MONROE COUNTY COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
PRACTICAL NURSING PROGRAM

PRACTICAL NURSING STUDENT INFORMATION HANDBOOK

2020

Revised: 10/12; 10/13; 10/14, 11/15, 10/16, 11/17, 11/18; 11/19

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Program Information

MONROE COUNTY COMMUNITY COLLEGE

MISSION STATEMENT

Monroe County Community College enriches and transforms lives by providing opportunity and excellence in higher education.

VISION STATEMENT

Monroe County Community College will be an innovative and progressive higher education institution and our community's first choice for quality post-secondary education.

PHILOSOPHY

Monroe County Community College is dedicated to the philosophy that the nation's most precious resource resides in the diverse knowledge and abilities of its citizens.
The college endeavors to provide educational opportunities to enhance this knowledge and refine these abilities.
The college offers its programs and services within a framework of ethical integrity in all relationships and practices.
The college believes that liberal admissions requirements are an essential part of its philosophy.
The college's admissions policy affords equal opportunity for all qualified individuals for higher educational experiences.

CORE VALUES

Monroe County Community College is dedicated to these core values:

- Comprehensive educational offerings
- Instructional excellence
- Transformational learning
- Cultivation of informed and participating citizens
- Entrepreneurial and responsive leadership to community needs
- Cultural enrichment
- Affordability
- Accessibility
- Valuing human diversity
- Ethical integrity
- Accountability to students and stakeholders
- To be a source of pride for the residents of Monroe County

MCCC PRACTICAL NURSING PROGRAM

MISSION STATEMENT

Monroe County Community College's Practical Nursing Program provides an opportunity to enrich and transform lives through excellence in nursing education.

VISION STATEMENT

Monroe County Community College's Practical Nursing Program will be the community's first choice for practical nursing education.

PHILOSOPHY

The Monroe County Community College Practical Nursing Program supports the philosophy of the college, which recognizes that the nation's most precious resource resides in the diverse knowledge and abilities of its citizens. The Practical Nursing Program provides educational opportunities to enhance this knowledge and refine these abilities.
The Practical Nursing Program is built upon a framework of human flourishing, nursing judgment, professional identity, and a spirit of inquiry, with a curriculum that accounts for emerging evidence-based practice and will be accomplished in settings that align with current workforce trends. The program outcomes are the expected culmination of learning experiences taking place throughout the curriculum.

CORE VALUES

The practical nursing curriculum is founded on the following core values:

- Caring
- Integrity
- Diversity
- Excellence
- Holism
- Patient-centeredness
- Ethics

The core values are supported by 6 competencies including:

- Quality
- Safety
- Team/Collaboration/Communication
- Relationship-centered care
- Systems-based care
- Personal & professional development

Philosophical Outcomes Defined

Human Flourishing is a life-long endeavor to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. The practical nurse assists the individual in reclaiming and/or developing new pathways toward human flourishing.

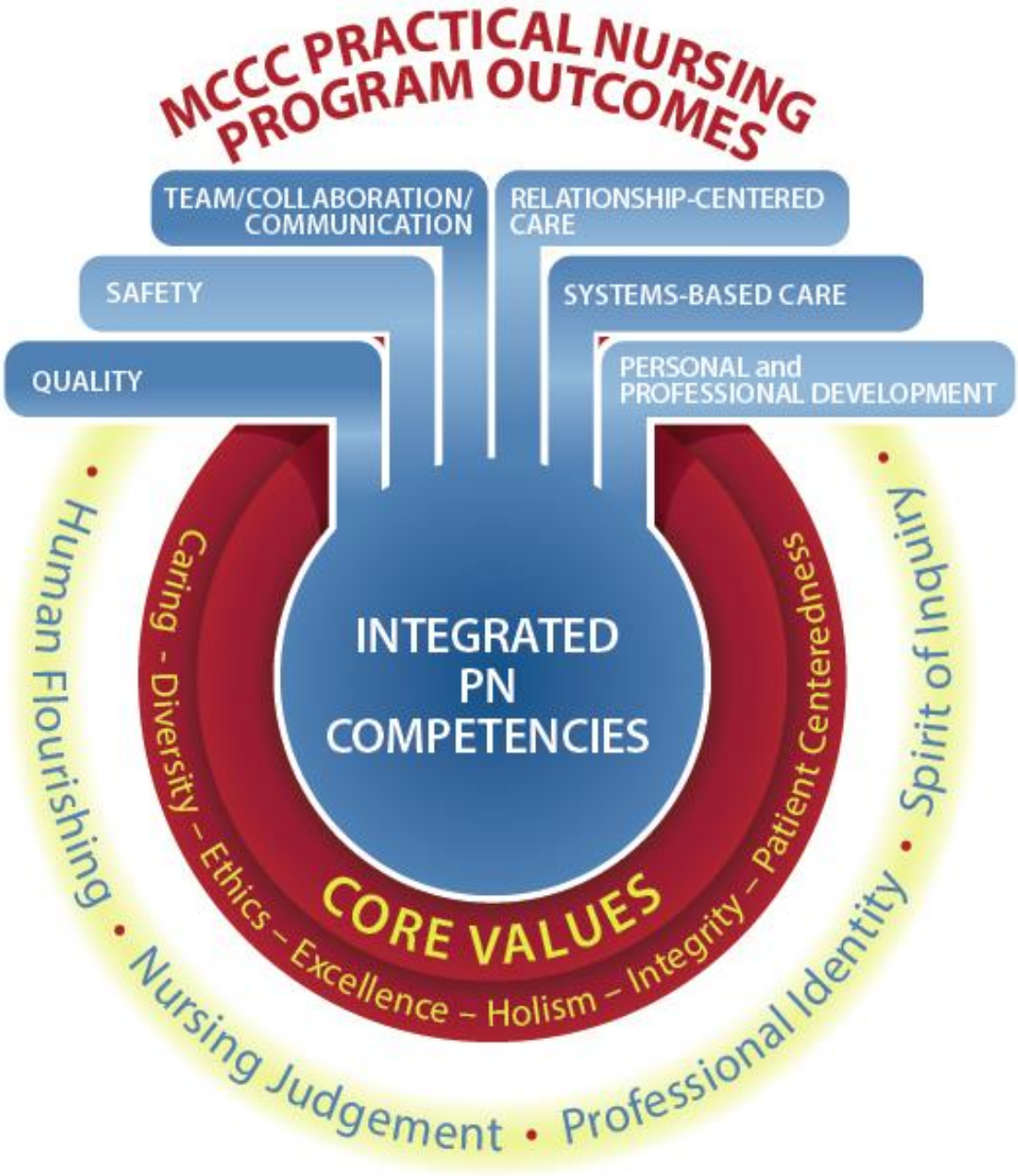
Nursing Judgment encompasses ways that the practical nurse synthesizes patient problems, issues, and concerns while responding in a knowledgeable and caring manner to every patient situation. Nurses employ nursing judgment in complex patient care situations, working with the health care team to ensure health care quality and safety. Essential components of practical nursing judgment include recognizing changes in patient status, acknowledging uncertainty and seeking assistance about the most appropriate course of action, accounting for context, and the nurse's practical experience. Making clinical decisions is rooted in the nurse's theoretical knowledge, ethical perspective, relationship with patients, their caregivers, and community, and understanding of the influence of systems on health care outcomes.

Professional Identity includes both personal and professional development, involving the internalization of one's core values and perspectives, recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, reflects, and grows in the nursing profession. Integral to the development of professional identity is the nurse's commitment to upholding ethical codes of conduct, advocacy for improved health care access and service delivery for vulnerable populations, improved patient outcomes, and the growth and sustainability of the nursing profession.

Spirit of Inquiry is a persistent sense of curiosity that informs both learning and practice. A nurse instilled with a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problem-solving. A spirit of inquiry in nursing stimulates inquisitive thinking and extends possibilities for discovering innovative solutions in both predictable and unpredictable situations.

(Based on National League for Nursing Practical/Vocational Program Outcomes, 2014)

1/17hb_lm


MCCC PRACTICAL NURSING PROGRAM OUTCOMES
TEAM/COLLABORATION/ COMMUNICATION
RELATIONSHIP-CENTERED CARE
SAFETY
SYSTEMS-BASED CARE
QUALITY
PERSONAL and PROFESSIONAL DEVELOPMENT
INTEGRATED PN COMPETENCIES
CORE VALUES
Caring – Diversity – Ethics – Excellence – Holism – Integrity – Patient Centeredness
Human Flourishing • Nursing Judgement • Professional Identity • Spirit of Inquiry

Monroe County Community College
Health Sciences Division

Practical Nursing Program
Program Student Learning Outcomes

Program and Leveled Outcomes with Competencies and Definitions

1. Support human flourishing through the promotion of dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.			
Level I (PNUR 121 , 123)	Level II (PNUR 124)	Level III (PNUR 130, 127)	Level IV (PNUR 128, 129)
Describe promotion of dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.	Identify the importance of promotion of dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.	Apply principles to promote dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.	Utilize principles used in the promotion of dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.

Human Flourishing - Related Competencies:

1. **Quality** - Engage in holistic practice that respects the dignity, diversity, and self-determination of patients and their families, without conditions or limitations.
2. **Safety** - Identify strategies that create a safe environment while appreciating the cognitive and physical limits of human performance.
3. **Team/collaboration/communication** - Function in a collaborative role to provide care in multiple settings.
4. **Relationship-centered care** - Provide culturally appropriate, individualized care to patients and their families, especially vulnerable populations experiencing life changes and transitions of care.
5. **Systems-based care** - Deliver quality and safe care within a healthcare system, while supporting the patient's pursuit of human flourishing.
6. **Personal and professional development** - Engage in reflective practices to promote one's journey toward self-fulfillment.

2. Make nursing judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.			
Level I (PNUR 121 , 123)	Level II (PNUR 124)	Level III (PNUR 130, 127)	Level IV (PNUR 128, 129)
Recognize judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.	Select judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.	Demonstrate judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.	Evaluate and integrate the ability to make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.

Nursing Judgment - Related Competencies:

1. **Quality** - Be accountable for decisions and actions performed in the provision of safe, quality care to diverse populations in a variety of health care settings.
2. **Safety** - Provide safe, quality care based on evidence and standards of care that promote the health of patients within the context of the family and their environment.
3. **Team/collaboration/communication** - Collaborate with members of the health care team to implement and/or adjust the plan of care.
4. **Relationship-centered care** - Partner with patients and families to identify their preferences based on their expectations, resources, and cultural traditions when modifying care-approaches.
5. **Systems-based care** - Assume the role of team member or team leader within the context of the situation, care setting, and system requirements.
6. **Personal and professional development** - Seek assistance in situations that require knowledge/actions beyond individual expertise and scope of the LPN to provide safe, quality care.

3. Articulate the professional identity and unique role of a Practical Nurse as a member of the health care team, committed to evidence-based practice, effective communication, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families.			
Level I (PNUR 121 , 123)	Level II (PNUR 124)	Level III (PNUR 130, 127)	Level IV (PNUR 128, 129)
Define the unique role of a Practical Nurse as a member of the health care team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families.	Apply a unique role of a Practical Nurse as a member of the health care team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families.	Demonstrate a unique role of a Practical Nurse as a member of the health care team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families.	Integrate to practice a unique role of a Practical Nurse as a member of the health care team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families.

Professional Identity - Related Competencies:

1. **Quality** - Assume responsibility and accountability for the quality of nursing care provided to patients and their families in a variety of health care settings (quality).
2. **Safety** - Function to the full scope of safe nursing practice, including management/leadership opportunities, as specified by practical nursing regulation.
3. **Team/collaboration/communication** – Effectively communicate and collaborate with other members of the interprofessional team to identify and access resources with a focus on patients and families.
4. **Relationship-centered care** - Function, according to scope of practice requirements, as an ethical licensed practical nurse collaborating and communicating successfully with patients, families, and members of the interprofessional team (relationship-centered care).
5. **Systems-based care** - Accept responsibility for the LPN's collaborative role within the community-based health care system, consistent with ethical and professional standards.
6. **Personal and professional development** - Advocate for the LPN's unique role contributing to equal access to safe, high quality, affordable health care, with a special emphasis on management of long-term, chronic care for vulnerable populations.

4. Collaborate with health care team members through a spirit of inquiry, utilizing evidence and patient preferences in predictable patient care situations to promote optimal health status.			
Level I (PNUR 121 , 123)	Level II (PNUR 124)	Level III (PNUR 130, 127)	Level IV (PNUR 128, 129)
Describe effective strategies for collaborating with health care team members, utilize evidence, best practice, and patient preferences in predictable patient care situations to promote optimal health status.	Identify effective strategies for collaborating with health care team members, utilize evidence, best practice, and patient preferences in predictable patient care situations to promote optimal health status.	Apply effective strategies for collaborating with health care team members, utilize evidence, best practice, and patient preferences in predictable patient care situations to promote optimal health status.	Integrate effective strategies for collaboration with health care team members, utilize evidence, best practice, and patient preferences in predictable patient care situations to promote optimal health status.

Spirit of Inquiry - Related Competencies:

1. **Quality** - Suggest innovative approaches to improve care to diverse patients and families.
2. **Safety** - Question existing practices to improve safe, quality, cost effective care as a member of the health care team.
3. **Team/collaboration/communication** – Collaborate with the healthcare team to seek creative approaches to care delivery.
4. **Relationship-centered care** - Use practice, clinical expertise, and patient preferences to make practice decisions.
5. **Systems-based care** - Collaborate with team members to improve health care outcomes for patients, including safety, recovery and/or care transitions.
6. **Personal and professional development** – Value and utilize evidence-based approaches to support best practices for nursing.

