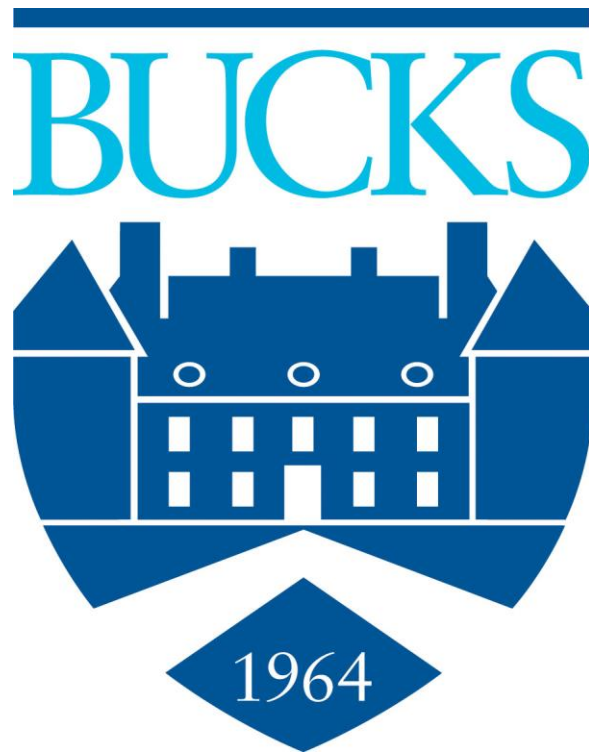


**Bucks County Community College**

**Practical Nursing Program**



**Policy & Procedure Handbook**

**and**

**Consumer Information**



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## **Bucks County Community College Practical Nursing Program**

Welcome to the Practical Nursing Program at Bucks County Community College! We are committed to your education as you pursue your nursing career. Our goal is to provide you with the specific skills and knowledge to meet all program objectives and be successful on your NCLEX Examination. The program is approved by the Pennsylvania State Board of Nursing. Bucks County Community College is fully accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and is an approved institution of higher education in Pennsylvania by the Department of Education of the Commonwealth.

The purpose of this handbook is to acquaint you with the policies and procedures set forth by our program and Bucks County Community College (Bucks'). You will be responsible for knowing and understanding the information provided, and strongly encouraged to retain this handbook as a guide and reference throughout the program year. This handbook is also available to you on the website [www.bucks.edu/practical](http://www.bucks.edu/practical).

The director and instructors reserve the right to amend or add policies/procedures at any time during the program year. Written notice of any changes will be provided to all students. This handbook is also an accompaniment to the Consumer Information Handbook, and students are responsible for the information included in both publications.

### **Non-Discrimination Policy**

Publication of our non-discriminatory policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and Vietnam military veterans. The college provides reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at (215) 968-8090. The EEO Office is located in Room 130, Tyler Hall, on the Newtown Campus.

The Security Information Report required by the College and the University Security Information Act of Pennsylvania and the Student Right-To-Know and Campus Security Act of the Federal Government is available at the Office of Security and Safety and other campus locations.

## **Mission Statement**

Bucks County Community College provides a diverse community of learners with exemplary, accessible educational opportunities and the personal connections that foster success.

### **To support our mission, we:**

- Engage and support students in learning experiences that lead to academic excellence and provide a foundation for the pursuit of higher degrees and lifelong learning.
- Empower students with the skills and credentials to secure employment in their fields and the capability to adapt and respond to the changing needs of tomorrow's workplace.
- Develop the critical thinking skills, broad-based knowledge, and the social, ethical, and civic responsibility of our students.
- Enrich the intellectual, cultural, and recreational life of the community.

## **Core Values**

The Core Values of the college and the Practical Nursing Department are:

- Respect for the individual
- Continuous learning, which fosters success in and out of the classroom
- Excellence in teaching and the work we do
- Responsiveness and open-mindedness
- Collaboration with colleagues, business leaders, community members, and other educators
- Responsible stewardship of resources
- Excellence in service to our students, the community, and each other
- A culture that fosters open, honest, and direct communication
- A culture that fosters continuous improvement

## **Philosophy**

The philosophy of the Practical Nursing Program is consistent with the core values and mission of the College. We affirmatively recruit and provide assistance to students from all racial, ethnic, cultural, and economic backgrounds. We subscribe to the College's definition of an educated person. Our purpose is to prepare students for success on the National Council Licensure Examination for Practical Nurses (NCLEX-PN) so that graduates may obtain entry-level practical nurse positions.

## **Program Admissions**

Information about admission to the Practical Nursing Program at Bucks County Community College may be obtained from the following:

Bucks County Community College  
Practical Nursing Program  
275 Swamp Road  
Newtown, PA 18940  
215-968-8316 [www.bucks.edu/practical](http://www.bucks.edu/practical)

## **Statement on Legal Limitations**

All nursing students are expected to abide by all components of the Commonwealth of Pennsylvania: Pennsylvania Code. Title 49 Professional & Vocational Standards (2008). Department of State, Chapter 21, State Board of Nursing.

## **Educational Outcomes**

The foundations of the program are based upon the scope of practice and functions of the Practical Nurse as set forth by the Pennsylvania State Board of Nursing Professional Code 21.145. The State Board specifies expected outcomes for new graduates from approved and accredited practical nursing educational programs.

The expected outcome competencies of the Practical Nursing Program are to prepare an individual who will be eligible to apply for licensure as a practical nurse, and function ethically, legally, safely, and holistically in caring for the basic human needs of patients of all ages

Graduates of practical nursing programs function under the direction of professional nurses, physicians and dentists. Practical Nursing is an integral part of all nursing. The primary role of the practical nurse is to provide nursing care utilizing clinical judgment, critical thinking, and a sound knowledge base to provide safe care for a diverse patient population. As a member of the discipline of nursing, practical nurses actively participate and subscribe to the legal and ethical scope of practice for the profession.

## **Program Objectives**

The goal of the Practical Nursing Program is to prepare Practical Nurses, who, under the direction of the registered nurse, physician or dentist, can provide competent patient care in any setting where nursing takes place.

Upon completion, the Graduate Practical Nurse will be able to:

1. Utilize the nursing process to provide a comprehensive nursing plan of care.
2. Demonstrate application of theory learned to the clinical setting.
3. Employ ethical, legal, and leadership principles within the scope of the Practical Nurse Practice Law and the Practical Nursing Code of Ethics.
4. Function as an effective and cooperative member of the health care team.
5. Practice effective communication skills with patients, family, and other health care personnel.
6. Acknowledge one's own responsibility for continued personal and professional growth by reading current literature, actively participating in workshops, seminars, professional nursing organizations, and continued education in nursing.
7. Accept instructors as facilitators of learning while taking accountability for one's own success in program.
8. Provide physical, emotional and spiritual support to patients holistically in any setting where nursing takes place.
9. Meet the eligibility requirements for the National Council License Examination for Practical Nurses.

## **Course Descriptions**

### **Anatomy and Physiology: WLPNP 1150 (105 hrs.)**

This course introduces the practical nursing student to the study of the human body, the basic structure of cells, tissues, and organs. Basic principles of chemistry and microbiology are included. The structure and function of the following systems will be examined: integumentary, musculoskeletal, nervous, sensory, endocrine, cardiovascular, respiratory, gastrointestinal, urinary and reproductive systems.

### **Basic Nursing: BN Theory WLPNP 1151 (112 hrs.) BN Clinical WLPNP 1152 (186 hrs.)**

This course is designed to introduce the practical nursing student to the theoretical principals and concepts that support basic nursing skills. The concept of human health is discussed as it relates to promotion, restoration and maintenance. The nursing process is introduced and utilized to plan, facilitate and evaluate patient care. Theory learned in the classroom setting is coordinated with basic nursing skills performed in the lab & clinical settings.

### **Interpersonal Communications: WLPNP 1007 (45hrs)**

This course introduces communication skills that will help the practical nursing student develop competency in social and professional communication. Students will engage in activities and assignments that focus on interactions in the workplace as well as in other social contexts. Students will also learn how communication relates to self-image, self-identity, diversity, and culture.

### **Maternal Child Health: MCH Theory WLPNP1158 (77 hrs.) MCH Clinical WLPNP 1159 (70 hrs.)**

This course explores the health care needs of individuals during infancy, childhood, adolescence, antepartum, intrapartum and postpartum. Students will explore the concepts of health promotion, disease prevention and alterations in health related to women and children. Well baby and preventative care for the pediatric patient will be discussed. Care of the family unit as it relates to the health of the child is emphasized. Clinical component will include labor & delivery units, maternal/child health care clinics, and community day care facilities.



**Medical-Surgical Nursing I: MSTI Theory - WLPNP 1154 (109 hrs.)  
MSTI Clinical WLPNP 1155 (301 hrs.)**

This course will describe the role of the practical nurse in the prevention of disease or disability, health promotion, health maintenance, and in the provision of care for clients with altered health. Abnormalities of body systems throughout the life span will be explored based on normal anatomy and physiology of each body system. Nursing interventions specific to each system will be discussed. Emphasis is placed on conditions affecting the Nervous, Respiratory, Cardiovascular, Gastrointestinal and Immune Systems. The clinical experience is concurrent with the theory course.

**Medical-Surgical Nursing II: MSTII Theory WLPNP 1052 (97 hrs.)  
MSTII Clinical WLPNP 1160 (140 hrs.)**

This course follows Medical-Surgical Nursing I with emphasis on advanced clinical nursing assessment and intervention associated with the nursing management of the Musculoskeletal, Endocrine, Urinary, Sensory, Integumentary and Reproductive Systems. The clinical experience is concurrent with the theory course.

**Mental Health/Gerontology: WLPNP 1105 (49 hrs.)**

This course provides an introduction of Mental Health Nursing to the practical nursing student. Topics to be addressed include current trends in mental health, symptoms and treatments of select mental illnesses, and cognitive disorders affecting the geriatric population. Issues such as confidentiality and the therapeutic nurse-patient relationship will be emphasized. Nurse self-awareness, as a component of professional development, will be discussed throughout the course.

**Nutrition: WLPNP 1020 (45 hrs.)**

This course is an introduction to nutrition as a health science that examines the nutrients essential to human life. The metabolic action, requirements and food sources of the nutrients are studied. Needs and behavior patterns in children and adults are used to illustrate the relationship between diet and health.

### **Personal and Professional Relationships I: WLPNP 1153 (35 hrs.)**

This course explores the personal and professional qualities needed by all practical nursing students. Topics to be discussed include the art of nursing, roles and responsibilities, nursing process, critical thinking skills, evidenced based practice, cultural competency, and disaster preparedness. The contributions of past & present nurse leaders to current nursing trends will also be discussed. Effective study skills and methods for success in nursing school will be presented.

### **Personal and Professional Relationships Clinical II: WLPNP 1163 (35 hrs.)**

This course addresses the legal and ethical responsibilities in nursing. Leadership and management skills for the practical nurse are discussed. Personal and professional skills for entry into nursing employment are identified, with an emphasis on resume writing and interviewing skills. Students will also have the opportunity to meet with potential employers. This course also includes preparation for the NCLEX. Students will have an opportunity to complete and submit the NCLEX Application to the State Board of Nursing.

### **Pharmacology I and II: WLPNP 1156 (49hrs) / WLPNP1161 (45 hrs.)**

This course introduces the practical nursing student to pharmacologic principles. The courses will address the actions, uses, side effects and nursing implications of classifications of medications related to specific body systems. Topic for discussion will also include awareness of the complexity of drug therapy, understanding how all drugs cause physiologic changes in the body, and the nurse's responsibility as a patient advocate related to pharmacologic issues.

### **Intravenous Therapy: WLPNP 1157 (30 hrs.)**

This course will introduce the practical nursing student to the roles/responsibilities of the nurse in providing Intravenous (IV) Therapy. The course will consist of didactic instruction for IV theory and skills, as well as lab experience to demonstrate/practice theoretical knowledge learned. Laws, Rules, and Regulations for Practical Nurses will be reviewed, and the PN Scope of Practice explored. Indications, advantages/disadvantages and legal implications for IV Therapy will be discussed based on the nursing process. Lab practice will include insertions of venipuncture, correct fluid administration, IV equipment and pump set-up, maintenance of intravenous infusions, assessment of complications, and accurate documentation. Mathematical equations necessary for the correct calculation of drip rates will be emphasized.

*The program reserves the right to make approved curriculum changes in order to maintain delivery of optimum nursing education. Students will be informed of any & all changes.*

## Educational Policies

Students in the Practical Nursing Program are expected to show consistent progress in their ability to utilize learning opportunities effectively. In addition, students must demonstrate the ability to apply theory learned in the classroom to their work with patients in the clinical setting. Students are strongly encouraged to take the responsibility for seeking appropriate assistance/counseling/guidance when indicated. Each student should also take the responsibility to keep a written account of his or her own grades. Instructors will post grades on the college's on-line learning management tool called Canvas.

In order to progress to the next level and remain in the program students must:

- Maintain an average of 77% in all nursing theory courses
- Maintain an average of 70% for non-nursing theory courses (IPC & Nutrition)
- Earn a 'satisfactory' clinical performance in all areas of clinical/lab
- Satisfy all required program clocked hours
- Comply with policies & procedures set forth by the PN Program and Bucks'
- Meet the Essential Qualifications for Nursing Practice

## Procedure for Reapplication

When a student fails or withdraws from the program they may request to return the **next** program year. The policy for reentry is as follows:

- If student fails or withdraws from Level I, they may reapply for consideration for reentry into Level I.
- If student passed Level I, but fails or withdraws from Level II or Level III, the student may reapply for reentry into Level II. In order to be considered for Level II, the student will be required to pass a 100 question, multiple choice written examination that covers Basic Nursing, Anatomy and Physiology, and med-math. This is to ensure competency of Level I material. If the student passes the written examination with a 77 or above, they will then be required to pass the Lab Skills Practicum to ensure competency in basic skills.
- Reentry into Level III is not permitted, as program success is jeopardized by the one year absence from nursing content.

In order for re-admittance to be considered, the student must submit a letter to the director requesting to return, and identify the specific reason(s) for failure or withdraw. The student must also submit a detailed plan for success, describing what steps will be taken during the second attempt. Once received, the student will be scheduled to meet with the director, coordinator, and/or instructors to discuss and determine eligibility to return.

Please note the following:

- All previous financial obligations to the program and the college must be satisfied prior to return.
- If more than one calendar year has transpired from the date the student left the program, the student must repeat the program in its entirety, regardless of the Level the student left.
- Repeating students must abide by the policies in the current handbook of the class in which they have returned.
- Updated required documents must be on file (Health Exam, CPR, PPD, Background Clearances, Drug Screen...).
- If the student fails a course/level a second time upon return, they will not be eligible to return to the program in the future. In other words, the student may only attempt the Practical Program two times.
- Re-take of the Pre-entrance Examination is required if time lapsed is more than two calendar years.

### **Academic Honesty Policy**

As per the college policy regarding cheating and plagiarism, it is the expectation of Bucks' and the Practical Nursing Program that the principles of truth and honesty will be rigorously followed in all academic endeavors. Academic dishonesty includes (but is not limited to) the following:

1. Copying from another student's test/assignments or sharing your own work with another student.
2. Offering another student's work as your own, such as having your test taken by someone else or copying another's homework/assignment.
3. Taking a test for another person.
4. Exchanging test papers or answer keys.
5. Possessing or using unauthorized materials, prepared notes or answer keys during a test.
6. Using cellular devices or other unauthorized technology tools during test.
7. Stealing or attempting to steal a test booklet or answer key, or leaving the room with scrap paper.
8. Witnessing of cheating behavior by instructors/classmates or reports from fellow students of cheating behavior.
9. Sharing of college passwords or log-in information.
10. Plagiarism

It is the assumption of the college, director and instructors that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of language and some idea not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a footnote. All student papers will utilize American Psychological Association (APA) format for reference material. Individual instructors are responsible for documenting the cheating and/or plagiarism incident on the Conference Report Form within five (5) days of the discovery of an offense. The student will then meet with the instructor and director of the program.

