



Nursing Handbook

2017-2018

Montcalm Community College

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WELCOME TO MONTCALM COMMUNITY COLLEGE'S NURSING PROGRAM

Guided by Montcalm Community College's (MCC) mission, the nursing program faculty and staff

- Consistently converse with members of our profession
- Work in collaboration with other health professionals to create ways to improve and promote people's health, utilizing evidence-based practice.
- Foster a caring and diverse learning environment

All of MCC's administrators, faculty, and staff work to meet the challenges of creating the best learning environment for our nursing students. We continue to adapt to the added demands of knowledge building for our nurse graduates, adding new initiatives to address evidenced-based practice to ensure safe and effective care for a diverse population.

Nurses have many exciting opportunities during their careers. Some nurses choose clinical positions, some community health positions, some teach, or some practice a combination of these. The nurse's responsibility continues to increase in complexity and requires nursing leadership that promotes care that is safe, effective, competent, caring, and compassionate.

In learning to become a competent, caring, and compassionate nurse, the student will become part of a team that includes lab, clinical, simulation, and classroom faculty members. The student's responsibility in this partnership is to be accountable for themselves, their behaviors, and their learning.

We thank all students for their willingness to work, study hard, and provide for the safety of the public as they embark on their journey to this wonderful and honorable profession.

Montcalm Community College is Accredited by the:

Higher Learning Commission Member of the North Central Association 30 N. LaSalle St. Suite 2400
Chicago, IL 60602 (312) 263-0456

The Agency regulating the practice and licensure of nursing and approval of schools of nursing is the:

State of Michigan

Department of Licensing and Regulatory Affairs

Board of Nursing P.O. Box 30193 Lansing, MI 48909 (517) 335-0918

PROFESSIONAL REGULATION OF NURSING PRACTICE

DEFINITION OF NURSING

“Nursing is the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individual, families, communities, and populations” (American Nurses Association, 2010).

PHILOSOPHY

The nursing faculty supports the Mission and Goals statements of MCC as stated in the College Catalog and further believe:

Nursing is a collaborative profession built on the foundation of the arts and sciences that utilizes current evidence and informatics to provide safe, quality care to diverse populations. Nurses provide patient-centered, holistic care that includes health promotion, care management, and education in a variety of health care and community settings.

Based on Knowles’ theory of adult learners, the nursing program’s teaching philosophy is that students bring with them a variety of life experiences that allow for self-direction, effective coping, and a readiness for knowledge. Students will gain pertinent and relevant education to provide nursing care. Upon successful completion the associate of applied science in nursing graduate will be prepared to take the NCLEX-RN®. As a beginning nurse generalist, the graduate will be able to care for individuals across the life span utilizing legal, ethical, and professional standards.

CORE VALUES:

- ❖ **Evidence Based Practice:** Using current research and other professional information sources as a foundation for effective nursing practice.
- ❖ **Safety:** Reducing risks associated with patient harm and maintaining a safe environment.
- ❖ **Patient Centered Care:** Respecting and responding to patients’ diverse preferences, values, and needs while providing nursing care.
- ❖ **Collaboration:** Working together with members of the health care team to optimize patient outcomes.
- ❖ **Professionalism:** Following professional nursing standards and values while remaining accountable for one’s own actions and behaviors.
- ❖ **Informatics:** Managing/ensuring effective nursing care by accessing and using various sources of information.

STANDARDS OF NURSING PRACTICE

Nursing is guided by standards of practice and standards of professional performance as cited by the American Nurses Association (ANA). Standards are authoritative statements by which the nursing profession describes the responsibilities for which its practitioners are accountable. These standards reflect the values and priorities of the profession and are based on research and knowledge from nursing and various other sciences and disciplines. In addition, standards provide direction for professional nursing practice and a framework for the evaluation and improvement of practice. These standards describe a competent level of behavior in the professional role of the nurse. Registered nurses are accountable for their professional actions to themselves, their patients, their peers, and ultimately, to society. ***Refer to Appendix F for further information***

SERIOUS ILLNESS, INJURY AND PREGNANCY

Students who have a serious illness, injury, pregnancy or a protected disability while in the program may be required to obtain a written release from a health care provider verifying that they are able to meet class, laboratory, and/or clinical practice requirements without jeopardizing the safety and well-being of patients, other students, instructors, staff, the public or themselves. This written release will be retained in the student's file. Reasonable accommodations will be made, when possible, for protected conditions. Notice of the disabling condition and the requested accommodation should be made to the Dean of Nursing and Health Careers. However, modifications to the program will not be made where it would alter the basic nature of the program, jeopardize licensing or jeopardize the safety or well-being of those exposed to the student through the nursing program. Failure to provide the written release as requested may result in temporary or permanent suspension from the program.

WORKING PRIOR TO SCHEDULED CLINICAL ROTATION

It is expected that all students provide safe care to patients. Students are expected to be awake, alert, and ready to begin their clinical experiences for the duration of the clinical time. MCC does not approve of students working prior to attending clinical rotations. Fatigue can contribute to unsafe nursing practices. If an instructor becomes aware of a student working prior to a clinical rotation, the student will be sent home and make-up time will be required at the student's expense.

PROGRAM PERFORMANCE STANDARDS

Students are expected to maintain a satisfactory level of mental and physical stability to enable a safe and competent level of functioning. Failure to meet the following criteria may result in denial of progression in the program. If it is discovered that students can't meet the following criteria, they will be required to leave the program. Changes in existing program competencies will not be made to accommodate applicants. If there is a change in any of these performance standards during a students' time in the Nursing program, it is their responsibility to report those changes to the Dean of Nursing and Health Careers. ***Refer to Appendix G for further information.***

NURSING NEW GRADUATE OUTCOMES AND LEARNING CONCEPTS

1. Use best current evidence to make nursing clinical judgments and provide patient centered care to diverse populations in a variety of settings. (Evidence based practice, Patient centered care).
2. Provide safe, quality patient-centered care for individuals and families across the health-illness continuum in a variety of settings to promote positive patient outcomes. (Safety, patient centered care)
3. Utilize informatics in collaboration with nursing and healthcare teams to facilitate communication and coordinate patient care. (Collaboration, informatics)
4. Demonstrate professional behaviors and adhere to legal, ethical, and professional standards. (Professionalism)

CODE OF STUDENT CONDUCT

Refer to Appendix J for further information as well as the College Catalog.

<http://catalog.montcalm.edu/>

ACADEMIC INTEGRITY

We expect students to uphold the highest standards of academic integrity during their time in Montcalm Community College's Nursing program. Cheating and plagiarism are two of the most obvious violations of academic honesty. MCC's nursing program adheres to the Code of Nurses established by the American Nurses Association as well as the student code at MCC.

EXPECTED STANDARDS OF INTEGRITY:

- Honest representation of required coursework and clinical paperwork.
- Responsibility and accountability for individual judgments and actions.
- Act to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of another student.
- Uphold HIPAA and practice confidentiality within the college and health-care system.
- Adhere to the college Code of Student Ethics found in the College Catalog.

Penalties will be imposed for violation of academic integrity. They may include, but are not limited to: zero for an assignment/test, probation, suspension, or dismissal from the program or the college, and/or civil prosecution.

HARASSMENT-BULLYING

Refer to college catalog code of student conduct. <http://catalog.montcalm.edu/>

CRIMINAL BACKGROUND CHECK

On May 10, 2002, the State of Michigan approved House Bill #4057, which requires Criminal Background Checks for anyone applying for employment or clinical privileges in a Nursing Home, Hospital Long-Term Care Unit, County Medical Care Facility, or Home for the Aged. On April 1, 2006, additional rules were put into place requiring in-depth criminal background checks and fingerprints on all new employees or persons being granted clinical privileges. If you have further questions about Michigan Public Acts 27, 28 and 29 of 2006, please contact MCC's Dean of Student & Enrollment Services.

All students who participate in any Nursing or Health Careers program must have a clear criminal background to progress through the program. The Clinical Student Disclosure Statement allows a student an opportunity to disclose any convictions on their criminal record before MCC receives the report. Any false, misleading, or omission of charges on this form will result in removal from the program. Criminal Background Checks (CBC), through a fingerprint search, will be required several times during the progression of the program at the student's expense.

The application form can be obtained from the Administrative Assistant for Nursing and Health Careers and has an Agency ID number on it to alert the organization that conducts the fingerprinting to send the report to us.

Legal Consideration: Previous treatment for substance abuse or conviction of a misdemeanor punishable by imprisonment for a maximum term of two years may prevent an applicant from taking the NCLEX-PN or NCLEXRN. Individuals with a conviction history must inform the Board of Nursing of the circumstances for which subsequent determination should be made regarding licensure eligibility in the State of Michigan.