Program Approval

The MCCC Practical Nursing Program is fully approved by the Michigan Board of Nursing:

Michigan Board of Nursing
Department of Licensing & Regulatory Affairs
PO Box 30004
Lansing, MI 48909
(517) 373-1820

PN Program Performance Outcomes

The MCCC PN Program is committed to continuous program improvement. Part of the process is to monitor the achievements of program graduates and program satisfaction of the graduates and the people that employ them. The following data categories are used to assess overall *Program Performance Outcomes.*

- NCLEX-PN Pass Rates:
    - Once a nurse has completed education/training, she/he must pass a state licensing exam to become a fully licensed nurse. The exam is known as the NCLEX-PN
    - NCLEX stands for "National Council Licensure Exam"
    - MCCC's goal is to be at or above the national mean pass rate for PN nursing programs as reported by the National Council of State Boards of Nursing (www.NCSBN.org)
    - Students are notified of current pass rates via communication from student representatives and/or faculty

- Program Completion Rates:
    - Defined as, "The percentage of each nursing class that completes the nursing program within two years (150% of the prescribed time)"
    - MCCC's goal is ≥ 80%

- Job Placement Rates:
    - MCCC's goal is that ≥ 80% of graduates that are seeking employment are employed in a position requiring a PN license within 6 months after program completion

Nursing Instructor/Student Role

Task/Responsibilities	
Teacher	*Learner*
1. Take 100% responsibility and accountability for creating a learning centered environment.	1. Take 100% responsibility and accountability for their own learning.
2. Provide learning experiences which requires active student participation	2. Actively pursue new knowledge and skills
3. Provide formal instruction	3. Be present, on-time and well prepared for class and clinical
4. Serve as a role model a. In use of nursing process b. Professional attitudes and values c. Interaction with patients and colleagues	4. Model appropriate professional behavior a. Ethical and legal conduct at all times b. Demonstrate work ethic c. Interact effectively with patients, peers and staff
5. Act as a resource person	5. Utilize faculty as a resource
6. Serve as advisor	6. Seek advising as needed and appropriate
7. Support group effort	7. Be supportive of the group and its efforts
8. Evaluate students' performance	8. Evaluate own performance a. Examine and alter behavior as appropriate b. Evaluate faculty teaching
9. Maintain appropriate records	9. Complete and provide records
Affect	
Teacher	*Learner*
1. Establish helping relationship with student a. Positive regard b. Honesty c. Empathy d. Understanding e. Unconditional acceptance	1. Allow helping relationship to exist and grow a. Trust b. Honesty c. Empathy d. Understanding e. Positive regard
Deference	
Teacher	*Learner*
1. Maintain confidentiality of student information	1. Respect other students' right to confidentiality
2. Respect students' rights	2. Respect faculty rights
Authority	
Teacher	*Learner*
1. Assist student to move from dependence toward independence in such areas as: a. Identifying learning needs b. Using nursing process c. Developing effective communication patterns	1. Move from dependence to independence through initiating such actions as: a. Identifying own learning needs b. Using nursing process c. Developing effective communication patterns
2. Retain right to determine students' progression in program	2. Recognize faculty's ultimate responsibility in determining student progression

Program Calendar

Required Sequence of Courses

Pre-Application Requirements:			Billable contact hours
3 credit hours	ENGL 151	Composition I	3
3 credit hours	PSYCH 151	General Psychology	3
4 credit hours	BIOL 151	General Biology*	6
4 credit hours	BIOL 257	Anatomy & Physiology I	6
Winter Semester			
9 credit hours	PNUR 121	Fundamentals of Practical Nursing	17
3 credit hours	HLTSC 120	Pharmacology**	3
4 credit hours	BIOL 258	Anatomy and Physiology II**	6
Spring/Summer Semester			
6 credit hours	PNUR 124	Practical Nursing Care of Adults I	11
2 credit hours	PNUR 123	Mental Health Concepts for Practical Nursing	2
4 credit hours	PNUR 130	Maternal and Child Care for Practical Nursing	6.5
Fall Semester			
5 credit hours	PNUR 127	Practical Nursing Care of Adults II	9
2 credit hours	PNUR 128	Issues in Practical Nursing	2
3 credit hours	PNUR 129	Management Concepts for the Practical Nurse	8.5

* Required pre-requisite course to BIOL 257.

**Required non-nursing program course: Must be completed in the order presented above or prior to the semester indicated.

CREDIT HOURS		**BILLABLE CONTACT HOURS**	
Nursing	*31*	*Nursing*	*50.5*
Total Program including BIOL 151 co-req & nursing courses	52	Total Program including BIOL 151 co-req & nursing courses	83

Admission to the Practical Nursing Program

The practical nursing program admits up to 24 students every year in January.

Practical Nursing Admission Criteria

The practical nursing program admits up to 24 students every year in January. Admission to the program involves three steps:

1. Admission to the college;
2. Completion of prerequisites as indicated by the Admissions and Guidance Office; the Admissions Office confirms that the minimum criteria have been met by the application date of the first Monday in October.
3. Verification of the completion of the program application. Applications must be submitted by the first Monday in October each year. **Students must apply every year.**

Applications submitted after the deadline will only be considered if seats are available. Students who will complete required pre-requisite course work at the end of the Fall semester (after the application deadline) are encouraged to submit application materials for consideration and may be offered conditional acceptance into the program pending successful completion of those courses. If necessary, the tie breaker criteria will be used to rank applicants.

Meeting minimum requirements does not guarantee acceptance into the Practical Nursing program.

To review the current application, minimum criteria to be considered, and other general program information, please visit https://www.monroeccc.edu/health_sciences/nursing-lpn.htm.

Please contact the Health Sciences Division office (734-384-4102) or the Admissions office (734-384-4104) for more information.

Continuing Education/Automatic Progression Opportunity

Effective December 2019, MCCC PN Program graduates may be eligible to automatically progress into the LPN to RN option of the Associate of Applied Science in Nursing degree (RN) program. The opportunity for automatic progression into the LPN to RN option is only good for the year immediately following completion of the MCCC PN Program. For information regarding the opportunity to automatically progress into the LPN to RN option at MCCC, please visit the PN to RN webpage on the MCCC website (https://www.monroeccc.edu/programs/nursing-pn-to-rn-option) or contact the Health Sciences Division Office at 734-384-4102.

Technical Standards

The purpose of the technical standards is to inform students choosing to enter into a health occupation program of the basic minimal technical standard requirements that must be met in order to complete all course work objectives and student outcomes. The listed standards encompass what is minimally required to perform necessary tasks. This list is not exhaustive, and can be modified as the College deems necessary at any time. Students enrolled in a health occupation program at MCCC must provide care that is safe and effective. These technical standards apply to any student enrolling in any one of the health occupations programs. The student must be able to demonstrate sufficient cognitive, professional, motor (physical), sensory, and other abilities, with or without accommodation, to meet program technical standards. Technical standard requirements are listed below. Examples of tasks associated with each requirement and standard are available for review by visiting http://www.monroeccc.edu/health_sciences/HealthOccupationPrograms_TechnicalStandards2017.pdf .

Prospective students are encouraged to review the Technical Standards for Health Occupational Programs document in its entirety prior to enrolling in or applying to any health occupation course or program.

- **Critical Thinking and Cognitive Competencies**: Sufficient critical thinking and cognitive abilities in classroom and clinical settings.
- **Professionalism**: Interpersonal skills sufficient for professional interaction with a diverse population of individuals, families, and groups.
- **Communication**: Communication sufficient for professional interactions.
- **Mobility**: Physical abilities sufficient for movement from room to room and in small spaces.
- **Motor Skills**: Gross and fine motor abilities which are sufficiently effective and safe for providing allied health care.
- **Sensory**: Auditory and visual ability sufficient for observing, monitoring, and assessing health needs.
- **Observation**: Ability to sufficiently make observations in a health care environment, consistent with program competencies.
- **Tactile sense**: Tactile ability sufficient for physical assessment.

New Student Orientation

The purpose of the New Student Orientation Program is to explain policies, procedures and overall requirements of the program of study. Information is provided related to technologies used in the program, disability support, health forms as well as student nurse organization activities. All students are required to attend orientation prior to the beginning of the program. Orientation is mandatory. Students that fail to attend orientation are at risk for losing their seat in the program.

Student Policies and Procedures

The Student Handbook describes in detail grading and behavioral policies of the nursing classes in the nursing program. Should contradictory information be found in the particular course syllabus or in the Handbook, please notify the course faculty. The syllabus policies take precedence over the Student Handbook.

Faculty reserve the right to change policies when needed. Timely and written notification of changes will be provided to all students. Faculty reserve the right to change class and clinical hours of study as printed in the class schedule. Again, advance notice will be given.

Additionally, College student policies are found in the College Catalog and the current Class Schedule brochure. The Catalog and Class Schedule are available on-line via the College web site at www.monroeccc.edu.

Nursing students who fail to adhere to the policies and procedures as outlined in this handbook may earn a failing grade in each nursing course in which he or she is enrolled during the semester that the violation occurred. The violation may also result in dismissal from the program and ineligibility for readmission.

Communication/Information

E-mail Students are required to use their official college e-mail address (@my.monroeccc.edu) when communicating electronically with faculty or staff. All communications should be completed in a professional manner. Communication with faculty via social media, text messages, or cell phone applications would not meet this expectation. Students should check their accounts frequently, or forward the mail to a frequently checked account. For assistance logging into a college e-mail account, students should call the Information Systems office at 734-384-4234.

Brightspace is the college's official electronic course management system used to communicate course information in the Nursing Program. Students are required to check their Brightspace account frequently.

Connecting to Brightspace at MCCC and selecting a course:

- From your web browser connect to the MCCC homepage at http://www.monroeccc.edu
- Select "Brightspace Log-in" under the MyMCCC students menu (right side of page)
- Log in with your user name and password, which is the same as your WebPAL user name and password. Orientation to each course will highlight Brightspace use in the course.
- Select the course you would like to review.

For assistance using Brightspace, please contact the help desk at (734)-384-4328.

WebPal is an online system that allows students to access records, register for classes, pay fees and complete a number of other processes through a secure Web server. Further information, instructions, system availability, and registration times are published in each MCCC semester schedule.
For assistance using WebPal, please contact the help desk at 734-384-4333.

Television
College events and emergency information are also visible on the communication televisions located in each building campus wide.

College Web Site (http://www.monroeccc.edu)
The College web page also provides information about student activities, policies, financial aid, and inclement weather.

Where to Find Information:
Note: All catalog information is also online at http://www.monroeccc.edu

- Graduation and Licensed Practical Nursing Certificate Requirements:
  The College Catalog, website, and Registrar's Office
- Certificate Audit Request:
  The Registrar's Office
- College Admissions Services:
  The Admissions Office
- Nursing Admissions Information:
  The College Catalog, website, Admissions Office, and Health Sciences Division Office

- Health Requirements for Nursing:
  Practical Nursing Student Information Handbook and Health Sciences Division Office
- Information about Transfer to other schools:
  The College website, Career Center, and Registrar's Office
- Information about Student Rights and Responsibilities:
  The College Catalog, website, Student Information Handbook, and course schedules
- College Grade Change Policy and Appeal:
  The College Catalog and website.
- College Probation and Dismissal Information:
  The College Catalog and website
- Academic Dishonesty Policies:
  The College Catalog, website and Practical Nursing Student Information Handbook
- Financial Aid Policies:
  The College Catalog and website.

Student Information Resources

When attempting to identify resources to use for classroom assignments, please consult with faculty if the resources are more than five (5) years old, including information available on databases in the library, and other online databases. In the MCCC library, students can find a book's copyright date on the books binding. Faculty will give the student direction regarding the relevance of the material.

School Closing/Inclement Weather/Emergency

The College rarely closes for inclement weather, however, in the event of extremely unsafe driving conditions, check the College webpage (http://www.monroeccc.edu/snow/) to see if the school is closed. A decision to close will be announced on local television and radio stations (listed in the Class Schedule) and by using the Emergency Notification System. The college may also implement a delayed start time. This will be announced in the same manner as the above. Students must make a personal decision about unsafe driving conditions. Students should contact their course or clinical instructor if unable to attend class or clinical.

Emergency Notification System: In case of emergency, school delays, closing, or inclement weather situations, Monroe County Community College officials will send emergency alerts to anyone registered in the MCCC Emergency Notification System. MCCC has a system in place to rapidly communicate by sending a voice and/or text messages to cellular or home telephones. The system is also capable of sending alerts via email. The system will also be used to announce school delays and closings. MCCC does not charge a fee to sign up for this service, however; there may be text message or minute charges from your cellular carrier. For more information and to sign up, students should go to the website at http://www.monroeccc.edu/notify/index.htm.

Security

Students are responsible for their own personal safety and the safety of others. Always use caution and make a conscientious effort to decrease criminal opportunity. Purses/wallets and other personal items should not be left unsupervised in classrooms or clinical settings. Carry only essentials and carry these close to your person. Do not leave textbooks, book bags, etc. in view on car seats or in clinical areas. Students can contact security through campus courtesy phones by pressing "0". The on-campus security number is 6007, off-campus (734) 457-6007 (security office), or (734) 735-9401 (security cell phone).

County emergency personnel can be contacted in emergency situations by pressing "911". Utilize escort

services and other security offerings in clinical settings. Always try to car pool and use a buddy system. The College is not responsible for student personal safety at clinical settings nor while commuting to these settings. The College annual security report can be found at http://www.monroeccc.edu/security/crimestatistics.htm.

Student Academic Support

Students are encouraged to seek academic support from the following:

1. Course instructors. For example, a student may wish to review their tests with the instructor, who can help identify concerns. Office hours are posted so that students can access faculty. This is the students' first and best resource.
2. Learning Assistance Laboratory (LAL). Located on the second floor of the CLRC Building ("C"), C-218; phone number 734-384-4167. Services from the LAL include tutoring and writing support through the Writing Center.
3. Academic Counselors. Academic advising services are located in the Admissions Office in the Administration Building. Students can contact the Admissions office to schedule an appointment by calling 734-384-4104.
4. Career Center. DISCOVER and counselor-recommended career assessments require a career counseling session to access. Call the Admissions office at 734-384-4104 or 1-877-YES-MCCC for a career counseling appointment. Career Center information is also available online at http://www.monroeccc.edu/studentservices/career.htm.
5. Advisors will be assigned from the college to assist students in educational planning. In addition all nursing instructors and administrators are available to assist with educational planning, scheduling, and referrals for other concerns.

Dean of Health Sciences and Director of Nursing	Kimberly Lindquist	H-115	384-4101	klindquist@monroeccc.edu
Nursing Program Coordinator	Lori Biggs	H-117	384-4248	lbiggs@monroeccc.edu
PN Faculty/Lab Coordinator	Holly Boylan	L-214	384-4175	hboylan@monroeccc.edu
PN Faculty	Lindi McClure	L-215	384-4267	lmcclure@monroeccc.edu
PN Skills Lab		L-203	242-7300 x 4461	
Administrative Assistant	Rachel Lehr	H-120	384-4102	rlehr@monroeccc.edu

Financial Aid

MCCC, in conjunction with the federal and state governments and private and civic organizations, offers a variety of scholarship, grant, loan, and employment opportunities to assist students in financing their education. It is the College's goal to offer financial assistance to all candidates accepted for admission who demonstrate financial need. Information regarding the sources of financial assistance is available in the MCCC Catalog (under the Financial Aid section), and on the financial aid section of the College's website (http://www.monroeccc.edu/financialaid/finaindx.htm). Students may also contact the Financial Aid office by calling 734-384-4135 or by sending an e-mail message to fastudent@monroeccc.edu. The Financial Aid Office is located in the Student Services/Administrative Building on the main campus.