Consequences of cheating and/or plagiarism are:

**First Offense:** Written warning will be generated and kept as part of the permanent file. Student will receive a zero for the work in question and be placed on academic probation for the remainder of the level.

**Second Offense:** Dismissal from the program. Student will not be considered for re-entry in the program.

**Students may be dismissed from the testing room and/or receive a zero for the work/test in question if they fail to follow any of the testing instructions as outlined below or given by the instructor. These instructions are as follows but not limited to:**

1. Cell phones, smart watches, IPad, or any other electronic devices must be turned off and placed in assigned individual student 'bins' in the front of the classroom. All pocket contents are also to be placed in the 'bin'. It is recommended that students do not bring valuables to class, as the college/instructors is not responsible for lost or stolen items.
2. Students may be requested to roll up sleeves to ensure there are no restricted papers/objects or writing on arms that may be construed as cheating materials.
3. All school bags, back packs, and other personal belongings will be secured in the front of the classroom during testing.
4. All objects, including but not limited to, water bottles, coffee cups, papers, tissues, or any other object deemed inappropriate by the instructor, must be removed from desk.
5. Only approved college issued calculators may be used at the discretion of the instructor proctoring the test. No cell phone calculators or any with formula memory are permitted.
6. All students are to remain quiet throughout testing. Whispering, talking, writing or any form of communication with other students during an exam will be considered cheating.
7. All testing materials should remain on desk throughout the examination period.
8. All testing/work is to stop when time is called.
9. All testing materials (exam, Scantrons, scrap paper) are to be turned in before leaving the classroom.
10. Once the exam is completed, students must quietly leave the room. Students are not permitted to loiter outside the classroom, and may not reenter the classroom until the testing session is completed.

### ***Cheating and Plagiarism Appeals***

Appeals may be brought to the director of the program. Normal appeal routes, as per college policy, may be followed within the time allocation for the student to seek counsel, should he/she desire to appeal the instructor's actions.

### **Essential Qualifications for Nursing Practice**

A student must be able to practice nursing as it is defined by the State Board of Nursing. The student must have adequate cognitive, sensory, behavioral and psychomotor functioning to effectively implement nursing care, meet standards of performance, and refrain from excessive absence from the classroom or clinical setting. Please see page 27 for complete list of Essential Qualifications.

## Academic Requirements

### Theory/Classroom Grading Requirements

- The student may be evaluated through objective testing such as quizzes/tests/final examinations, as well as oral presentations, class participation, written reports and assignments.
- It is the student's responsibility to discuss with the instructor(s) any performance which does not demonstrate a passing grade and/or competent skill or any difficulty the student may be experiencing in mastering the information.
- Test results will be distributed on the day specified by the instructor.
- Tests will *only* be reviewed when all students have completed taking the test.
- In order to maintain test security, paper tests and answer keys are not returned during the content review.
- Once grades are posted, the student will have a seven-day period to discuss a test grade with the instructor. Should there be concerns or questions, it is the responsibility of the student to contact instructor via email within the 7 day period and make an appointment during scheduled office hours.
- Test grades and final course grades will be posted on Canvas once the analysis of the tests has been completed by instructor and/or coordinator and director.
- As stated previously, students must have a 77% final grade in all nursing courses, and a 70% in non-nursing courses (Example ~ IPC).
- Program transcripts are available through the Office of Admissions at the completion of the program (you will need to follow the established college protocol).

**Grading Policy for Theory Courses:** The final grade for the course will be calculated and weighted as follows:

- Average of Quizzes = 15% of course grade
- Average of Tests = 60% of course grade
- Average of Final Exam = 25% of course grade

**All grades, including final course grades, are not rounded. For example, a 76.8 does not round to a 77, and therefore is not a passing grade.**

**Note:** *Assessment, practice, and predictor testing may be counted as quiz, test grade, and/or assignment and factored into overall final course grade, as determined by individual instructor and would apply to all students in order to maintain fairness. It is a strict requirement of the program that all assignments and assessment testing, graded or ungraded, are completed by the requested due date in order to progress in the program.*

*Please check course syllabi for alternative grading policies specific to a particular course.*

## **Clinical /Skills Lab Grading Requirements**

**Clinical Point System:** This is used as a documentation tool for clinical/skills lab. Accrual of a total of 10 points will result in a program failure. Points carry over from one level to the next. See attached Clinical Point System worksheet.

**Interim Clinical Evaluation:** Students and instructors will participate in ongoing communication regarding clinical performance to discuss areas for immediate, needed improvement. Mid-way through the clinical rotation, student and instructors will meet to discuss progress and complete an interim evaluation.

**Final Clinical Evaluation:** Students will receive a Final Clinical Evaluation at the end of each clinical rotation. Students must be graded 'Satisfactory' in all areas in order to progress to the next Level.

Explanation of Final Clinical Evaluation:

- Satisfactory (S): Consistently fulfills clinical objectives and demonstrates 80% satisfactory performance on skills; able to demonstrate nursing skills/procedure accurately and safely; proficient, organized, motivated towards learning, appropriately seeks guidance, effective time management skills.
- Unsatisfactory (U): Consistently unable to fulfill clinical objectives; unsafe care or unable to perform skills without supervision, unable to demonstrate skills/procedures accurately; lacks initiative, unorganized, poor time management skills.

**Skills Lab Practicum:** At the completion of Level I, each student will be required to successfully perform the required nursing skills in the lab practicum setting. Students will have a total of two (2) attempts to successfully demonstrate required skills. If the student fails to meet the satisfactory passing standard after the first attempt, he/she will have an opportunity to remediate. After remediation, the student will return to the lab for a second attempt. Failure to meet required standards after second attempt will result in an 'unsatisfactory' and therefore failure for the course.

A student may receive a clinical failure for the following reasons:

- Receives a total of 10 points or more on the Clinical Point System
- Failure to successfully complete Skills Lab Practicum
- Failure to satisfy required hours
- Behavior that is unsafe, unprofessional, insubordinate, defiant or inappropriate
- Possession of or under the influence of alcohol or any controlled substance
- Theft/Cheating/Dishonesty
- Violation of college or clinical facility policies

The Practical Nursing student must demonstrate safe patient care while learning to be a competent critical thinker. The student will be prepared and expected to function as a member of the health-care team by demonstrating sound nursing judgment based on preparation, knowledge, skills, and understanding. The student will be expected to

progressively participate in assessment, implementation, and evaluation of nursing care in a variety of settings where nursing takes place. The student must be able to verbalize the concepts and principles of theory learned and relate it to the clinical situation. The student may be asked to leave the clinical area if they are not performing in a satisfactory/safe, competent, and professional manner. If the student is having difficulty mastering skills and therefore not demonstrating competency in the clinical area, the student must return to the skills lab during the scheduled time for remediation to practice the skills/procedures and demonstrate competency. The student cannot return to the clinical area until competence is demonstrated and documented by a clinical instructor.

**A student who demonstrates a pattern of four (4) consecutive clinical days of unsatisfactory performance level within a level may be dismissed from the program.**

***Please note:** A student who administers any medication without the direct supervision and presence of the assigned instructor will be dismissed from the clinical area for the day and report to the director to determine further progress in the program. Administering any medication without the presence of the instructor puts patient safety at risk and is grounds for dismissal from the Practical Nursing Program. It is the responsibility of the instructor to report any unsupervised medication administration to the director by the end of clinical day.*

### **Probation:**

Is defined as a period of enrollment during which a student is assisted through individual counseling and mediation by the director and instructors to correct deficiencies leading to the probation. The duration of probation shall be no more than four weeks. A student may be placed on probation for Academic and/or Clinical performance. If the student is unable to correct the deficiencies in the allotted time, the student will be dismissed from the program. It is critical to understand that no student will be allowed to remain in the program if they are consistently found to be “unsafe, incompetent, or unprofessional” (as defined below) by the instructor.

**Unsafe behavior** is defined as: any behavior that puts another individual in harm’s way. Unsafe behaviors include, but are not limited to: administering medication without the specific guidance/direction & presence of the clinical instructor, arriving to class or clinical under the influence of drugs or alcohol, discussing private patient/client/colleague information publically (non-compliance with HIPPA regulations).

**Incompetent behavior** is defined as: performing or participating in any nursing related activity without adequate knowledge or skill; consistently demonstrating the inability to relate didactic theory to hands on work with patients in clinical/lab. Practical nursing students while in the clinical area are under the direct and indirect supervision of the clinical instructor at all times.

**Unprofessional behavior** is defined as: demonstrating a deficiency in the ability to reason morally and practice nursing in an ethical manner; lacking attributes that include compassion, empathy, integrity, honesty, responsibility, accountability, and tolerance; displaying insubordinate behaviors towards director, instructors, clinical affiliates, and college personnel.



## Documentation of Academic/Clinical/Professional Progress

Students making unsatisfactory progress in academic, clinical, or professional development will be counseled by the instructor. Documentation of concerns with classroom, clinical or program policies will be made on the Conference Report and used to assist the student in problem solving. A remediation plan will be offered and documented. Instructors will provide regular office hours for student meetings. It is expected that students also take responsibility to schedule an appointment with instructor regarding concerns about any aspect of their own progress.

All students should keep an accurate written record of all grades. Students with a failing grade in any course work are required to seek counsel from the instructor. This will give the student sufficient time to receive remediation and guidance in order to improve their grades and avoid failure.

## Test Administration Policy

In order to ensure each student has fair and uncompromised opportunity for test taking, in addition to the policies outlined on Page 11 of this handbook, the following policies will be strictly enforced:

- Students will be expected to be present for scheduled tests and quizzes (referred to as 'test' from this point on) and the Final Exam.
- Students will not be admitted into the classroom once the instructor has closed the door and the test has begun.
- Students who miss a scheduled test as a result of lateness or class absence, yet are present in school/class that same day, *are required to take the test as soon as they arrive to campus* in the Testing Center or director's office. This may result in missing lecture time. Failure to abide by this policy will result in a zero for the test.
- Instructors will be responsible to leave the missed test at the Newtown Testing Center on the regularly scheduled testing date. The student then has 3 days (not including the absent day) to take the test at the Testing Center, during the hours the center is open. It is the responsibility of the student to get to the center in the allotted time frame. Failure to do so will result in a zero for that test. Student must notify the instructor prior to test administration of their absence (See Attendance Policy).
- Students absent or late on the day of a test *for an individual course* will have 5 points automatically deducted from the test grade. If the student is absent or late for a second test date, 5 points will be deducted from the test grade. A third absence on a test day will result in dismissal from the program.
- An absence on the day of the Final Exam will result in a zero for that Final Exam.
- Instructors will not review test content until all students have completed testing.
- It is at the discretion of the instructor to seat students as deemed necessary to ensure test security.
- Desks must be clear during test administration and belongings, including devices, be placed in assigned 'bin' (see page 11). Program issued calculators may be used at the discretion of the instructor.

- Talking to a classmate, or any exchange of materials or information, will be viewed as cheating behavior and as such the Academic Honesty Policy will be enforced.
- Once the test is submitted to the instructor, it will not be returned; no answers can be changed or altered.
- Students may not leave the class and return while still in the process of taking the test.
- Sudden illness of any kind during test administration will be handled by the instructor on an individual basis.

For the above policies, documented extenuating circumstances may be taken into consideration by director and instructor.

*It is the student's responsibility to review all material/chapters assigned and/or covered in class. Students are strongly encouraged to communicate with their instructor as soon as possible if having difficulty with material or assistance is needed as .*

### Tutoring

Students may be offered or may request tutoring through the Tutoring Center at the college. Instructors may also offer tutoring, however, is dependent on availability of the instructor. Tutoring for a specific lecture will not be offered to the student unless the student was present in class. In other words, it is not an alternative to attending class. Students are expected to attend the tutoring session with their specific questions. The goals of tutoring are:

- Enhance and clarify questions from class lecture or readings.
- Test taking and study skills.
- Review skills learned in lab or clinical
- Clinical preparation

### Student Policies

**Attendance:** The Practical Nursing Program is measured in “clocked hours”, as mandated by the PA State Board of Nursing. Attendance of all clocked hours is necessary in order to successfully complete the program and be eligible to sit for the National Council Licensure Exam (NCLEX). To meet this requirement, students must:

- Arrive on time for **all** clinical and classroom scheduled hours. Students absent are expected to call and inform the instructor 2 hours prior to the beginning of class/clinical, or at a time determined by the individual instructor. *Example: if class begins at 8, student expected to call by 6; if clinical begins at 7, student expected to call by 5.* Students late are expected to call as soon as possible to inform instructor. **Students who arrive late to clinical without calling or do not arrive at time specified upon notifying instructor will be sent home.**
- Obtain all work/notes/assignments missed.
- Complete all assignments to account for missed clinical or theory hours.
- Refrain from leaving the classroom or clinical site early.
- Refrain from making *any* appointments during school hours.
- Remain on the premises for lunch/breaks while at the clinical sites.

***If a student fails to call, and does not show to class or clinical, it is considered a 'No Call/No Show'. First offense will result in probationary status for the level. Second offense will result in dismissal from the program. Serious, documented extenuating circumstances may be taken into consideration.***

In the event of illness, family emergency, or personal crisis students are expected to:

- Notify director and/or instructor via email or appropriate phone number(s).
- Submit documentation for any absence over three (3) days.

***Clinical/Lab Absence:*** Students are allotted one (1) clinical absent day per level for *emergency use only*. A written assignment will be given to account for any missed clocked hours. In addition to a written assignment, absent days beyond the allotted one day ***must*** be made up during the clinical make-up sessions, which will be held during the break between the Levels. The date, time, and facility will be at the discretion of the instructor. Prior to the make-up day, the student will be required to pay a make-up fee of \$100.00/day, in the form of check or money order payable to Bucks County Community College. Students will be expected to complete the entire make-up day ~ there will be no exceptions. All missed clinical time/assignments must be completed before progressing to the next Level. *Dismissal from the program will result for missed clinical days more than 4 per level or 8 per program year.* Documented extenuating circumstances such as emergency hospitalization may be considered. Note: Any missed clinical days in Level III (beyond the one (1) allotted day) must be made-up during a weekend. Students will not be permitted to graduate unless all missed hours are satisfied.

***Classroom/Theory Absence:*** Classes are 8:00am - 3:30pm. Students are expected to arrive on time and attend all classes. Mastery of theory content is crucial in order to apply concepts to clinical experiences, pass all testing, and ultimately be successful on the NCLEX. Students are responsible for obtaining any missed lecture notes, handouts or information. An assignment will be given to account for all missed clocked hours.

Attendance will be taken at the beginning of each class in the form of traditional role call. When the instructor shuts the door and class begins, the student may not enter until the first break. This is to ensure that all students have the opportunity to learn in an environment that has minimal distractions. Situations such as inclement weather will be taken under consideration by the instructor. Again, it is the responsibility of the student, if late, to obtain any missed work.

Students are not to leave class during active lecturing time, as this is distracting to the class and the instructor. Breaks will be worked into the class. If a student does leave an active class in session, they may not return until the next break, so to minimize distraction to the other students and instructor.

Students are not to leave before the end of the scheduled day. As stated during the admission process, all appointments must be done after school hours, and child care arrangements must be made in advance. If a student leaves class early, *for any reason*, it is counted towards missed clocked hours.

