dismissed from the program.

ADVISEMENT

All students will be assigned to a nursing faculty advisor. The advisor/advisee lists are uploaded into the Nursing Student Community Canvas platform at the start of each semester.
You will be given access to the Nursing Student Community Canvas platform prior to the start of your first semester in the nursing program. The Nursing Student Community Canvas 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 Canvas platform.

Students are encouraged to schedule an appointment to meet with your nursing faculty advisor every semester. Student must adhere to the program progression pre-requisite and co-requisite schedule for each semester, failure to comply may delay a student's progression in the program. It is the students' responsibility to review their 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, Reviewed 5/2024, Revised 6/2025

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 meet with 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 or your seat will be forfeited.

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. Students returning from an unsuccessful attempt at a course must notify the Associate Dean of Nursing of their intent to return or 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 MEDICAL LEAVE OF ABSENCE (LOA)

Purpose:

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

1. Students, who require a LOA for extenuating medical reasons, or medically documented high risk pregnancy must provide medical documentation from a physician, and notify the Associate Dean immediately upon identification of the need. This is accomplished by completing an "Intent to Return" form in the nursing handbook and submitting medical documentation form to the department secretary. A medical release will need to be completed to return.

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 in, to complete the program.

4. Students returning from a LOA must notify the Associate Dean of Nursing of their intent to return or their seat will be forfeited in the program. This will result 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: 9/15/ 2015, 5/15/2018,5/10/2021, 5/16/2022, 12/12/2023, 5/2024, 6/2025

BERGEN COMMUNITY COLLEGE
DEPARTMENT OF NURSING
INTENT TO RETURN

I am requesting to return to the program in the SPRING / FALL semester
(**circle semester**)

Repeating a course:
I was unsuccessful in:

_____ NUR 181	_____ NUR 284
_____ NUR 182	_____ NUR 285
_____ NUR 183	

_____ NUR 281	_____ NUR 290
_____ NUR 282	_____ NUR 291

I wish to repeat the course in the SPRING_____/FALL_____
                                              year   year

Return from a Medical LOA:
I wish to return from a Medical LOA and continue my nursing course sequence.
Must submit a medical release form.
I wish to register for NUR_____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 unsuccessful grade **MUST MEET WITH 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." Further, "Students following normal progression will be given first priority for enrolling in a given nursing course."

If you are unsuccessful in a nursing course, please remember to deregister yourself from that course prior to the first day of the course.

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

_____
Signature   Date   Time

PRINT YOUR NAME_____

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 Bergen Community College nursing courses. Previous nursing course grades, from any school, will NOT be transferred into the program. Students who are seeking transfer from another nursing program will not be able to apply for admission for 3 years from failure in previous institution.

- **Program: Nursing, Day Session**
  o Program Length: 2 academic years
  o Preadmission Test: Nursing Program Admissions Exam
  o GPA for admissions eligibility: 2.50
  o Prerequisite courses: CHM 112; BIO 109; MAT 040 or MAT 157 or math waiver.
  o Application Deadline: January 15th for Fall admission. Program Admits: Fall semester
  o The day nursing program accepts students for fall only
  o The total number of credits required for the AAS degree in Nursing is 60.

- **Program: Nursing, Evening Session**
  o Program Length: 2 academic years
  o Preadmission Test: Nursing Program Admissions Exam
  o GPA for admissions eligibility: 2.50
  o Prerequisite courses: CHM 112; BIO 109; MAT 040 or MAT 157 or math waiver.
  o College prerequisite courses: BIO 109 and BIO 209; ENG 101 and ENG 201; PSY106; SOC 101
  o Application Deadline: September 15th for spring admission. Program Admits: Spring semester
  o The evening nursing program accepts students for spring only
  o The total number of credits required for the AAS degree in Nursing is 60

Revised: 5/2018, Revised 6/20,6/25 Reviewed 5/21

SAFE/UNSAFE PERFORMANCE POLICY

- The student is expected to be prepared academically, mentally, and physically for the laboratory and/or actual clinical experiences. 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. 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. Students will receive a mid-rotation and final clinical evaluation with documentation of unsafe clinical performance.