Textbooks

The faculty realizes that nursing textbooks are expensive. However, it is essential that you purchase the books listed for nursing courses. Book expenses during the first semester will be greater than in subsequent semesters. Books purchased for nursing courses will serve as excellent references for subsequent nursing courses and should be retained for continued use during the program and after graduation. Texts should be the exact edition required in the course syllabus.

Fitness Facility

Students may use exercise and recreation facilities located in the Health Education Building. Rules, times, and regulations are posted each semester. Please use these facilities for personal fitness and stress relief. You are required to present your student ID badge to gain access to the Fitness Center.

Student Policies and Procedures

Standards of Professionalism

Students are expected to meet these requirements on campus and in the clinical setting at all times. If students are unclear how a policy may be applied, they should consult with a faculty member. ***Students who demonstrate violations of the requirements may be assigned a failing grade and may be dismissed from the program and ineligible for readmission.***

1) Conduct themselves honestly and with integrity regarding course and clinical activities.
2) Fabrication of any clinical or college record will result in dismissal from the program.
3) Behavior which threatens the public's health, welfare, and/or safety will constitute grounds for immediate dismissal from the program.
4) Abide by the rules and regulations for students of Monroe County Community College. (Refer to the Class Schedule and College Catalog.)
5) Follow the rules and regulations of the clinical facility in which they are studying, such as health and CPR requirements, health insurance maintenance, and practice policies.
6) Exhibit professional behavior at all times.
7) Abstain from the use of any mind altering or controlled substances before or during **any** contact with faculty, staff, or patients. See Drugs, Intoxicants, and Mind-Altering Substances, in the Student Information Handbook.
8) Maintain the confidentiality of privileged information and adhere to HIPAA regulations. See Privileged Information, in the Student Information Handbook.
9) Be accountable and report all accidents or errors immediately to the instructor. See Unusual Occurrence, in the Student Information Handbook.
10) Be present and on time for all scheduled clinical experiences. See Clinical Attendance Policy, in the Student Information Handbook. (Also see College Catalog)
11) Utilize the learner roles as described in "Nursing Instructor-Student Role" in the Student Information Handbook, to meet performance expectations as a student nurse.
12) Observe the **stated** dress code whenever they are in the clinical setting. See Dress Code, in the Student Information Handbook.
13) Inappropriate and/or disruptive behavior may result in disciplinary action. Inappropriate or disruptive behavior includes, but is not limited to: hostile, confrontational communication; distracting, attention-seeking behavior; behavior which is disrespectful, threatening or abusive to others; bullying; lateral violence (acts between peers); destruction, theft (including examinations), or mutilation of college property, and any illegal activity or behavior that results in discipline. Upon the occurrence of the described behavior(s), the MCCC non-academic disciplinary procedure will be implemented. This procedure is specified in the College Policies and Procedures Manual and can also be found in the Schedule of Classes under "Student Rights and Responsibilities, Guidelines for Classroom Discipline" (ANA, 2012).
14) Nursing Examinations or testing materials, both hard copy and electronic, are the property of the Nursing Department. Removing or accessing testing materials from external sources, classroom, lab, or the computer by any means is considered "theft," unless the faculty has given students permission to have a copy of the exam, the exam answers or the exam is designated by the faculty as a "take home" exam. Students who remove nursing examinations or exam answers, from the classroom, lab or computer, without faculty permission will face disciplinary actions under the honesty/professional ethics policy. Other disciplinary actions may also apply.

Honesty/Professional Ethics Policy

Nursing students are expected to adhere to high standards of professional ethics and academic honesty. Because of the nature of the work, unethical behaviors may affect the life and safety of patients. The following behaviors shall not be tolerated: cheating (including, but not limited to, misrepresentation of self, attempting to access, accessing, possession, copying, distributing, and/or using unauthorized materials such as testing materials, instructor resources, and/or test banks), copying (including other students' work), lying, plagiarism, withholding pertinent information, stealing, falsification of records, breach of confidentiality, giving false information, etc. A student who is found to have violated this policy will receive a failing grade for the course, and be immediately dismissed from the course, from the nursing program, and ineligible for readmission. Students found in violation of this policy will also be subject to the MCCC Academic Dishonesty Policy (College Catalog).

Progression in the Practical Nursing Program

The policies stated in the College Catalog on academic probation and dismissal, and the requirements for graduation, applies to all students, including nursing students. Refer to the Catalog for specifics.

In order to progress in the practical nursing program, a student must receive no less than a "C" grade in all practical nursing courses, and no less than a "C-" in HLTSC 120 and BIOL 258. Less than a "C" or "C-" grade in the listed courses will result in the student being dismissed from the practical nursing program. PN courses must be done in sequence as printed in the College Catalog. All support courses must be completed in the semester listed in the curriculum plan or prior to the semester listed. Students who do not have the co-requisite course work successfully completed will not progress in the PN program.

Withdrawal from any nursing course will result in program dismissal. Students who elect to withdraw from the nursing program are encouraged to speak with the division dean about the decision.

Students must complete the program within two (2) years of the start of the 1st nursing course and can reapply to the program after 5 years, if academic failure.

Students that decide to withdraw from a course must withdraw officially from that and subsequent courses through WebPal or the Registrar's Office. Meeting with the Dean, designee, or faculty is a program requirement and does not satisfy the procedure for withdrawing from a course from the Registrar's perspective. Failure to officially withdraw from a course through WebPal or the Registrar's Office may put the student at risk for receiving a failing grade in the course (despite completing the required program paperwork with the faculty and/or Dean) and may put the student's financial aid in jeopardy. It is the student's responsibility for knowing deadlines associated with withdrawing as they relate to tuition reimbursement and withdrawal deadlines.

Appeal Procedures for Course Grade

Students who wish to appeal the assignment of a grade should start by talking to the instructor involved. The second stage of the appeal is to speak with the Dean of Health Sciences/Director of Nursing or designee, and the final appeal stage is to a student-faculty committee appointed by the Vice President of Instruction. The decision of the committee is final. Please see the current Catalog for information about the MCCC procedure for grade appeal.

Appeal Procedures for Program Dismissal

Students who wish to appeal dismissal or denial of readmission from the nursing program should try to resolve it first with involved faculty. The second stage of appeal is to the Dean of Health Sciences, and the final appeal is to the Vice President of Instruction, whose decision is final and binding. The VP of

Instruction may require a written statement from the student. The request for appeal must be made within 90 days of the program dismissal date of record.

Program Readmission Policy

A student who fails/withdraws from a nursing course is required to meet with the Dean/designee within two weeks of the failure or withdrawal (exceptions may be granted at the discretion of the course faculty). If intending to return, a dismissed, failed or withdrawn student must apply for re-entry into the practical nursing program. The student must notify the Dean of Health Sciences/Director of Nursing or designee in writing of the intent to re-enter by February 15th for spring and summer semesters, April 15th for fall semester, and by September 15th for winter semester. In the letter, the student should also discuss what steps the student will take to facilitate success in the practical nursing program and/or in the repeated course. NOTE: A student requesting re-entry into PNUR 121 will not go into the general pool of applicants for the nursing program.

The intent to re-enter is reviewed by the Practical Nursing Faculty for approval, and the request is handled on a case-by-case basis. There is no guarantee that space will be available in the class even if faculty approves re-entry. Any student who re-enters a nursing course must take both the clinical and theory components of the course, regardless of the reason for withdrawal, failure or dismissal.
PN faculty will identify any needed remediation, which may include demonstrating math competency and/or nursing skills in the lab to assist in the documentation of the student's plan for success.
Students will be notified of the re-entry decision after the deadlines stated above.

A student who completes a practical nursing course, but does not enter the next scheduled practical nursing class, must also apply for re-entry following the above procedure and must complete the program within the 2 year deadline. Students will be held to the practical nursing program requirements in place at the time of re-entry.

Readmission Criteria

1. Adherence to all policies as stated in the Nursing Student Information Handbook.
2. Space availability. If seating is limited, students will be ranked by admission GPA.
3. Negative results on criminal background check and drug screen within the previous 6 months.
4. Up to date CPR, immunizations, lab and math competency, and proof of health insurance.

Ratio of Clock Hours to Credit Hours

Credit hours in nursing are calculated as follows:

- One (1) contact hour of class per week equals one (1) credit hour (15 week semester).
- Three (3) contact hours of lab or clinical per week equal one (1) credit hour.

Basic Requirements for Passing a Nursing Course: Summary

In order to pass a nursing course, students are required to:

1. Meet all course and program requirements and outcomes.
2. Complete the course with no less than a "C" grade.
3. Achieve satisfactory clinical performance in all outcomes.
4. Successfully complete skills testing within two attempts of each skill throughout the semester.
5. Successfully complete math competency testing each semester within two attempts, at 90% or greater score.
6. Completion of ATI testing and remediation, if required

ATI Implementation Policy for Testing, Remediation, and Program Evaluation

What is ATI?

- ATI stands for Assessment Technologies Institute. ATI offers an Assessment-Driven Review (ADR) program designed to increase student pass rates on the nursing licensing exam and lower program attrition.
- At MCCC, we use ATI as a comprehensive program from the first semester through the final semester.
- Used as a comprehensive program, ATI supports course content mastery and preparation for NCLEX-RN and NCLEX-PN.
- The ATI program includes books, skills modules, tutorials and online practice and proctored testing covering the major content areas in nursing. It also is a program that includes critical thinking tests and tests the student comprehensively on a test similar to the NCLEX-RN or NCLEX-PN exam.

How will I use my ATI materials?

In your first clinical semester, you will receive review materials. You can review course content by using these resources as a way to help you study throughout the entire program. Use it after completing your textbook reading. You will also receive a "product code" that you can use to access online materials such as practice exams. Proctored exams are required and will be given according to the schedule to be provided by Faculty. These tests will not affect your course grade; however, it will help you to determine mastery of the course content. You may be asked to remediate, which means to review what you did not know and test again which is further explained under remediation. During some semesters you will take several ATI tests, depending on the content areas that you have studied.

What is Remediation?

Remediation means to go back over what you did not learn/did not get correct to clarify areas in which your knowledge is lacking. ATI Exam Results will detail the topics you need to review, in a list format. ATI will provide a focused review. Following utilization of the focused review, you may be assigned remediation activities, including a non-proctored exam, to measure your level of remediation. When completing online remediation activity that is not proctored (i.e. on the internet at home or out of the classroom) the instructor has access to detailed information about the timing and duration of remediation activity. If the course instructor believes that the student has not taken the time to remediate seriously, the instructor has the authority to require that the student take another remediation test in a proctored environment. Remediation is intended to help the student recover important information that was missed on the initial test.

What about when I am in my last semester and preparing to graduate?

The student will take a comprehensive predictor test, which may be helpful in preparing them to take the NCLEX-RN or PN. The Comprehensive Predictor Assessment is designed to reflect the content areas of the current NCLEX (RN and PN licensing examination) blueprint. This tool provides information on the student's probability of NCLEX success, as well as detailed information about strengths and weaknesses. These tests are not a part of a course grade, but must be completed as a requirement for passing a nursing course

Acquiring your ATI materials

ATI materials will be ordered in the first week of class and received in the 2nd or 3rd week. The cost of these materials will be covered by your lab fees. **What if I have a Disability or I am an ESL Student?**

Students should have reasonable expectations that they can complete the program of study and meet the educational objectives. Accommodations are unreasonable if they essentially impair or change the curriculum. Questions should be directed to the Special Populations Coordinator in the Learning Assistance Laboratory (LAL). If you have a disability/ESL status that will affect test taking, the LAL will send a letter to your course instructor with your approved accommodations. We will set a plan for ATI testing that accommodates your learning needs. Arrangements may be made, but require extra planning time (i.e. we need to meet to discuss your learning needs at the beginning of the semester when materials are ORDERED, not just prior to the exam).

ATI Testing for Competence in Nursing Courses:
Students in the Nursing Program will be required to take ATI competency tests pertaining to each of the major courses/content areas throughout the curriculum. The ATI test or tests will be given toward the end of each Nursing course. Testing will take place on campus, will be proctored, and the testing schedule will be provided early in the course.

It is required that the student take the assessments at the designated time and place; exceptions are at the instructors' discretion. Missing a scheduled ATI assessment will result in a three point deduction off the course grade. The student must call the instructor prior to the scheduled assessment to request an exception for testing, if approved, the student must make arrangements for a make-up assessment as soon as possible.

What is a Proficiency level?
Expert professors from around the USA have agreed upon the ATI scores on each Content Mastery Test that relate to different levels of proficiency. The proficiency level is used as a way to assign a grade for your performance on a test. Refer to course syllabus for more information. However, the test grade is not part of your overall course grade. O***ur goal at MCCC is for you to reach proficiency level 2 or 3.***

Listed below is a description of each proficiency level:

For students reaching proficiency level 3: Proficiency Level 3 indicates a student is likely to exceed NCLEX-RN or PN in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.
No remediation necessary. (our goal at MCCC is for you to reach proficiency level 2 or 3)

For students reaching Proficiency level 2: Proficiency Level 2 indicates a student is fairly certain to meet NCLEX- RN or PN standards in this content area. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content.
No remediation necessary (our goal at MCCC is for you to reach proficiency level 2 or 3)

For students reaching Proficiency level 1: Proficiency Level 1 indicates a student is likely to just meet NCLEX-RN or PN standards in this content area. Students are encouraged to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content. **You must remediate**.

Remediation will include the mandatory utilization of a Focused Review and may require a specific time commitment to these reviews. Nursing faculty will evaluate the remediation efforts. Failure to comply with remediation will result in Progress/Jeopardy Warning.

For students not reaching Proficiency level 1: Below Proficiency level 1 indicates a need for thorough review of this content area. Students are strongly encouraged to develop and complete an intensive

plan for focused review. ***You will have to remediate.***

Remediation will include the mandatory utilization of a Focused Review and may require a specific time commitment to these reviews. Nursing faculty will evaluate the remediation efforts. Failure to comply with remediation will result in Progress/Jeopardy Warning and may affect point totals in a nursing course (see course syllabus).