### **Missed Clocked Theory Hours:**

Students are responsible for tracking any accrued missed clocked theory hours. Forty-two (42) or more missed clocked theory hours will result in dismissal from the program.

**Attendance records will be monitored and discussed weekly by the director and instructors. Extenuating circumstances, such as emergency hospitalizations/surgeries, will be considered on an individual basis. All student issues are considered confidential and will be treated as such.**

***Please note: The Nursing Education Verification Form cannot be completed and submitted to the State Board of Nursing unless all required program clocked hours are fulfilled, as per state requirements and program policy. This will result in students being unable to sit for their NCLEX.***

### **Student Nurse Professional Status:**

- Students are to arrive to class/clinical alert, prepared, and ready to be engaged in learning. *Sleeping in clinical/class is prohibited, and students will be asked to leave.*
- Students may not present self as, be employed as, or substitute for a professional or practical nurse in any setting or situation.
- Students, if employed as a nursing assistant, may only perform those job responsibilities as delineated by the nursing assistant job description and scope of practice.
- Students are not permitted, in any work situation or setting, to wear the college clinical uniform outside of the clinical rotation day.
- Students are not permitted to return to the clinical facility, or be in any clinical facility, as a practical nursing student outside of regular clinical rotation hours.

***Clinical Uniform and Personal Grooming:*** Students are required to wear the Bucks' uniform, with the school emblem, to all clinical facilities and skills lab unless otherwise specified by instructor. In keeping with professional standards, it is expected that each student report to clinical in a clean uniform and is neat, well groomed, and presentable at all times. The following is a detailed list of professional clinical dress code requirements:

- Only white, supportive, comfortable, closed toe shoes (no clogs allowed).
- Bucks' College Student ID badge must be worn at all times in the clinical setting. It is recommended that ID is carried when on campus.
- Only white garment may be worn under clinical top.
- In order to maintain infection control no jewelry (including bracelets, anklets, necklaces, and naval rings) may be worn, with the exception of a plain wedding band and watch with second hand.

- Only one pair of stud earring may be worn in ear lobes. Loops or dangling earrings may not be worn. Gauges must be replaced with skin-tone colored gauges. No other visible piercings are permitted, including tongue or nose piercings. No tongue splitting is permitted.
- No visible body art is permitted (tattoos, branding, henna tattoos). Tattoos, if on visible area, are to be covered while at clinical. Exception will be made for tattoos on hands.
- Nails are to be short (no longer than 1/8<sup>th</sup> inch beyond finger tips). NO nail polish of any color (including clear), rhinestones, or designs are permitted. No acrylic nails, silk wraps, or extensions are permitted.
- Hair to be clean and off the collar. Hair sparkles and colored hair colorings such as pink, green, purple, etc are unprofessional in the clinical setting and therefore not permitted. Beards and mustaches must be kept short and neatly trimmed.
- Conservative makeup is permitted (no false eyelashes or bright eye colored shadow).

Again, cooperation is expected of each student to present neat at all times. Throughout the program, students are expected to dress appropriately and in a manner that is consistent with shaping professional credibility. Professional, adult behaviors are expected and include the following:

- Excellent personal hygiene
- Limited fragrances/scents as it may adversely affect patients and staff
- Good eye contact, engaging & articulate communication, pleasant and cooperative disposition
- Respectful conduct
- Goal directed, self motivated behavior
- Gum, food and drink are not permitted in the clinical area, except in designated areas

### **Photo Identification**

Students will have the opportunity to have their Photo ID Badge provided by the Safety & Security Department, at no charge to the student. Lost ID Badges will be the responsibility of the student and must be replaced for \$5.00 fee. As stated previously, ID badges must be worn at all times in the clinical facilities. It is strongly encouraged that students carry them while also on campus.

### **Transportation**

It is the responsibility of the student to provide their own transportation to classes and the clinical facilities. The school assumes no responsibility for the transportation of students. Lack of transportation will not be an acceptable reason for inability to report to class/clinical or for lateness, and will be considered unexcused. As part of the admission process, all students must acknowledge they are required to have own driver's license and reliable vehicle.

## Electronic/Cellular Devices

During class hours all cell phones must be away and off. Instructors may require all devices are placed in assigned 'bins' during active class time. No laptops are to be used or opened during active lecturing time unless approved by instructor. During clinical hours, cell phones must be turned off, especially in areas where cell phones are prohibited. If students need to take an *emergency* call while on the clinical unit, the call must be taken in an employee area or lounge only. No calls are permitted in patient areas. No MP3 or iPods will be permitted in class or clinical setting. Students observed using PDA's, MP3's, surfing the internet, or on the cell phone in a patient care area will receive Clinical Points for unprofessional behavior. ***Please note: instructors and students may relay information via email, Canvas, or phone call only. Text messaging between instructor and student is not permitted for any reason.***

## Smoking

Bucks County Community College considers itself a Clean Air Community. No smoking is allowed inside or around any of our campus buildings. Persons wishing to smoke are only permitted to do so in designated smoking areas.

***Students are prohibited from smoking during their clinical hours and at all clinical site facilities.***

## Safety

Security and Safety personnel are on hand to provide direction, assist persons with disabilities, and provide emergency and medical assistance if needed. Additionally, you can contact Security and Safety at (215)968-8395 or at on campus Ext. 8395.

## Parking

Parking is available in student lots A, B, C, D and E. Parking for persons with disabilities is available in various areas and lots around campus. Please see the [Campus Map](#). Guests dropping off persons with disabilities may do so on the Northwest side of the building (driveway nearest Gateway Center), and then park in the student lots.

Handicapped parking is available in various areas and lots throughout campus.

## Vacation and Holiday Time

See the program calendar for specific days marked as holiday and vacation breaks. In order to be successful in the program, and complete required clocked hours, students are strongly encouraged to refrain from scheduling other additional vacation time other than the time allotted in the program. If needed, program holiday time and/or vacation breaks may need to be used for make-up days. *Again, all clocked hours must be completed in order to be eligible to sit for the NCLEX.*

## **Video/Audio Tape Recording**

In order to maintain confidentiality, Video/Audio Taping is not permitted in the classroom or clinical area. Any student found to be recording will be placed on probation. Second offense will result in dismissal from the program. Consideration will be discussed when documented reasonable accommodation is requested.

## **Inclement Weather Emergency Closing (Refer also to College Catalog)**

In the event that inclement weather may result in the cancellation of classes, students can obtain up-to-date information by doing the following:

- Tune to a local or Philadelphia radio station and listen to announcements listing Bucks County Community College.
- Call the college main telephone number (215-968-8000) for a recorded announcement
- Check college website @ [www.bucks.edu](http://www.bucks.edu).
- Sign up for the college's *Text-Message Emergency Alert System*

*One Hour Delay:* college opens at 10:00am. If the delay involves a clinical day, students will be contacted by their instructor for direction. If the delay occurs on a class day, students should report to class by 10am.

*Two Hour Delay:* college opens at 11:00am. If the delay involves a clinical day, students will be contacted by their instructor for direction. If the delay occurs on a class day, students should report to class by 11AM.

Class or clinical days lost due to inclement weather emergencies will be made up at the discretion of the instructor and the director and may cause loss of break time at the end of each Level. If needed, scheduled holiday time may need to be used for make-up days.

## **Insurance**

The program and college believe that health maintenance is important. It is highly recommended that students maintain their own medical insurance for the duration of the Practical Nursing Program

## **Safety and Accident Prevention and Education**

Students are taught the extreme importance of safe practice. Accidents to patients, as well as to nurses, can be avoided if the student becomes alert to any causative factors. The topic of safety is well integrated and emphasized in the curriculum as well as in the clinical experience. Every student is carefully selected for the procedures he/she will perform and close supervision is essential at all times.

Students evaluated as unsafe in the clinical area will not be allowed to remain in the program.

## **Substance Abuse**

As part of the admission protocol, all students must complete the 10-panel drug screen, including an opioid panel, prior to entering the program. The Practical Nursing Program reserves the right to randomly request drug/alcohol testing at any time. A student on school grounds, clinical settings, or any school sponsored activity that is suspected of being under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells, or aids in the procurement of any restricted substance shall be dismissed from the program.

The Practical Nursing Program will cooperate with the State and Federal law enforcement bodies. In addition, we will abide by the structure set down by the Bucks County Community College policy, school code and affiliating institutional policies, and the Pennsylvania State Board of Nursing.

Students who wish to seek counseling for the use of drugs and their effects are urged to seek information from the director. Students with a history of charges related to the use or abuse of alcohol or controlled substance will be referred and encouraged to call the Pennsylvania Nurse Assistance Program (PNAP). Conferences and discussions conform to the standards of privacy established within the health care profession, and will be held in strict confidence.

## **Pregnancy**

Students are permitted to remain in the program throughout the pregnancy only with a physician or primary care provider's written permission that states there are no restrictions to attend classroom and clinical instruction. If the student is required to take a Leave of Absence or if the number of absent days results in the student not meeting the program objectives, the student will be required to withdraw from the program. The student may have the option of returning, as per policy previously stated.

## **Illness and Accident**

- Students will immediately notify the instructor of any accident which occurs during school hours.
- Injured students will be given first aid and advised to contact their healthcare provider.
- Students who become ill during school hours will notify the instructor. If medical attention is required, students should sign out and contact their healthcare provider.
- Students are responsible for their medical expenses.
- Students are required to submit a note from their primary care provider in order to return to school after three consecutive absence days.
- At the decision of the director and instructors, certain conditions may require a doctor's clearance before return to the program to ensure student and patient safety. Failure to do so may require student's dismissal from the program.



## **Guidance and Counseling**

The director and instructors believe that:

- Counseling is the process of assisting the student to develop greater self-understanding and insight so that he/she will make sound judgments and wise decisions in personal, academic and professional matters.
- Academic counseling can be initiated by the director, instructor, or student.
- Records of academic counseling sessions will be kept by the individual instructors. These records will be available to all instructors so that positive academic progress continues without interruption.
- Whenever indicated, students will be referred to the director for further academic counseling. Students are also encouraged to come to the director on their own initiative for help, guidance, and support.

## **Counseling Center**

Counseling Services helps students develop skills with goal-setting and decision-making and assists students to meet the challenges associated with their higher education endeavors. Student Planning Counselors assist students with:

- responding effectively when personal issues interfere with academics
- coping with stress and personal problems
- degree completion and transfer planning
- job search strategies
- understanding college policy and procedures
- setting goals
- developing skills for making decisions

While Bucks County Community College counselors do not provide long-term mental health therapy and do not replace outside help when indicated, they are an element in providing student support and ensuring student success

## **Student Grievance Policy**

### **Purpose**

To provide an opportunity through which a Practical Nursing student can register and seek resolution of a grievance. A student grievance is described as an issue and/or concern by the student who feels they have not been evaluated according to stated criteria or feels they have been the object of inappropriate verbal or physical actions by a member of the Practical Nursing Program instructional staff.

### **Procedure**

1. The student must discuss their concerns with the involved instructor within 72 hours of the incident.
2. After identifying that a grievance exists, the involved instructor will document the meeting on a conference report.
3. The original copy of the document will be placed in the student's file, with subsequent copies forwarded to the student, instructor and the director.
4. Upon receipt of documentation from the involved instructor, the director will meet simultaneously with the instructor and student to resolve the grievance.
5. If a resolution is unable to be accomplished, the student will be directed to the appropriate college wide committee, Dean or Vice President.

## Confidentiality

During Practical Nursing Program, a student comes in contact with confidential information, in written and spoken form, regarding patients/clients and their families. Federal legislation mandates the confidentiality of all patient information. All patient/client information accessible to you must be held in strict confidence. Failure to comply with this Confidentiality Policy and HIPAA Regulations may result in student disciplinary action, including dismissal from the program.

Confidential information includes but is not limited to: patient identity, agency record numbers, DOB, room number, test results, diagnosis, prognosis, treatments, and results. Conversations regarding any of the stated confidential information should not take place in any clinical or public areas, such as hospital elevators, corridors or neighborhood/community venues. Any discussion in a public place that jeopardizes patient/client confidentiality is prohibited. Discussion of patient information for the purpose of learning occurs in pre-conference and post-conference **ONLY**, and is to be held in strict confidence. Copying any patient/client records is strictly prohibited. Written assignments must not include information that could identify a patient/client and only initials may be used. Identifying patient information on a written assignment will result in the student receiving an unsatisfactory grade on the assignment.

Students will be required to sign the Confidentiality Statement at the start of program and each clinical agency.

## Social Media

The use of social media such as Facebook, YouTube, My Space, Twitter, Allnurses.com, blogs, etc provide the ability for students to communicate with and receive support from their peers. However, students must be aware that publishing information on these sites opens up the potential of this information being seen and shared in the public domain and could be traced back to them individually. Nursing students are preparing for a profession which provides services to the public and expects high standards of behavior. Therefore, students must follow HIPAA guidelines at all times, and will be dismissed from the program for failure to comply. All information concerning clinical rotations/experiences must not be posted on any online forum or webpage. Students are legally responsible for anything that may be posted in social media forums. Students who participate in *any* form of harassment to others on any public forum may be dismissed from the program. Students are requested to refrain from befriending program instructors and staff on all public forums. Please see insert for NCSBN statement on social media.

## **Liability/Malpractice Insurance**

All students will be covered by a blanket policy provided by the college.

## **Witnessing Record**

Students are not permitted to witness any agency (hospital) documents, e.g., wills, consent forms, etc.

## **Recording/Reporting**

- The patient's/client's record is a legal document and must be treated as such.
- Practical Nurse's notes must be legible and accurate. Practical Nurses are held accountable for their documentation.
- The clinical instructor will inform the student on the facility's charting policy. The instructor may require that all nurses' notes be checked before entering the note in the official record. The instructor may also require that the official record be checked after the entry is completed.
- Medication records are considered part of a patient's legal record.

## **Student/Patient Relationships**

The student nurse/patient relationship is a professional relationship only, and must be kept so at all times. As such, students are not permitted to:

- Give home/cell/work telephone numbers to patients.
- Call patients at home or at the clinical facility
- Call the agency (hospital) or staff directly regarding any patient information. (If you forgot to chart information or/something, call your instructor immediately not the agency.)
- Befriend patients/clients or their families on any social media public forums.

## **Class Organization**

The formation of a class organization is optional and will be decided by a majority vote of the student body.

## **Graduation Policy**

In order to complete the Practical Nursing Program and receive the Certificate of Completion, the following requirements *must be met*:

- Theory/classroom requirements
- Clinical requirements
- Financial requirements (all tuition and fees must be paid in full)
- Satisfactory attendance (all clocked hours satisfied)
- Return/replacement of school/library/resource materials/ID badges/borrowed equipment
- Attendance at any and all NCLEX Review Courses
- Attendance at the Graduation Ceremony

Note: The Nursing Education Verification cannot be completed and submitted to the State Board of Nursing if there are unsatisfied clocked hours or any outstanding balances.

## **Family Educational Rights and Privacy Act (FERPA)**

The Practical Nursing Program at Bucks County Community College is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) whereby students have the right to review their records that meet the Act's definition of educational records. No personally identifiable information from the students will be disclosed without prior written consent of the student except under certain defined conditions as set forth by FERPA. Only school officials and authorized governmental and accrediting agencies may have access to student records.

***The Practical Nursing Program strictly adheres to all campus regulations, as set forth by Bucks County Community College. For further detailed information on rights and responsibilities of students, instructors, and staff please review all policies and expectations at <http://www.bucks.edu/catalog/info/regulations>.***

## Essential Qualifications for Nursing Practice\*\*

A student must be able to practice nursing as it is defined by the State Board of Nursing. The student must have adequate cognitive, sensory, behavioral and psychomotor functioning to effectively implement nursing care, meet standards of performance, and refrain from excessive absence from the classroom or clinical setting.