- The faculty of the nursing program in collaboration with the Associate Dean reserves the right to terminate student 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 to fill out a withdrawal form.

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) and/or

3. Unethical or unprofessional behavior.

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 semester.

Students will receive a request to complete a graduate survey via an email 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; Reviewed 5/2021

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 nursing course outline."

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.
- Clinical Conference is equivalent to Clinical hours. Mandatory attendance is required.
- Students are required to adhere to the Uniform Policy.
- Students must have transportation to class, lab and clinical.
- Clinical rotation assignments are selected randomly at the discretion of the full-time faculty.

Bergen Community College
Clinical Absence Policy

In accordance with NJ State Board of Nursing and ACEN Standards all nursing students are required to meet the following to fulfill graduation requirements. All students in Level I to IV are required to attend the clinical hours based upon the course requirements. Students must meet all required clinical hours listed on the course syllabus, course and clinical objectives to achieve a minimum grade of 3.0 for clinical. **Missing the first clinical day/clinical orientation of the course and or any clinical day may result in a clinical failure and course failure. No clinical absences are permitted.** Clinical by definition includes clinical conferences, sim lab attendance, and hospital and community based clinical. Students who are more than 15 minutes late, will be dismissed from clinical and this will result in a clinical failure.

Religious Observances

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. If the student does not complete all requirements of the course, the student may be assigned a grade of Incomplete and enter into a student/faculty contractual agreement for completion.

Extenuating Circumstances

In extenuating circumstances, (i.e., hospitalizations, reported positive COVID, jury duty, military reserve) the student is expected to notify their clinical instructor and course faculty of the extenuating circumstance no later than 2 hours before start of the clinical session.
- If the circumstance is not considered extenuating then the student will be considered absent from the clinical session and assigned a clinical failing grade. The student must provide documentation of the absence on the specific day of occurrence.
- If the circumstance is considered extenuating then the student will arrange with the clinical instructor to make up the missing clinical hours.

Students are required to make up the missed clinical hours within a designated time period as assigned by the course faculty and clinical faculty. If the clinical hours are not made up as assigned by the course and clinical faculties, the student will fail the clinical component of the course, which will result in a course failure. Clinical absences will be documented and the student will be held accountable to make up the clinical hours missed to meet the required clinical course hours. Hospital-based and community-based clinical hours, as well as clinical conferences and simulation missed will be made up on a 1:1-hour basis either by simulation, case studies, modules, demonstrating skills in lab, or a combination of both as determined by the course faculty and clinical instructor. If a student is absent from clinical for

a death in the family or extenuating circumstance, documentation must be provided to the clinical and course faculty.

Illness
Students are not expected to attend a clinical session if the student is ill. The student must provide medical note for the day of illness from a licensed practitioner to the clinical instructor **and** Bergen Community College Health Services before resuming the program.

COVID-19
Students will follow Centers for Disease Control (CDC) guidelines following exposure to the COVID-19 virus. The student must provide medical clearance from a licensed practitioner to Bergen Community College's Nurse, in Health Services before resuming the program. The college nurse will clear all students before the student can report back to the college. All clinical absence makeups must be arranged with the student's clinical faculty.

Lateness to Clinical
Students are expected to arrive at the clinical site 15 minutes before the beginning of the clinical session and is expected to notify the clinical instructor as soon as possible when the student will be late for a clinical session. A student who arrives more than 15 minutes late to their scheduled clinical will be asked to leave the unit and this will   be considered a clinical absence and course failure.

Approved by Nursing Faculty 2004;
Revised by Nursing Faculty 5/2014; 5/2018; 6/20; 12/2020, 5/2021,5/2024

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, up to and including dismissal from the program. 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 https://bergen.edu/about-us/college-policies/ and Code of Conduct https://bergen.edu/student-conduct/student-code-of-conduct/

Policies:

- Lap tops, smart phones, smart watches, or ear buds are not permitted. Verbal consent from the faculty is required for the use of technology.
- 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, subject to disciplinary action.
- Specific policies relevant to each course will be published and/or discussed by each course faculty on the first day of class.