COURSE	ATI TESTS PLANNED
PNUR 121	Fundamentals
PNUR 123	Mental Health
PNUR 130	Maternal Newborn Nursing Care of Children
PNUR 129	Adult Medical Surgical Pharmacology in Nursing Management Comprehensive Predictor

Student Portfolio

A portfolio is a self-assessment of academic and professional growth. More than just a record-keeping device, it should guide a student's educational and career goal setting, and document progress toward achieving identified educational and career goals. It should include specific objectives and evidence of progress such as examples of written work, certificates of achievement, acquisition of skills, etc. ***It is the student's responsibility to keep the duplicate copies of anecdotal records and evaluations prior to submitting to the instructor.*** Remember to submit **originals** to the instructor. In the final semester PNUR 128, students will be expected to submit a portfolio. Course syllabi/handouts will suggest other information to include in the portfolio. The final portfolio will be submitted and evaluated in PNUR 128 during the fall semester prior to graduation. The portfolio is an excellent tool to share with prospective employers.

Examinations

It is expected that the student take quizzes and exams at the designated time and place. Failure to notify the faculty of an absence prior to a scheduled exam may result in a zero score for that test. Missing one scheduled exam in a course may result in a three point deduction off the test score. Students arriving late will not be given additional time to complete the quiz/exam. Missing subsequent exams or late arrivals on test day (defined as arriving greater than 5 minutes after the quiz/exam has begun) may indicate a pattern and may result in a five point deduction off the test score. The student must notify the faculty prior to the exam of an absence and make arrangements with the faculty for a make-up exam. The student is expected to take the exam as soon as possible at the instructor's discretion. An alternate make-up exam may be given at the discretion of the instructor. Scantrons must be used and are the student's responsibility to purchase.

Any student cheating on an exam will receive a grade of zero (0) for that examination and will be in violation of the Honesty/Professional Ethics policy and the MCCC Academic Dishonesty policy. Students cheating on an exam will:

- Receive a failing grade for the course
- Be immediately dismissed from the course
- Dismissed from the program
- Ineligible to reapply/apply to any MCCC Health Sciences programs.

Program Grading Equivalency

A	92% and above
B+	88% - 91%
B	84% - 87%
C+	81% - 83%
C	78% - 80%
E	Below 78%

(Grades will not be rounded up)

Testing Policies

ExamSoft

Practical nursing students will be required to take assessments (ie: exams, quizzes, etc.) electronically using an online assessment program called ExamSoft Examplify. Students will be required to provide their own computer (laptop or tablet) that will support the assessment software. The software can be used on most modern Microsoft Windows-based computers, Mac OS X devices, and IPads. Information related to minimum system requirements can be located by visiting the following links:
Windows: https://examsoft.force.com/ emcommunity/s/article/Examplify- Minimum-System-Requirements-for- Windows
Mac OS X: https://examsoft.force.com/ emcommunity/s/article/Examplify- Minimum-System-Requirements-for-Mac- OS-X
iPad: https://examsoft.force.com/ emcommunity/s/article/Examplify-for-iPad- Minimum-System-Requirements

Financial Aid for Laptop Purchases Financial aid can be utilized to purchase a laptop. The MCCC bookstore carries two different types of laptops that meet minimum system requirements.

Technical Support
If you need assistance and/or have further technical questions, the ExamSoft support team can be reached at https://examsoft.com/about/support, via email at support@examsoft.com or by phone at (866) 429-8889. Additional helpful resources are also available through ExamSoft's community page: https://examsoft.force.com/etcommunity/s/.

Administration Protocol

**Information regarding Scantrons and test booklets are only applicable if written tests are administered.*

1. Students will be allowed 1.35 minutes per multiple choice test question and alternate format questions; 2 minutes per math calculation question; essay question time allotment to be determined by instructor. Time may be rounded up.
2. When used, student purchased Scantrons may be collected by the faculty prior to each scheduled examination and randomly distributed to students before each examination.
3. Students are to write their name, date, course number, and exam number on the test booklet and Scantron when used.
4. When scantrons are used, students will record answers on the Official Exam Answer Sheet, for fill-in-the-blank, hot spot, ordered response, or any other exam questions that cannot be completed using the Scantron bubbles, students will be directed where to place answers. Only answers recorded on the Scantron (bubbles) or the Official Exam Answer Sheet provided with the Scantron

will be accepted. Answers on student test booklets will not be accepted. No credit will be given for transcription errors.

5. Faculty will assign student seats before the examination. Adequate space will be placed between seats and alternate seats will be used whenever possible.

6. Students may not have anything on their desks except for laptop or tablet for computerized testing, pencils, highlighter, test booklet & Scantron when used, and hard candies. The brim or bill of a hat may not be in the forward position. Calculators will be provided, or will be available via ExamSoft.

7. All student possessions must be placed at the front and/or back of the classroom. All cell phones, smart devices (including smart watches) and electronics (except laptop or tablet for computerized testing) must be turned off and secured with student belongings.

8. When used, test booklets must be turned in after completing the exam.

9. Students who are absent on an exam day must follow the guidelines for exam make-up as described in each course syllabus.

10. First semester nursing students will be provided a list of rounding rules related to medication calculations that can be used for testing purposes. It is expected that after the first semester, nursing students are familiar with these rules and will not be allowed to use the list for testing purposes.

11. ExamSoft - student will receive a password to download the exam, students must download the exam prior to the scheduled examination time.

12. ExamSoft – Once testing has begun, students may not leave the testing area until the exam has been completed and uploaded.

13. ExamSoft - At the completion of computerized testing, students must return scratch paper to faculty, if provided, upload the exam, and show faculty the “green screen” before leaving the testing area.

14. ExamSoft - Student’s musts follow all ExamSoft protocols and guidelines provided by faculty applicable for computerized testing via laptop or tablet.

<u>Exam Results and Review</u>

1. Exam results will be returned to students no later than one week from the date of the exam.

2. If Scantrons are used, individual student test reports will be stapled to the front of each student’s test booklet.

3. Group test review will be conducted at faculty discretion at a time designated by faculty and not until all students registered in the course have completed the test.

4. Students will be directed to have nothing on their desks except for their laptop or tablet for computerized testing, or the test booklet, when used. Scantrons will be returned to student at faculty discretion.

5. All student possessions must be placed at the front and/or back of the classroom.

6. No writing utensils or electronic equipment will be allowed (cell phones, smart watches, IPods, etc.), with the exception of the student’s laptop or tablet for computerized testing.

7. Faculty will count and confirm that all test booklets and scantrons have been returned after the test review and before students leave the classroom.

8. Individual test review can be conducted during faculty office hours

9. ExamSoft - Students musts follow all ExamSoft exam review protocols and guidelines provided by faculty applicable for computerized testing review.

Student Progress/Jeopardy Warnings

1. Students who have course average of less than 78% at the completion of the majority of examinations for each course will be issued a "Progress/Jeopardy Warning" that is initiated and provided to the student by the course faculty.
2. Progress/Jeopardy Warnings are the method of communication utilized by faculty to communicate any clinical, class, academic, or behavior issues with the student.
3. The student will be notified to contact the course faculty to schedule a meeting within 7 days of the initiated "Progress/Jeopardy Warning" to discuss strategies for studying and successful completion of the course.
    a. For those students whom faculty have identified in need of counseling and chose not to see faculty, a note "Did not contact faculty" will be documented on the "Progress/Jeopardy Warning" and put in the student's academic file.
4. The student and course faculty will complete the "Progress/Jeopardy Warning", which will then be placed in the student's academic file. A copy of this completed form will be provided to the student.

Math Competency Policy

Students will take a comprehensive math exam during each semester and will be expected to achieve a 90%. Failure to achieve a 90% on the first attempt will require remediation. Remediation may include:

1. remedial work with laboratory or clinical instructor,
2. computer programs designated to enhance educational outcomes,
3. individual tutoring in the Learning Assistance Laboratory.

Students will have one attempt at the math retest and must achieve a 90% by the scheduled date for medication administration in the clinical area. An absence from a scheduled math test will be considered one retest opportunity. The lab instructor will determine the acceptability of usage of a calculator for math testing. Calculators will be supplied by the College. Students are required to pass the math tests to be able to administer and calculate medication dosages in the clinical setting; including PNUR 130. Failure to pass the math retest with a 90% or better will result in course failure.

Nursing Skills Lab Usage

Throughout the practical nursing program at Monroe County Community College, the student will need to practice in the nursing skills lab.

The nursing skills lab cannot be used without supervision and the lab is adequately staffed. The student will need to practice during the open lab time frames each semester.

1. When the College is closed (holidays, snow days, Sundays) the student is ***not*** permitted to use the Nursing Skills Lab.
2. **Children or non-nursing students are never allowed in the Nursing Skills Lab.**
   ***See PN Skills Lab Handbook for further information.**

Skill Evaluations

Each semester selected skills are introduced to students. Students must practice and then "check off" on each skill at the assigned time. Demonstrations and skill evaluations cannot be done on the same day, nor can practice be done on the check-off day due to space limitations in the Nursing Laboratory.

Students will receive a three point deduction from their course grade for each missed skill evaluation. The point deduction will be taken in the current course in which the student is studying.

All nursing laboratory skills will be graded as satisfactory or unsatisfactory. Students will be given two attempts to pass a skill evaluation. If unsuccessful after two attempts and a period of remediation, this may result in lab and course failure. See the Course Syllabus for specifics on laboratory evaluation.

Attendance Policy

1. **Clinical:** Because clinical experience is a vital part of the nursing courses at Monroe County Community College, and because students have a responsibility to the agency and the client, the following is required:

   a. **Attendance in Clinical Settings.** Missed clinical experiences are missed opportunities to learn and to meet course outcomes. Poor attendance/late arrivals may demonstrate unprofessionalism and an inability to meet the corresponding clinical objective/course outcome. Additionally, absences will inhibit the instructor's ability to evaluate whether the student has met clinical objectives, potentially resulting in clinical failure. Absences and late arrivals may result in clinical make-up time or written assignments at the discretion of the clinical instructor, and/or dismissal from the program if the student is not able to meet course outcomes.
   Any absence on a clinical day will result in a three point deduction from the course grade point total for each occurrence. Arriving late or leaving early from the clinical unit will result in a one point deduction from the course point total for each occurrence. At no time is a student to leave the clinical site without the knowledge and permission of the faculty. Students are expected to be ready to start clinical on time.

   Repeated late arrivals or early departures may impact the students' ability to meet clinical objectives and will result in a Progress/Jeopardy Warning and an evaluation of the student's ability to meet the clinical objectives. The student's inability to meet clinical objectives will result in course failure and subsequent dismissal from the program.

   b. **Reporting of absences and late arrivals.** If absence or tardiness is unavoidable, you must notify the clinical facility nursing unit one hour prior to the start time on the assigned day so that arrangements can be made for your client's care. Be sure to ask the name of the reporting person on the unit so that your call-in can be verified. Students must then call the MCCC Practical Nursing office at 734-384-4175 to report absences or late arrivals, leaving a message which includes the student's name, the date and time of the call, the assigned facility and unit, the clinical instructor's name and the name of the reporting person notified at the clinical facility. In addition to the stated reporting policy, please follow clinical instructor's guidelines.
   Reporting to facility: Identify self by name, college, and the unit to which you are assigned and obtain the name and title of the reporting person.

   c. **Consequence for non-reporting.** "No call, no show" to clinical will be grounds for immediate dismissal in a nursing course resulting in program dismissal.

   d. Outside employment is difficult and not recommended during the final management nursing class and clinical rotation (PNUR 129). Plan accordingly for this time period.

Clinical Agencies Contact Information

Hickory Ridge of Temperance 951 Hickory Creek Rd. Temperance, MI 48182 (734) 206-8200 http://www.cienahealthcare.com/michigan-facilities/hickory-ridge/	**Wellspring Lutheran Services** 1236 S. Monroe St. Monroe MI 48161 734-241-9533 https://wellspringlutheran.com/	**ProMedica Toledo Hospital** 2142 N. Cove Blvd. Toledo, OH 43606 419-291-4000 https://www.promedica.org/toledo-hospital/
Medilodge of Monroe 481 Village Green lane Monroe, MI 48162 734-242-6282 http://www.medilodgeofmonroe.com	**ProMedica Flower Hospital** 5200 Harroun Rd. Sylvania, OH 43560 419-824-1444 https://www.promedica.org/flower-hospital	**ProMedica Toledo Children's Hospital** 2142 N. Cove. Blvd. Toledo, OH 43606 419-291-5437 https://www.promedica.org/toledo-childrens-hospital
IHM Sisters Motherhouse 610 W. Elm Ave. Monroe, MI 48162 734-241-3660 http://ihmsisters.org/ways-of-connecting/motherhouse/		**Fountain View of Monroe** 1971 North Monroe St. Monroe, MI 48162 734- 243-8800 **http://www.cienahealthcare.com/michigan-facilities/fountain-view-of-monroe/**

*Use of clinical facilities is subject to change

You will be provided with the specific unit telephone number during clinical orientation. Advise your relatives of the unit to which you are assigned so that they can reach you in an emergency.

Note: Clinical agencies are accredited through either The Joint Commission, LARA (Department of Licensing and Regulatory Affairs, State of Michigan) or CMS (Centers for Medicare/Medicaid Services) and may be licensed through either the Ohio or Michigan Departments of Health.

2. Classroom:

Classroom attendance is expected and will be monitored. See course syllabus for any specific requirements regarding the impact of attendance on discussion grade points. Students must notify the course instructor of absences prior to class or as soon as possible by notifying course faculty. See syllabus for point deductions.

More than one absence from class will result in a one point deduction from the course grade for each occurrence. In addition, more than one late arrival or early departure from class will result in a one point deduction from the course grade point total. Students arriving late to class causes a disruption to the class in session, therefore the classroom door may be locked at the beginning of class, and students may not enter the classroom until the instructor provides a break. Repeated late arrivals and early departures from class may impact the students' ability to meet course outcomes and will result in a Progress/Jeopardy Warning and an evaluation of the student's ability to meet course outcomes. The students' inability to meet course outcomes will result in course failure and subsequent dismissal from the program.

3. Scheduled Laboratory Sessions and Skill Evaluations:

Scheduled laboratory session and skill evaluation attendance is expected and attendance will be monitored. Attendance at all skill demonstrations and evaluation sessions is mandatory as scheduled by the Lab Coordinator.

Students who are absent or arrive late for skill evaluations or who are absent for scheduled lab sessions will receive a three point deduction from their course grade for each occurrence. In addition, more than one late arrival or early departure from lab will result in a one point deduction from the course grade point total for each occurrence. Students who are present for a scheduled skill evaluation and do not make an attempt (defined as attempting all skill steps), will be treated the same as an absence, and will receive a 3 point deduction from their course grade for each occurrence.

Notify the lab instructor of absences by calling the PN Lab Coordinator office phone at 734-384-4175. See syllabus for point deductions.