The Essential Qualifications required to progress and be successful in the Practical Nursing Program at Bucks County Community College include, but are not limited to the following:

**MOTOR SKILLS:** Nursing students must demonstrate sufficient psychomotor skills to provide a full range of safe and effective nursing care. Examples include:

- Gross Motor Skills:
  - Stand and maintain balance
  - Safely move within confined spaces
  - Reach above the shoulders and below the waist
  - Freely ambulate patient to patient
  
- Fine Motor Skills:
  - Grasp small objects with hands and fingers
  - Handle small, delicate equipment without extraneous movement, contamination, or destruction
  - Coordinate hand/eye movements
  - Operate a keyboard/computer
  - Pick, pinch, squeeze fingers to do such tasks such as manipulate syringe, dispense medications
  
- Physical Endurance/Strength:
  - Pull/push within 25lbs. of force
  - Lift up to 50lbs.
  - Use upper body strength
  - Stoop, reach, stand, walk for long periods of time
  - Sustain repetitive movements (perform CPR)
  - Maintain physical work tolerance

**SENSORY:** Nursing students must have the ability to acquire information through demonstration and experience using all senses. Examples include:

- Visual:
  - Adequate depth perception
  - Adequate Peripheral vision
  - Distinguish color
  - Adequate vision both near and far
  
- Auditory:
  - Detect sounds related to bodily functions using a stethoscope
  - Detect audible alarms, monitors, call bells
  - Clearly hear 'normal' speaking tones, faint voices, phone conversations
  
- Tactile:
  - Feel vibrations
  - Detect changes in skin temperature
  - Feel differences in sizes , shapes
  - Detect changes in environmental and appliance temperature
  
- Olfactory:
  - Detect odors from bodily fluids, wounds, breath, environment, spoiled foods
  - Detect smoke
  - Detect gases, chemicals, or noxious odors

**COMMUNICATION:** Nursing students must have the ability to communicate, comprehend, read, and write effectively and efficiently. Examples include ability to:

- Communicate ideas, information, and feelings clearly, effectively and sensitively in written and oral forms
- Demonstrate a willingness and ability to give and receive feedback
- Read graphs, understand charts, decipher documents
- Process and interpret information accurately and in a timely manner
- Understand, clarify, and interpret non-verbal communication

**COGNITIVE:** Nursing students must demonstrate cognitive ability and critical thinking skills. Examples include ability to:

- Measure, calculate, reason, analyze, integrate and synthesize information and observations
- Quickly read and comprehend extensive written material
- Evaluate and apply information using critical thinking skills

**BEHAVIORAL/ EMOTIONAL:** Nursing students possess the emotional health required for the full utilization of intellectual abilities, exercise of good judgment, and the prompt completion of all responsibilities. In addition, the nursing students must:

- Function effectively under stress
- Adapt to rapidly changing, unpredictable environments
- Demonstrate accountability and follow-through
- Maintain mature, sensitive, empathetic relationships, while understanding professional boundaries
- Understand own values, beliefs, attitudes and how this could affect perceptions of others
- Possess the ability to recognize conflicts that may impede performance and engage in effective conflict resolution
- Have the ability to examine and change personal behavior when it interferes with productive individual or team relationships
- Possess the skills and experience necessary for effective and harmonious relationships in diverse, cultural populations

**PROFESSIONAL CONDUCT:** *Nursing students must:*

- Possess the ability to reason morally and practice nursing in an ethical manner
- Abide by the Professional Nursing Code of Ethics and Standards of Practice
- Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance
- Act as a moral agent in the practice of nursing

### **REASONABLE ACCOMADATIONS FOR DISABILITES**

The above are examples of the essential functional abilities needed to be successful in the Practical Nursing Program. All students are required to meet these essential qualifications. Allowing for individual differences, and encouraging program completion for students with a documented disability, the Nursing Program will work with Accessibility Office to provide reasonable accommodation to meet these essential qualifications. The program is not required to make modifications that would alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the program and its clinical sites.

Requests for accommodation should be directed to:

- (215) 968-8463
- (215)-968-8182

*\*\*Data adapted from "A Validation Study: Functional Abilities Essential for Nursing Practice" by Carolyn J. Yocom, National Council of State Boards of Nursing Inc., 1996.*

***The Practical Nursing Program has the right to amend the Policy & Procedure Handbook. Students will be informed of any amendment made.***





**Bucks County Community College Practical Nursing  
CURRICULUM PLAN 2018-2019**

**Level I**

**Orientation**

**Math Review/Remediation**

**WLPNP 1150**

Anatomy and Physiology (105 hours)

**WLPNP 1151**

Basic Nursing Theory (112 hours)

**WLPNP 1152**

Basic Nursing Clinical (186 hours)

**WLPNP 1153**

Personal and Professional Relations I (35 hours)

**WLPNP 1007**

Interpersonal Communications (45 hours)

**15 weeks**

**Math Review/Remediation-14 hours Theory-297 hours Clinical-186 hours**

**Total Hours 483 + 14 = 497**

**Level II**

**WLPNP 1020**

Nutrition (24 hours)

**WLPNP 1154**

Medical-Surgical Nursing I Theory (109 hours)

**WLPNP 1155**

Medical-Surgical Nursing I Clinical (301 hours)

**WLPNP 1156**

Pharmacology I (49 hours)

**WLPNP 1157**

IV Therapy (30 hours)

**Nursing 1105**

Gerontology/Mental Health (49 hours)

**17 weeks**

**Theory-261 hours Clinical- 301 hours**

**Total Hours 562**

**Bucks County Community College Practical Nursing  
CURRICULUM PLAN 2018-2019**

**Level III**

**WLPNP 1020**

Nutrition (21 hours)

**WLPNP 1052**

Medical-Surgical Nursing II Theory (97 hours)

**WLPNP 1160**

Medical-Surgical Nursing II Clinical (140 hours)

**WLPNP 1158**

Maternal Child Health Theory (77 hours)

**WLPNP 1159**

Maternal Child Health Clinical (70 hours)

**WLPNP 1161**

Pharmacology II (45 hours)

**WLPNP 1163**

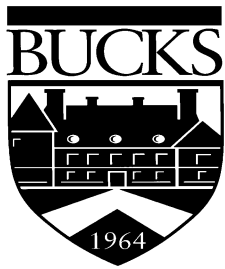
Personal & Professional Relationships II Clinical (35 hours)

**15 weeks**

**Review/Remediation-14 hours    Theory-240 hours    Clinical- 245 hours  
Total Hours 485 + 14 = 499**

**47 Weeks (not including breaks)**

**Total Theory Hours – 798    Total Clinical Hours – 732  
Total Program Hours – 1530 + 28 hours Remediation = 1558  
52% Theory / 48% Clinical**



## BUCKS COUNTY COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM

***Please read the following student responsibilities.  
Your signature acknowledges acceptance and understanding  
of these responsibilities.  
Your signature also acknowledges acceptance and understanding of the  
Policies and Procedures set forth in the  
Practical Nursing Policy & Procedure Handbook.***

### **CONFIDENTIALITY**

During the Bucks County Community College Practical Nursing Program, students come in contact with confidential information, in written and spoken form, regarding patients and their families. Federal legislation mandates the confidentiality of all patient information. All patient information accessible to you must be held in strict confidence. Failure to comply with this Confidentiality Policy and HIPAA Regulations may result in student disciplinary action, including dismissal from the program.

Confidential information includes but is not limited to: patient identity, agency record numbers, DOB, room number, test results, diagnosis, prognosis, treatments, and results. Conversations regarding any of the stated confidential information should not take place in any clinical or public areas such as hospital elevators and corridors or neighborhood supermarkets, etc. Any discussion in a public place that jeopardizes patient confidentiality is prohibited.

Written assignments must not include information that could identify a patient. Identifying patient information on a written assignment will result in the student receiving an unsatisfactory grade on the assignment.

### **DRUG TESTING**

Clinical facilities mandate that students be drug tested before practicing in their institution. Therefore, all students must complete 10-panel drug screen prior to entering the program. However, the Practical Nursing Program reserves the right to randomly administer drug/alcohol testing at any time. Positive drug/alcohol testing will result in immediate dismissal from the program, as stated in the program Policy & Procedure Handbook.

### **HEALTH INSURANCE**

Although it is highly recommended, students are not mandated to carry health insurance while attending the Practical Nursing Program.

- Students, who have health insurance, must accept financial responsibility for care rendered as a result of an injury or illness that is not covered by their health insurance.
- Students who do not have health insurance must accept financial responsibility for care rendered as a result of an injury or illness.
- Bucks County Community College and the official contracted clinical agencies are not responsible for any treatments or care given to nursing students while in the Practical Nursing Program.

**HEALTH RISK WAIVER**

As a Bucks County Community College Practical Nursing Student, I hereby understand the actual and potential health risks to my family, my unborn children, and myself that may occur during my participation in the clinical nursing experience.

I release and waiver Bucks County Community College from any and all responsibilities associated with the risks posed to my family and to me during my clinical nursing experience.

Although Health Insurance is not required to enter the Practical Nursing Program, the program and college strongly encourage and recommend coverage.

**CONSENT FOR PHOTO/VIDEO**

I consent to the possible posting of photos/videos taken while participating in program activities on the program/college Facebook page, Bucks' website, and graduation presentation.

**STUDENT RECORDS**

The Pennsylvania State Board of Nursing, National League for Nursing Accreditation Commission, and auditors for the college periodically review the Practical Nursing Program at Bucks County Community College. A portion of this process is to review the Practical Nursing Students' educational record for the purpose of validating the faculty/student evaluations. Therefore, I give my consent that, for the purpose of auditing, my educational record may be reviewed.

This form is accompanied by a current copy of the Practical Nursing Policy & Procedure Handbook and Consumer Information Guide. I agree I will read and refer to the handbook throughout the program year, and be responsible for the policies and procedures set forth. I understand these policies and procedures are subject to change during my course of study and it is my responsibility to keep abreast of those changes.

**Student Name (please print)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**If under 18 years of age** \_\_\_\_\_  
Parent or Guardian Signature

**Bucks County Community College  
Authorization to Disclose  
Educational Record Information**

**Return to:**

**Bucks County Community College  
Office of Admissions, Records, and Registration  
Records Office  
275 Swamp Road  
Newtown, PA 18940**

**In accordance with the Family Education Rights and Privacy Act of 1974, Bucks County Community College will disclose information from a student's educational record provided the College has the student's written consent on file.**

**I, the undersigned student, do hereby request that any educational information concerning me be released to**

---

**My signature authorizes Bucks County Community College to release information pertaining to my educational record during the period in which I am enrolled at the college. I understand I have the right to terminate this authorization by providing written notice to the Records Office.**

**Notice: Authorization becomes valid when filed in the Records Office.**

**Date** \_\_\_\_\_

**Student ID or Social Security Number**

---

**Print Student  
Name** \_\_\_\_\_

**Student  
Signature** \_\_\_\_\_



**Bucks County Community College  
Practical Nursing Program  
Interim Clinical Evaluation - Level I**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

PASS       FAIL       CLINICAL POINTS

Upon completion of the Basic Nursing Clinical rotation, and under direct and indirect supervision of the clinical instructor, the Practical Nursing Student will:

	STUDENT			INSTRUCTOR		
	S	NI/NO	U	S	NI/NO	U
1. Demonstrate application of theory learned in Level I to the clinical setting.						
2. Demonstrate and perform basic nursing fundamentals learned in Skills Lab.						
3. Demonstrate an understanding of the nursing process and develop plans of care for individual patients as assigned.						
4. Provide basic nursing care for assigned patients in a safe, competent and timely manner.						
5. Discuss options to record client information and demonstrate proper documentation of care for assigned patients.						
6. Apply basic techniques which promote effective communication with patients, families, members of the health care team and nursing instructors.						
7. Recognize cultural diversity and identify its influence on health care choices.						
8. Recognize health care considerations in the geriatric population and across the lifespan.						
9. Begin to demonstrate the nursing role in the work environment including: time management, asepsis, safety, teamwork, and ethics.						
10. Recognize health care policies and issues which impact nursing.						
11. Recognize the effect of current and emerging technologies on health care delivery.						
12. Discuss the scope of practice for the licensed practical nurse as described in the Pennsylvania Nurse Practice Act.						
13. Accept faculty as facilitators of learning while acknowledging one's own responsibility for personal and professional growth.						
14. Comply with all school and institutional policies, including uniform, appearance, and professional behavior.						

**Code:** S = 80% satisfactory performance on objective, NI = Performance needs Improvement, NO = No opportunity to demonstrate objective, U = Unable to fulfill objective.

**See reverse side for student and instructor comments and signatures.**

Absence Dates: \_\_\_\_\_

Lateness Dates: \_\_\_\_\_

**STUDENT'S COMMENTS:** REQUIRED.

**INSTRUCTOR'S COMMENTS:** *For any area where instructor determines improvement is needed, please attach Conference Report explaining details and plan.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Version - 11/2/15*



**Bucks County Community College**  
**Practical Nursing Program**  
**Final Clinical Evaluation - Level I**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

PASS  FAIL  CLINICAL POINTS

Upon completion of the Basic Nursing Clinical rotation, and under direct and indirect supervision of the clinical instructor, the Practical Nursing Student will:

	STUDENT			INSTRUCTOR		
	S	NO	U	S	NO	U
1. Demonstrate application of theory learned in Level I to the clinical setting.						
2. Demonstrate and perform basic nursing fundamentals learned in Skills Lab.						
3. Demonstrate an understanding of the nursing process and develop plans of care for individual patients as assigned.						
4. Provide basic nursing care for assigned patients in a safe, competent and timely manner.						
5. Discuss options to record client information and demonstrate proper documentation of care for assigned patients.						
6. Apply basic techniques which promote effective communication with patients, families, members of the health care team and nursing instructors.						
7. Recognize cultural diversity and identify its influence on health care choices.						
8. Recognize health care considerations in the geriatric population and across the lifespan.						
9. Begin to demonstrate the nursing role in the work environment including: time management, asepsis, safety, teamwork, and ethics.						
10. Recognize health care policies and issues which impact nursing.						
11. Recognize the effect of current and emerging technologies on health care delivery.						
12. Discuss the scope of practice for the licensed practical nurse as described in the Pennsylvania Nurse Practice Act.						
13. Accept faculty as facilitators of learning while acknowledging one's own responsibility for personal and professional growth.						
14. Comply with all school and institutional policies, including uniform, appearance, and professional behavior.						

**Code:** S = 80% satisfactory performance on objective, NO = No opportunity to demonstrate objective, U = Unable to fulfill objective.