DRUG TESTING REQUIREMENT

Students are required to submit to a drug screen at various times prior to and during the program, and they are responsible for any cost(s) incurred. Students may be selected to have a drug screen conducted by a clinical agency or by random draw by the Dean of Nursing and Health Careers. If selected, students will be required to report for a drug screen at a pre-selected location, date and time. A student who refuses to submit to a drug screen request will be considered out of compliance with program requirements and is subject to dismissal from the program. If a student has a positive drug screen they will be dismissed from the nursing program.

SCHOLASTIC REQUIREMENTS

Theory components/courses: Students must achieve a minimum of 78%. Clinical lab and Clinical and simulation components: Student must achieve a satisfactory grade. A final course grade includes the clinical component. No extra credit is awarded in any coursework within the nursing program. This requirement supersedes the minimum GPA for making satisfactory progress as stated in the college catalog. Each nursing course contains one or more grading components. A passing grade is determined by a combined test score of at least 78% in theory (lecture) and a satisfactory in lab, simulation, and clinical to pass the course. Students cannot pass the course with less than a combined test score of 78%. Low performance in other assigned class activities (quizzes, group work, etc.) may reduce the 78% test score, resulting in an unsuccessful grade.

GRADING SCALE

The nursing program has adopted the following grading scale for all nursing courses:

Letter Grade	Honor Points	Percent
A	4.0	95-100
A-	3.7	90-94
B+	3.3	86-89
B	3.0	83-85
B-	2.7	80-82
C+	2.3	78-79
C	2.0	74-77
C-	1.7	70-73
D+	1.3	66-69
D	1.0	63-65
D-	0.7	60-62
E	0	0-59

The final grade in each course will be rounded up from 0.5%, e.g. if you scored 82.5%, your final grade would be 83%. If you scored 82.4%, your final grade would be 82%.

PROGRESSION

Once a student is accepted into the Nursing Program, progression without interruption is determined academically by the minimal grade of C+ in each of the nursing courses. Nursing students who are unable to progress, because of an unsuccessful attempt, will be removed from the nursing program. A Nursing Re-Entry Application will be sent to students through their student email after final grades have been filed. Students must respond appropriately prior to the due date given in the message. Re-entry is not guaranteed for a specific semester. Re-entry is only allowed once. ***For further details refer to the nursing re-entry procedure policy in appendix J.***

STUDENTS WITH DISABILITIES

MCC provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities, or to meet course requirements, should contact the accessibility counselor, located in the Student Success Center (Doser Building, Sidney Campus)

HEALTH REQUIREMENTS

Students are expected to follow the rules and regulations such as health, immunizations, and CPR--BLS requirements and practice policies.

Disclaimer: These requirements may change based on current clinical setting and accreditation requirements. The college and students are expected to respond to these changes when necessary.

IMMUNIZATIONS

Nurses and those studying nursing are at risk for increased exposure to certain preventable infectious diseases and other health hazards. It is important for nurses to be immunized properly for protection against these diseases and for prevention of their spread among clients in the hospitals and clinics. In addition, nurses must rigidly adhere to special precautions to minimize risks.

The clinical agencies require verification of students' health status, which may include but is not limited to, immunizations and/or titer levels. All nursing students must provide proof of receiving all immunizations listed on the MCC Health Careers Immunization form (**Refer to Appendix I**). In addition, the Adult Immunization Schedule (www.cdc.gov, 2017) recommends those same immunizations for health-care personnel. Students should discuss their immunization status and the advisability of receiving these immunizations with their health-care provider.

TB skin tests must be repeated annually, and a statement of negative results presented to the nursing office. If a student has a positive initial TB skin test, a chest x ray is required. Chest x-ray results must be negative, and a copy of the result must be submitted to the Health Careers Office. The chest x-ray result is valid for two years with annual health screening assessment. If a student presents any symptoms of TB during their nursing student experience, the student is required to follow the protocol of the public health department and/or personal health care provider.

Flu vaccinations are good for one season. The season is defined as late summer to June 30 of the following year. Students are required to update their flu vaccine annually based on this criterion.

Students are responsible for maintaining current health records in MCC's Health Careers Office. An audit is done each month and notices are sent to students who need to update their immunizations. Students will be given a date for compliance. Students who are not in compliance with this regulation will be denied continuance and/or progression in the program.

CPR CERTIFICATION

Students must maintain current certification in Cardio Pulmonary Resuscitation through the American Heart Association at the Healthcare Provider (or Basic Life Support) level. Students who are not in compliance with this regulation will be denied continuance and/or progression in the program. Students are responsible for all fees associated with training.

ATTENDANCE

If MCC classes are officially cancelled, students may not be allowed or required to attend theory/clinical sessions. In this case, make-up or lost time will be arranged by the instructor and the Dean of Nursing and Health Careers. ***For further details, refer to the Attendance Policy in Appendix J.***

CLINICAL ORIENTATION

Clinical Orientation is required for all clinical experiences. This orientation process varies from one clinical site to another. This orientation time may be outside of the regularly scheduled clinical hours. The College must adhere to the clinical sites' orientation policy. If a student does not meet the clinical orientation requirements, they will not be allowed to progress in the clinical.

STUDENT HEALTH

IMPORTANT: Students who are ill in the class, clinical, lab, or simulation setting will be sent home and/or required to bring a medical validation of fitness to participate in the clinical or lab assignment. A fee of \$45 per hour may be charged for clinical, lab, or simulation make up (***please refer to the attendance policy in Appendix J***). Students who are too ill to attend lecture, are responsible to obtain content for the lecture from other students.

STUDENT RESPONSIBILITIES IN CLINICAL AGENCIES

It is expected that students will, at all times, represent themselves and the college in a positive, safe, and professional manner.

PROFESSIONAL LIABILITY INSURANCE -- is required of all nursing students and is paid at the time of registration with the respective courses. Returning students must pay this fee separately. This item is outlined in the re-entry contract.

AGENCY POLICY -- Students and faculty must conform to policies of the affiliating agency. The agency has the right to request students or clinical instructors to be removed if they are not conforming to agency policy. An agency may deny clinical privileges to students and instructors based on past experiences.

MEDICAL EXPENSES -- Students are responsible for their own medical expenses should any type of treatment be required, including emergency treatment, due to injury or a medical emergency while in the clinical agency, on campus or at any assigned off-campus experiences. An incident report must be filed at the agency and with Montcalm Community College. The nursing instructor is to initiate the incident report for the agency and the college. The college incident report should include a copy of the agency incident report form. The incident reports are to be filed with the Human Resources Department at Montcalm Community College. Any incident is to be reported promptly to the Dean of Nursing and Health Careers.

PREPARATION FOR CLINICAL -- Preparation prior to coming to the clinical unit is essential. Unprepared students will be sent home. Student clinical evaluations will include how well students are prepared. Students will be supervised in all procedures. Students are responsible for reading the clinical policy and procedure manuals and for knowing policies on 1) fire, 2) disaster, 3) cardiac arrest, 4) incident reporting, and 5) infection control guidelines.

Clinical instructors will perform nursing uniform inspections prior to releasing students. Students who not pass inspection are not allowed to participate in clinical that day and may be required pay \$45 an hour to make up the missed hours along with any costs incurred for supplies/simulation.

STUDENTS WILL BE RESPONSIBLE TO THEIR CLINICAL INSTRUCTORS AND CLINICAL STAFF FOR:

1. care given to the patient
2. promptly reporting all urgent needs of the patient promptly
3. reporting on the condition of the patient before leaving the clinical area
4. following the procedure established by the instructor for breaks
5. arranging for nursing supervision of the patient when he/she is off the assigned unit
6. on-going communication with instructor and staff on all the above responsibilities
7. following the code of conduct of the clinical agency to which they are assigned at all times
8. immediately reporting all accidents or errors

CONFIDENTIALITY

All students in MCC's nursing program are required to complete annual confidentiality training. All students are required to follow HIPAA federal regulations. ***Refer to the Confidentiality Policy in Appendix J.***

EMPLOYMENT

Nursing students are discouraged from making commitments to work until they know they have the time to commit. Nursing students have a very heavy academic load and adequate study time is essential to progress in the program. Class, laboratory and clinical assignments will not be scheduled around individual student work commitments.

If the student is an employee of one of the nursing program's clinical settings, it is important that the student recognize he/she is an NOT an employee of that agency while working in a student role.