ARTIFICIAL INTELLIGENCE STATEMENT

Plagiarism (which includes use of AI such as Chat GPT, or any other artificial source, to write papers/assignments), is considered an extremely serious offense, which can result in suspension from the college. Students are encouraged to read this institution's plagiarism policy https://bergen.edu/faculty-staff/citl/instructional-technology/turnitin/.
 All nursing students are prohibited on using AI in all nursing care plans, teaching plans, discharge plans, process recording and papers. Violation may result in "0" grade or point deduction as set forth on the course syllabi, on the discretion of the faculty.

TEST TAKING POLICIES

Guidelines for Testing

- ***Testing environment*** should be quiet and free from interruptions, NO talking. Faculty and/or proctors will be present and walking around the testing room.
- ***Assigned seating will be mandated during nursing exams.***
- Nothing should be on your desk during the exam. (NO books, NO cell phones, NO notes, or any interruptions). Any modifications to the screen prior to testing or during the test is prohibited.
- No food or drinks allowed in computer labs.
- Once you have completed your test, exit the room, and leave the testing area.

- *Proper classroom attire* is required for testing, NO hoodies, NO baseball caps, NO hats or NO smart watches NO ear pods or headphones should be worn. Only foam earplugs are acceptable. No google eyewear.
- You must **show your BCC ID for testing**. Only a valid NJ Driver's license may be substituted.
- *Scrap paper* will be supplied by faculty. Scrap paper must be returned to the faculty after testing. Failure to do so will result in a "0" test grade.
- *Additional instructions regarding ATI testing policies will be given by the faculty.*
- If you encounter difficulty while testing, raise your hand and the faculty will assist you.
- **Cheating is a serious breach of academic integrity**. If evidence is shown that there has been cheating on any exam, the student(s) involved will be dealt with immediately. The faculty member in consultation with the Dean will determine the course of action to be followed. This may include assigning a failing grade on the exam, assigning a lower course grade, failing the student in the course, or dismissal from the program. **Refer to Student code of Conduct Handbook: VI Standards of conduct A: Integrity**:https://bergen.edu/student-conduct/student-code-of-conduct/
  - Any student exhibiting suspicious behavior indicative of academic dishonesty will be asked to leave the test immediately.
  - Adhere to the **BCC Student Code of Conduct** https://bergen.edu/student-conduct/student-code-of-conduct/
  - **Test Review:** For integrity and security of the nursing program exams, students requiring exam review will need to make an appointment with course faculty during office hours. All students receiving under an 80% must meet with faculty. During office hours all students are required to put all their belongings in a locker prior to meeting with faculty. No electronic devices are allowed during exam review (ie. cellphones, smart watches, google glasses).
  - All exams start promptly, arrive early. All tests begin promptly at their scheduled time. If you are late for the test the door will be closed and you will receive a zero for the exam.

<u>MAKE-UP EXAM POLICY</u>

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

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

3. Make-up tests:

   a. <u>Excused absence:</u> 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, documentation must be provided to faculty for the day of the absence).**

      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. <u>Unexcused absence:</u> If a student does not have an excused absence, he or she will not be permitted to take a make-up test.

   c. <u>Time Frame:</u> The student will be expected to make up the exam on the day they return in consultation with their faculty.

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 one retake opportunity. Therefore, students will have one opportunity to achieve a passing score. Failure to achieve a passing score on the PMCE will result in course failure ("F").

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

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.

Students who are unsuccessful on their first PMCE will be required to complete remediation prior to taking their 2nd PMCE.

A student who has failed the 2nd PMCE will have automatically failed clinical and have failed the course ("F" grade). 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.