**See reverse side for student and instructor comments and signatures.**

**Absence Dates:** \_\_\_\_\_

**Lateness Dates:** \_\_\_\_\_

**STUDENT'S COMMENTS:** REQUIRED.

**INSTRUCTOR'S COMMENTS:**

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Instructor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Version - 11/2/15*

**Bucks County Community College**  
**Practical Nursing Program**  
**Interim Clinical Evaluation - Level II**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

PASS  FAIL  CLINICAL POINTS

Upon completion of the Basic Nursing Clinical rotation, and under direct and indirect supervision of the clinical instructor, the Practical Nursing Student will:

	STUDENT			INSTRUCTOR		
	S	NI/NO	U	S	NI/NO	U
1. Demonstrate application of theory learned in Level I and Level II to the clinical setting.						
2. Perform nursing skills learned in Level I with continued competency and increased proficiency.						
3. Identify measures for assessing acute and chronic illnesses and differentiating normal and abnormal findings for assigned patients.						
4. Employ nursing care plans which demonstrate an understanding of nursing diagnosis and the nursing process for assigned patients.						
5. Use the nursing process to prioritize and provide comprehensive nursing care, including physical, emotional and spiritual support, to increasing numbers of patients/residents as assigned.						
6. Demonstrate proper techniques in the administration and documentation of medications under direct supervision of instructor.						
7. Document care provided to assigned patients according to method used in assigned facility.						
8. Use effective communication with patients, families, members of the health care team and nursing instructors.						
9. Discuss the role of the practical nurse in the work environment including: time management, asepsis, safety, privacy, independence, teamwork, delegation, and ethics.						
10. Discuss health care policies and issues which impact nursing.						
11. Explain the effect of current and emerging technologies on health care delivery.						
12. Apply the scope of practice for the licensed practical nurse as described in the Pennsylvania Nurse Practice Act.						
13. Accept faculty as facilitators of learning while acknowledging one's own responsibility for personal and professional growth.						
14. Comply with all school and institutional policies, including uniform, appearance, and professional behavior.						

**Code:** S = 80% satisfactory performance on objective, NI = Performance needs Improvement, NO = No opportunity to demonstrate objective, U = Unable to fulfill objective.

**See reverse side for student and instructor comments and signatures.**

**Absence Dates:** \_\_\_\_\_

**Lateness Dates:** \_\_\_\_\_

**STUDENT'S COMMENTS:** REQUIRED.

**INSTRUCTOR'S COMMENTS:** *For any area where instructor determines improvement is needed, please attach Conference Report explaining details and plan.*

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Instructor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Bucks County Community College  
Practical Nursing Program  
Final Clinical Evaluation - Level II**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

PASS

FAIL

CLINICAL POINTS

Upon completion of the Basic Nursing Clinical rotation, and under direct and indirect supervision of the clinical instructor, the Practical Nursing Student will:

	STUDENT			INSTRUCTOR		
	S	NO	U	S	NO	U
1. Demonstrate application of theory learned in Level I and Level II to the clinical setting.						
2. Perform nursing skills learned in Level I with continued competency and increased proficiency.						
3. Identify measures for assessing acute and chronic illnesses and differentiating normal and abnormal findings for assigned patients.						
4. Employ nursing care plans which demonstrate an understanding of nursing diagnosis and the nursing process for assigned patients.						
5. Use the nursing process to prioritize and provide comprehensive nursing care, including physical, emotional and spiritual support, to increasing numbers of patients/residents as assigned.						
6. Demonstrate proper techniques in the administration and documentation of medications under direct supervision of instructor.						
7. Document care provided to assigned patients according to method used in assigned facility.						
8. Use effective communication with patients, families, members of the health care team and nursing instructors.						
9. Discuss the role of the practical nurse in the work environment including: time management, asepsis, safety, privacy, independence, teamwork, delegation, and ethics.						
10. Discuss health care policies and issues which impact nursing.						
11. Explain the effect of current and emerging technologies on health care delivery.						
12. Apply the scope of practice for the licensed practical nurse as described in the Pennsylvania Nurse Practice Act.						
13. Accept faculty as facilitators of learning while acknowledging one's own responsibility for personal and professional growth.						
14. Comply with all school and institutional policies, including uniform, appearance, and professional behavior.						

**Code:** S = 80% satisfactory performance on objective, NO = No opportunity to demonstrate objective, U = Unable to fulfill objective.

**See reverse side for student and instructor comments and signatures.**

**Absence Dates:** \_\_\_\_\_

**Lateness Dates:** \_\_\_\_\_

**STUDENT'S COMMENTS:** REQUIRED.

**INSTRUCTOR'S COMMENTS:**

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Instructor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Bucks County Community College**  
**Practical Nursing Program**  
**Interim Clinical Evaluation - Level III**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

PASS

FAIL

CLINICAL POINTS

Upon completion of the Basic Nursing Clinical rotation, and under direct and indirect supervision of the clinical instructor, the Practical Nursing Student will:

	STUDENT			INSTRUCTOR		
	S	NI/NO	U	S	NI/NO	U
1. Integrate Level I, Level II and Level III nursing theory into performance of increasingly complex nursing skills.						
2. Demonstrate the nursing process in nursing care for patients with acute to chronic and simple to more complex issues.						
3. Perform nursing procedures appropriate to the Level III developmental learning level.						
4. Demonstrate proper techniques in the administration and documentation of medications under direct supervision of instructor.						
5. Prioritize and provide comprehensive nursing care, including physical, emotional and spiritual support, to increasing numbers of patients/residents as assigned.						
6. Document nursing care given to assigned patients utilizing the nursing process and according to method used in assigned facility.						
7. Generate effective communication with patients, families, members of the health care team and nursing instructors.						
8. Demonstrate the role of the practical nurse in the work environment including: asepsis, safety, privacy, independence, teamwork, delegation, ethics, administrative tasks, and legal and cost issues.						
9. Demonstrate critical thinking, effective time management, and leadership in all aspects of patient care and nursing practice.						
10. Examine health care policies and issues which impact nursing.						
11. Discuss the effect of current and emerging technologies on health care delivery.						
12. Examine the scope of practice for the licensed practical nurse as described in the Pennsylvania Nurse Practice Act.						
13. Accept faculty as facilitators of learning while acknowledging one's own responsibility for personal and professional growth.						
14. Comply with all school and institutional policies, including uniform, appearance, and professional behavior.						

**Code:** S = 80% satisfactory performance, NI = Performance needs Improvement, NO = No opportunity to demonstrate objective, U = Unable to fulfill objective.

**See reverse side for student and instructor comments and signatures.**

**Absence Dates:**\_\_\_\_\_

**Lateness Dates:**\_\_\_\_\_

**STUDENT'S COMMENTS:** REQUIRED.

**INSTRUCTOR'S COMMENTS:** *For any area where instructor determines improvement is needed, please attach Conference Report explaining details and plan.*

**Student's Signature**\_\_\_\_\_ **Date**\_\_\_\_\_ **Instructor's Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

*Version: 11/2/15*



**Bucks County Community College  
Practical Nursing Program  
Final Clinical Evaluation - Level III**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

PASS

FAIL

CLINICAL POINTS

Upon completion of the Basic Nursing Clinical rotation, and under direct and indirect supervision of the clinical instructor, the Practical Nursing Student will:

	STUDENT			INSTRUCTOR		
	S	NO	U	S	NO	U
1. Integrate Level I, Level II and Level III nursing theory into performance of increasingly complex nursing skills.						
2. Demonstrate the nursing process in nursing care for patients with acute to chronic and simple to more complex issues.						
3. Perform nursing procedures appropriate to the Level III developmental learning level.						
4. Demonstrate proper techniques in the administration and documentation of medications under direct supervision of instructor.						
5. Prioritize and provide comprehensive nursing care, including physical, emotional and spiritual support, to increasing numbers of patients/residents as assigned.						
6. Document nursing care given to assigned patients utilizing the nursing process and according to method used in assigned facility.						
7. Generate effective communication with patients, families, members of the health care team and nursing instructors.						
8. Demonstrate the role of the practical nurse in the work environment including: asepsis, safety, privacy, independence, teamwork, delegation, ethics, administrative tasks, and legal and cost issues.						
9. Demonstrate critical thinking, effective time management, and leadership in all aspects of patient care and nursing practice.						
10. Examine health care policies and issues which impact nursing.						
11. Discuss the effect of current and emerging technologies on health care delivery.						
12. Examine the scope of practice for the licensed practical nurse as described in the Pennsylvania Nurse Practice Act.						
13. Accept faculty as facilitators of learning while acknowledging one's own responsibility for personal and professional growth.						
14. Comply with all school and institutional policies, including uniform, appearance, and professional behavior.						

**Code:** S = 80% satisfactory performance, NO = No opportunity to demonstrate objective, U = Unable to fulfill objective.

**See reverse side for student and instructor comments and signatures.**

**Absence Dates:**\_\_\_\_\_

**Lateness Dates:**\_\_\_\_\_

**STUDENT'S COMMENTS:** REQUIRED.

**INSTRUCTOR'S COMMENTS:**

**Student's Signature**\_\_\_\_\_ **Date**\_\_\_\_\_ **Instructor's Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

*Version: 11/2/15*

**Bucks County Community College  
Practical Nursing Program  
Clinical Point System**

Student Name \_\_\_\_\_ Clinical Site \_\_\_\_\_ Date \_\_\_\_\_

POINT VALUE	BEHAVIORS OBSERVED	POINTS RECEIVED
<b>PROFESSIONAL</b>		
1	Unprofessional/Negative behavior-Verbal/Non-Verbal	
1	Lack of adherence to personal grooming policy (refer to Student Handbook)	
1	Lack of adherence to institution's policies (smoking, parking, telephone use)	
1	Inability to communicate with clients, faculty or staff	
<b>ATTENDANCE</b>		
1	Arrive on unit late with notifying instructor (30mins late may be sent home)	
3	Arrive on unit late without notifying instructor (30mins late may be sent home)	
1	Break/Lunch extended beyond allotted time or did not document break/lunch	
5	Failed to call, Absent from clinical (No Call/No Show)	
1	Failure to call out of clinical by required time frame	
1	Absent from clinical beyond 2 day allowance	
<b>PREPARATION</b>		
2	Lack of knowledge on condition & status of client assigned the previous day	
1	Lack of knowledge regarding clinical skills	
1	No clinical skills book/supplies (stethoscope, name tag, watch, black pen, etc.)	
2	Failure to submit a clinical assignment on due date	
<b>IMPLEMENTATION OF PATIENT CARE</b>		
1	Inability to provide basic nursing care in a timely and organized fashion (a.m. care, medication, treatments, etc.....)	
4	Unsafe practices while implementing care (falls risk, cross contamination, etc.) (see conference report for specific documentation)	
<b>MEDICATIONS</b>		
1	Lack of knowledge about classification, dosage, side effects & nursing implications	
1	Lack of knowledge about current physician orders	
1	Incomplete assessment for administering medications (VS, labs, etc.)	
1	Improper administration of meds (late meds, dc'd meds, etc.)	
1	Inaccurate or incomplete documentation of medications	
5	Prepare/administering medication without instructor checking/present	
<b>DOCUMENTATION</b>		
1	Assessments and documentation of flowsheets not completed in a timely manner	
1	Unaware of current orders (IV's, dressing changes, etc.)	
1	Incomplete documentation of any treatment given or changes in patient care	

Absent Dates:

<b>Total Points for Level</b>	
<b>Total Points for Program Year (10/Level or 15/program year result in dismissal)</b>	

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**Bucks County Community College  
Practical Nursing Program  
Conference Report**

**Academic Performance**

**Clinical Performance**

**Student Name** \_\_\_\_\_

<b>DATE</b>	<b>IDENTIFIED PROBLEM/REQUEST</b>	<b>ACTION PLAN/RECOMMENDATION</b>	<b>FACULTY/STUDENT SIGNATURE</b>





# White Paper: A Nurse's Guide to the Use of Social Media

August 2011

## Introduction

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. Nurses often use electronic media both personally and professionally. Instances of inappropriate use of electronic media by nurses have been reported to boards of nursing (BONs) and, in some cases, reported in nursing literature and the media. This document is intended to provide guidance to nurses using electronic media in a manner that maintains patient privacy and confidentiality.

Social media can benefit health care 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.

Nurses 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 the nurse to express his or her feelings, and reflect or seek support from friends, colleagues, peers or virtually anyone on the Internet. Journaling and reflective practice have been identified as effective tools in nursing practice. The Internet provides an alternative media for nurses to engage in these helpful activities. Without a sense of caution, however, these understandable needs and potential benefits may result in the nurse disclosing too much information and violating patient privacy and confidentiality.

Health care organizations that utilize electronic and social media typically have policies governing employee use of such media in the workplace. Components of such policies often address personal use of employer computers and equipment, and personal computing during work hours. The policies may address types of websites that may or may not be accessed from employer computers. Health care organizations also maintain careful control of websites maintained by or associated with the organization, limiting what may be posted to the site and by whom.

The employer's policies, however, typically do not address the nurse's use of social media outside of the workplace. It is in this context that the nurse may face potentially serious consequences for inappropriate use of social media.

## Confidentiality and Privacy

To understand the limits of appropriate use of social media, it is important to have an understanding of confidentiality and privacy in the health care context. Confidentiality and privacy are related, but distinct concepts. Any patient information learned by the nurse during the course of treatment must be safeguarded by that nurse. Such information may only be disclosed to other members of the health care team for health care purposes. Confidential information should be shared only with the patient's informed consent, when legally required or where failure to disclose the information could result in significant harm. Beyond these very limited exceptions the nurse's obligation to safeguard such confidential information is universal.

Privacy relates to the patient's expectation and right to be treated with dignity and respect. Effective nurse-patient relationships are built on trust. The patient needs to be confident that their most personal information and their basic dignity will be protected by the nurse. Patients will be hesitant to disclose personal information if they fear it will be disseminated beyond those who have a legitimate "need to know." Any breach of this trust, even inadvertent, damages the particular nurse-patient relationship and the general trustworthiness of the profession of nursing.

Federal law reinforces and further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient privacy by defining individually identifiable information and establishing how this information may be used, by whom and under what circumstances. The definition of individually identifiable information includes any information that relates to the past, present or future physical or mental health of an individual, or provides enough information that leads someone to believe the information could be used to identify an individual.

Breaches of patient confidentiality or privacy can be intentional or inadvertent and can occur in a variety of ways. Nurses may breach confidentiality or privacy with information he or she posts via social media. Examples may include comments on social

networking sites in which a patient is described with sufficient detail to be identified, referring to patients in a degrading or demeaning manner, or posting video or photos of patients. Additional examples are included at the end of this document.

## Possible Consequences

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

### BON Implications

Instances of inappropriate use of social and electronic media may be reported to the BON. The laws outlining the basis for disciplinary action by a BON vary between jurisdictions. Depending on the laws of a jurisdiction, a BON may investigate reports of inappropriate disclosures on social media by a nurse on the grounds of:

- Unprofessional conduct;
- Unethical conduct;
- Moral turpitude;
- Mismanagement of patient records;
- Revealing a privileged communication; and
- Breach of confidentiality.

If the allegations are found to be true, the nurse may face disciplinary action by the BON, including a reprimand or sanction, assessment of a monetary fine, or temporary or permanent loss of licensure.

A 2010 survey of BONs conducted by NCSBN indicated an overwhelming majority of responding BONs (33 of the 46 respondents) reported receiving complaints of nurses who have violated patient privacy by posting photos or information about patients on social networking sites. The majority (26 of the 33) of BONs reported taking disciplinary actions based on these complaints. Actions taken by the BONs included censure of the nurse, issuing a letter of concern, placing conditions on the nurse's license or suspension of the nurse's license.

### Other Consequences

Improper use of social media by nurses 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 nurse may face personal liability. The nurse may be individually sued for defamation, invasion of privacy or harassment. Particularly flagrant misconduct on social media websites may also raise liability under state or federal regulations focused on preventing patient abuse or exploitation.

If the nurse's conduct violates the policies of the employer, the nurse may face employment consequences, including termination. Additionally, the actions of the nurse may damage the reputation of the health care organization, or subject the organization to a law suit or regulatory consequences.

