

**BUCKS COUNTY COMMUNITY COLLEGE**

**Department of Health, Physical Education,  
And Nursing**



**NURSING STUDENT HANDBOOK  
2011-2013**

## Table of Contents

### The Community's College

Vision, Mission, Core Values, and Institutional Goals.....	5
The Nursing Program.	
History & Accreditation Status.....	6
Philosophy.....	7
Organizing Structure.....	8
Program Outcomes.....	9
Functional Abilities.....	10
Program Outcome Evaluation.....	12
Nursing Program of Study.....	13
Course Syllabi	
NURS 101 .....	15
NURS 102.....	17
NURS 201.....	19
NURS 202.....	21
Gordon's Functional Health Patterns with Nursing Diagnosis.....	22

### Policies

#### Testing and Grading

Testing.....	28
Missed Test/Examinations.....	28
Clinical Evaluations.....	29
Clinical Grades/Progression Requirements.....	30
Incomplete Grades.....	30
Withdrawal/ Failures.....	31
Repeating a Nursing Course.....	31
Readmission to NURS 101, 102, 201, 202.....	31
Attendance.....	32
Psychomotor Skills.....	32

Class of 2012 Letter.....	33
---------------------------	----

Health Policy .....	35
---------------------	----

#### Health Record

Physical Examination Form.....	36
Immunization Record .....	38
Tuberculin Skin Testing Administration Record .....	39
Dental Examination.....	40
Health Insurance.....	41
Latex Free Policy.....	42
Health Risk Waiver.....	43
Hepatitis B Vaccine Declination.....	44

Access to Student Records.....	45
Student Profile.....	46
<b>Clinical Component Responsibilities</b>	
Agreements.....	47
Responsibility/Accountability.....	47
Malpractice Insurance.....	
Professional Liability/Malpractice Insurance.....	47
CPR.....	48
Witnessing Records.....	48
Patient-Student Relationships.....	48
Beepers and Cell Phones.....	48
Clinical Responsibilities.....	49
Confidentiality Policy.....	50
Confidentiality Statement.....	51
Integrity Policy.....	52
Professional Attire Policy.....	54
Professional Behavior Policy (under revision)	
<b>Student Services:</b>	
Advisement.....	
Nursing Faculty.....	56
Articulation Planning.....	56
Counseling & Career Center.....	56
Bookstore.....	57
Learning Resources.....	
Library.....	57
Tutoring Center.....	57
On-Line Learning Help.....	57
<b>“The Hub”</b>	
Admissions, Registration & Records.....	57
Financial Aid.....	58
Scholarships.....	58
Student Accounts.....	61
Fees for Nursing.....	61
Student Grievance(s).....	62
<b>Academic Regulations/Classroom Conduct</b>	
Grade Appeal.....	63
Cheating and Plagiarism.....	63
Children.....	63
Beepers & Cell Phones.....	63
Tape Recording.....	63

**Student Oriented Activities**

Student Representation on Faculty Committees..... **64**  
Nursing Club..... **64**  
Nursing Recognition, Pinning Ceremony..... **64**  
By-Laws: Nursing Club..... **65**  
Student Acknowledgement of Receipt of Handbook..... **68**  
Student Financial Aid Form for ATI Testing..... **69**

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# **BUCKS COUNTY COMMUNITY COLLEGE THE COMMUNITY'S COLLEGE**

## **OUR MISSION IN THE COMMUNITY**

The Mission of Bucks County Community College is to provide to the County's diverse population of learners accessible, affordable, convenient, and comprehensive educational, training and cultural opportunities that will equip them to be competent and effective in their work and as citizens of the world.

## **Vision**

Bucks County Community College will be a center for innovative educational opportunities with a national reputation for learning earned by the success of our students and the integrity and skill of our faculty and staff.

## **Core Values**

- Respect for the individual.
- Continuous learning, which fosters success in and out of the classroom.
- Excellence in teaching and the work we do.
- Innovation and open-mindedness.
- Diversity and an understanding of world cultures.
- Collaboration with co-workers, individuals, business, the community, and other learning institutions.
- Responsible stewardship of resources.
- Excellence in service to our students, the community, and each other.

## **Institutional Goals**

The goals of Bucks County Community College are to:

- Prepare students to transfer to four-year institutions.
- Prepare students to enter the workforce.
- Enhance students' performance in the workplace.
- Provide support and services to help students reach academic success.
- Develop the social and ethical responsibility of our students.
- Enrich the cultural, recreational, and intellectual life of the community.
- Continue to improve our teaching, learning, service, and technical proficiencies.

## **BUCKS COUNTY COMMUNITY COLLEGE**

### **NURSING PROGRAM**

Welcome to the Associate Degree Nursing Program at Bucks County Community College.

#### **Historical Perspective**

Associate Degree Nursing (ADN) is in its 49<sup>th</sup> year, since its inception and implementation by Dr. Mildred Montag, Teachers College, and Columbia University. The ADN programs were developed through research.