STUDENT NURSES' ROLE IN PATIENT RIGHTS

1. People have the right to health care that is accessible and that meets professional standards regardless of the setting.
2. Patients/clients have the right to courteous and individualized health care that is equitable, humane, and given without discrimination as to race, color, creed, sex, national origin, source of payment, or ethical or political beliefs.
3. Patients/clients have the right to information about their diagnosis, prognosis, and treatment—including alternatives to care and risks involved—in terms they and their families can readily understand, so that they can give their informed consent.
4. Patients/clients have the legal right to informed participation in all decisions concerning their health care.
5. Patients/clients have the right to information about the qualifications, names, and titles of personnel responsible for providing health care.
6. Patients/clients have the right to refuse observation by those not directly involved in their care.
7. Patients/clients have the right to privacy during interview, examination, and treatment.
8. Patients/clients have the right to privacy in communicating and visiting with persons of their choice.
9. Patients/clients have the right to refuse treatments, medications, or participation in research and experimentation, without punitive action being taken against them.
10. Patients/clients have the right to coordination and continuity of health care.
11. Patients/clients have the right to appropriate instruction or education from health-care personnel so that they can achieve success.
12. Patients/clients have the right to confidentiality of all records (except as otherwise provided for by law or third-party payer contracts) and all communications, written or oral, between patients/clients and health-care professional and agencies.
13. Patients/clients have the right of access to all health records pertaining to them, the right to challenge and to have their records corrected for accuracy, and the right to transfer all such records in the case of continuing care.

14. Patients/clients have the right to information of the charges for services, including the right to challenge these.

15. Above all, patients/clients have the right to be fully informed as to all their rights in all health-care settings.

From National League for Nursing, Nursing's Role in Patient Rights, New York (Pub. No 11-1671), 1977.

STUDENT CONDUCT

Student misconduct in theory or clinical can result in probation, suspension, or dismissal from the Nursing program. Any of these components will be based on unsafe and/or unprofessional conduct toward students, faculty, patients, agency personnel, or staff. These components are instituted, when necessary, by the faculty member with the approval of the Dean of Nursing and Health Careers or their designee.

- Probation is defined as a procedure that informs the students that they are not meeting objectives.
- Suspension is defined as a temporary interruption in progression within the nursing program.
- Dismissal is defined as a permanent removal from the nursing program.

***Consistent with agency affiliation agreements, the hospital or clinical agency has the right to request the College to terminate and withdraw any student whose work or conduct may be unsatisfactory to the clinical agency.*

STUDENT BEHAVIORS THAT CAN LEAD TO PROBATION, SUSPENSION, AND/OR DISMISSAL: *See the Unsatisfactory Performance Policy in Appendix J*

PROTOCOL FOR PROBLEM SOLVING WITH FACULTY/STUDENT ISSUES IN THEORY OR CLINICAL:

Theory and clinical instructors collaborate to facilitate the success of students. To this end, faculty maintain continued communication regarding students' progress in the program.

Step 1: Student and Instructor will meet to discuss the issue/problem. Student must present the instructor with written concern regarding the issue/problem and a request for a meeting.

Step 2: Instructor will notify the Dean of Nursing and Health Careers and the Dean of Student & Enrollment Services of the issue/problem.

Step 3: Student and Instructor will meet with the Dean of Nursing and Health Careers to discuss the issue/problem.

Step 4: Student will meet with the Dean of Nursing and Health Careers and the Dean of Student & Enrollment Services to discuss the issue/problem.

STUDENT EVALUATION

1. Students are evaluated in theory and clinical settings in a variety of ways that align with the expectations for the instructional experience. In theory class, students are evaluated through quizzes, tests, and/or other assignments. The clinical evaluation is done through an evaluation tools or competency testing by skillset.
2. Students are expected to utilize skills and knowledge learned in all prerequisite and/or corequisite general education, support courses, and nursing courses.
3. Students are expected to demonstrate satisfactory performance in all designated performance behaviors from prior nursing courses.
4. Students will be notified if their performance is falling below average, either by using the course Learning Management System, a clinical or competency progression tool. Student anecdotal notes are kept by the clinical instructor.
5. Students are encouraged to discuss any progression tool outcomes with each instructor.

STUDENT DRESS CODE

The clinical dress code is developed based on our clinical partner's values, customs, cultures, and standards, however, the code may or may not correspond with your values, customs, cultures, or standards. It is essential that we demonstrate respect for the patients in our care and the institution that is allowing us to "practice". Therefore, the following dress code has been developed. ***For further details, refer to the Dress Code Policy in Appendix J***

A clinical site policy for dress code may deviate from the MCC Nursing Program dress code; in this event the clinical site policy will supersede the nursing program policy.

REPEATING NURSING COURSES

Repeat of nursing courses is dependent on available space. ***Please refer to the Nursing policy on Re-Entry in Appendix J***

Nursing students who are unable to progress as the result of an unsuccessful attempt from one nursing core course to another in the program, have ONE opportunity only to re-enter the program. Re-entry is not guaranteed for a specific semester. Students who wish to re-enter the program will be required to submit a Health Careers Re-entry Request form. Students who re-enter may be required to repeat a course(s) previously completed successfully, purchase appropriate HESI testing, supplies and pay for insurance and clinical fees.

Students who are unsuccessful in a nursing course may be required to meet additional criteria as determined by the nursing faculty and Dean of Nursing and Health Careers before returning to the program. Most re-entry students will be required to demonstrate competency retention in theory and/or clinical skills. It is the students' responsibility to contact the Nursing Lab Supervisor to make arrangements to perform these competencies, if deemed necessary as part of the contract.

NURSING COURSE WITHDRAWAL

Students enrolled in a nursing course who are not meeting the theory required grade requirements may request a withdrawal from the course. The student should meet with the instructor and financial aid prior to withdrawing. They will then receive a “withdrawal” for the lecture, which will be counted as an unsuccessful attempt. If the unsuccessful attempt occurs in the clinical area, a “withdrawal” is not an option. Nursing students have ONE opportunity to re-enter the program unless they are unsuccessful in two or more courses in the same semester. In this case, no re-entry is allowed. Contact the Dean of Nursing and Health Careers if you believe extenuating circumstances exist.

TRANSPORTATION

Transportation is the responsibility of students. Travel to affiliating agencies for clinical experience is required. The College will attempt to keep distances to be traveled as reasonable as possible. The College does not guarantee specific clinical agencies to students. Students are encouraged to car pool to save energy and costs.

National Council Licensure Examination—Computer Adaptive Testing (NCLEX) (Licensure Examination)

Each state administers the National Council Licensure Examination (NCLEX) (which is either PN or RN) to those graduates of approved practical nursing and registered nursing schools. There is a cost to apply for a PN or RN license in Michigan. There is no temporary license availability. For more information, go to <https://www.ncsbn.org/1287>

IMPORTANT: Upon completion of the program, the Health Careers office must submit "MICHIGAN NURSING SCHOOL CERTIFICATION" form validating completion of all requirements of the program before students are able to test. This is completed following the validation that all coursework is successfully completed, testing package requirements are fulfilled, graduation application is submitted, and all financial and supply obligations to the College are complete.

Note: Individuals with a conviction history must contact the Board of Nursing and inform them of the circumstances for which subsequent determination should be made regarding licensure eligibility in the state of Michigan.

FINANCIAL AID PAYMENTS

When a student uses federal financial aid, the Department of Education requires that students attend the class. To verify attendance, MCC requires instructors to verify student attendance on various dates throughout the semester. Students do not receive refund checks until her/his attendance is verified. Not being present in class could mean that you, the student, may not receive your refund check in a timely matter. Therefore, it is important that you attend class, and when not in attendance, contact the instructor so they know you are still participating in the class.

GRADUATION INFORMATION

REQUIREMENTS

To be eligible for graduation from the nursing programs, students must meet the following requirements:

1. Complete the Nursing curriculum requirements with a minimum 2.3 (78 percent) in every nursing course.
2. Receive a Satisfactory on all clinical evaluations.
3. Complete a minimum of 24 credits at MCC.
4. File a 'Request to Graduate' form with the Registrar in Student Services per school policy.
5. Students are responsible to audit their records with the registrar's office the semester prior to graduation to assure that all requirements, including prerequisites, are met. Students will not be allowed to graduate or sit for the NCLEX-RN or NCLEX-PN exam if there are any unmet requirements.

GRADUATION AUDIT

In the semester prior to graduation, students who plan to earn a certificate or associate degree in the following semester may complete an online application at www.my.montcalm.edu to graduate in the Student Services Office in the upper level of Donald C. Burns Administration/Library Building on MCC's Sidney campus. It is important that students complete this prior to their last semester to determine if they are missing any courses necessary to graduate. There are additional costs for a cap and gown for those participating in the May commencement ceremony. Students must contact the MCC Bookstore, operated by Barnes and Noble, to order caps and gowns.