Another concern with the misuse of social media is its effect on team-based patient care. Online comments by a nurse regarding co-workers, even if posted from home during nonwork hours, may constitute as lateral violence. Lateral violence is receiving greater attention as more is learned about its impact on patient safety and quality clinical outcomes. Lateral violence includes disruptive behaviors of intimidation and bullying, which may be perpetuated in person or via the Internet, sometimes referred to as "cyber bullying." Such activity is cause for concern for current and future employers and regulators because of the patient-safety ramifications. The line between speech protected by labor laws, the First Amendment and the ability of an employer to impose expectations on employees outside of work is still being determined. Nonetheless, such comments can be detrimental to a cohesive health care delivery team and may result in sanctions against the nurse.

## Common Myths and Misunderstandings of Social Media

While instances of intentional or malicious misuse of social media have occurred, in most cases, the inappropriate disclosure or posting is unintentional. A number of factors may contribute to a nurse inadvertently violating patient privacy and confidentiality while using social media. These may include:

- A mistaken belief that the communication or post is private and accessible only to the intended recipient. The nurse may fail to recognize that content once posted or sent can be disseminated to others. In fact, the terms of using a social media site may include an extremely broad waiver of rights to limit use of content.<sup>1</sup> The solitary use of the Internet, even while posting to a social media site, can create an illusion of privacy.

1 One such waiver states, "By posting user content to any part of the site, you automatically grant the company an irrevocable, perpetual, nonexclusive transferable, fully paid, worldwide license to use, copy, publicly perform, publicly display, reformat, translate, excerpt (in whole or in part), distribute such user content for any purpose." Privacy Commission of Canada. (2007, November 7). Privacy and social networks [Video file]. Retrieved from <http://www.youtube.com/watch?v=X7gWEgHeXcA>



- A mistaken belief that content that has been deleted from a site is no longer accessible.
- A mistaken belief that it is harmless if private information about patients is disclosed if the communication is accessed only by the intended recipient. This is still a breach of confidentiality.
- A mistaken belief that it is acceptable to discuss or refer to patients if they are not identified by name, but referred to by a nickname, room number, diagnosis or condition. This too is a breach of confidentiality and demonstrates disrespect for patient privacy.
- Confusion between a patient's right to disclose personal information about himself/herself (or a health care organization's right to disclose otherwise protected information with a patient's consent) and the need for health care providers to refrain from disclosing patient information without a care-related need for the disclosure.
- The ease of posting and commonplace nature of sharing information via social media may appear to blur the line between one's personal and professional lives. The quick, easy and efficient technology enabling use of social media reduces the amount of time it takes to post content and simultaneously, the time to consider whether the post is appropriate and the ramifications of inappropriate content.

## How to Avoid Problems

It is important to recognize that instances of inappropriate use of social media can and do occur, but with awareness and caution, nurses can avoid inadvertently disclosing confidential or private information about patients.

The following guidelines are intended to minimize the risks of using social media:

- First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

## Conclusion

Social and electronic media possess tremendous potential for strengthening personal relationships and providing valuable information to health care consumers. Nurses need to be aware of the potential ramifications of disclosing patient-related information via social media. Nurses should be mindful of employer policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media. By being careful and conscientious, nurses may enjoy the personal and professional benefits of social and electronic media without violating patient privacy and confidentiality.

## Illustrative Cases

The following cases, based on events reported to BONs, depict inappropriate uses of social and electronic media. The outcomes will vary from jurisdiction to jurisdiction.

### SCENARIO 1

Bob, a licensed practical/vocational (LPN/VN) nurse with 20 years of experience used his personal cell phone to take photos of a resident in the group home where he worked. Prior to taking the photo, Bob asked the resident's brother if it was okay for him to take the photo. The brother agreed. The resident was unable to give consent due to her mental and physical condition. That evening, Bob saw a former employee of the group home at a local bar and showed him the photo. Bob also discussed the resident's condition with the former coworker. The administrator of the group home learned of Bob's actions and terminated his employment. The matter was also reported to the BON. Bob told the BON he thought it was acceptable for him to take the resident's photo because he had the consent of a family member. He also thought it was acceptable for him to discuss the resident's condition because the former employee was now employed at another facility within the company and had worked with the resident. The nurse acknowledged he had no legitimate purpose for taking or showing the photo or discussing the resident's condition. The BON imposed disciplinary action on Bob's license requiring him to complete continuing education on patient privacy and confidentiality, ethics and professional boundaries.

This case demonstrates the need to obtain valid consent before taking photographs of patients; the impropriety of using a personal device to take a patient's photo; and that confidential information should not be disclosed to persons no longer involved in the care of a patient.

### SCENARIO 2

Sally, a nurse employed at a large long-term care facility arrived at work one morning and found a strange email on her laptop. She could not tell the source of the email, only that it was sent during the previous nightshift. Attached to the email was a photo of what appeared to be an elderly female wearing a gown with an exposed backside bending over near her bed. Sally asked the other dayshift staff about the email/photo and some confirmed they had received the same photo on their office computers. Nobody knew anything about the source of the email or the identity of the woman, although the background appeared to be a resident's room at the facility. In an effort to find out whether any of the staff knew anything about the email, Sally forwarded it to the computers and cell phones of several staff members who said they had not received it. Some staff discussed the photo with an air of concern, but others were laughing about it as they found it amusing. Somebody on staff started an office betting pool to guess the identity of the resident. At least one staff member posted the photo on her blog.

Although no staff member had bothered to bring it to the attention of a supervisor, by midday, the director of nursing and facility management had become aware of the photo and began an investigation as they were very concerned about the patient's rights. The local media also became aware of the matter and law enforcement was called to investigate whether any crimes involving sexual exploitation had been committed.

While the county prosecutor, after reviewing the police report, declined to prosecute, the story was heavily covered by local media and even made the national news. The facility's management placed several staff members on administrative leave while they looked into violations of facility rules that emphasize patient rights, dignity and protection. Management reported the matter to the BON, which opened investigations to determine whether state or federal regulations against "exploitation of vulnerable adults" were violated. Although the originator of the photo was never discovered, nursing staff also faced potential liability for their willingness to electronically share the photo within and outside the facility, thus exacerbating the patient privacy violations, while at the same time, failing to bring it to management's attention in accordance with facility policies and procedures. The patient in the photo was ultimately identified and her family threatened to sue the facility and all the staff involved. The BON's complaint is pending and this matter was referred to the agency that oversees long-term care agencies.

This scenario shows how important it is for nurses to carefully consider their actions. The nurses had a duty to immediately report the incident to their supervisor to protect patient privacy and maintain professionalism. Instead, the situation escalated to involving the BON, the county prosecutor and even the national media. Since the patient was ultimately identified, the family was embarrassed and the organization faced possible legal consequences. The organization was also embarrassed because of the national media focus.

### SCENARIO 3

A 20-year-old junior nursing student, Emily, was excited to be in her pediatrics rotation. She had always wanted to be a pediatric nurse. Emily was caring for Tommy, a three-year-old patient in a major academic medical center's pediatric unit. Tommy was receiving chemotherapy for leukemia. He was a happy little guy who was doing quite well and Emily enjoyed caring for him. Emily knew he would likely be going home soon, so when his mom went to the cafeteria for a cup of coffee, Emily asked him if he minded if she took his picture. Tommy, a little "ham," consented immediately. Emily took his picture with her cell phone as she wheeled him into his room because she wanted to remember his room number.

When Emily got home that day she excitedly posted Tommy's photo on her Facebook page so her fellow nursing students could see how lucky she was to be caring for such a cute little patient. Along with the photo, she commented, "This is my 3-year-old leukemia patient who is bravely receiving chemotherapy. I watched the nurse administer his chemotherapy today and it made me so proud to be a nurse." In the photo, Room 324 of the pediatric unit was easily visible.

Three days later, the dean of the nursing program called Emily into her office. A nurse from the hospital was browsing Facebook and found the photo Emily posted of Tommy. She reported it to hospital officials who promptly called the nursing program. While Emily never intended to breach the patient's confidentiality, it didn't matter. Not only was the patient's privacy compromised, but the hospital faced a HIPAA violation. People were able to identify Tommy as a "cancer patient," and the hospital was identified as well. The nursing program had a policy about breaching patient confidentiality and HIPAA violations. Following a hearing with the student, school officials and the student's professor, Emily was expelled from the program. The nursing program was barred from using the pediatric unit for their students, which was very problematic because clinical sites for acute pediatrics are difficult to find. The hospital contacted federal officials about the HIPAA violation and began to institute more strict policies about use of cell phones at the hospital.

This scenario highlights several points. First of all, even if the student had deleted the photo, it is still available. Therefore, it would still be discoverable in a court of law. Anything that exists on a server is there forever and could be resurrected later, even after deletion. Further, someone can access Facebook, take a screen shot and post it on a public website.

Secondly, this scenario elucidates confidentiality and privacy breaches, which not only violate HIPAA and the nurse practice act in that state, but also could put the student, hospital and nursing program at risk for a lawsuit. It is clear in this situation that the student was well-intended, and yet the post was still inappropriate. While the patient was not identified by name, he and the hospital were still readily identifiable.

### SCENARIO 4

A BON received a complaint that a nurse had blogged on a local newspaper's online chat room. The complaint noted that the nurse bragged about taking care of her "little handicapper." Because they lived in a small town, the complainant could identify the nurse and the patient. The complainant stated that the nurse was violating "privacy laws" of the child and his family. It was also discovered that there appeared to be debate between the complainant and the nurse on the blog over local issues. These debates and disagreements resulted in the other blogger filing a complaint about the nurse.

A check of the newspaper website confirmed that the nurse appeared to write affectionately about the handicapped child for whom she provided care. In addition to making notes about her "little handicapper," there were comments about a wheelchair and the child's age. The comments were not meant to be offensive, but did provide personal information about the patient. There was no specific identifying information found on the blog about the patient, but if you knew the nurse, the patient or the patient's family, it would be possible to identify who was being discussed.

The board investigator contacted the nurse about the issue. The nurse admitted she is a frequent blogger on the local newspaper site; she explained that she does not have a television and blogging is what she does for entertainment. The investigator discussed that as a nurse, she must be careful not to provide any information about her home care patients in a public forum.

The BON could have taken disciplinary action for the nurse failing to maintain the confidentiality of patient information. The BON decided a warning was sufficient and sent the nurse a letter advising her that further evidence of the release of personal information about patients will result in disciplinary action.

This scenario illustrates that nurses need to be careful not to mention work issues in their private use of websites, including posting on blogs, discussion boards, etc. The site used by the nurse was not specifically associated with her like a personal blog is; nonetheless the nurse posted sufficient information to identify herself and the patient.

## SCENARIO 5

Nursing students at a local college had organized a group on Facebook that allowed the student nurses' association to post announcements and where students could frequently blog, sharing day-to-day study tips and arranging study groups. A student-related clinical error occurred in a local facility and the student was dismissed from clinical for the day pending an evaluation of the error. That evening, the students blogged about the error, perceived fairness and unfairness of the discipline, and projected the student's future. The clinical error was described, and since the college only utilized two facilities for clinical experiences, it was easy to discern where the error took place. The page and blog could be accessed by friends of the students, as well as the general public.

The students in this scenario could face possible expulsion and discipline. These blogs can be accessed by the public and the patient could be identified because this is a small community. It is a myth that it can only be accessed by that small group, and as in Scenario 3, once posted, the information is available forever. Additionally, information can be quickly spread to a wide audience, so someone could have taken a screen shot of the situation and posted it on a public site. This is a violation of employee/university policies.

## SCENARIO 6

Chris Smith, the brother of nursing home resident Edward Smith, submitted a complaint to the BON. Chris was at a party when his friend, John, picked up his wife's phone to read her a text message. The message noted that she was to "get a drug screen for resident Edward Smith." The people at the party who heard the orders were immediately aware that Edward Smith was the quadriplegic brother of Chris. Chris did not want to get the nurse in trouble, but was angered that personal information about his brother's medical information was released in front of others.

The BON opened an investigation and learned that the physician had been texting orders to the personal phone number of nurses at the nursing home. This saved time because the nurses would get the orders directly and the physician would not have to dictate orders by phone. The use of cell phones also provided the ability for nurses to get orders while they worked with other residents. The practice was widely known within the facility, but was not the approved method of communicating orders.

The BON learned that on the night of the party, the nurse had left the facility early. A couple hours prior to leaving her shift she had called the physician for new orders for Edward Smith. She passed this information onto the nurse who relieved her. She explained that the physician must not have gotten a text from her co-worker before he texted her the orders.

The BON contacted the nursing home and spoke to the director of nursing. The BON indicated that if the physician wanted to use cell phones to text orders, he or the facility would need to provide a dedicated cell phone to staff. The cell phone could remain in a secured, private area at the nursing home or with the nurse during her shift.

The BON issued a warning to the nurse. In addition, the case information was passed along to the health board and medical board to follow up with the facility and physician.

This scenario illustrates the need for nurses to question practices that may result in violations of confidentiality and privacy. Nurse managers should be aware of these situations and take steps to minimize such risks.

## SCENARIO 7

Jamie has been a nurse for 12 years, working in hospice for the last six years. One of Jamie's current patients, Maria, maintained a hospital-sponsored communication page to keep friends and family updated on her battle with cancer. Jamie periodically read Maria's postings, but had never left any online comments. One day, Maria posted about her depression and difficulty finding an effective combination of medications to relieve her pain without unbearable side effects. Jamie knew Maria had been struggling and wanted to provide support, so she wrote a comment in response to the post, stating, "I know the last week has been difficult. Hopefully the new happy pill will help, along with the increased dose of morphine. I will see you on Wednesday." The site automatically listed the user's name with each comment. The next day, Jamie was shopping at the local grocery store when a friend stopped her and said, "I didn't know you were taking care of Maria. I saw your message to her on the communication page. I can tell you really care about her and I am glad she has you. She's an old family friend, you know. We've been praying for her but it doesn't look like a miracle is going to happen. How long do you think she has left?" Jamie was instantly horrified to realize her expression of concern on the webpage had been an inappropriate disclosure. She thanked her friend for being concerned, but said she couldn't discuss Maria's condition. She immediately went home and attempted to remove her comments, but that wasn't possible. Further, others could have copied and pasted the comments elsewhere.

At her next visit with Maria, Jamie explained what had happened and apologized for her actions. Maria accepted the apology, but asked Jamie not to post any further comments. Jamie self-reported to the BON and is awaiting the BON's decision.

This scenario emphasizes the importance for nurses to carefully consider the implications of posting any information about patients on any type of website. While this website was hospital sponsored, it was available to friends and family. In some contexts it is appropriate for a nurse to communicate empathy and support for patients, but they should be cautious not to disclose private information, such as types of medications the patient is taking.

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Mission: NCSBN provides education, service and research through collaborative leadership to promote evidence-based regulatory excellence for patient safety and public protection.



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**Bucks County Community College**

**Practical Nursing Program**

**Consumer Information**





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## **GENERAL INFORMATION FOR BUCKS COUNTY COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM**

1. The Bucks County Community College Practical Nursing Program is approved by the Pennsylvania Department of Education, and the Pennsylvania State Board of Nursing. These documents are available for student review upon request to the Director of Practical Nursing.
2. The Practical Nursing Program is housed within Bucks County Community College. The classroom is accessible to students who are physically challenged.
3. The Practical Nursing Program graduate receives a certificate and is eligible to take the National Council of State Boards of Nursing (NCLEX).
4. The Practical Nursing Program offers lecture and Nursing Skills Laboratory at Bucks County Community College. Clinical education and practice is provided at multiple sites in Bucks County.

### **FINANCIAL AID INFORMATION**

Financial Aid Programs Available to Practical Nursing Students at Bucks County Community College is as follows:

Bucks County Community College is an eligible institution to participate in the Title IV Federal Financial Aid Program. The Practical Nursing Program is an eligible program for Federal Pell Grant and the William D. Ford Federal Direct Loans Student and Direct Parent PLUS loans. Any student who wishes to make application for Financial Aid should read this information booklet carefully. Questions about financial aid should be directed to the Financial Aid Office.