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

Approved by Nursing Faculty 2004
Reviewed by Nursing Faculty 5/2017, 5/2021,5/2024.
Revised by Nursing Faculty 5/2018

CLINICAL TRACKING -Typhon

All students are required to purchase a subscription to Typhon prior to their first day of clinical. Typhon will be utilized to track student time logs, case logs, clinical placements, and clinical evaluations throughout the nursing program. Typhon Subscription can be purchased online @ Typhongroup.net (Acct# 8401). Students must upload a photo, CPR, and malpractice insurance onto the Typhon platform, in addition to Laserfiche. Clinical faculty will utilize Typhon for evaluation of the clinical component of each course. Student must create time logs and case logs for each clinical experience within a week of their assigned clinical day. At the discretion of the clinical faculty, students may be asked to upload their nursing care plans and process recording via Typhon or Canvas drop box. Clinical faculty will notify students to review their mid-course and final evaluations on Typhon. It is the student's responsibility to review evaluations as soon as they are made available. Student are required to upload a photo for ID purposes, malpractice and CPR on the Typhon platform prior to clinical.

Approved 5/2024

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 professional lab assistant/faculty for an appointment or if you have 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 completed form to the assigned skills lab assistant immediately upon arrival to the skills lab. The skills professional lab assistant/faculty will review, and/or demonstrate, the required skills and observe the student practicing the skill. The skills professional lab assistant/ 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.

BERGEN COMMUNITY COLLEGE
DEPARTMENT OF NURSING

LABORATORY REMEDIATION REFERRAL FORM

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 nursing 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 professional lab assistant/faculty 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.
- Students are allowed a maximum of 2 attempts at validation of skills (initial testing with 1 revalidation attempts). This includes in-person and video validations/revalidations. Failure to be successful on the 2nd 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, which will result in a clinical course failure.

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 professional lab assistant/faculty 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, Basics 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 professional lab assistant/faculty will randomly select two skills from List "A" and four skills from List "B" (see below).

6. Validation retakes are scheduled by the professional lab assistant/faculty 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 professional lab assistant/faculty.

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 professional lab assistant/faculty. 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.

NURSING SKILLS REMEDIATION LIST

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, May 11, 2021
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:

- Students need to sign up in advance for lab practice.
- Children are not permitted in the laboratories.
- All accidents must be reported to the professional lab assistant/faculty, Public Safety, Health Services and the Associate Dean.
- Eating or drinking is not permitted in the NSL.
- Cell phones must be turned off, ear buds may not be worn.
- Professional behavior must be maintained at all times.
- Students are to adhere to the requirements stated in the Uniform Policy.

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/

  You can also access the link to the nursing research guide:

  https://bergen.libguides.com/nursing

Revised: 5/2018, 6/2020, 5/2021

Nursing Skills Laboratory Guidelines

The Bergen Community College Nursing Skills Laboratory is available either by a scheduled appointment basis or during open lab hours during the week Monday through Saturday. These hours and times will be posted outside of the Laboratory announcement window and on Canvas's announcement page. These are subject to change; students will be notified of any changes via Canvas announcements. The lab is for practicing nursing skills, reviewing nursing procedures and clinical activities. Students and the faculty are expected to follow the guidelines below:

1. Only BCC Nursing students are allowed in the nursing skills lab in HP207, HP 210.
2. The nursing skills lab is to be treated as if it is a clinical setting. Students, faculty and staff are NOT to sit on beds or furniture.
3. Students are to be prepared and on time for any nursing lab appointments/classes.
4. Students must always be in uniform during lab times.
5. There is NO eating, drinking, vaping, or children allowed inside the nursing skills lab.
6. Students are to be respectful to everyone and only use appropriate language. A zero-violence tolerance policy is followed.
7. Cleanliness is imperative, and all students are expected to put away any equipment, clean up and straighten up the area after their lab session.
8. Any items found in the nursing skills lab will be dropped off at the Nursing office, an email will be sent for said found items and if no one claims it within 48 hours will be sent to Public Safety Office.
9. A sign-in sheet is used for proof of attendance and is always kept in the Nursing Lab. All students must sign in and out if they are utilizing the lab. The nursing lab assistant will validate your attendance if needed by signing necessary lab practice/remediation form.
10. All appointments or arrangements must be made with the nursing lab assistant for skill evaluation, planned supervised practice and or review to better facilitate an activity. If a student is unable to keep their lab appointment or needs to reschedule, they should email Prof. Lynette Quinones (nursing lab assistant) Email: lquinones@bergen.edu
11. All assigned nursing faculty, clinical adjunct faculty, Assistant Dean of Nursing/ Clinical coordinator, Associate Dean of Nursing and Nursing Lab Assistant can conduct student validations and evaluations during lab sessions.
12. Evaluations are conducted with the guidance of faculty. Critical elements must be satisfactorily done to meet the expectation of evaluations. Skills checklist are from F.A. Davis (Fundamentals of Nursing, Procedure Checklist) book.
13. Students who are unsuccessful and need mandatory remediation must contact the Nursing Lab Assistant and coordinate along with their instructor supervised skill lab time. The student will be given a second chance to test on the skill once they have practiced it and reviewed as needed. If the student still is unsuccessful, on the second attempt; Please refer to the BCC handbook on terms for students who do not pass or need to repeat a course in the Nursing Program.
14. All the repeat evaluations must be completed and done according to the course requirements, no exceptions.
15. Once a student has been validated on a skill it can be performed in a clinical setting under the supervision of their clinical faculty. If a skill is deemed "unsatisfactory" at nursing skills validation; it cannot be performed in a clinical setting. Clinical faculty will be notified of unsatisfactory validation by course faculty or professional lab assistants.
16. Students are expected to keep up with all nursing skills throughout the Nursing program. Students are encouraged to use open lab hours for skills practice.
17. In the event of an accident; no matter how minor the incident must be reported to the nursing lab assistant and or faculty. A student incident report for the nursing skills lab will be provided by the lab assistant. The nursing department will follow-up as needed.
18. Lockers are available to store belongings while in the lab, you must bring your own lock to secure your items. All items must be removed by the end of lab practice.

Student Lab Incident Report (Nursing Skills Lab) HP 207 /HP 210

Name of Student_____

Name of Faculty_____

Date of incident_____**Time of incident**_____

Location of incident_____

Nature of incident_____

_____

_____

Outcome_____

_____

_____

Associate Dean of Nursing Program; *Carmen Cruz-Torres* **notified**_____

Date_____**Time**_____

Dean of Health Professions*; Dr. Susan Barnard* **notified**_____

Date_____**Time**_____

 Health Services (name) notified_____

Date_____**Time**_____

Public Safety (name) notified_____

Date_____**Time**_____

Revised 6/2025

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). <u>Students improperly attired will not be admitted to the clinical agency, nursing laboratory setting, or ICS and will be considered absent for that experience, which will result in a clinical failure.</u>

The Uniform Code is as follows:

<u>Clinical agency and validation attire:</u>
- Students are expected to wear the Bergen Community College Uniform in the lab, clinical site, and in simulation. Uniforms are to be clean and in good repair.
- Appropriate business attire is required for certain clinical experiences as per facility requirements. The specialty areas may require alternate attire. The specific guidelines will be discussed by the clinical instructor.

  <u>Full Uniform:</u>
  - A regulation name pin will be worn on the left side of the uniform.
  - All students will wear purple scrubs with a white lab jacket.
  - 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, or open-toed shoes are permitted as per Public Employees Occupational Safety and Health (PEOSH) Standards: https://www.nj.gov/health/workplacehealthandsafety/

  <u>Other Uniform Regulations:</u>
  - 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, hair bands, bouffant, skull caps or any other head gear are allowed. Natural hair color only. Religious white 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 or eyelashes.
  - 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 class, clinical, 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, which may be up to 2 hours of commute and may include weekend hours.