ADN programs were developed and based on the following premises:

The function of nursing can and should be differentiated

These functions lie along a continuum, with the professional at one end and the Associate Degree nurse at the other end. At a point on the continuum, the functions may overlap and the roles of the two come very close.

In 1967-1968, Bucks County Community College conducted a study to evaluate the community's needs for future educational programs. The outcome of this study indicated a need for a program in nursing.

Further support came from recommendations made by the Middle Atlantic States Evaluation Committee. The Bucks County Community College's Board of Trustees reviewed the recommendations and voted to endorse a nursing program. In 1969, 33 students enrolled in the first class. Since the inception of the program, 3,051 students have graduated from Bucks County Community College's Nursing Program.

#### **Accreditation Status**

Bucks County Community College is fully accredited by the Middle States Association of Colleges and Secondary Schools. The College is also an approved institution of higher education in Pennsylvania by the Department of Education of the Commonwealth. Current NCLEX-RN success rates are available at <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=572050&mode=2>

The Associate Degree Nursing Program is fully approved by the Pennsylvania State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission located at 3343 Peachtree Road, NE, Atlanta Georgia 30326.

## PHILOSOPHY

The philosophy of the 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 entry-level registered nurse positions.

The program of study meets the requirements of the Associate of Arts degree and the nursing graduates are eligible to sit for the National Council Licensure Examination for Registered Nurses. (NCLEX-RN)

**Recognizing the dignity and worth of all human beings that deserve respect, we believe that:**

**INDIVIDUALS** are unique beings with needs, possessing their own value systems, and have the right to make decisions concerning their health care for the purpose of reaching their optimum state of health and wellness.

**NURSING** is the art and science of caring for and about individuals. Nurses are advocates on behalf of individuals when they are vulnerable to alterations within their environment. Nurses utilize the nursing process to diagnose and treat responses to actual and potential health problems and alleviate suffering.<sup>1</sup>

**EDUCATION** is a continuous process of growth resulting in measurable changes in the learner's behavior. Learning is a highly individual experience that takes place in a variety of settings and proceeds at different rates.

**ASSOCIATE DEGREE NURSING EDUCATION** should be an integral part of the system of higher education. To that end, our course sequence is designed to provide an integrated education in the sciences and the humanities. Further, our Associate Degree Nursing Program proceeds from less complex to more complex in a related organized sequence of learning objectives. These objectives correlate theory with clinical practice using a wide variety of learning experiences. The program develops caring, critical thinking, and inquiring students ready to grow and serve society as nurses and citizens.

**ASSOCIATE DEGREE GRADUATES** use critical thinking and clinical judgment in the practice of nursing and are accountable as direct care providers in settings where patients experience problems that are common to the general population. Nursing practice is defined through the roles of provider of care, manager of care, and member within the discipline. The graduates are skilled in the use of the nursing process in caring for the health-care consumer. They direct less prepared health care providers and are directed by more experienced and/or professional nurses.

The ultimate responsibility, and first priority, of the nursing faculty is to assure the health-care consumer that our graduates are safe, competent, and caring practitioners.

Adopted: 5/99		Every 5 years: January
Reviewed: 09/04		Faculty
Revised: 05/08		

<sup>1</sup> American Nurses Association Social Policy Statement, 2003.

## Organizing Structure

The Nursing Faculty at Bucks County Community College conceives that the notion of nursing as an art and science of caring. Caring includes five concepts. They are: AWARENESS, KNOWLEDGE, INTENTION, POSITIVE CHANGE, and CRITERION WELFARE.<sup>2</sup> These caring concepts reflect a nurturing concern for individuals as they respond to alterations in their environments.

**NURSING** is a learned skill, requiring a high degree of AWARENESS that an individual has an alteration in their needs and assistance is required, a KNOWLEDGE of nursing principles that can assist an individual's response while guiding one's action, a strong INTENTION to assist the individual to effect POSITIVE CHANGES in the individual's response through the utilization of the nursing process.

**KNOWLEDGE** of nursing principles that can assist an individual is imperative. The nurse must have a strong INTENTION of caring to be able to assist the individual in a POSITIVE CHANGE. It also reflects, in this larger context, a more generalized CRITERION that is consideration for an individual's welfare and human dignity, when this individual is to be in a vulnerable state.

However; there is a caveat in that wellness must not be defined solely by the health care provider, but must be seen as a partnership between individuals in need of care and the health care team, of whom the Associate Degree Nurse is an integral part. To that end, the science of caring is reflected in a systematic use of nursing knowledge through the nursing process. The art of caring applies the nursing process in a manner that engenders respect for the uniqueness of each individual and that values human dignity and worth.

**CARING** is evidenced by touch, trust, nurturance, empathy, and compassion. Individuals are the center of nurses' caring. In order to teach caring attitudes and activities, the program of study presents essential concepts as a recurring theme which increases in complexity. The caring concepts flow outward from and encircle the individual.