Financial Aid is administered in accordance with state and federal guidelines and according to school policy as described in this handbook. Students who qualify for Financial Aid shall not be excluded from participation in, or be denied benefits of or be subjected to discrimination on the basis of age, religion, creed, ethnic origin, marital status, race, sex or handicap.

### **Definition of Terms**

**Grants** - federal aid based on individual financial need and the cost of education at the school attended which you do not have to pay back.

**Loans** - financial aid available to students as guaranteed subsidized and un-subsidized student loans which you must repay with interest.

Information provided on the financial aid form is confidential and is only released to those individuals who by law are required to be aware of student progress.

Qualified students enrolled in the Practical Nursing Program at Bucks County Community College are eligible to participate in the following financial aid programs:

1. Federal Pell Grant
2. William D. Ford Federal Direct Loan Program (both subsidized and unsubsidized)
3. Federal Direct Parent Loans for Undergraduate Students (PLUS)

The U.S. Department of Education publication, "Funding Education Beyond High School: The Guide to Federal Student Aid", updated and issued for each school year, details the above programs. Copies are available by downloading from the Department of Education website [www.studentaid.ed.gov/guide](http://www.studentaid.ed.gov/guide) .

### **Applying for Financial Aid**

The Financial Aid Office is located in the Links Pavilion, lower level. Office hours are:

- Monday through Friday 8:30am – 4:30pm

In order to make application for financial aid, the student must complete and submit the following:

1. A Free Application for Federal Student Aid (FAFSA). Applications can be completed online at [www.fafsa.gov](http://www.fafsa.gov)
2. Students who wish to apply for a Federal Direct loan must complete a Master Promissory Note at [www.StudentLoans.gov](http://www.StudentLoans.gov)
3. Students who receive a Federal Direct Loan must complete both entrance and exit counseling online at [www.StudentLoans.gov](http://www.StudentLoans.gov)

Financial aid is any grant, scholarship; loan or employment opportunities with the express purpose of helping a student meet educationally-related expenses while attending college. During the 2016-17 academic years, approx. 3,565 students (unduplicated #) received some form of financial aid. The total amount of financial aid received by these students exceeded 17.2 million dollars.

Students accepted into the Practical Nursing Program who are interested in applying for financial aid will need to make application for financial aid. A student will need to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov). Students who wish to apply for a Federal Direct Loan or Federal Direct Plus loan will also need to complete a Master Promissory Note at [www.StudentLoans.gov](http://www.StudentLoans.gov) Students can also obtain an alternative or private loan application from a Commercial or Savings Bank, a Savings and Loan Association, or a Credit Union that participates in the alternative or private loan programs.

To apply for assistance, students **MUST**:

- Be U.S. citizens or eligible noncitizen
- Provide the College with either a high school transcript or a high school equivalency diploma
- Be enrolled in a major on a degree-seeking basis leading to an Associate of Arts Degree or Certificate offered by the College. (NOTE: Students enrolling on a non-degree seeking basis are not eligible for financial aid. Some financial aid programs will not cover the College's Certificate Programs. Contact the Financial Aid Office for details.)
- Not be in default on any federal loan or owe a refund on any federal grant made under the Higher Education Act of 1965, or amended, at any institution
- Be making satisfactory academic progress
- Be registered with the Selective Service, if required
- Conviction of drug distribution or possession may make student ineligible
- Demonstrated financial need as determined by federally mandated and approved need analysis

### **Enrollment Status**

Eligibility for financial aid awards is contingent upon enrollment status throughout the period of enrollment/levels. Some programs require students to maintain full-time status. In most cases, award amounts are dependent upon enrollment status.

### **How Financial Aid is Awarded and Distributed**

The College pays all financial aid scholarship, grant, and loan awards by direct credit to student accounts on a payment period basis. Payments are credited to student accounts as soon as possible after students have returned all required forms and classes have started. Course withdrawal will result in the revision or cancellation of financial aid awards.

Financial Need is calculated by subtracting the Expected Family Contribution as determined by the federal formula; which is the result of the FAFSA application from Student's Cost of Attendance.

### **Financial Aid Refunds**

Financial aid awards in excess of the amount needed to pay any outstanding balance owed to the College are refunded directly to students. If there are no changes in enrollment or eligibility criteria, students can expect to receive their refund check within approximately 14 days of the date their financial aid is paid to their student account.

Federal Pell Grants and Federal Direct loans are disbursed according to payment periods. Federal Pell Grants disbursements will be made in July and in November. Federal Direct Loans will be made in four disbursements as follows:

- Disbursements for “Year” 1 (7/16/18 – 3/1/19) are made; August and November
- Disbursements for “Year” 2 (3/4/19 – 6/28/19) are made; March and May

All financial aid is first applied to any outstanding school balances/charges. Once all outstanding balances/charges are covered in a disbursement period, students may receive a refund. If the refund occurs before upcoming program tuition charges, it is strongly recommended that the refund should be saved to make the future payment.

### **Verification of Title IV Funds**

Bucks County Community College verifies data from all applicants selected for verification for the Federal Pell Grant and Federal Direct Stafford Loan Programs.

1. Students selected for verification must complete the 2018-2019 Verification Documents for Dependent or Independent students. Please review what form are required on the FA Self Service Module of WebAdvisor.
2. The Verification Form and any supporting documentation must be in the student’s file within two weeks of the request of the student applicant to provide the form. If the Verification Form and supporting documents are not received within two weeks and the student has not requested an extension, it will be assumed that the applicant is no longer interested in financial aid.
3. Students who are eligible for financial aid but do not have the Verification Form on file will not have their account credited with Title IV Funds. Unless the Verification Form and supporting documents are received within two weeks, they will not have met the eligibility requirements to receive the aid.
4. If, through the verification process, a discrepancy in information provided by the applicant is found, the applicant will be required to correct or clear the discrepancy. Correction is substantiated by documents supporting the verification statements.
5. Documentation accepted to support the verification statements includes the Income Tax Transcript. A letter will be sent to the applicant specifying other documentation needed to satisfy the verification requirement if necessary.
6. If a dispute concerning verification occurs, the questioned item will be referred to the U. S. Office of Education for further action or processing. The applicant’s paperwork will be deferred until clarification is received by the Financial Aid Office.
7. Notice to the applicant that documentation or further documentation is required will be sent to the applicant within two (2) weeks of receipt, by the Financial Aid Office. The deadline for submitting the requested documentation will be specified in the letter.

**Student Aid Report (SAR)** After you have completed the Free Application for Federal Student Aid, you will receive a Student Aid Report (SAR) in 3 weeks. The SAR contains information that you submitted on your application plus an Expected Family Contribution which is used in determining eligibility for Federal Pell Grants and Federal Direct Loan amounts. Please review the information and check for accuracy. Bucks County Community College will receive this information electronically.

**Federal Pell Grant Program**

Award Maximums for 2018-2019:

- \$ 6,095 Academic Year 1
  - A prorated amount is available for Year 2- approximately 60% of year one.
1. The Department of Education uses a standard formula, Federal Methodology, to evaluate the information that you reported when you filled out your Free Application for Federal Student Aid (FAFSA).
  2. The Federal formula produces an Expected Family Contribution (EFC). The EFC is used to determine eligibility for Federal Pell Grant and Federal Direct Loan.
  3. The Student Aid Report is sent to you, the student.
  4. Your award will be credited to your student account, provided you are making satisfactory progress in the program.

**William D. Ford Federal Direct Loan Program (Direct Loans)**

Maximum Loan Limits:

**Year 1 (7/16/18 – 3/1/19) Students:**

DEPENDENT UNDERGRADUATES	SUBSIDIZED	UNSUBSIDIZED	TOTAL (Sub & Unsubsidized)
Year 1	\$ 3,500	\$2,000	\$ 5,500
INDEPENDENT UNDERGRADUATES	SUBSIDIZED	UNSUBSIDIZED	TOTAL (Sub & Unsubsidized)
Year 1	\$ 3,500	\$ 6,000	\$ 9,500

**Year 2 (3/4/19 – 6/28/19) Students:**

DEPENDENT UNDERGRADUATES	SUBSIDIZED	UNSUBSIDIZED	TOTAL (Sub & Unsubsidized)
Year 2	\$ 2,700	\$ 1,200	\$ 3,900
INDEPENDENT UNDERGRADUATES	SUBSIDIZED	UNSUBSIDIZED	TOTAL (Sub & Unsubsidized)

Year 2	\$ 2,700	\$ 3,600	Unsubsidized) \$ 6,300
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1. Federal Direct Loans are low interest loans to students, made by the U.S. Department of Education, and are certified by Bucks County Community College. You must repay these loans, plus interest, starting six months after graduation from the program. Some students may have borrowed previously through the Federal Family Education Loan Programs FFELP loan. If you have this type of student loan, you will be required to repay your lender as agreed in your promissory note. All loan information may be viewed at the NSLDS (National Student Loan Data System) at [www.nsls.ed.gov](http://www.nsls.ed.gov) this is a secure website where access is granted by the Department of Education.
2. In addition to submitting the Free Application for Federal Student Aid and the required documents to the Practical Nursing Office, the student must complete a Federal Direct Loan Application master promissory note. Follow the instructions on [www.StudentLoans.gov](http://www.StudentLoans.gov) to apply for a loan and complete your entrance and exit counseling. There are different Loan Requests Forms for the LPN Students.
3. Federal Direct loans are paid in two (2) installments per academic year. The disbursements are sent directly to the school. Each disbursement is applied to the student's financial record. After all financial obligations have been satisfied any excess will be issued to the student in the form of a refund check. Refund checks are issued by the Student Accounts Office.
4. The school may not disburse loan funds to a student's account who has not completed the first year of the program in which the student is currently enrolled until 30 days after the first day of his/her enrollment in the programs of study.
5. Under certain conditions Federal Direct Loan repayment can be deferred. However, deferments are not automatic. For more details about deferments, contact the Financial Aid Office, or [www.StudentLoans.gov](http://www.StudentLoans.gov) .
6. A dependent student's parents may borrow under the Federal Direct Parent Loan for Undergraduate Students (PLUS). Applications for a Federal Direct PLUS Loan can be obtained from [www.StudentLoans.gov](http://www.StudentLoans.gov)
7. Further information about Federal Direct PLUS loans can be found in the current federal publication "Funding Education Beyond High School: The Guide to Federal Student Aid". A credit check will be required to receive this loan.



ANY INFORMATION IN THIS BOOKLET MAY BE SUBJECT TO CHANGE OR MODIFICATION DUE TO CHANGES ISSUED BY GOVERNMENT REGULATIONS.

### **Students' Cost of Attendance**

In determining eligibility for Federal Pell, Federal Direct loans, and Federal Direct PLUS loans a student's cost of attendance is taken into consideration. A student's cost of attendance takes into account the total cost of maintaining a student during the twelve-month Practical Nursing Program. The cost of attendance includes Tuition and Fees, Room and Board, Books and Supplies, Transportation and Miscellaneous Personal Expenses.

The estimated costs year for the full-time 2017– 2018 Practical Nursing Program are listed below:

	<b>Students without Dependents living w/parents</b>	<b>All other students</b>
Tuition & Fees	\$ 14,500	\$ 14,500
Lab Fees	\$ 239	\$ 239
Room & Board	\$ 2,040	\$ 7,800
Books & Supplies	\$ 1,425	\$ 1,425
Transportation	\$ 3,960	\$ 3,960
Miscellaneous Personal Expenses	\$ 1,800	\$ 3,600

### **Institutional Refund Policy and Distributing Funds**

If you decide that you need to withdraw/drop from the Practical Nursing Program, you must notify the Director of the program immediately in writing. Tuition and fees paid for courses canceled by Bucks County Community College are refunded in full. Refunds for withdrawn courses are made according to this schedule:

- Withdrawal/Drop before the official start-date of each level: 100% refund
- Withdrawal/Drop during the first week of each level : 75% refund
- Withdrawal/Drop occurring after the first week and up until the end of the first month: 50% refund

Please note the Application and the Acceptance Fees are non-refundable. You may appeal to the Director of Practical Nursing for an increase in the amount of your tuition refund. No appeals will be accepted after the level in question ends. Withdrawal/drop is determined by the last day of attendance of the student.

### **Return of Title IV Funds:**

Federal law now specifies how a school must determine the amount of Federal Financial Aid\* that a student earns if he/she withdraws, drops out or is dismissed prior to completing more than 60% of a payment period.

The amount of Federal Financial Aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60% of the payment period or period of enrollment, all financial aid assistance is earned.

Percentage of Period Completed = Number of clock hours scheduled to have been completed in the payment period or period of enrollment up to the withdrawal date\*\* divided by the total clock hours in the payment period or period of enrollment.

Percentage of Title IV Aid Unearned = 100 % - Percentage of period completed (see above).

When a student receives federal financial aid in excess of earned aid:

1. The school returns the lesser of:
  - Institutional charges multiplied by the unearned percentage, or
  - Title IV federal financial aid disbursed multiplied by the unearned percentage
2. The student returns:
  - Any remaining unearned aid not covered by the school

\*Federal Financial Aid includes the Federal Pell Grant and Federal Direct loans (subsidized and unsubsidized) and Federal Direct PLUS loans for parents.

\*\*Withdrawal date is defined as the actual date the student begins the institution's withdrawal process, the student's last date of academically related activity, or the midpoint of the payment period or period of enrollment for a student who leaves without notifying the institution.

The school/student must return unearned aid by repaying funds to the following sources, in order: Unsubsidized Federal Direct, Subsidized Federal Direct, Federal Direct PLUS loans and Federal Pell Grants.

## **SATISFACTORY ACADEMIC PROGRESS**

Financial aid recipients are required to maintain satisfactory academic progress and have satisfactory attendance in order to remain eligible to receive federal financial aid. Financial aid will be delayed when a student's accumulated absences occur, only when the hours are made up will the payment be made.

Students in clock hour programs are NOT eligible to continue to receive financial aid during the repeat period nor are they eligible to apply for additional financial aid to cover the cost of the repeated coursework.

### **Repeated Course Work**

Students who are unsuccessful in their first attempt at coursework and are required to repeat class work, clinical experiences or an entire payment of training are NOT eligible to continue to receive financial aid during the repeat period nor are they eligible to apply for additional financial aid to cover the cost of the repeated coursework. Students are responsible to pay costs incurred for repeated coursework on their own

**Progress Policy for Bucks County Community College is outlined as follows.**

## **EDUCATIONAL POLICIES**

1. Students in the Practical Nursing Program are expected to show consistent progress in their ability to utilize learning opportunities effectively. In addition, students must acquire and retain essential cognitive content with proper application in clinical practice with respect to their educational goals. Students are strongly encouraged to seek appropriate assistance/counseling/guidance when indicated.

Please refer to Educational Policies and Essential Qualifications of Nursing practice in the Student Policy & Procedure Handbook for further information and responsibilities.