GRADUATION CEREMONIES

Students may order their graduation attire and School of Nursing pin from the MCC Bookstore, operated by Barnes and Noble.

PINNING CEREMONIES A pinning ceremony will be conducted at the end of each semester for graduating cohorts. All nursing students are encouraged to participate in the planning and preparation of this event.

APPENDICES

A. Glossary

B. Blood Borne Pathogens

C. Latex Allergy Information

D. Code of Ethics for Nurses

E. Probation Form

F. Standard of Professional Performance

G. Program Performance Standards

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I. Immunization Requirements

J. Nursing Department Policies

GLOSSARY

❖ **Accountability**

Responsibility by health-care professionals for their own actions and judgment.

❖ **Advocate**

Protecting, supporting, and intervening on behalf of an individual's rights and interests. Respecting the individual's right to make his or her own choices and establishing a trusting relationship.

❖ **Behavioral**

Behaviors can be either innate or learned. Behavior can be regarded as any action of an organism that changes its relationship to its environment. Behavior provides outputs from the organism to the environment.

❖ **Biological**

Factors that will affect life and living organisms; the anatomical make-up and the physiological processes of the human body.

❖ **Business Casual**

Professional attire, but not formal dress. Khaki or dress pants, skirts at knee length or below, blouse, polo, or button up dress shirt, loafers, flats, or lace-up shoes and socks or stockings are acceptable. A blazer or sweater can be worn as an additional layer. Denim, t-shirts, short skirts, athletic wear, hoodies, and leggings are prohibited.

❖ **Caring**

Creating an environment of hope and trust, where client choices related to cultural values, beliefs, and lifestyles are respected to promote health and healing.

❖ **Clinical**

Observation and treatment of actual or simulated patients in a health care, lab, or simulated environment, rather than in theoretical studies.

❖ **Clinical Reasoning**

Integrating learned knowledge and experiences to understand patient relationships and prioritization of problems to have effective thought processes that guide clinical practices.

❖ **Collaboration**

The delivery of patient care, in partnership with multidisciplinary members of the health-care team, to achieve continuity of care and positive patient outcomes (ATI).

❖ **Confidentiality**

Guarantees that any information the patient provides will not be discussed or reported in any manner that identifies the patient and will not be accessible to people outside the health-care team. HIPAA mandates the confidential protection of the patient's personal health information.

❖ **Cultural Diversity**

The individual variation of characteristics such as: age, gender, race, abilities, individual life experiences, ethnicities and sexual orientation.

❖ **Effective Communication**

Interactive process which includes the exchange of information that may be verbal, non-verbal, or through information technology.

❖ **Ethics**

A system of moral principles or standards governing relationships which is based on professional nursing beliefs and values (Tabers). The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems (ANA).

❖ **Evidence-Based Practice**

Actions, processes, or methodologies that are grounded in and flow from the translation of substantive and current research (NLN). Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN).

❖ **Excellence in Knowledge**

The commitment to continuous growth, improvement, and understanding of multiple dimensions of patient centered care.

❖ **HIPAA**

Health Insurance Portability and Accountability Act of 1996.

❖ **Holistic Patient Care**

The delivery of care that will include addressing the physical, emotional, and spiritual needs of the patient and his or her family.

❖ **Implementation**

The fourth phase of the nursing process that is guided by the preceding phases. It requires constant communication and collaboration with the patient, members of the health-care team, family, caregivers, or significant others involved in the patient's care.

❖ **Informatics**

Use information and technology to communicate, manage knowledge, mitigate-error, and support decision making (QSEN).

❖ **Lifespan**

The course of growth and developmental changes that occur from embryonic life to death. ❖ Nursing Process A well-established, research supported framework for professional nursing practice. It is a flexible, adaptable five-step process consisting of assessment, nursing diagnoses, planning, implementation, and evaluation.

❖ **Patient**

Multidimensional being that possess the inherent value and worth as a member of a family, community, and diverse society.

❖ **Problem Solving**

A process in which the student will think through a situation using facts, data, experience, confidence, and common sense to make informed decisions to solve a well thought out objective.

❖ **Professional Behaviors**

Having commitment to the profession of nursing. The student adheres to standards of professional practice, is accountable for his/her own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. The student has a concern for others, as demonstrated by caring, valuing the profession of nursing, and participating in professional development (NLN).

❖ **Professional Integrity**

The student adheres to standards of professional practice, is accountable for his/her own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. Professional behaviors also include a concern for others, as demonstrated by caring, valuing the profession of nursing, and participating in ongoing professional development (NLN).

❖ **Quality Improvement**

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health-care systems.

❖ **Respect**

The nurse will practice with respect for others in his or her environment incorporating the following characteristics: listen, be fully attentive, and truly hear; acknowledge and express appreciation; exhibit empathy and understanding; display courtesy and consideration; be accountable and professional.

❖ **Responsibility**

Willingness to respect obligations and follow through on promises; a nurse is responsible for his/her own actions. The nurse needs to remain competent to practice safe and effective care.

❖ **Risk Factors**

Environmental, physiological, psychological, genetic, or chemical elements that increase vulnerability of an individual, family, or community to an unhealthful event (NANDA International).

❖ **Role of the nurse**

The nurse will act as an autonomous practitioner that provides direct care, acts as an advocate, provides education, communicates, and manages the care of patients.

❖ **Safety**

The minimization of risk factors that could cause injury or harm while promoting quality care and maintaining a secure environment for patients, self and others (ATI).

❖ **Scope of Practice**

The “who,” “what,” “where,” “when,” “why,” and “how” of nursing practice (ANA) The actions, procedures, etc. that are permitted by law for a specific profession. The nurse must possess the specialized knowledge, judgment and skill required to complete the job/task undertaken. It is imperative that the nurse know not only his or her scope of practice, but the scope of practice of the others which make up a part of his or her nursing team providing patient care.

❖ **Teaching/Learning principles**

Teaching is an interactive process that promotes learning. The nurse will provide education to allow the patient to have acquisition of new knowledge, attitudes, behaviors, and skills.

ANA-American Nurses Association

NANDA-North American Nursing Diagnosis Association

NLN-National League of Nursing

QSEN- Quality Safe Education for Nurses

Blood Borne Pathogens

Universal (Standard) Blood/Body Fluid Precautions

Blood/body fluid precautions will be used in the care of all persons while enrolled as a student at Montcalm Community College. Such precautions shall also be used within the on-campus clinical courses. Students are required to complete all blood borne pathogen training provided by MCC and clinical partners.

Students in the clinical settings are expected to:

1. Use gloves whenever there is expected contact with blood and moist body secretions. This includes the handling of all laboratory samples.
2. Wash her/his hands after unexpected exposure to blood and body fluids.
3. Dispose of all equipment to include one use needles/lancets, etc. used to puncture the skin of a client or student. No disposable equipment shall be shared.
4. Clean surfaces contaminated by blood or body fluids with commercial disinfectant solutions or household bleach, freshly diluted in a 1:10 solution.
5. Wear goggles and mask for procedures where there is a chance of a splash back of body fluids.

Procedure When Exposure Occurs

1. Any direct exposure to blood or body fluids occurring while functioning as a nursing student must be reported to the course/clinical instructor and Dean of Nursing and Health Careers immediately.

If the exposure occurs in the clinical setting, refer to the institution's policy on exposure. An incident report must be filed at the agency and with Montcalm Community College. The nursing instructor is to initiate the incident report for the agency and the College. The College incident report should include a copy of the agency incident report form. The incident reports are to be filed with the Human Resources Department at Montcalm Community College. Any incident is to be reported promptly to the Dean of Nursing and Health Careers. Students will need to decide whether to avail themselves to any testing that the institution may offer.

2. The Dean of Nursing and Health Careers will remind students of their option to go for testing, and that a baseline test for HIV must be done within 7 days of exposure. This will be at the students' expense. The Dean of Nursing and Health Careers or designee will fill out an incident report at the College describing how the exposure occurred, and documenting that the student was told the referral options.
3. All blood and body fluids must be considered potentially infectious.

Anonymous counseling and testing is available through: **Mid-Michigan District Health Department Montcalm Branch (989) 831-3615**

4. Students may seek advice and testing from a personal health-care provider. However, be aware that the information may no longer be kept anonymous.
5. Prices for counseling and testing vary widely with provider. Students may wish to compare prices before making an appointment. This will be at the students' expense.