- If you are absent on a scheduled lab day and miss a skill demonstration, it is your responsibility to schedule a make-up demonstration with the lab instructor ASAP during open lab time. You are also required to make arrangements to view any missed skills videos.

  Repeated late arrivals or early departures from lab may impact the students' ability to meet course outcomes and will result in a Progress/Jeopardy Warning and an evaluation of the student's ability to meet the course objectives. The student's inability to meet course outcomes will result in course failure and subsequent dismissal from the program.

The faculty reserve the right to request documentation of student or family illness and doctor visits for students who have excessive absences in classroom, clinical, and/or lab settings. Excessive absences are defined as more than one absence from clinical, class or scheduled lab in non-traditional length courses, or a total of three absences from clinical, class or scheduled lab in a 15-week course. Noncompliance with the request for documentation may result in failure and dismissal from the program.

Preparation for Clinical Experience

Clinical assignments will be made by your clinical instructor prior to your clinical experience and posted in a prearranged place and/or discussed.
Lack of preparation resulting in the inability to provide safe care may result in student dismissal from clinical. Students must still submit completed paperwork as directed by faculty; additional assignments may be required at the discretion of the faculty. Student will be unsatisfactory for that clinical week, receive jeopardy warning, and subject to attendance points deduction. Specific expectations regarding nursing process development and evaluation will be discussed during clinical and may vary between courses.

ACEMAPP Information

ACEMAPP is a software program used in the nursing program at MCCC to help organize/store health documents, CPR cards, background check information as well as various other mandatory requirements. It is also used to assign students to clinical rotations and assure all requirements are met and current.

Prior to the start of the semester, students receive a welcome email from ACEMAPP. Use the directions below (Student Log-in Information), to help log-into the system. Once you set up an account, there will be directions on how to complete your student profile, and to complete the 3 annual mandatory

competencies: blood borne pathogens, HIPPA and OSHA. There is a video available to help orient students to ACEMAPP. The 3 competencies, along with all other required documents are housed in ACEMAPP. Students are encouraged to save all original documents for their own personal records.

All heath records, CPR cards, health insurance cards, background check, etc. are uploaded electronically by the student into ACEMAPP. Please see the "Step by Step" directions below on how to upload. Please note when taking a picture to upload in the system including student name, date and name of requirement (for example, Hepatitis B shot series documentation), that **all documents are visible and readable** in order for the Nursing Program Coordinator(NPC) to approve.

It is the students' responsibility to monitor expiration dates of all mandatory requirements In ACEMAPP to stay current. ACEMAPP sends out email reminders 30 days prior to the expiration of any requirement. Failure to do so may result in the inability to attend clinical which could negatively impact students' success in the program.

All questions/concerns surrounding the use of ACEMAPP should be directed to the NPC.

ACEMAPP STUDENT GUIDE

Welcome To ACEMAPP

ACEMAPP is an Internet-based clinical rotation matching tool and an online learning and certification system. You will be completing a profile and several courses and corresponding assessments. This system also includes a checklist of additional requirements which are necessary for you to begin your clinical rotations.

1. Locate your welcome email from ACEMAPP
You will receive an email from ACEMAPP which will contain a link allowing you to set your password.

2. Log in to your ACEMAPP account
Navigate to acemapp.org and log in with your email address and password. When you log in you will be asked to agree to the FERPA consent, the Honesty Pledge and the Terms and Conditions.

3. Complete each component of your student profile
This information is shared with the sites you attend for rotations. Please keep this information up-to-date, as it may be used for name badges and parking permits.

4. Provide Payment
Click "Make Payment" on your student homepage to input your credit or debit card information for the $50 membership dues. If you have problems with processing a credit or debit card, contact PayPal at 1-888-221-1161.

5. Complete all courses, assessments and requirements
Any courses and assessments that you have been assigned will be listed; complete them by clicking "Take Course" or "Take Test". Upload your immunization requirements into your ACEMAPP account.

6. You will receive an email when you are placed on a roster
As soon as your school places you on a clinical rotation roster, you will receive an email. Log in to ACEMAPP to see your new schedule and to complete any new assignments and orientation items from your clinical site. Be sure to do this promptly!

7. Verify completion
Your account dashboard will show green checkmarks when all these components are complete. You are now ready to be assigned to rotations!

8. Log in to ACEMAPP to maintain and confirm compliance
You will receive an email when something is close to expiring. If you are going to be attending a clinical rotation soon, please log in to ACEMAPP regularly to check for compliance.

Contact your school coordinator with any additional questions.

Requesting ACEMAPP Support

Our team is happy to provide support M-F 8:00am-5:00pm

email: support@acemapp.org
phone: 844-223-4292

You may also request support directly from your ACEMAPP account. Follow these simple steps to request support anywhere, anytime:

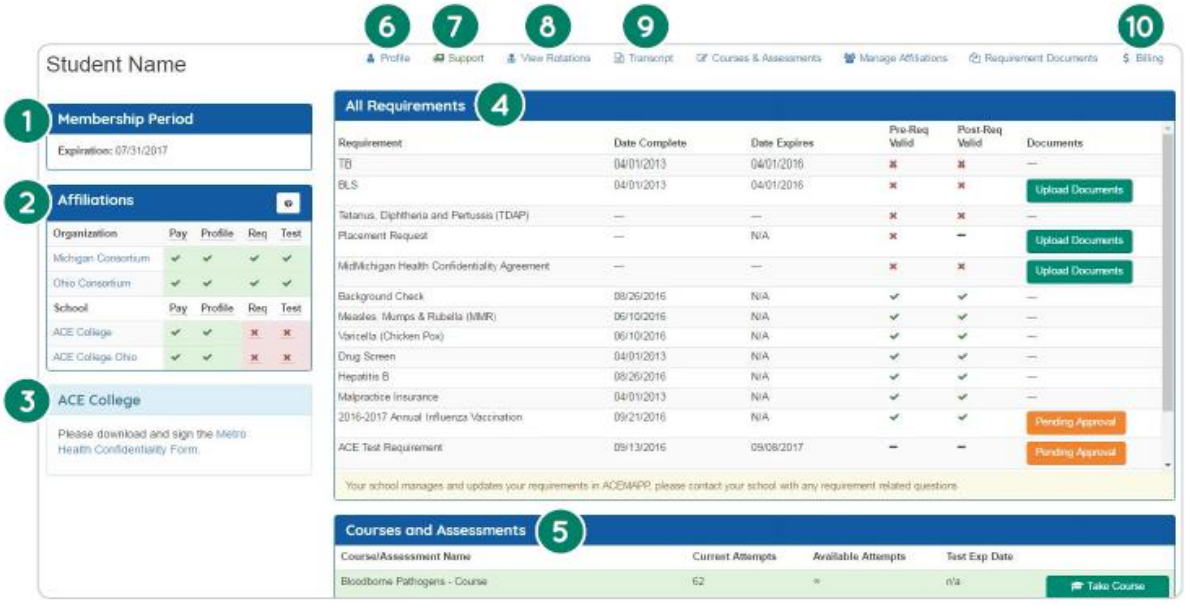
1. Log In
Go to **acemapp.org** and log in to your account.

2. Click "My Support"
Click on your user name in the upper right hand corner and click "My Support".

3. Submit New Ticket
Enter any information pertaining to your question or comment and click "submit". We will contact you as soon as possible.

www.acemapp.org

ACEMAPP Student Guide
Student Dashboard Overview



Access everything you need to prepare for a successful clinical rotation directly from your ACEMAPP dashboard.

Membership Period [1] This is your membership period information, and will show if payment is needed. Memberships last for one year.

Affiliations [2] Before you can attend your clinical(s), you need to complete everything required by your school & clinical site(s).

Announcements [3] Items needing your attention will be listed here.

Rotation Requirements [4] All requirements are listed here. You can upload or submit requirement documentation for review by your school coordinator. Once approved, requirements will be marked with a green checkmark. You will be notified when requirements expire.

Courses and Assessments [5] This is a list of courses and tests required by your school and clinical site(s). Beside each course, you'll see the number of attempts you've used, how many are available and the test expiration date. You will be notified when assessments expire.

Profile [6] Update your personal information.

Support [7] Request ACEMAPP support and/or check the status of your last request.

View Rotations [8] See the details of your clinical rotation(s).

Transcript [9] View your ACEMAPP portfolio.

Billing [10] View payment history.

Uploading Your Requirements
Student Dashboard Overview

Completing your ACEMAPP requirements are an important first step toward participating in a clinical rotation. The documents you upload through ACEMAPP will be sent to your school coordinator for approval.

From your dashboard you will see a list of **"Rotation Requirements" [1]**.

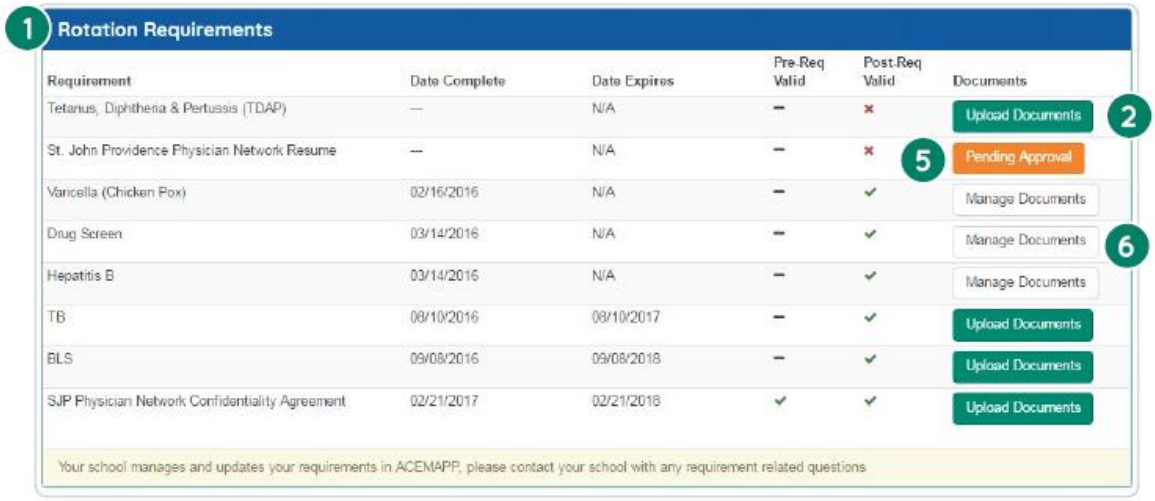
To submit a requirement, click **"Upload Document" [2]**.

Enter a completion date, then click **"Browse" [3]** to select your document from your computer. You may add additional supporting documents under "Additional files" or notes for your coordinator in the "Notes" box to the right.

Once your document(s) have been selected, click **"Upload Documents" [4]**.

Your requirement will appear as **"Pending Approval" [5]** until your school coordinator approves the document. If they deny the document, you will receive an email notification.

You may click **"Manage Documents" [6]** to view documents which have already been approved to review any comments made by your school/site.



Nursing Supply List

Uniforms, school patches for uniform (to be placed on the left breast pocket), all white nursing shoes, white hosiery/socks, watch with a second hand, name badge, bandage scissors, and stethoscope are required. Various lab supplies including penlight, blood pressure cuff, calipers, and gait belt will be provided in the nursing lab tote that will be distributed to students. Supply list will be confirmed at orientation.

Dress Code

The purpose of the dress code is to provide for safety and asepsis, and to present a professional image. Students are expected to adhere to the dress code of the clinical setting and Monroe County Community College.

Jeans, shorts, leggings, short skirts, open-toed shoes, sling back, high heel, or clog-like shoes, T-shirts, camisoles and other revealing clothing is not to be worn in clinical settings, including observation experiences. Skirts and pants should be worn at the waistline, not low on the hips. No leggings may be worn in the clinical environment.

When giving patient care, ***ALL*** students are expected to adhere to the following guidelines:

- Conservative, loose-fitting, burgundy scrubs or uniforms must be clean and wrinkle-free. (Use school patch for color matching.) School patch is to be neatly attached on the left breast pocket area. Short, white lab coats (scrub material) are acceptable to wear at clinical, assuring the MCCC patch is visible; no hoodies allowed.
- Appropriate undergarments should be worn.
- White shoes and laces must be clean.
- Name badge must be visible at all times and worn above the waist (except by unit policy); display first and last names plainly.
- Make-up should be minimal.
- Gum chewing is not permitted in patient areas.
- Fingernails should be short and clean. Nail polish and artificial nails are not permitted.
- Perfume and after-shave lotion may be an allergen or offensive to patients and **should not** be worn.
- Jewelry: Watch with a second hand is required. Wedding bands and engagement rings only are accepted. Jewelry should be modest and safe if worn. Earrings should be small and inconspicuous; one per ear and no dangles. Gauge piercings/plugs or gauged earlobe openings are **NOT** permitted. In certain clinical settings, no jewelry is permitted.
- Body Piercing: No visible body piercings/jewelry are permitted in clinical settings (except as noted for ears).
- Tattoos must be covered in the clinical and observation settings.
- Hair: Hair must be off the collar and pinned back in a neat, attractive style. Beards and mustaches, if worn, must be well groomed, neatly trimmed, and of reasonable length (no longer than 1/2”). Hair should be an appropriate professional style, length, and color. Inconspicuous hair ornaments are acceptable.
- Students are expected to be neat, clean, free of body odor and cigarette smoke.
- **Exceptions** may be determined in clinical sites as deemed appropriate by course faculty.

Uniform inspections will be performed consistently throughout the program. Non-compliance with these program policies may result in a Jeopardy Warning or further disciplinary action. Failure to comply is considered a violation of the Professionalism policy.

Use of Electronic Devices in Class and Clinical

Cell phones cannot be used in any clinical setting. If brought with students to class or laboratory, they should be silenced and only used for educational purposes. For emergency conditions only, they may be on in class or lab under a silent or vibration mode. Do not use text messaging or social media services while in class, lab, or clinical settings. This is considered inappropriate and disruptive behavior under the Standards of Professionalism.

Photographs and videos taken with any digital device (cell phone, camera, etc.) are strictly prohibited without faculty permission in class, lab, or in the clinical setting.

Laptop computers and tablets are to be used in the classroom and nursing laboratory for academic purposes only. Inappropriate use of laptop computers in class or lab including email and web surfing without instructor permission will not be tolerated. Failure to comply with these policies will result in Jeopardy Warning regarding non-compliance with program outcomes and policies.