Revised: 6/2020; Reviewed 5/2021

Interdisciplinary Center for Simulation (ICS):

- Full uniform and ID, 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 and clinical rules:

- Professional behavior is required in all learning settings.
- No eating, drinking or chewing gum or candy in the patient areas, laboratory, or ICS.
- Do not bring food or drinks into the HP Building.
- Clinical rotation assignments will be selected by faculty only. Faculty are unable to accept student requests.
- Parking and smoking policies of the college and clinical agency(s) must be followed.
- A student who receives a clinical grade at midterm of 2 or lower and/ or a test grade of 77.45 or lower is expected to schedule a conference with her/his faculty 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 coursework.
- 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.
- Electronic technology 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.
- Students are prohibited from sitting on floors while wearing their uniform.

Revised: 11/2021; Reviewed 11/2021

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 Assistant Dean/Clinical Coordinator.
- All health-related documents must be processed in Health Services.
- It is the responsibility of the student to submit copies of CPR and Malpractice certificates via Laserfiche for review by the Assistant 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 need to subscribe to Typhon for clinical portfolio by the first clinical day and upload required medical compliance. Failure to subscribe will constitute a clinical failure.

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 via Laserfiche for the review of 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. COVID vaccines and booster.

   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 COMPLIANCE REPORTS ARE SUBMITTED FROM THE COLLEGE HEALTH OFFICE 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.

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, 5/2021

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			
COVID Vaccine/booster-N95 FIT TESTING/OSHE – Guidelines			

Approved by Nursing Faculty: 5/2018; Reviewed 5/2021

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 on first day of class 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 a current *Letter of Accommodation* must renew these services every semester. Students with accommodations must provide documentation to their course faculty to receive these services every semester.

Testing accommodations will be scheduled with the OSS department unless previously arranged with the course faculty.

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. All sent and reply messages are to be done through Bergen.edu email.
2. Students are expected to read their Bergen.edu emails daily.
3. Faculty will respond to student emails within 48 business hours.
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.

CANVAS INFORMATION

Students will also be automatically enrolled in course Canvas platforms upon registration access through bergen.instructure.com

Every current nursing student is enrolled in the BCC *Nursing Student Community* Canvas site. This Canvas 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**.**

Reviewed: 5/2018, 5/2021,5/2023,5/2024

SOCIAL MEDIA POLICY

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

1. Student nurses must not transmit or place online individually identifiable patient information.
2. Student nurses must observe ethically prescribed professional patient – nurse boundaries.
3. Student nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Student nurses should take advantage of privacy settings and seek to separate personal and   professional information online.
5. Student nurses should bring content that could harm a patient's privacy, rights, or welfare to the   attention of appropriate authorities.
6. Student 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 gained through the nurse-patient relationship.
3. No photos of patients or staff are permitted.
4. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
5. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
6. Do not take any photos or videos in the clinical environment excluding the college clinical laboratory setting.
7. Promptly report a breach of confidentiality or privacy.
   http://nursingworld.org/social/ (adopted/adapted May 2013)

Approved by Nursing Faculty 5/2013; Reviewed 5/2018, 5/2021, 5/2024, 5/2025

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.***

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 and will notify the Associate Dean.
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, and 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. (See below Medical Release Form)

Approved by Nursing Faculty 2004; Reviewed 5/2018

Nursing Medical Release to Participate in Classroom/Clinical

Student Name: _____

Date of illness/injury/surgery/pregnancy: _____

Diagnosis/Surgery: _____

Pregnancy-Date of Expected Delivery:_____

Date of Return: _____

I certify that the above student is medically cleared to perform all functions of a Nursing/Health Professions student in the role of direct patient care provider in the acute/subacute care settings. These functions may include, but are not limited to, performing all nursing skills such as patient lifting and ambulation, patient hygiene, administering medications via all routes including parental medications, adding and discontinuing medications, dressing changes, respiratory care, and other invasive procedures and exposure to disease. This student must be able to perform all required functions without physical limitations and with safety for the patient. Light duty is not permissible, full participation is required. Students are not permitted in the clinical area with assistive devices (ex. boot, crutches, walking cast, cast and/or sling).