LATEX ALLERGY INFORMATION

What is Latex?

Latex is the sap of the rubber tree, and after it is processed with heat and chemicals, it is known as natural rubber. This rubber is widely used in medical equipment and supplies, including surgical gloves.

What is a Latex Allergy?

A latex allergy occurs when a person has an allergic response to the latex proteins and/or the additives used during the manufacturing process. The reactions range from mild: skin rash, runny nose, itchy, watery eyes; to an extreme of: facial or throat swelling, and difficulty breathing.

Why Should I Be Concerned About Having a Latex Allergy? Since the HIV epidemic in the 1980's, the use of latex gloves has increased a great deal. This means that everybody is being exposed to latex products more than ever before. Many products are not labeled with latex, so it is difficult to know whether a latex product is being used. Products in the health-care setting that may contain latex besides gloves include wound drains, injection ports on IV tubing, stethoscopes, electrode pads, masks, goggles, tape, and bandages.

As many as 12 percent of health-care workers develop a latex-based allergy. This risk is especially increased for health-care professionals who use latex gloves regularly.

How Do I Know If I Have a Latex Allergy? The only way to know for sure if you have a true latex allergy is to have allergy testing done. Some examples of common reactions that may be a sign of a latex allergy problem include:

- skin rashes
- rashes on your face or skin from touching it if you did not wash your hands after wearing rubber gloves
- tingling, swelling or rashes on your lips or face after blowing up a balloon or having rubber products near your face
- skin rashes, itching, or swelling from wearing clothes with elastics next to your skin, such as a bra or underwear

Types of Reactions to Latex

- Irritant contact dermatitis
- Delayed allergic contact dermatitis
- Latex allergy
- Symptoms vary from rashes, hives, redness, itchy eyes, swollen face and eyes, swollen throat, difficulty breathing, asthma, and anaphylaxis. These reactions can be life threatening.

What Does It Mean to Have a Latex Allergy?

Many health-care products in common usage in a health-care facility contain latex. If you have a true latex allergy, products that do not contain latex can typically be used for your work and personal medical care.

The most effective way to prevent becoming allergic to latex is to eliminate contact with latex gloves and to avoid areas where powdered latex gloves are used. The proteins adhere to the powder in the gloves and become airborne in areas where gloves are frequently changed. The next best way to avoid becoming allergic to latex is to use only latex gloves that are low in protein/allergen. If you are latex allergic, you should stop wearing latex gloves.

Note: Severe latex allergies may prohibit you from participating, learning and working in many healthcare settings safely. MCC faculty and personnel are available for counseling regarding this possibility.

If you suspect you have or have a latex allergy, consult your physician or health practitioner regarding the allergy.

CODE OF ETHICS FOR NURSES

Source: American Nurses Association (2010). Code of Ethics for Nurses with Interpretive Statements. Washington, D.C: Nursesbooks.org

According to the American Nurses Association, the Code of Ethics for Nurses serves the following purposes:

- It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- It is the profession's nonnegotiable ethical standard.
- It is an expression of nursing's own understanding of its commitment to society.
- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and the uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- The nurse promotes, advocates for and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegations of tasks consistent with the nurse's obligation to provide optimum patient care.
- The nurse owes the same duties to self as to others, including responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- The nurse participates in establishing, maintaining, and improving health-care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

CLINICAL PROBATION

MONTCALM COMMUNITY COLLEGE

Student: _____

OFFICIAL NOTICE OF PROBATION

Course: _____

Instructor _____

When a nursing student has been evaluated during a clinical experience and has several areas where improvement is needed, the student may be placed on clinical probation at the discretion of the clinical instructor and the Dean of Nursing & Health Careers. The areas identified as needing improvement must be performed at a satisfactory level. Failure to meet clinical objectives can constitute suspension/dismissal from the nursing program. *Please refer to the unsatisfactory performance policy.*

Name _____ ID _____ is placed on probation beginning

(Date)

I. Reasons for Probation: State clinical objectives/behaviors/expectations unmet in detail.
(Continue on reverse side if necessary)

II. Criteria for meeting course objectives: Recommendations

I have read and discussed the above Probation Notice.

DATE: _____ SIGNATURE: _____
(Student)

SIGNATURE _____ Date for Re-evaluation: _____
(Instructor)

cc: Dean of Nursing and Health Careers

Student File rev. 10/2017da

STANDARDS OF PROFESSIONAL PERFORMANCE

The 10 standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to the quality of practice, education, professional practice evaluation, collegiality, collaboration, ethic, research, resource utilization, leadership, and environmental health. Registered nurses are accountable for their professional actions to themselves, their patients, their peers, and ultimately, to society.

Standard 1 -- Quality of Practice The registered nurse systematically enhances the quality and effectiveness of nursing practice.

Standard 2 -- Education The registered nurse attains knowledge and competency that reflects current nursing practice.

Standard 3 -- Professional Practice Evaluation The registered nurse evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.

Standard 4 -- Collegiality The registered nurse interacts with and contributes to the professional development of peers and colleagues.

Standard 5 -- Collaboration The registered nurse collaborates with the patient, family, and others in the conduct of nursing practice.

Standard 6 -- Ethics The registered nurse integrates ethical provisions in all areas of practice.

Standard 7 -- Research The registered nurse integrates research finding into practice.

Standard 8 -- Resource Utilization The registered nurse considers factors related to safety, effectiveness, cost, and impact on practice in the planning and delivery of nursing services.

Standard 9 -- Leadership The registered nurse provides leaders in the professional practice setting and the profession.

Standard 10 -- Environmental Health The registered nurse practices in an environmentally safe and healthy manner

American Nurses Association (2010). Nursing: Scope and Standards of Practice. Washington, D.C.: Nursesbooks.org

PROGRAM PERFORMANCE STANDARDS

Issue	Standard	Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situation, develop nursing care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients/clients and colleagues. Exhibit a professional appearance and attitude. Treat each person with dignity and respect.
Mental Stability	Non-disruptive, positive attitude with a mental capacity to function effectively under stress.	Ability to control his/her behavior in the classroom, laboratory and clinical setting.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Moves around in patient rooms, work spaces, and treatment areas, administer cardiopulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patient/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hears monitor alarm, emergency signals, auscultatory sounds, patients' verbal requests.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observes patient/client responses. Reads syringes, calibration, and other fine print materials.
Tactile	Tactile touch ability sufficient for physical assessment.	Perform palpation/touch, functions of physical examination and/or those related to therapeutic intervention, to determine swelling, temperature, bumps and lumps, etc. that will contribute to performing and reporting physical findings.

PEOPLE TO KNOW

PRESIDENT Robert Ferrentino
VICE PRESIDENT FOR ACADEMIC AFFAIRS Robert Spohr

DEAN OF NURSING & HEALTH CAREERS..... Danielle Anderson

DEAN OF STUDENT & ENROLLMENT SERVICESDebra Alexander

DIRECTOR OF INSTITUTIONAL EFFECTIVENESS..... Lisa Lund

ADMINISTRATIVE ASSISTANT FOR NURSING AND HEALTH CAREERS..... Heather Fierke

NURSING LAB COORDINATOR Paula Wiles

FULL TIME NURSING FACULTY:

- ❖ Jen Cook
- ❖ Lisa Cogswell
- ❖ Lisa Haverdink
- ❖ Kim Holt
- ❖ Beth Markham
- ❖ Krista Sturgeon

Montcalm Community College Health Careers--Required Immunizations

This document is for reference only. Submit an electronic copy of the original up-to-date documents through the appropriate Canvas site (unless directed otherwise). KEEP YOUR ORIGINALS

ITEM A: Tuberculin (TB) - Date and proof of the appropriate records within the last year
____/____/____ Negative PPD– OR –
Documentation from Health Care Provider ____/____/____ Negative Chest X-ray
*TB tests are only valid for a year and will need to be repeated each year to continue within the program

ITEM B: Influenza Vaccine(Flu) - Date and proof of the appropriate records ____/____/____
* Flu vaccination guidelines state that the immunization is good through the season until June 30th following that season. A new flu vaccine will be required for the following season/year beginning typically in September and is good until the end of the following June.