### **LEVEL I**

The student must achieve a minimum of 77% or higher in each of the following courses in order to progress to Level II:

- Anatomy & Physiology
- Basic Nursing Theory
- Personal and Professional Relationships I

The student must achieve a minimum of 70% or higher in the following course in order to progress to Level II:

- Interpersonal Communication

*Basic Nursing Clinical (includes Skills Lab) must be Satisfactory*

## LEVEL II

The student must achieve a minimum of 77% or higher in each of the following courses in order to progress to Level III:

- Pharmacology I
- Intravenous Therapy
- Medical Surgical Nursing I
- Mental Health/Gerontology

The student must achieve a minimum of 70% or higher in the following course in order to progress to Level III:

- Nutrition

*Medical Surgical Clinical must be Satisfactory*

## LEVEL III

In order to successfully complete the program the student must achieve a minimum grade of 77% in each of the following courses:

- Medical Surgical Nursing II
- Pharmacology II
- Maternal Child Theory

*Medical Surgical Clinical, PPR Clinical, and Maternal Child Health Clinical must be Satisfactory*

*These educational policies are strictly followed. It is critical that the student understands he/she must pass all courses in order to progress to the next level and be eligible to graduate. Each level is built on the foundation of material covered in the previous level and thus must be mastered before the student can move to the next level. Specific policies are found in the Student Handbook.*

## Student Payment Policy

Tuition payments are the total responsibility of the student. The cost of the Program, not including books and uniforms, is \$14,500.00. Tuition will be due in three payments as follows:

- First Payment – **July 11, 2018** = \$4,578.00
- Second Payment – **October 26, 2018** = \$5,325.00
- Third Payment – **March 15, 2019** = \$4,597.00

## **Drug Free School and Workplace Statement**

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226 Bucks County Community College is hereby declared a drug and alcohol free school workplace. Refer to Appendix A.

## **Drug and Alcohol Policy**

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, or illicit drugs is prohibited on the campus of Bucks County Community College. Any student or employee of the College discovered to be violating these rules is subject to immediate suspension or dismissal. Such action will be taken independently of any criminal action that may arise from a violation of civil law governing these areas. See Practical Nursing Student Handbook for additional information.

## **Sexual Assault Policy**

The Bucks County Community College Sexual Assault Policy has been developed to ensure that a consistent procedure and coordination of College and community resources is followed in the unfortunate event of having to investigate a sexual assault. Sexual assault is a fundamental violation of an individual. It threatens the person's safety, well-being, educational experience, and career. Our policy is intended to meet the medical, legal, safety, and psychological needs of the victim and to maintain confidentiality. This policy is applicable to both on- and off-campus students and College employees. The policy also provides for measures and structures that will deal with the prevention of sexual assault through educational programming as well as a continuing institutional dialogue to assess services for victims.

Sexual assault violates the standards of conduct expected of every member of the College community and is strictly prohibited.

## **Sexual Harassment Policy**

Bucks County Community College is committed to providing a place of work and study free of intimidation, exploitation, or discrimination. It is expected that students, faculty and staff will treat one another with respect.

Sexual harassment violates the College's long-standing policy, established at its founding, prohibiting discrimination on the basis of sex. Further, sexual harassment is a violation of state and federal law, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. It will not be tolerated at Bucks County Community College.

This Harassment Policy applies to all persons who are enrolled, employed, or serves in any official capacity at the College while they are on College property or participating in any College-sponsored activity off-campus. Individuals who violate this policy are subject to the full range of internal institutional disciplinary actions from reprimand up to and including separation from the College.

The College is also committed to broad dissemination of information to raise the level of understanding concerning the nature of harassment. Harassment is a prohibited act of sexual discrimination and is unlawful. It is the creation of an environment in which verbal or physical conduct, due to its persistence and/or severity, interferes with the performance of students or employees. The two presently recognized elements of harassment are:

### **Quid Pro Quo Harassment**

*Quid pro quo* ("something for something") harassment is sexual coercion perpetrated by someone who is in a College position of influence over the individual being harassed. It may exist where sexual advances or requests are made under circumstances that imply that the submission or refusal might affect academic or employment decisions. For example, a supervisor who suggests that a subordinate employee could get a promotion or a professor who suggests that a student could get a higher grade by submitting to sexual advances is making a sexually discriminatory *quid pro quo* offer and is engaging in sexual harassment.

### **Hostile Environment Sexual Harassment**

Sexual harassment exists where unwelcome sexual conduct is sufficiently severe or pervasive that it creates a hostile or abusive atmosphere. A discriminatorily abusive work or educational environment can and often will detract from employees' or students' performance, discourage them from remaining at the College, or keep them from advancing in their careers. When the workplace or academic environment is permeated with discriminatory intimidation, ridicule, and insult that are sufficiently severe or pervasive to alter the conditions of the victim's employment or education and create an abusive working or educational environment, federal law and College policy are violated.

Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Continuous incidents of unwelcome sexual harassment such as sexual comments, gestures, sexual advances or touching constitute sexual harassment when they result in a pattern of behavior that creates a hostile environment which impairs an individual's ability to work, learn, or participate in any College function.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the College's standards of conduct. Whether an environment is "hostile" or "abusive" can be determined only by looking at all circumstances. These may include the frequency of the discriminatory conduct; its severity; whether it is physically threatening or humiliating, or a mere offensive utterance; and whether it unreasonably interferes with an employee's or student's performance.

A single egregious sexual incident such as coerced sexual intercourse or other physical assault is sufficient to constitute harassment.

Any member of the College community who believes that he or she has been the victim of sexual harassment is encouraged to take action by obtaining further information or initiating either informal or formal procedures to resolve a complaint by one or more of the following means:

1. All College counselors are available to provide information and counseling, on a confidential basis, concerning incidents of sexual harassment.
2. A concern or complaint that a College employee engaged in sexual harassment may be reported to the alleged offender's administrative supervisor.
3. Employees working under a collective bargaining agreement may contact the appropriate union officer in regard to resolving a concern or complaint of violations of the nondiscrimination provision of their contract.
4. A concern or complaint about a student may be reported to the Director for Student Life Programs.
5. Information or assistance in filing a complaint is available from the Director of Human Resources, who is the BCCC Equal Employment Opportunity (EEO) Officer and College Coordinator for Sexual Harassment Policy compliance efforts (Room 130, Tyler Hall, 215-968-8090).

### **Animals on Campus**

This College does not permit students, faculty, staff or visitors to bring pets or animals to campus. This includes all parking lots, buildings, classrooms, dining areas, walkways and grassy areas.

*Guide dogs are the exception.* All requests for additional exceptions should be directed to the Office of Security and Safety.

### **Buildings - Hours of Use**

College buildings are closed from midnight to 6:00 a.m. Exceptions will be considered for special events. All requests for exceptions should be directed to the Office of Security and Safety at least three days in advance.

### **Children/Visitors**

All children under the age of sixteen must be accompanied by a student, faculty, or staff member, who will stay with them, in order to utilize College facilities. *Children are not permitted to attend class with a parent or guardian.*

Community members or visitors will be asked to register with the Office of Security and Safety. Should these persons exhibit disruptive behavior, they will be asked to leave. If it becomes necessary, Security will be called.

## Emergency Calls

Emergency telephone calls to Practical Nursing students should be made to the Allied Health Department (215-968-8316 or 215-969-8106). Attempts will then be made to contact student in class or on campus. The emergency message will be given to students for their decision on any further action. Non-emergency calls are discouraged.

## Lost and Found

Lost and Found is in the Office of Security and Safety in Cottage Four.

## Mail

The College is not responsible for delivery of student mail. Under no circumstances should students give the College as their mailing address. For purposes of intra-campus mail, each club and organization is assigned a mailbox located in the Club and Organization wing of the Charles E. Rollins Center.

## School Closing

At times inclement weather will force the closing of the College or delay its opening. Announcements of closings and delays are made on area radio stations. Some stations will announce the name of Bucks County Community College while providing the status of classes. They include: WBCB 1490 in Levittown, WTTM 920 in Trenton, WNPV 1440 in Lansdale, WFMZ-FM 1007 in Allentown, WPST-FM 97.5 in Trenton, and WHWH-AM 1350. Most Philadelphia radio stations will use a code number to provide the status of classes at the College. **The code number for day classes, including Saturday and Sunday, is 760. The code number for evening classes is 2760.** The major station that will use the code system is KYW-AM 1060. The possible announcements and their meanings to Bucks County Community College students are:

- **"School 2760 is closed"** means that all evening classes, including those at off-campus locations, are cancelled.
- **"School 760 will open one hour late"** means that the College will open at 10:00 a.m. and all classes scheduled to end prior to 10:00 a.m. are cancelled. In other words, activities and classes scheduled to end after 10:00 a.m., will change from their normal start times, to a 10:00 a.m. start time, but will end at their regularly scheduled times. For example, a class that normally meets from 9:30 to 10:30 a.m. would begin at 10:00 a.m., on the delayed basis, and would end at the usual time of 10:30 a.m.
- **"School 760 will open two hours late,"** means that the College will open at 11:00 a.m. and all classes scheduled to end prior to 11:00 a.m. are cancelled. In other words, activities and classes scheduled to end after 11 a.m., will change from their normal start times, to an 11:00 a.m. start time, but will end at their regularly scheduled times. For example, a class that normally meets from 10:30 to 11:30 a.m. would begin at 11:00 a.m., on the delayed basis, and would end at the usual time of 11:30 a.m.



Note: The College will not open for evening, Saturday or Sunday classes on a delayed basis.

### **Smoking on Campus**

Bucks County Community College considers itself a Clean Air Community. Smoking is strictly prohibited inside or around any of our campus buildings. Persons wishing to smoke are only permitted to do so in parking lots A, B, C, D, E, F.

### **Telephones**

Office telephones are for official use only. The public pay telephones are for the use of students and the public. Students should not encourage friends and relatives to call them at the College except in case of emergency. Public telephones are located in the Gateway Center, Charles E. Rollins Center and Founders Hall.

There are also emergency phones and call boxes available in various locations around campus. There are emergency call boxes in parking lots A, B, C, D-E and the Handicapped Lot. These telephones are free of charge and give a direct line to the Office of Security and Safety.

### **EQUAL OPPORTUNITIES IN EDUCATION**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the College. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the College, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the College.

It should be further noted that in addition to the above laws and regulations, the College is committed to the premise that all students and applicants for admission are entitled to an equal opportunity to acquire training, education, and skills at Bucks County Community College regardless of their sex, race, national origin, religion, color, sexual orientation, age, or handicapped condition.

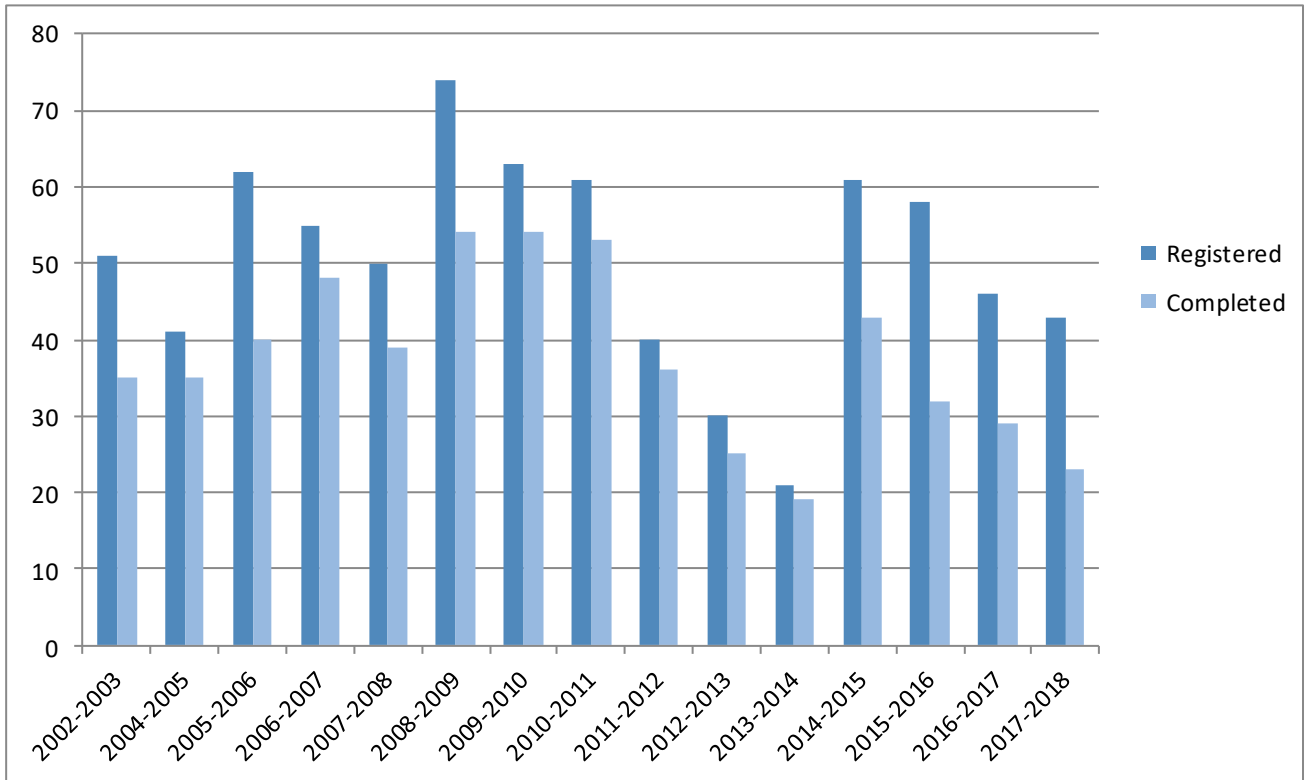
The College will not tolerate any behavior by staff or students which constitutes sexual harassment of a student.

If a student feels that his/her rights under the aforementioned laws and regulations have been violated, contact the College Equal Opportunity Employment Officer, 215-986-8090.

### **SECURITY INFORMATION AND STATISTICS**

Please visit our website: [www.bucks.edu](http://www.bucks.edu).

## COMPLETION INFORMATION: PRACTICAL NURSING PROGRAM



# APPENDIX A

## Controlled Substances – Uses and Effects

Controlled Substances - Uses and Effects														
Drugs/ CSA Schedules	Trade or other names	Medical Uses	Dependance		Tolerance	Duration (hrs.)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome				
			Physical	Psychological										
<b>NARCOTICS</b>														
Opium	II III V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating			
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected						
Codeine	II III V	Tylenol w/ Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected						
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, snuffed, smoked						
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected						
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected						
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected						
Other Narcotics	I III III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Pantanyl, Darvon, Lomotil, Talwin <sup>®</sup>	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected						
<b>DEPRESSANTS</b>														
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral				Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II III IV	Amytal, Butisol, Fiorinal, Lobusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anaesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod	High-Mod	Yes	1-16	Oral						
Benzodiazepines	IV	Alivan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Vertran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral						
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral						
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral						
Other Depressants	III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral						
<b>STIMULANTS</b>														
Cocaine <sup>1</sup>	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation			
Amphetamines	II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Adderall	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected						
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected						
Methylphenidate	II	Ritalin	Attention deficit disorders, weight control	Possible	Moderate	Yes	2-4	Oral, injected						
Other Stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected						
<b>HALLUCINOGENS</b>														
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported			
Mescaline and Peyote	I	Mexc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral						
Amphetamine Variants	I	2,5-DMA, PMA, STR, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected						
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	smoked, oral, injected						
Phencyclidine Analogues	I	PCE, PCP, TCP	None	Unknown	High	Yes	Days	smoked, oral, injected						
Other Hallucinogens	I	Butorfenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	smoked, oral, injected, sniffed						
<b>CANNABIS</b>														
Marijuana	I	Pot, Acapulco Gold, Grass, Reeler, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral				Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity and decreased appetite occasionally reported
Tetrahydrocannabinol	I II	THC, Marinol	Cancer chemotherapy, anti-nauseant	Unknown	Moderate	Yes	2-4	Smoked, oral						
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral						
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral						

<sup>1</sup> Designated a narcotic under the CSA. <sup>2</sup> Not designated a narcotic under the CSA.