Physician Signature: _____

Physician's Name and Stamp (Please Print):_____

City & State_____

Phone Number: _____ Fax Number: _____

Date: _____

Bergen Email Address:_____

Student ID:_____

Please submit form to HP212-Dean of Nursing Program

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 legal, illegal or unprescribed controlled chemical substances.
- Any substances 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/substance 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. Document objective behaviors on the clinical evaluation that the student is unfit for duty.
    D. Appropriate follow-up will occur with the Associate Dean.

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.
    C. Appropriate follow-up will occur with the Associate Dean.

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, 5/2021, Revised 5/2022

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 2.5 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.

PROGRAM COMPLETION REQUIREMENTS

- Mandatory three-day ATI Live Review (dates may be after the semester has ended).
- Comprehensive Predictor students who score below Level II will require remediation and retake of the Comprehensive Predictor exam.
- Students need to present their identification (NJ driver's license or non-driver's license identification card) when requested for licensure verification.

Revised: 5/2018; Reviewed 5/2021, Reviewed 5/2023, Revised 5/2024

NURSING LICENSURE

Eligibility to apply for nursing licensure in the State of New Jersey is granted upon meeting the requirements of the Nurse Practice Act NJSA 45: 1-21

Nursing Practice Act
State of New Jersey
(P.L. 1947, c. 262, as amended)

45: 1-21   Refusal to license or renew, grounds.

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 which damaged or endangered the life, health, welfare, safety or property of any person;

- 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, or engaged in acts constituting, any crime or offense involving moral turpitude or relating adversely to the activity regulated by the board. For the purpose of this subsection a judgment of conviction or a plea of guilty, non-vult, nolo contendere or any other 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;

- Has repeatedly failed to submit completed applications, or parts of, or documentation submitted in conjunction with, such applications, required to be filed with the Department of Environmental Protection.

- Has violated any provision of P.L.1983, c.320 (C.17:33A-1 et seq.) or any insurance fraud prevention law or act of another jurisdiction or has adjudicated, in civil or administrative proceedings, of a violation of of P.L.1983, c.320 (C.17:33A-1 et seq.) or has been subject to

final order, entered in civil or administrative proceedings, that imposed civil penalties under that act against the applicant or holder;

- Is presently engaged in drug or alcohol use that is likely to impair the ability to practice the profession or occupation with reasonable skill and safety. For purposes of this subsection, the term "presently" means at this time or any time within the previous 365 days;

- Has prescribed or dispensed controlled dangerous substances indiscriminately or without good cause, or where the applicant or holder knew or should have known that the substances were to be used for consumption or distribution;

- Has permitted an unlicensed person or entity to perform an act for which a license or certificate of registration or certification is required by the board, or aided and abetted an unlicensed person or entity in performing such an act;

- Advertised fraudulently in any manner. The division is authorized, for purposes of facilitating determinations concerning licensure eligibility, to require the fingerprinting of each applicant in accordance with applicable State and federal laws, rules and regulations. Each applicant shall submit the applicant's name, address, and written consent to the director for a criminal history record background check to be performed. The division is authorized to receive criminal history record information from the State Bureau of Identification in the Division of State Police and the Federal Bureau of Investigation. Upon receipt of such notification, the division shall forward the information to the appropriate board which shall make a determination regarding issuance of licensure. The applicant shall bear the cost for the criminal history record background check, including all costs of administering and processing the check, unless otherwise provided for by an individual enabling act. The Division of State Police shall promptly notify the division in the event an applicant or licensee, who was the subject of a criminal history record background check pursuant to this section, is convicted of a crime or offense in this State after the date the background check was performed.

https://www.njconsumeraffairs.gov/arch/Regulations/uniformact.pdf

NURSING STUDENT HANDBOOK and POLICY SIGN-OFF FORM

Students will certify that they have read each page of the Nursing Student Handbook and is fully familiar with the contents of the document and understand and agree to the terms and provisions. Each semester students will acknowledge reading the latest edition of the Nursing Student Handbook via Laserfiche as part of their nursing compliance requirements.

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

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.

Approved by Nursing Faculty 5/2013; Reviewed 5/2018,5/2021, Revised 5/2024