ITEM C: Hepatitis B - Date and proof of the appropriate records
____/____/____ Completion date of first Hep B vaccine
____/____/____ Completion date of second Hep B vaccine
____/____/____ Completed the Hep B vaccine series
AND ____/____/____ Positive Hep B titer (also needed)

ITEM D: TETANUS - Date and proof of the appropriate records (Must have been within last 10 years)
____/____/____

ITEM E: Rubella (German measles) *- Date and proof of one of these appropriate records
____/____/____ Positive rubella titer – OR
Dates of two doses of MMR -
____/____/____ First Dose Date ____/____/____ Second Dose Date

ITEM F: Rubeola (Hard measles) *- Date and proof of one of the appropriate records

____ / ____ / ____ Positive rubeola titer - OR

Dates of two doses of MMR - ____ / ____ / ____ First Dose Date

____ / ____ / ____ Second Dose Date

ITEM G: Mumps*- Date and proof of one of the appropriate records

____ / ____ / ____ Positive mumps titer -- OR

Dates of two doses of MMR - ____ / ____ / ____ First Dose Date

____ / ____ / ____ Second Dose Date

ITEM H: Chicken Pox/Varicella - Date and proof of one of the appropriate records

Dates of two doses of Varicella – ____ / ____ / ____ First Dose Date

____ / ____ / ____ Second Dose Date -OR-

____ / ____ / ____ Positive Varicella Titer -OR-

Documentation by physician of disease history with supporting dates ____ / ____ / ____

* A part of MMR (measles{Rubeola}, mumps, and Rubella). If a killed measles vaccine was given from 1963 until 1967 and a killed mumps vaccine from 1950 until 1978 then the killed vaccines should be considered ineffective and repeated when antibody tests show the individual is susceptible. If you have questions, please ask your doctor.

Individuals who have a negative Hepatitis B titer after completing the Hep B vaccine series, must have another series of the vaccine (3 shots) and repeat titer. Total of 6 shots and 2 titers.

NURSING DEPARTMENT POLICIES

1. Academic Integrity
2. Attendance
3. Confidentiality
4. Behavior/Conduct
5. Dress Code
6. Student Testing
7. Unsatisfactory Performance

NURSING DEPARTMENT POLICIES

POLICY: ACADEMIC INTEGRITY

We expect students to uphold the highest standards of academic integrity during their time in Montcalm Community College's Nursing program. Cheating and plagiarism are two of the most obvious violations of academic honesty. MCC's nursing program adheres to the Code of Nurses established by the American Nurses Association as well as the student code at MCC.

Standards of integrity expected:

- Honest representation of required coursework.
- Responsibility and accountability for individual judgments and actions.
- Act to safeguard the patient and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of another student.
- Uphold HIPAA and practice confidentiality within the college and health-care system.
- Adhere to the college Code of Student Conduct found in the College Catalog.

Fabrication of any clinical or college record will result in disciplinary action.

Penalties:

Refer to Unsatisfactory Performance section.

Date Reviewed: 8/2017da

POLICY: ATTENDANCE

If MCC classes are officially cancelled, students will not be allowed or required to attend class/lab/simulation/clinical sessions. A make-up day or assignment may be required if multiple days are missed to ensure that students meet the clinical objectives. In this case, make-up or lost time will be arranged by the instructor and the Dean of Nursing & Health Careers.

THEORY ATTENDANCE POLICY:

To facilitate success in class and on the National Council Licensure Exam (N-CLEX) Exam, attendance in all class sessions is required. Students who leave early or are tardy will receive ½ an absence. Two tardies, leaving early, or a combination will count as 1 absence.

- Any student who must miss class will be allowed one (1) excused absence per 7-week course. Two (2) absences will result in a 2% deduction in the final grade. Three (3) or more absences will result in a 5% deduction in the final grade.

- Any student who must miss class will be allowed one (2) excused absences per 15-week course. Three (3) absences will result in a 2% deduction in the final grade. Four (4) or more absences will result in a 5% deduction in the final grade.

Missed class sessions cannot be “made up”. It is the student’s responsibility to obtain notes and lecture material pertaining to any missed class time. Students missing class should refer to the Canvas course website or classmates to retrieve missed class materials or information.

CLINICAL, LABORATORY, AND SIMULATION ATTENDANCE POLICY: Attendance is required for these components of the nursing program. Students are expected to be on time and in attendance for the entire time period.

Clinical/lab/simulation requirements for each nursing course are designed to provide students with the necessary time to develop appropriate competencies for safe, level-appropriate nursing practice. Students who arrive for clinical/lab/simulation assignments on time and prepared are demonstrating expected professional behaviors. Therefore, it is critical that students attend all assigned clinical/lab/simulation hours. However, students may not jeopardize the health and safety of the patient population or themselves by attending clinical/lab/simulation if they are ill. Students may be dismissed from clinical/lab/simulation at the discretion of the clinical instructor or Dean of Nursing & Health Careers for health reasons and will accrue an absence.

The following clinical/lab/simulation attendance policy has been adopted by the nursing program:

- The MCC Nursing Program curriculum of study has a determined number of clinical/lab/simulation hours that are required of its students. It is the students’ responsibility to attend all assigned sessions. Students who do not meet the required hours will not meet the course objectives. Failure to meet the course objectives will result in a student being unable to progress in the program.

- In case of absence, it is the students’ responsibility to contact the appropriate nursing clinical faculty member. Students are to notify the faculty member at least 1 hour prior to the start of the clinical/lab/simulation session. Failure to do so is considered unprofessional and unsafe practice. Such unsatisfactory performance can result in the student being placed on probation.

- Missed clinical/lab/simulation sessions must be made up and will be arranged with the instructor and the Dean of Nursing & Health Careers.

Action taken when a student misses clinical/lab/simulation time:

1. The faculty will notify the Dean of Nursing & Health Careers when a student has a clinical/lab/simulation absence and the absence will be documented on a clinical attendance roster. The attendance roster will follow students throughout the course of the nursing program.

2. The faculty and student will arrange clinical/lab/simulation make-up time in conjunction with the Dean of Nursing & Health Careers and clinical site.

3. If a faculty member is needed for clinical/lab/simulation make-up outside regularly scheduled clinical/lab/simulation hours, there will be a \$45/hour fee that the student will be charged. The student will be responsible for fees associated with supplies required for this experience. All fees must be paid prior to the clinical/lab/simulation make-up time.

4. If the clinical site cannot accommodate clinical make-up time, the student will be provided with alternative methods for making up the time. Alternative methods can include the following: Simulation, HESI case studies, and/or written assignments.

5. When the clinical/lab/simulation make-up time is completed, this information will be added to the clinical attendance roster.

6. If a student is absent for 2 or more clinical/lab/simulation sessions, the student will be required to meet with the Dean of Nursing & Health Careers to discuss the absences. At the discretion of the director, disciplinary action may include probation up to and including termination from the program.

** A student may have an extenuating circumstance which becomes an exception that may justify altered terms of the nursing program attendance and testing policies. If a student feels that they qualify for an exception, this circumstance will be evaluated by a MCC faculty panel. The process that will be followed will include:

1. The student will notify the course instructor of the circumstances in which they feel an exception is warranted. The student must submit supportive documentation related to the circumstance.

2. The instructor will notify the Dean of Nursing and Health Careers and the Dean will initiate communication to the faculty panel (which will consist of 3 faculty members, 2 nursing and 1 counselor).

3. The panel will review the student information and documentation related to the exception request and communicate the decision to the Dean.

4. The Dean will communicate the decision to the student, in writing.

5. If the faculty panel's decision is to not grant the exception, the student will be referred to the Dean of Student services.

Date Reviewed: 1/2018 da

POLICY: CONFIDENTIALITY

All students in MCC's nursing program are required to complete annual confidentiality training. All students are required to follow HIPAA federal regulations.

Students must:

- respect the rights of patients at all times
- treat patients consistent with the standard of care and the education they have been provided
- never release information about patients to anyone outside of the immediate health-care team currently caring for that patient

All information gained for and about patients at clinical sites is confidential. Students are not permitted to take pictures of patients, photocopy/scan any health care documents or share any other information as it relates to the patient or institutions setting. Information gained in any of the education settings within the nursing program are not to be shared through any means, including social media.

A student's failure to adhere to this standard of confidentiality will result in disciplinary action up to and including dismissal from the nursing program. In addition, they will be prohibited from pursuing any other course or program of study at MCC that requires a HIPAA release form.

Care plans and assessments prepared by students as part of clinical assignments must refer to patients as Mr. B, Ms. A, or otherwise assigned by the instructor.

Date Reviewed: 8/2017da

POLICY: BEHAVIOR/CONDUCT

Student Code of Ethics:

*Refer to the College Catalog for MCC's student code of conduct

In addition to the Code of Student Conduct:

- Nursing students have the right to be treated with respect and are responsible to treat others with respect.
- Students are expected to conduct themselves honestly and with integrity regarding course and clinical activities.
- Fabrication of any clinical or college record will result in disciplinary action.