Criminal Background Checks

Students admitted to health science programs must consent to background/security checks including a criminal background check and drug screening. The student is responsible for any cost associated with the background/ security checks. Certain criminal convictions may render a student ineligible to train at clinical sites which are necessary in order to successfully complete the program. Additionally, certain criminal convictions may render an individual ineligible to take the licensing/ certification exam or to be licensed/certified in the State of Michigan. The college will review the results of the background/security checks. It will determine, on a case-by-case basis, whether to deny admission to any individual based on the results of the background check, criminal background check and drug screening. All costs incurred are the student's responsibility.

Background Checks are Mandatory. MCCC requires that all students admitted to the nursing programs purchase a background check (approximately $50) through an agency designated by the College. Students can review their results on line. Allow 5-7 days for processing after order is placed. The Nursing Program Coordinator will review background checks and upload into ACEMAPP for students once cleared.

Drugs, Intoxicants, and Mind Altering Substances

Success in nursing, both as a student and as a practitioner, requires sound nursing judgment and positive professional relationships with the community, the clinical personnel, and the patient. Behavior which threatens these relationships or alters judgment will endanger nursing effectiveness. For this reason students are expected to abstain from the use of any illegal or mind- altering substance before or during any contact with faculty, staff, or patients. Students should also abstain from any prescribed drugs prior to clinical experiences that could impair judgment or function. Students who arouse the suspicion of the instructor must give permission for immediate laboratory screening for any substances, at the student's expense. In addition, students suspected to be under the influence of any illegal or mind-altering drug, will be required to seek transportation to the testing facility from the clinical site. Declining to do so will result in dismissal from the program. There is zero tolerance for breaches of this policy.

Documented use of mind-altering and/or illegal drugs or substances will result in immediate dismissal from the program and failure in the nursing course in which the student is enrolled. Students will be ineligible for readmission to the program under these circumstances.

Drug Testing and Dilute Urines

All students will be drug tested at the student's expense for the presence of mind-altering substances through Corporate Connection through ProMedica Monroe Regional Hospital or a program approved facility upon program entry. Students will receive a letter in class that will identify the date and process for drug testing. Students will have a limited time period in which to complete the drug testing. Students who do not meet this time commitment to complete the initial drug testing may be dismissed from the course and program or made subject to further drug testing.

There are instances in which a student may need to take prescribed medications, which could be in a drug classification that would typically be restricted from a clinical setting. When a student is taking medications that could be an issue in the clinical setting; we advise that the student participate in a medical review of prescribed medications and therapies in order to receive clearance to practice in the clinical setting. The medical review is an additional cost and is at the student's expense. The practitioner must be specifically trained in drug screening protocols (we require that the medical review be done at Corporate Connection or a program approved facility to meet this requirement.) The student must not be mentally impaired and be able to function optimally in the clinical setting in any case. A student may need to work with their health practitioner for alternative treatments if the prescribed drugs impair function.

If the result of the drug test comes back indicating that the urine sample is positive, too dilute to measure or if the time deadline is not met, the student will need to submit a hair sample for testing, at the student's expense. Once the medical review is completed, the findings of the practitioner will be considered a final determination and the student will either be cleared for clinical or not.

In the event that the student is not cleared for clinical following the medical review, the student will be dismissed from the course and the program. There is no appeal in the case of a student who is not cleared by the medical review.

CPR Proficiency

All students must maintain current CPR certification. Students CPR certification must have been taken no sooner than December prior to the year of admission.

Students must show evidence of completion of a CPR course with a hands-on skill proficiency component. CPR certification is required through the American Heart Association (BLS for Healthcare Providers) NOTE: Courses through the AHA for laypersons (i.e. workplace, schools, individuals or community) or that are strictly web-based are NOT acceptable. Students should direct questions regarding an acceptable CPR course to the NPC.

Certification must not expire prior to the end of the program.

Health Requirements

An annual total health exam, History and Physical (H & P) completed by health care provider, is mandatory for all students and is the financial responsibility of the student. The health exam must indicate that the student is free from infectious disease, immune to certain diseases for which one can be vaccinated, that the student can meet all technical standards, and can fully participate in both classroom and clinical activities. Once completed, forms should be uploaded directly into ACEMAPP by the deadline provided for online approval from the NPC. Students are encouraged to keep all original health form copies for their own personal files. Please note: copies of health documents may be printed from ACEMAPP if needed.

A. Additional health information to be uploaded into ACEMAPP includes: Valid documentation of vaccination OR blood test confirmation via titers for measles, mumps, rubella, rubeola and varicella is required.
B. A general head-to-toe physical that assesses the student's ability to meet the technical standards.
C. An initial two-step P.P.D. tuberculin skin test which is negative is required at the beginning of the program (a previous two-step completed prior to starting the program, with annual negative one-step results thereafter, will be accepted). Positive results require a chest x-ray to prove absence of disease (initially and annually). In addition, an annual one-step PPD negative tuberculin skin test or + T Spot test is required.
D. Immunizations:
    1. Tetanus or Tdap: Proof of tetanus and pertussis vaccinations are required. Students should consult their physician regarding the use of Tdap versus separate tetanus and pertussis boosters. Td boosters required every 10 years.

Hepatitis B:

Scenario #1:

- ***Students having previously completed the 3 part Hepatitis B vaccination series*** must be tested via a titer (blood test) verifying they are **positive** for Hepatitis B surface antibody (anti-HBs), thus immune to the disease.
- Those whose results are either “non-immune” or “equivocal” must repeat the Hep B 3-part vaccination series at 1, 2 and 6 months
- A repeat titer is then required 1-2 months post-vaccination series completion
- Students whose titers continue to read “non-immune” or “equivocal” are considered, “non-responders”, should be considered susceptible to HBV, and should be counseled regarding precautions and treatment via their health care provider.

- Students are responsible for tracking these results and vaccine due dates along with re-titer dates as needed

Scenario #2:

- Students who have not previously completed the 3-part Hepatitis B vaccination series must first obtain the 3-part vaccination series initially at 1, 2 and 6 months
- A titer (blood test) to verify they are **positive** for Hepatitis B surface antibody (anti-HBs), thus immune to the disease, is required 1-2 months following the vaccination series completion.
- Students whose titer results are either "non-immune" or "equivocal" must **repeat** the Hep B 3- part vaccination series at 1, 2 and 6 months
- An additional Hep B titer is required, again 1-2 months post immunization
- Students whose titers continue to read "non-immune" or "equivocal" are considered, "non-responders", should be considered susceptible to HBV, and should be counseled regarding precautions and treatment via their health care provider

2. Seasonal flu shot: required as soon as the shots are available each year. Failure to receive this vaccination will prevent the student from participating in clinical.

E. Specific student health information will be released to clinical agency only if this information is required by the agency. It is expected that this information be kept confidential by the agency.
F. Healthcare costs for students are the responsibility of the student.

Health Alterations

Students are responsible to disclose any major health alterations to course and clinical faculty, and the student's personal practitioner must indicate in writing that the full nursing program (clinical and theory) may be continued. Special considerations from the practitioner must be communicated in writing to the division dean. A form can be obtained from the Division Office for the student's doctor to complete and return. An electronic version of the document is available upon request. Additionally, it is the student's responsibility to communicate limitations and/or clearance before participating in any further program activities. Failure to disclose major health alterations/clearance will result in a violation of the Standards of Professionalism.

A decision will be made by faculty, following clinical agency policy, as to whether or not the student can continue in the course. Please note that injuries or surgeries occurring midterm may make it very difficult for a student to successfully complete a course.

Do not attend clinical when experiencing symptoms of a contagious health alteration (such as bacterial or viral infections) if symptoms include vomiting and/or diarrhea, fever, especially an oral temperature over 100.4^{o}F, excessive nasal drainage, and/or productive cough. A student deemed too ill to be at clinical will be sent home by the instructor and considered a clinical absence.

Serious Infectious Disease Policy

Nursing students, with support and guidance of their clinical instructor or preceptor, may have an opportunity to care for patients with an infectious disease. Students are expected to help manage care of these patients. When considering the care of clients diagnosed with serious infectious disease, we recognize that students have varying degrees of skills, both psychomotor and cognitive. We also recognize that faulty technique when caring for these clients could prove harmful or even fatal to the student.

Graduate health care workers are expected to have the skills and knowledge necessary to provide safe and compassionate care for all clients, regardless of diagnosis. Consideration will be given to the client's complexity of care, agency policy, and the student's knowledge and dexterity level. A student who refuses to care for infected clients will be counseled to determine the reason for refusal and regarding the failure to meet the requirements of the profession of nursing. Students who have serious reservations about caring for clients with infectious diseases should reconsider their career choice.

Standard Precautions

(www.cdc.gov, May 2014)

Standard Precautions are based on the principle that all blood, body fluids, secretions, excretions except sweat, nonintact skin, and mucous membranes may contain transmissible infectious agents. Standard Precautions include a group of infection prevention practices that apply to all patients, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered. These include: hand hygiene; use of gloves, gown, mask, eye protection, or face shield, depending on the anticipated exposure; and safe injection practices. Check specific agency policies and procedures.

A. Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs (containing 60-95% alcohol) and hand washing with soap and water. Alcohol-based hand rub is the preferred method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), or after caring for patients with known or suspected infectious diarrhea (e.g., *Clostridium difficile*, norovirus), in which case soap and water should be used.

1. Performing Hand Hygiene

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product
- Apply product to the palm of one hand
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required)

Hand washing with Soap and Water:

- Wet hands first with water (avoid using hot water)
- Apply soap to hands
- Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers
- Rinse hands with water and dry thoroughly with paper towel
- Use paper towel to turn off water faucet

2. Indications for Hand Hygiene

Always perform hand hygiene in the following situations:

- Before touching a patient, even if gloves will be worn
- Before exiting the patient's care area after touching the patient or the patient's immediate environment
- After contact with blood, body fluids or excretions, or wound dressings
- Prior to performing an aseptic task (e.g., accessing a port, preparing an injection)
- If hands will be moving from a contaminated-body site to a clean-body site during patient care
- After glove removal

B. Personal Protective Equipment

Personal Protective Equipment (PPE) use involves specialized clothing or equipment worn by facility staff for protection against infectious materials. The selection of PPE is based on the nature of the patient interaction and potential for exposure to blood, body fluids or infectious agents.

1. Use of PPE

Gloves

Wear gloves when there is potential contact with blood (e.g., during phlebotomy), body fluids, mucous membranes, nonintact skin or contaminated equipment.

- Wear gloves that fit appropriately (select gloves according to hand size)
- Do not wear the same pair of gloves for the care of more than one patient
- Do not wash gloves for the purpose of reuse
- Perform hand hygiene before and immediately after removing gloves

Gowns

Wear a gown to protect skin and clothing during procedures or activities where contact with blood or body fluids is anticipated.

- Do not wear the same gown for the care of more than one patient
- Remove gown and perform hand hygiene before leaving the patient's environment (e.g., exam room)

Facemasks (Procedure or Surgical Masks)

Wear a facemask:

- When there is potential contact with respiratory secretions and sprays of blood or body fluids
  - May be used in combination with goggles or face shield to protect the mouth, nose and eyes

Goggles, Face Shields

Wear eye protection for potential splash or spray of blood, respiratory secretions, or other body fluids.

- Personal eyeglasses and contact lenses are *not* considered adequate eye protection
- May use goggles with facemasks, or face shield alone, to protect the mouth, nose and eyes

2. Respiratory Hygiene and Cough Etiquette

All persons with signs and symptoms of a respiratory infection (including facility staff and students) are instructed to:

- Cover the mouth and nose with a tissue when coughing or sneezing;
- Dispose of the used tissue in the nearest waste receptacle
- Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials

C. Emergency Needlestick Information

If exposed to a needlestick or sharps injury or were exposed to the blood or other body fluid of a patient during the course of clinical work, **immediately follow these steps**:

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to the clinical instructor and agency supervisor immediately
- Immediately seek medical treatment

D. Transmission-based Precautions

(www.nlm.nih.gov, May 2014**)**

Transmission-based precautions are extra steps to follow for illnesses that are caused by certain germs. Standard precautions and these extra precautions will both need to be followed. Some infections require more than one type of transmission-based precaution. Check specific agency policies and procedures.

Start following transmission-based precautions when the illness is first suspected. Stop them only when the illness has been treated or ruled-out and the room has been cleaned.

Patients should stay in their rooms as much as possible while these precautions are in place. They may need to wear a mask when they leave their room.

Airborne precautions may be needed for germs that are so small they can float in the air and travel long distances.

Airborne precautions help keep staff, visitors, and other patients from breathing in these germs and getting sick.

- These germs include chicken pox, measles, and active tuberculosis (TB).
- Patients who have these germs should be in a special room where the air is gently sucked out. This is called a negative pressure room.
- Everyone who goes into the room should put on a respirator mask that fits well before they enter the room.

Contact precautions may be needed for germs that are spread by touching.

- Everyone who enters the room who may touch the patient or objects in the room should wear a gown and gloves.
- These precautions help keep staff and visitors from spreading the germs after touching a patient or an object the patient has touched.
- Some of the germs that contact precautions protect us from are *C. difficile* and norovirus, and respiratory syncytial virus (RSV). These germs can cause serious infection in the intestines.

Droplet precautions are used to prevent contact with mucus and other secretions from the nose and sinuses, throat, airways, and lungs.

- When a patient talks, sneezes, or coughs, droplets that contain germs can travel about 3 feet.
- Illnesses that require droplet precautions include influenza (flu), pertussis (whooping cough), and mumps.
- Everyone who goes into the room should wear a surgical mask.

Pregnancy

Students who are or become pregnant while participating in the program should notify her instructor if the condition impacts her ability to participate in the program or meet technical standards.

Technical standards may be found on the back of the H & P form as well as on the MCCC website: https://www.monroeccc.edu/sites/default/files/programs/files/RN/HealthOccupationPrograms_TechnicalStandards2017.pdf

Allergies

The student must notify the Dean of Health Sciences/Director of Nursing or designee of any relevant allergies, prior to the start of the program. The LAL will be consulted should reasonable accommodations be requested.
Latex allergy: The student must notify the Dean of Health Sciences/Director of Nursing or designee if a latex allergy is present, prior to the start of the program. The College and clinical facilities cannot provide a latex-free environment. In the case of a latex allergy, a practitioner note will be required stating specific restrictions. The LAL will be consulted should reasonable accommodations be requested.