- Behavior which threatens the public's health, welfare, and/or safety will constitute grounds for disciplinary action.
- Behavior which jeopardizes our community partnership will constitute grounds disciplinary action.
- Nursing students have a right to quality education, review of formative evaluation and due process.
- Nursing students have the right to fair academic and clinical evaluations of their performance.
- Nursing students have the right to confidentiality of information concerning grades and performance.
- Nursing students have the right to participate in course and faculty evaluation.
- Nursing students have the right to awareness of self as an individual with varying physical, emotional and developmental needs.
- Nursing students have the right to education in a school of nursing approved by the State Board of Nursing and clinical instruction in a TJC (The Joint Commission) or AOA (American Osteopathic Association) accredited institution.
- Nursing students have the right to appeal disciplinary action related to the nursing program.

All patients deserve dignity and respect and are to be treated equally, compassionately, and professionally regardless of their illness, injury, race, beliefs, social status, etc. Students who display discriminatory practices with regard to patient care will be subject to disciplinary action up to and including dismissal from the nursing program.

Date Reviewed: 8/2017da

POLICY: DRESS CODE:

The clinical dress code is developed based on our clinical partner's values, customs, cultures, and standards, however, the code may or may not correspond with your values, customs, cultures, or standards. It is essential that we demonstrate respect for the patients in our care and the institution that is allowing us to "practice". Therefore, the following dress code has been developed.

A clinical site policy for dress code may deviate from the MCC Nursing Program dress code; in this event the clinical site policy will supersede the nursing program policy.

Clinical instructors or their designee will perform nursing uniform inspections. Students who do not pass inspection will dismissed from clinical that day. Refer to the attendance policy.

1. Students are expected to wear a complete MCC-approved nursing uniform and to maintain a professional, clean, and neat appearance in the clinical experiences. Some clinical partners may require different uniforms. In these instances, students are expected to conform to the institutional regulations.

Clinical faculty will determine when the situation requires deviation from the college uniform and what will be acceptable.

2. Uniforms must fit properly and be of appropriate length for professional attire. Pants will NOT drag on the floor/ground.

3. Appropriate undergarments must be worn and must not be visible. It is unacceptable to have tops that show cleavage or midriff when bending or moving. Students may wear a white or black solid material short sleeve or long sleeve shirt t-shirt under their uniforms if needed for warmth. Thongs are prohibited.

4. Shoes should be clean with a solid upper. The color may be white, black, or brown in color. Minimal accent color may be permitted at the discretion of the Dean for Nursing & Health Careers or their designee. Shoes must be enclosed with no open heels or open toes. Shoes may have no holes greater than 1/8 inch. The foot must be enclosed from toe to heel. Shoes and laces must be clean. Socks and hose are to be solid and neutral in color. Shoes cannot be canvas.

5. MCC Student Picture ID or agency required ID must be worn at all times during clinical rotations. There is a charge, paid by the student, for the College ID. No other visible pins, tags, or paraphernalia may be worn without faculty approval.

6. No sunglasses are permitted. Prescription tinted, and transition lenses are acceptable, please inform faculty of such.

7. Students are expected to have appropriate body and dental hygiene as evidenced by bathing and teeth brushing as well as the use of deodorant.

8. Hair must be clean and worn neatly, secured up and off the shoulders with plain hair accessories. Hair color must be natural shades of blond, brown, black, or red. No partial head shaving, patterning, or spiking is permitted. Males are expected to keep facial hair clean and neatly trimmed with minimal length.

9. Perfume, deodorant, hair spray or after-shave or other body care products with strong scents are not permitted.

10. Tobacco products and electronic cigarettes are not permitted at the College or at any health-care facility. Students who use these products should keep uniforms and clothing in an area that is odor free. Uniforms, bodies, breath and/or clothing will not have a tobacco product odor.

11. Gum chewing is not permitted in clinical settings.

12. Acceptable jewelry includes: a watch with a second hand, a banded ring, and only one post earring per ear in the earlobe. Medical identification jewelry is allowed. No visible piercing jewelry is permitted.

13. Any visible tattooing must be covered, unless the tattoo is on the hand or wrist.

14. Makeup may be worn in moderation.

15. Fingernails are to be clean and no longer than the fingertip. Clear nail polish may be worn. No artificial nails are permitted in the clinical setting.

Date Reviewed: 1/2018da

POLICY: STUDENT TESTING:

To successfully pass all nursing courses at Montcalm Community College the student must meet all of the following criteria:

1. Earn an average of 78% or above on all tests.
2. Pass clinical in all clinical/lab/simulation portions of nursing courses
3. Points for assignments can make up 10% of the final grade but will not be added unless a student earns an average of 78% or higher on all tests.
4. Each full semester course will include at least three unit tests with a minimum of 40-50 items on each test and one cumulative final test with a minimum of 75 items.
5. Each half semester course will include at least two unit tests with a minimum of 40-50 items on each test and one cumulative final test with a minimum of 75 items.
6. Students will have 1.5 minutes per item on each test or quiz; this time includes the scantron completion time
7. Students are required to bring forward knowledge from previous courses and may be tested on this content
8. If a student requires testing accommodations, the student will responsible for making these arrangements with the student success center and will notify the faculty of the need. All students will be expected to test at the same time regardless of location being tested.
9. Tests will be based on the course student learning outcomes.

10. Similar to the NCLEX RN test plan, tests will include alternate item format questions. In order to gradually increase the numbers of alternate item format question, each semester there will be an increase in the percentage of these items as follows:

Semesters	1	2	3	4
Alternate item format questions will be at least: (by the final exam)	10%	20%	30%	40%

a. In the first semester multiple response alternate item format questions will be awarded partial credit for choosing some, but not all, correct responses as below:

- i. Student selects any incorrect response- 0 credit
- ii. Student selects some, but not all, correct responses- half credit
- iii. Student selects all correct responses-full credit

b. In the second semester and throughout the remainder of the program no partial credit is rewarded for multiple response alternate items; the item is either graded as totally correct or incorrect.

11. There will be at least one math calculation item on each test.

12. Tests are not allowed to leave the room with a student, nor is taking a photo or making copies in any other format allowed.

Test Procedure:

1. Students must take tests with the rest of the class at the same date and time with the instructor or a proctor.

Students will only be allowed to take their tests in the SSC for the following reasons:

a. If a test is missed, the student must contact the instructor about a make-up or the test will not be placed in the student success center for make-up. This should be done as soon as possible, as failure to make up the test prior to the next class period will result in a 10% deduction in the test score for each day past the deadline.

b. The student has met with Tore Skogseth in the SSC and it has been determined that the student should take the test apart from the other students in the SSC. Written documentation of this requirement must be given to the instructor before being allowed to take the test in the SSC. After receiving documentation, the student must meet with Tore every semester to discuss whether taking tests in the SSC is beneficial and to renew documentation. Tore will also determine whether the student

needs other special testing accommodations. This documentation must be shown to each new instructor before being allowed to take tests in the SSC.

2. Test scores for any tests taken, on time or late, will be given to the student a minimum of one week following the date the test was taken unless otherwise noted by the instructor. Additionally, a make-up test may contain different questions and essay components.
3. Use of cellular phones or electronic devices is prohibited during any type of test.
4. All personal items are also prohibited from being on the table during a test.
5. Each student will be provided a calculator if needed.
6. Electronic scoring sheet answers are the only answers that will be accepted for grading. Test booklet markings will not be accepted. Alternate format items may or may not be graded from the electronic scoring sheet at the discretion of the instructor.
7. All grades become final 10 academic calendar days after the date the grade was posted. Once ten days lapse, the student may continue to request to review the test, but the grade is final.

HESI Components:

Each course may have a HESI component that is part of the testing grade. This may be a proctored end of course exam or a classroom component of HESI.

1. In the first and second nursing semesters the HESI component may be worth 5% of the course grade
2. In the third and fourth nursing semesters the HESI component may be worth 10% of the course grade.
3. The proctored exams will be timed
4. The SSC will have small white boards for the students to use if scrap paper is needed (for example: math calculations). All information will be erased when the student is done.
5. Students can use the calculator that is built into the computer. They should not be given a regular calculator, as the NCLEX testers only allow students to use the calculator built in to the system.
6. Remediation is recommended and encouraged when a student does not achieve a score of 850 or higher on an end of course proctored HESI exam. HESI exam scores can be indicative of the student's level of risk for success in the nursing program and on the NCLEX. Students with lower HESI scores require more intense remediation. Remediation will be mandatory on the HESI RN-Exit exam.
7. HESI Exams must be completed by the assigned deadline. Failure to comply will result in a 10% deduction in test score for each day past the deadline.