Insurance

Nursing students are required to have professional liability and health insurance. The professional liability insurance is provided by the College. The cost of the professional liability insurance is included in the course lab fee. Health insurance must be obtained by the student and proof of this insurance must be presented to the Health Sciences Division office by the first Monday of the winter semester. It is expected that hospitalization insurance be maintained throughout the school year in order to comply with agency requirements. **Failure to maintain health insurance will result in program dismissal.**

Clinical Placement Policy

Clinical placement for each student is based on many factors such as rural versus urban settings, needs of the particular course, unit availability through ACE placement or agency negotiations, number of students per group, faculty availability, etc. The process is involved and very time consuming. We make it very clear in our program materials, handbook and orientation that students do not have a choice in selection of their clinical sites. Within the Health Sciences Division, we place over 200 students per semester in clinical settings. Each student has their own unique needs related to location, employment, and childcare, to name a few. It is impossible to take requests from students regarding clinical placement. Student flexibility is essential in all of our programs. The faculty feel that a well-rounded clinical experience is in the best interest of students and can create opportunities for employment and exploration that would not be available were clinical placement to be run in a different format.
Nursing education offered at MCCC is provided in collaboration with multiple clinical partners located in southeast Michigan and northwest Ohio. As a part of these partnerships, MCCC students and faculty are required to meet and follow the policies and procedures of these clinical partners. Given the number of students in the program, faculty must be able to place students at any of the clinical agencies for clinical and observational experiences during the course of the program. Students need to be in good standing with all clinical agencies, both as a student and as a member of the community. Therefore, any condition (i.e. criminal history, positive drug screening, unprofessional/unethical behavior, negative employment history) that prevents a student from being placed in any clinical agency during a semester may jeopardize the student's ability to meet the course outcomes and may lead to course failure and program dismissal.

Clinical placement for each student is based on many factors such as rural versus urban settings, needs of the particular course, unit availability through ACE placement or agency negotiations, number of students per group, and faculty availability. Clinical placements may include weekends, evenings, and sites requiring travel outside of the Monroe area. We understand that each student has their own unique needs related to location, employment, and childcare. Therefore, students may be allowed to trade a clinical placement (not to include alternate clinical experiences) with a fellow student utilizing the following strict guidelines:

- Students will seek out their own peer to trade with. The Nursing Program Coordinator (NPC) ***will not*** facilitate this process.

- A limited window of days will be allocated for submission of documentation either in writing or via email from both parties agreeing to the trade**. Specific deadlines will be announced by NCP with each clinical placement. NO EXCEPTIONS past the deadline!**
- Trade approval is at the discretion of the NPC and faculty. **There are no guarantees that a trade will be approved!** The NPC and faculty must consider previous clinical placements, clinical agency requirements and student academic achievement/needs.

We will attempt to honor trade requests from students regarding clinical placement. However, the final decision of clinical placement is made by the NPC and faculty based on program needs.

Students are required to notify the Nursing Program Coordinator immediately upon receipt of clinical schedule if placed at a facility where they are currently employed.

Conduct Expected in Clinical Settings

1. Students are to inform the unit clerk when removing a client chart from the nursing station to take it to designated area.
2. Student nurses sign their signatures: Name, P.N.S., MCCC. It is not necessary for the instructor to co-sign charting unless specifically informed otherwise.
3. Students are asked not to linger around the nursing station but to conduct their chart review and charting in the designated area. Quiet conduct is expected.
4. Students are required to report off to the instructor and the co-assigned nurse before leaving the unit for any reason.
5. Students should identify themselves as students to their assigned clients. Any client or family who indicate the desire not to have student care will be returned to staff care without hesitation. Do not take this personally, should this occur.
6. In an apparent emergency situation, students are expected to seek help from the hospital nursing staff or the instructor, whichever is most immediately available.
7. Students are asked to check for new orders so that charts with orders not yet noted are not missed. All new orders should be reviewed with the clinical instructor and primary care staff.
8. Instructors or preceptors must be present with students to prepare and administer **all** medications. Appropriate documentation procedures must be followed. In addition, the instructor must co-sign the student's signature in the EMR. Specific hospital procedures must be followed.
9. Cell phones and smart devices are not permitted on the clinical units.
10. Computers located in the hospital setting are not to be used for personal use.
11. Conduct, as described in College Catalog, must be exercised.
12. With the exception of the preceptorship, faulty supervise student's work. Students may perform skills under staff supervision with prior faculty acknowledgment/permission.
13. If a student is dismissed from an agency for cause, as defined by the agency, the student will fail the nursing course and be dismissed from the program. All agency rules, policies, and procedures must be followed.

Privileged Information and Confidentiality

Students are asked to remember that they are guests within the institution and as such have access to privileged information. Students will have questions regarding patients/clients, staff, policies, and/or procedures. It is expected that professional and legal standards will be maintained at all times. Confidential client information must not be discussed outside the educational setting. Confidential records of the client must remain in the hospital setting. Care must be taken for proper disposal of any personal notes or care plans about clients. ***Student photographing, photocopying, faxing client***

information from any source or disclosing protected health information via a social networking site is inappropriate and will not be tolerated. (See social networking policy). Students may collect information about **their assigned client** only. Any other information gathering would be considered a breach of confidentiality. A breach or misuse of confidential information will result in program dismissal with no opportunity for readmission and may result in court action. Extreme care should be taken in dealing with client information. Do not use names or specific client identifiers on care plans. Students should expect to sign a pledge to insure client confidentiality in clinical settings.

Health Insurance Portability and Accountability Act (HIPAA)

The following excerpts are from the website of the Department of Health and Human Services for the United States. A full summary of this law can be found at: http://www.hhs.gov/hipaa/.

The Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule") establishes, for the first time, a set of national standards for the protection of certain health information. The U.S. Department of Health and Human Services ("HHS") issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). 1 The Privacy Rule standards address the use and disclosure of individuals' health information—called "protected health information" by organizations subject to the Privacy Rule — called "covered entities," as well as standards for individuals' privacy rights to understand and control how their health information is used. Within HHS, the Office for Civil Rights ("OCR") has responsibility for implementing and enforcing the Privacy Rule with respect to voluntary compliance activities and civil money penalties.

"Individually identifiable health information" is information, including demographic data, that relates to:

- the individual's past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual.[13] Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

De-Identified Health Information**.** There are no restrictions on the use or disclosure of de-identified health information. De-identified health information neither identifies nor provides a reasonable basis to identify an individual. There are two ways to de-identify information; either: (1) a formal determination by a qualified statistician; or (2) the removal of specified identifiers of the individual and of the individual's relatives, household members, and employers is required, and is adequate only if the covered entity has no actual knowledge that the remaining information could be used to identify the individual.

Disclosure vs. Use:

Protected health information (PHI) may be used without restrictions when providing direct care to your client and/or consulting with other healthcare professionals regarding the direct care of your client. Restrictions/Disclosure come into play when someone who is not directly involved in the treatment and care of the client requests and is given PHI. A "Patient Authorization" is a special kind of consent defined by HIPAA. It allows disclosure of PHI to individuals with a client's permission. As a member of the healthcare provider team, you are required to protect the PHI.

Be aware of your surroundings. Do not repeat protected health information you see or overhear. Avoid discussion about clients in public areas in and outside of the hospital. You may be liable for breaches of confidentiality. Be aware of using computers, PDAs, cell phones or other displays that may be viewed by others in your vicinity. Be careful and know to whom you are faxing, e-mailing or phoning protected health information. Include warnings about confidentiality.

It is expected that students follow HIPAA rules and regulations at all times. Breaches in confidentiality will result in program dismissal and ineligibility for readmission as well as potential legal action.

Clinical Evaluation Rubric

The purpose of the clinical rubric is to provide specific examples for faculty and students about how the course student learning outcomes must be met during clinical. The students should know, based on the rubric, how he or she is doing in each student learning outcome and specific observable behavior.

Explanation of Clinical Evaluation

A. ***Introduction:*** It is expected that graduates of the Monroe County Community College nursing program will provide quality nursing care. Students are evaluated regularly on their progression toward this goal. Students are evaluated according to the outcomes and specific behaviors identified in the clinical rubric. Each nursing course has specific outcomes which build on previous learning and must be successfully met for progression in the program. Each course syllabus contains a list of specific clinical outcomes and each outcome contains examples of clinical behaviors which are expected of students.

B. ***Weekly Evaluation Process:*** Written weekly evaluation will be completed by the clinical instructor using the Clinical Evaluation Rubric which contains the specific course student learning outcomes and related behaviors. This evaluation will identify "***satisfactory***", ***"progressing",*** "***needs improvement***", "***unsatisfactory***" and "***not applicable***" clinical performance. "***Satisfactory***" areas as well as "***progressing***" areas will be noted by the instructor, indicating progress toward meeting course student learning outcomes. When a student's behavior is in need of improvement or unsatisfactory during a clinical week, it will be noted on the clinical rubric with specific examples and suggestions for improvement by the instructor in order to give the student ample opportunity to correct the problem area(s). Refer to clinical behavior descriptors found on the following pages and in the clinical rubric.

A student should receive a "***not applicable***" rating only when the opportunity to meet the behavior was not available (ie. Student was extremely busy with own patient assignment and was not able to "assist other students or the unit staff in meeting patient care needs" while remaining busy during the entire clinical day).

A student should be given an ***"unsatisfactory"*** when the student omits required components of paperwork, patient care, or professionalism, appears nonproductive or wastes energy due to incompetence as well as disregards feedback.

A student should be given a "***needs improvement***" when the student lacks thoroughness with patient care or paperwork, requires multiple or repetitive cues or takes longer time to complete task.

A student should be given a ***"progressing"*** when the student performs behavior accurately and safely with occasional supportive cues, spends reasonable time on a task, meets expectations for current week of clinical and applies feedback from previous weeks.

A student should be given a ***"satisfactory"*** when behaviors have demonstrated consistent progress toward meeting the course student learning outcomes. Some critical areas have been identified as either "***satisfactory***" or "***unsatisfactory***", which means that students must demonstrate these vital behaviors each week without needing improvement.

Repeated or significant clinical difficulties will result in a jeopardy warning which is indicative of a serious inability to meet the clinical outcomes and may result in course failure if not corrected. Due process will be observed. Fabrication of any clinical or College record will result in program dismissal with ineligibility for readmission (See Clinical Failure Policy).

C. ***Students Self-Evaluation:*** Students are expected to self-evaluate their care weekly, giving time and thought to the self-evaluation. The self-evaluation process requires that the students evaluate themselves based on their ability to meet course student learning outcomes in clinical, feelings about the clinical experience, and what kinds of learning goals the students have for future clinicals. Students must use the space provided in the Clinical Evaluation Rubric to highlight the specific behaviors they met during clinical and in their clinical paperwork. Instructors and students will both write a summary of their perspective of the student's progression toward the student learning outcomes on the clinical rubric. This is an excellent opportunity for students to show their instructor something they did, such as provide medication education or actively listen to a client who is trying to make a difficult decision, when the instructor may not have been present.

D. ***Evaluation Conferences***: Conferences will take place at least at the end of the course to discuss the summary of the clinical experience and the achievement of the course student learning outcomes.

1. The instructor and student will then meet and discuss the outcomes, with the instructor indicating "***satisfactory***" or ***"unsatisfactory***" in all course student learning outcomes.
2. Evaluation conferences will occur if a student is in jeopardy of failure for any reason. In this conference, a review of the jeopardy warning will occur which outlines the reason(s) for the jeopardy warning and action the student plans to take to correct the difficulty(ies) will be developed.

E. ***Final Grading:*** In order to receive a satisfactory clinical grade for each course learning outcome, the student is required to obtain satisfactory/progressing performance in all behaviors by the end of the course. The instructor will then determine that the student is overall "***satisfactory***" or "***unsatisfactory***" for the entire clinical rotation. "***Progressing***" or "***needs improvement***" is not a grading option for the final evaluation.

S – Satisfactory

- Behaviors have demonstrated consistent progress toward meeting the course student learning outcomes.

U – Unsatisfactory

- One or more behaviors under the course student learning outcomes are unsatisfactory or need improvement at the end of the course.
- Behaviors do not demonstrate progression toward meeting the course student learning outcomes.

Clinical Failure Policies

1. Students who earn one or more unsatisfactory ratings on the **final** course Clinical Evaluation will earn a clinical failure and failing course grade. Final and/or midterm evaluations will occur in all courses. A student must demonstrate satisfactory clinical performance by the end of the course in order to progress.
2. Behavior that threatens the public's health, welfare, and/or safety will constitute grounds for immediate dismissal from the program. Such situations will be handled on a case-by-case basis.
3. Clinical failure may occur at times other than the end of the semester. Due process will be observed. An example of this is when a student is repeatedly unsafe in performance of previously learned knowledge and skills.

Unusual Occurrence/Incident Reporting

It is expected that hospital and College policies will be strictly followed when dealing with student accidents or errors. Incident reports will be written and signed by the student and instructor for both the clinical agency and MCCC. The student and instructor will review the agency incident report with the clinical managers and the NPC as requested. It is advised that personal anecdotal notes also be kept.

Gifts/Gratuities

There shall be no exchange of expensive gifts or gratuities between students and faculty. It is also unacceptable for students to accept gifts or gratuities from clients.

Records

Each student has an academic folder in the Health Sciences Division Office for student clinical tools and other required paperwork. Clinical paperwork is to be reviewed and signed by students, and then submitted to the instructor as outlined in the course syllabus. Students are expected to work cooperatively with faculty to ensure their files are complete. Additionally, students are responsible and will be held accountable for expiration dates for BLS, annual TB test, physical, and flu shot. Missing paperwork will result in the inability to participate in clinical. Students must copy ALL PAPERWORK, at their own expense, prior to filing the originals in the division office.

Folders are not to be removed from the building. Records are NOT to be removed from the folders.

Student Governance

Students participate in the governance of the nursing program in the following ways:

1. End-of-semester surveys of faculty, agencies, and courses are completed by students each semester and used for program improvement. **Student feedback is confidential and anonymous**. Consistent with concepts related to professionalism (Program Outcome #3), it is expected that students complete the student surveys that are provided. Failure to participate may be brought to the student's attention. Your honesty and constructive criticism are reviewed and thoughtfully considered when making program changes.
2. Students are encouraged to talk with nursing faculty about any concerns. Suggestions for improvement are welcome.
3. Students are expected to utilize the "chain-of-command" within the Health Sciences Division when addressing any concerns or issues related to a course or the program. Students are expected to talk initially with nursing faculty regarding issues related to a particular course. Clinical scheduling concerns should be addressed to the Nursing Program Coordinator (NPC). If a student has a concern that he/she feels has not been resolved through interaction with the

course faculty or the NPC, students are expected to meet with the Dean of Health Sciences/Director of Nursing or designee to discuss the issue. If a student continues to feel that an issue or concern has not been addressed appropriately, he/she may make an appointment with the Vice President of Instruction. Issues that result in course failure and/or program dismissal should be handled according to the policies and procedures outlined in the Student Information Handbook.