**Remediation is a process of identifying the need to act to remedy a circumstance that, if left unresolved, will result in unfavorable outcomes. If a student addresses the situation, this strategy can assist the student in having favorable outcomes. (HESI)

GRADING SYSTEM USED: *(Refer to grading scale on page 9)*

** A student may have an extenuating circumstance which becomes an exception that may justify altered terms of the nursing program attendance and testing policies. If a student feels that they qualify for an exception, this circumstance will be evaluated by a MCC faculty panel. The process that will be followed will include:

6. The student will notify the course instructor of the circumstances in which they feel an exception is warranted. The student must submit supportive documentation related to the circumstance.

7. The instructor will notify the Dean of Nursing and Health Careers and the Dean will initiate communication to the faculty panel (which will consist of 3 faculty members, 2 nursing and 1 counselor).

8. The panel will review the student information and documentation related to the exception request and communicate the decision to the Dean.

9. The Dean will communicate the decision to the student, in writing.

10. If the faculty panel's decision is to not grant the exception, the student will be referred to the Dean of Student services.

Date Revised: 1/2018 da

POLICY: UNSATISFACTORY PERFORMANCE

Purpose: It is expected that all students follow the code of ethics for nursing practice in providing safe, evidence based care to all patients.

Unsatisfactory Clinical Performance

Student misconduct can result in probation, suspension, or permanent dismissal from the Nursing program.

Probation and suspension will be based on unsafe and/or unprofessional conduct toward students, faculty, patients, agency personnel, or staff.

These components are instituted, when necessary, by the faculty member with the approval of the Dean for Nursing & Health Careers or their designee.

Consistent with agency affiliation agreements, the hospital or clinical agency has the right to request the College to terminate and withdraw any student whose work or conduct may be unsatisfactory to the clinical agency.

Written Warning:

Defined as a documented formal conversation between an instructor and a student about not meeting a clinical objective.

1. Students will be evaluated by instructors relative to the students' ability to meet course clinical objectives and to demonstrate responsible, ethical, and safe behavior.
2. Instructors will inform students when their performance is unsatisfactory in meeting course clinical objectives. Instructors and students will arrange an individual conference to specify a written advisement plan to assist the students in correcting or improving their performance.
3. The Dean of Nursing and Health Careers will be notified of any written warning.
3. If the unsatisfactory performance is not corrected, the next step is probation.
4. The faculty however, may choose to immediately place the student on probation based on the clinical evaluation rubric.

Probation:

Defined as a procedure that informs the students that they are not meeting objectives. The probation procedure is available to help students focus on meeting objectives that will allow progression in the nursing program.

If an instructor determines that a student meets the criteria to be placed on probation, **according to the clinical evaluation tool and grading criteria**, the instructor will contact the Dean of Nursing and Health Careers. The student will receive an email requesting a meeting with the Dean, the instructor, and the student. The student is encouraged to have the Dean of Student and Enrollment Services present as a student representative during this meeting.

Once the student meets with the Dean and the Instructor and probation is found to be warranted, the steps in the probation process are as follows:

1. The probation form will be completed by the faculty
2. Student and faculty will discuss and review the probation terms
3. Student and faculty sign probation form
4. Copy of probation form is given to the student and the Dean for Nursing & Health Careers. Original signed form is maintained in the student's permanent file.

5. The faculty and student will meet as determined in the probation form to evaluate progress and determine if the terms of probation have been met.

a. If terms of probation have been met, the student is able to continue onto the next course.

b. If terms of probation have not been met, the student is suspended from the nursing program.

*Students must meet the probationary terms to be taken off the probation status. Probation may carry over from one semester to the next if deemed appropriate with the approval of the Dean for Nursing & Health Careers. The amount of time the student is on probation is to be determined by the faculty and the Dean for Nursing & Health Careers.

Suspension:

Defined as a temporary interruption in progression within the nursing program.

Nursing students may be suspended for unsatisfactory achievement of any nursing program objectives. This includes but is not limited to the following:

1. Inability to achieve minimum 78% average on theory tests
2. Inability to achieve minimum 78% average in lab components of theory courses
3. Unsatisfactory probation
4. Cheating

A student is permitted one suspension with a corresponding re-entry. Refer to the re-entry process for details.

Dismissal:

Defined as a permanent removal from the nursing program. This includes but is not limited to the following:

Nursing students may be dismissed from the program for any of the following reasons:

1. Any action resulting in actual or potential physical or mental harm to a patient
2. Performing a procedure without the guidance of a qualified individual (instructor or designee)
3. Failure to maintain confidentiality of patient information as defined by HIPAA
4. Dishonesty in the clinical setting, such as:
 - a. Falsifying patient records or fabricating patient experiences or nursing actions

b. Failing to report omission of/error in treatments

5. Any other action or behavior that would put our partnership with a clinical setting at risk

Steps for dismissal process:

1. The faculty will meet with the Dean of Nursing & Health Careers and the Vice President for Academic Affairs

2. Student will meet with appropriate MCC staff to discuss dismissal

3. The student will have the opportunity to defend actions through a face to face meeting or written communication

4. MCC staff will evaluate the student's defense and facts related to the dismissal and return a decision

5. Final decision will be send via MCC student email

6. If a student is dismissed the student is ineligible for return to the nursing program

Unsatisfactory Theory Performance:

Students much have a minimum of 78% cumulative average on theory testing to progress to next course.

Examples of unsatisfactory performance that may lead to probation, suspension, or dismissal:

(This list is non-inclusive of all scenarios)

***Grading criteria and a clinical evaluation tool will be used in determining the level of disciplinary action**

1. Unsafe, or potentially unsafe clinical nursing practices.

· Errors in medication administration or calculation.

· Violation of nursing principles resulting in actual or potential client harm.

· Failure to safely adapt nursing skills to actual client care.

· Failure to demonstrate adequate preparation for the clinical experience.

· Failure to demonstrate sound judgment.

· Performing a procedure without the guidance of a qualified individual (instructor or designee).

2. Failure to establish effective working relationships with health team members in providing client care.

- Not reporting off to the nurse in charge of your client.
 - Failure to notify the health team of pertinent changes in the client's health.
 - Ineffective or inappropriate communication with health team members, including faculty, staff, or peers.
3. Failure to establish effective therapeutic relationships with clients.
- Willfully or unintentionally do physical and/or mental harm to a client.
 - Exhibiting careless or negligent behavior relating to care of a client.
 - Refusing to assume assigned care of a client.
 - Inability to establish effective communication with a client, the staff, faculty, or a peer.
4. Failure to maintain confidentiality of client information.
- Using the name of a client in written assignments.
 - Discussing confidential information in inappropriate areas (including via email/social networks/instant messaging, etc.).
 - Discussing confidential information about your nursing educational experience (including, but not limited to: clients, clinical settings, practitioners, etc.) with third parties who do not have a clear and legitimate need to know.
 - Seeking information on clients when it is not necessary in your role as a student.
 - Leaving the clinical setting with any records or documents related to a client including paperwork which contains identifying information about a client.
5. Dishonesty in the clinical setting.
- Falsifying client records or fabricating client experiences or nursing actions.
 - Failing to report omission of/or error in treatments or medications.
 - Dishonesty in ANY setting with faculty and/or staff.
6. Violations of established Nursing Codes of Ethics.
- The Code of Ethics for Nurses
 - American Nurses Association Standard of Professional Performance

7. Failure to assume the student responsibilities in the nursing program.

- Repeated tardiness or absence.
- Inappropriate personal appearance.
- Inappropriate behavior.
- Unethical or immoral behavior.
- Failure to submit required written work or repeated lateness in submitting work.
- The use of vulgar language
- Any illegal activity or behaviors which would result in professional discipline/sanctions for licensed nurses
- Any display of disrespect for any group including race, culture, sexual orientation, gender, or other characteristic

Date Reviewed: 1/2018da

DISCLAIMER

This Nursing Handbook was created to communicate information to current and prospective nursing students. It is crucial that all nursing students read and understand the Nursing Handbook, refer to it throughout their time at MCC, and comply with the policies it sets forth. All nursing students are responsible for complying with the items contained in the Nursing Handbook.

Information in the Nursing Handbook describes the MCC Nursing Program at the time of publication. Changes or updates may occur however, due to editorial corrections or changes in policies. Every effort will be made to communicate these changes/updates prior to implementation. It is the responsibility of nursing students to know and follow the guidelines in this handbook. The most current edition supersedes any previous editions. For the most current edition, please refer to the College's Nursing page at <http://www.montcalm.edu/nursing>.

Handbook revised 1/2018 da