4. Students are required to join a professional nursing organization, such as the National Student Nurses Association or the MCCC Student Nurses Association. Participation at professional conferences and meetings is strongly encouraged.

Program Completion, Graduation & NCLEX-PN

Program completion audits must be completed early in the fall semester (last semester of program). Students initiate an audit through the Student Planning section on WebPal.

Certificate Requirements

Practical nursing students must complete **all** courses listed in the Catalog in order to receive the certificate with the Practical Nursing designation. Students not meeting all certificate requirements will be ineligible for a school completion certificate, and thus cannot take the licensing examination (NCLEX-PN) until the requirements are met. See the current College Catalog for the full description of graduation requirements. Practical nurses are encouraged to complete an associate degree for registered nursing or the applied science degree, if this meets with their career objectives.

Students who are determined to be ineligible for a school completion certificate by the Registrar's Office must notify the Health Sciences Division Office as soon as possible. Expenses incurred for graduation purposes are non-refundable.

Continuing Education/Automatic Progression Opportunity

Effective December 2019, MCCC PN Program graduates may be eligible to automatically progress into the LPN to RN option of the Associate of Applied Science in Nursing degree (RN) program. The opportunity for automatic progression into the LPN to RN option is only good for the year immediately following completion of the MCCC PN Program. For information regarding the opportunity to automatically progress into the LPN to RN option at MCCC, please visit the PN to RN webpage on the MCCC website (https://www.monroeccc.edu/programs/nursing-pn-to-rn-option) or contact the Health Sciences Division Office at 734-384-4102.

Post-Graduation Surveys

Feedback from graduates and their employers is very important for program improvement. Input will be sought through the use of Graduate Surveys that will be sent six (6) to twelve (12) months following program completion. Students are asked to provide their contact information, including a personal e-mail address, near the end of the program. This information will be used to send graduate information to the State for licensure purposes as well as for sending graduates a confidential Graduate Survey for completion and return to the Health Sciences Office. Participation in survey completion is voluntary, however, appreciated and strongly encouraged.

Nursing Licensing Exam (NCLEX-PN)

Nurse licensure candidates take the National Council Licensure Examination (NCLEX-PN) at test centers located across the United States. NCLEX examinations are only provided in a computerized adaptive testing (CAT) format.

The NCLEX-PN examination is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. NCLEX examination results are an important component used by the boards of nursing to make decisions about licensure. **Only boards of nursing can release NCLEX examination results to candidates.** Pearson Vue Professional testing provides administration services for the NCLEX examination.

Students can determine application/licensing fees for each state by visiting the respective state board of nursing websites.

Any previous or current conviction of a crime and/or treatment for substance abuse/mental illness may result in ineligibility to be licensed as a practical nurse. The determination of eligibility is made by the Michigan State Board of Nursing at the time of application. Questions or concerns about licensing should be directed to the Board of Nursing.

Michigan Board of Nursing
Bureau of Health Professions
611 W. Ottawa St., First Floor
Lansing, MI 48933
Phone: (517) 373-8068
Fax: (517) 241-3082
e-mail: bhpinfo@michigan.gov
Web: http://www.michigan.gov/lara

Other Policies and Procedures

Academic Dishonesty

Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. Academic dishonesty includes forgery of academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. It is the student's responsibility to know what constitutes academic dishonesty. If a student is unclear whether a particular act constitutes academic dishonesty, he or she should consult with the instructor of the class involved.

Any act of academic dishonesty will result in disciplinary action by the College. The maximum penalty under the provisions of this policy is permanent expulsion from the College. (Monroe County Community College Catalog and the Class Schedule)

Please see the current Catalog for information about the MCCC disciplinary procedure for academic dishonesty. There will be zero tolerance for dishonest conduct. Academic dishonesty will result in a student becoming ineligible for readmission to any health occupation program.

I. Plagiarism

Plagiarism is the intentional or unintentional representation of the words, data, and ideas of another as one's own.

II. Documentation

Since the writing of most academic papers involves material using primary and secondary sources, it is necessary to document such material with an in-text or footnote reference. Any portion of the paper not documented will be assumed to be original or to be "common knowledge." If a student is in doubt about what is "common knowledge," the student should consult the instructor.

1. Quotations - Quotations, however small, must be placed within quotation marks or indented and block quoted following the individual instructor's criteria for a long or short quotation. A direct quotation must be acknowledged either within the text or in a footnote following the documentation style preferred by the instructor.
2. Paraphrasing/Summarizing - Any material summarized or paraphrased must be acknowledged just as one would acknowledge a direct quotation; for example, a summary requires an in-text or footnote reference even though such material does not require quotation marks. Simply shifting words or rewording an author's text is not considered a correct paraphrase or summary. The student, when reading sources and taking notes, should carefully indicate quoted, paraphrased, and summarized material. It is not acceptable that a student claim "unknowing" duplication of a source.
3. Ideas and Facts - Any ideas and facts borrowed from a source should be acknowledged even though the student may have elaborated on such material. Data should not be altered in such a way as to be misleading.
4. False Citation - A false citation is attributing referenced material to a source from which it was not obtained. A student should carefully document his or her source so that references may be readily checked.
5. Using / Copying the Work of Other Students - All students' written work is expected to be the student's original work. If students have obtained examples from others, these are to be used for reference only, NOT COPIED. Copying others work is plagiarism and subject to policies concerning cheating. Examples of student work includes care plans, case studies, client assessments, teaching pamphlets, portfolios, formal papers, research and other critiques.

III. Disciplinary Procedure

1. All acts of academic dishonesty, based on the instructor's determination of probable cause*, must be reviewed with the appropriate academic dean. After the review, the dean will notify the vice president of student and information services, and the faculty member will submit the Academic Dishonesty Report Form to the vice president of student and information services, the student and the dean. Upon receipt of notification, the vice president of student and information services will place an academic hold on the student record. The hold will prevent the student from withdrawing during the review. After the student acknowledges receipt of the Academic dishonesty Report Form (by signature, returned e-mail, registered mail receipt), he/she will have 10 days to respond to the charge and recommended penalty. In the event the student fails to respond, and if the vice president of student and information services accepts the recommended disciplinary action, the student waives the right to an appeal.
2. The faculty member reporting an act of academic dishonesty may recommend expulsion from the college or program, or a lesser disciplinary action such as a failing grade on the test, paper, project, etc., or a failing grade in the course. In all cases of academic dishonesty, the proportionality of the sanction is to be considered relative to the incident. Sanctions less than expulsion should be based on a preponderance of the evidence**, whereas expulsion from the college or a program should be based on clear and convincing evidence***.
3. The vice president of student and information services shall make available an opportunity for consultation with both parties. Following consultation (if desired by either or both parties), the vice president shall inform, in writing, the faculty member and student of his/her acceptance, rejection or modification of the disciplinary recommendation within seven days of receipt of the deadline to appeal.
4. The vice president shall inform both parties of the appeal/due process available.
5. The vice president shall maintain a record of all acts of academic dishonesty.
6. Once the faculty member recommends disciplinary action, the student shall not be permitted to withdraw from the course until the review process is completed. If the charge of academic dishonesty is set aside, the student may withdraw from the course following the withdrawal procedures for the time period of the initial incident.
7. Procedural timelines may be waived by the vice president in the interest of facilitating due process and fairness.

IV. Appeals Procedure

1. A student subject to disciplinary action for academic dishonesty or the faculty member who reported the act of academic dishonesty may appeal the decision of the vice president of student and information services as to whether academic dishonesty did or did not take place. Neither the student nor the faculty member can appeal the disciplinary action or sanction as rendered by the vice president. The appeal must be made to the vice president's office within seven days of notice of the vice president's decision.
2. The vice president shall appoint an appeals committee composed of two students, two faculty members and an administrator to hear the appeals. The appointed administrator shall chair the committee. The vice president and the faculty member making the charge shall not serve on the committee.
3. If it is the vice president's decision that academic dishonesty has occurred and the student appeals, the committee shall determine whether the student has committed academic dishonesty. If the committee determines the student has not committed academic dishonesty, all disciplinary action shall be rescinded. If the committee determines the student has committed academic dishonesty, the vice president's disciplinary action shall stand. The committee's determination shall be final and binding.

4. If the vice president determines that the charge of academic dishonesty has not been proven, the faculty member may appeal the decision. If the appeals committee (see item 2) determines that an act or acts of academic dishonesty has been proven, the committee shall, by majority vote, determine the appropriate sanction. The committee's determination shall be final and binding.

* Probable cause: reason to believe, based on reliable information, that academic dishonesty has occurred and that a particular student has committed an act of academic dishonesty.
** Preponderance of the evidence: burden of proof has been established by evidence which outweighs the evidence against.
*** Clear and convincing evidence: the evidence must satisfy that the proposition has been established with a high degree of probability.

Social Media Statement

Social Media Definition

"Social media" describes the online and mobile tools that people use to share opinions, information and experiences, images and video or audio clips, and includes websites and applications used for social networking. (Position Statement Social Media Use: Common Expectations for Nurses, 2014)

The use of social media and other electronic communication is increasing exponentially with growing numbers of social media outlets, platforms and applications, including blogs, social networking sites, video sites, and online chat rooms and forums. Social networking websites and their applications are widely utilized both in private and public sectors, serving as important and timely methods of communication. Although useful, students who utilize these websites must be aware of the potential consequences, in addition to the responsibilities that come along with using social media such as, utilizing privacy settings and separating their personal and professional sites.

Healthcare professionals/students often use electronic media both personally and professionally, as a mode of networking. Today's healthcare industry benefits from the use of both social media and electronic communication in a variety of ways, including fostering professional connections, promoting timely communication with patients and family members, and educating and informing consumers and health care professionals. Currently, healthcare professionals/students are increasingly using blogs, forums and social networking sites to share workplace experiences, particularly events that have been challenging or emotionally charged. These outlets provide a venue for healthcare professionals to express their feelings, and reflect or seek support from friends, colleagues, peers or virtually anyone on the internet. However, without a sense of caution, the use of these social media venues may result in the healthcare professional/student disclosing too much information and violating patient privacy and confidentiality under the HIPAA privacy act. (NCSBN, White Paper: A Nurse's Guide to the Use of Social Media, 2011)

Confidentiality and Privacy (HIPAA)

Healthcare professionals/students must be aware that posting patient identifiable information is illegal. Violation of existing statutes and administrative regulations may expose the offender

to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders may be subject to adverse academic actions that range from a letter of reprimand to dismissal from the occupational program and/or school.

Professional Boundaries

Maintaining professional boundaries can be a challenge for students and faculty in the information technology age. Social networking technology can obscure the patient-caregiver and faculty student relationships, creating a friend relationship versus a friendly professional one. Professional boundaries exist to promote therapeutic, yet professional relationships, between patients and caregivers and objective relationships between faculty and students. Establishing professional boundaries provides guidelines for students in- regards to communication with faculty through- the use of social networking technology.

To assure professionalism, it is imperative to set clear boundaries for the student and the healthcare professional, as well as the patient and faculty-student communications and relationships.

This policy establishes guidelines for these relationships and for professional behaviors related to communications which utilize information technology, including e-mail and social networking sites. Violations of these guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.

Faculty-Student Communications

- An appropriate use of technology and sharing information between faculty and students is the utilization of the college e-mail, **not** personal e-mail. However, additional forms of communication may be used, such as texting, only if approved by faculty.

- Social networking sites are not appropriate for communications between current students and faculty.

Healthcare Professional-Student-Patient Communications

- Do not become a friend on a patient's social networking site or allow a patient to become a friend on your site.

- Student's must not reveal the personal health information of individuals that they access in their professional role. This is considered a HIPAA violation.

- Do not use MCCC's or clinical facilities' computers for personal business. These resources are provided for academic or clinically related business.

Professional Behaviors Related to Social Networking-Standards of Professionalism

- When using social networking sites, always present self in a mature and professional manner. Be aware that future employers review these network sites when considering potential candidates for employment.

Possible Consequences of Misuse

Potential consequences for inappropriate use of social and electronic media by a healthcare professional are varied. The potential consequences will depend, in part, on the particular nature of the conduct.

Implications

Instances of inappropriate use of social and electronic media may be reported to governing boards and accreditors. The laws outlining the basis for disciplinary action vary between jurisdictions. Depending on the laws of a jurisdiction, the governing bodies of healthcare disciplines may investigate reports of inappropriate disclosures on social media made by healthcare professionals/students.

If the allegations are found to be true, the healthcare professional/student may face disciplinary action, including a reprimand or sanction, assessment of a monetary fine, or temporary or permanent loss of licensure.

Improper use of social media by healthcare professionals/students may violate state and federal laws established to protect patient privacy and confidentiality. Such violations may result in both civil and criminal penalties, including fines and possible jail time. A healthcare professional/student may face personal liability.

If the healthcare professional's conduct violates the policies of the employer, or a health student violates the policies of the program/college, he or she may face employment or MCCC disciplinary consequences, including termination.

Student Awards/ Scholarships

Excellence in Practical Nursing Award

The full-time Practical Nursing faculty, along with input from adjunct faculty, present this award to a graduating nursing student at program completion. The criteria for the award are as follows:

- academic achievement;
- outstanding clinical performance;
- exceptionally compassionate in caring for patients;
- positive role model / motivator;
- leadership potential.

The award recipient is announced at the Practical Nursing Pinning Ceremony in December. The recipient is invited to become a member of the MCCC Nursing Advisory Committee for a period of one year.

Practical Nursing Student Peer Recognition Award

Each member of the Practical Nursing class will provide input (by way of casting a vote) each November to award their fellow graduating nursing student this award. The criteria for the award are as follows:

- exceptionally helpful and supportive of fellow students;
- Demonstrates integrity and high personal standards for professional excellence;
- Recognition of perseverance in pursuing a nursing career.

The award recipient is announced at the Practical Nursing Pinning Ceremony in December.

*Faculty reserve the right to change award guidelines as deemed appropriate.

Nursing Scholarships

Scholarships are available for students who are enrolled in nursing programs. Applications are only available online at http://www.monroeccc.edu/academicworks/. Deadline dates vary; please see the website for more details.

Additional scholarship information may sometimes be distributed by e-mail. Check often to see if you qualify and to meet submission deadlines.

Students are encouraged to explore other sources for funding through the Financial Aid Office in the Administration Building.

Student Loan Repayment Responsibilities

Students accepting student loans are committing themselves to a serious legal and moral obligation: loans must be repaid. Repayment may take as long as 10 years after leaving college. Students are urged to consider their ability to repay a loan, their future credit rating and their potential indebtedness before accepting a loan. The staff of the Financial Aid Office is willing to discuss the implications of loans on students' future financial situations.

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