The individual has needs which may be affected by alterations in the internal or external environment. These needs are categorized into Functional Health Patterns. The alterations in these Functional Health Patterns are approached by using common health problem prototypes. When an individual has an alteration in his/her needs, they may respond to these alterations effectively, potentially ineffectively, or ineffectively. Therefore, nursing must be a force acting on their behalf when the individual is vulnerable to an alteration in his/her environment and unable to adapt.

### Roles Of The Nurse

Using nursing knowledge and the nursing process, the nurse functions in three designated roles to fulfill caring behaviors and activities. Therefore, caring is a mediated action accomplished through the three roles: Provider of Care, Manager of Care, and Member within the Discipline.

The program of study progresses through four nursing courses, which initially introduce these concepts, then applies them in concurrent laboratory and clinical experiences that build in complexity. Cognitive, affective, and psychomotor skills

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<sup>2</sup> Gaut, D. "Development of a theoretically adequate description of caring". Western Journal of Nursing Research; Fall 1983.

related to individuals' health patterns and the three responses to alterations are applied to patients of all ages and stages of development. Initially dealing with singular and advancing to those, which are multifaceted problems.

### **Program Outcomes or Student Educational Outcomes**

The Bucks County Community College graduate will practice the three Associate Degree Nursing roles in a safe, competent, and caring manner. The graduate nurse will use critical thinking to apply the theoretical knowledge from the cognitive, affective and psychomotor domains to:

1. Communicate in a professional manner that acknowledges and preserves the individual's dignity and worth, while recognizing cultural differences.
2. Apply the nursing process to diagnose and treat individual and family responses to alterations in their functional health patterns.
3. Collaborate with the health care team to manage groups of patients with predictable outcomes while appropriately delegating duties to other health care providers.
4. Demonstrate awareness of today's health care delivery system and its impact on future health, act according to and within the legal and the ethical standards set forth by the Pennsylvania Nurse Practice Act, the College, the Nursing Program, the legal-system at large, the affiliating agency, and the agencies accreditation bodies.

**Bucks County Community College**  
**Department of Health, Physical Education and Nursing**  
**Associate Degree Nursing Program**

**Functional Abilities List**

Bucks County Community College AD Nursing program is committed to students achieving their educational goals in a safe environment for students and patients alike. The following are considered functional abilities necessary for all students to safely complete the Program Outcomes, provide patient care, and practice nursing. If students believe they are not able to perform one or more of these activities, the student should discuss this with their instructor, or the Director of Associate Degree Nursing. If a student is aware of a disability that may be affecting the ability to meet the functional abilities, the student is encouraged to self identify to the Office of disAbility Services. The college is committed to provide reasonable accommodations for otherwise qualified students with a disability. The AD nursing program and various campus resources, including the Office of disAbility Services, will work with the student to provide a safe optimal learning environment.

Functional abilities are physical and mental activities and attributes needed by a nurse to practice safely. The following list was developed in part from the National Council of State Boards of Nursing, Inc. Validation Study: Functional Abilities Essential For Nursing Practice., 1996 by Carolyn J Yocom and guidance from the Pa State Board of Nursing Memorandum dated February 28, 2001.

Functional Ability	School of Nursing Essential Function	Limited Examples of Required Activities*
Physical/Motor	Physical mobility including flexibility, balance, strength, endurance, and small muscle dexterity sufficient to provide safe patient care as well as avoid student injury.	Squatting to empty foley catheter bags, plug in electrical outlets Providing care in confined space spaces Turning and lifting patients with mobility restrictions Lifting supplies or equipment up to 25 lbs Pushing or pulling carts that may exceed 50 lbs Reaching above the head to hang Intravenous Bags Ambulating clients down a hall or assisting into chair Key/Type using a computer Handling a small syringe Inserting a suction catheter into a nostril, or foley catheter into a urethra without contamination
Sensory Perceptual	Visual, Hearing, Tactile, and Smell to adequately access a patient, detect changes in a patient's condition as well as recognize potential dangerous situations for patients and students.	See changes of lip/skin color, color codes on supplies, skin rashes, fine print on labels, digital numbers on Electronic Display screens Hear patient alarms, fire alarms, patients crying, lung sounds Palpate arterial pulses, skin temperature, turgor, edema Smell smoke, wound drainage, stool
Interpersonal	Develop and maintain therapeutic and professional relationships during times of stress, and change and communicate to colleagues, staff, and patients in a civil, respectful, non-discriminatory manner to gather data, complete group assignments or request	Establish trusting relationships with patients and staff Communicate with patients and families to elicit health histories and planning of care Interpret non-verbal cues and behaviors of patients and peers Appropriate use of therapeutic touch Speak clearly and distinctly on the telephone Direct ancillary staff to complete tasks Collaborate with an interdisciplinary team to accomplish

	assistance.	group goals Negotiate conflict
Behavioral/ Professional	Perform in an ethical manner with others, exhibiting behaviors that reflect the value and function of the profession of nursing.	Adhere to time requirements for class, clinical, and lab, completion of assigned tasks and assignments Practice in a manner that preserves the dignity, autonomy, confidentiality and rights of all patients Accepts responsibility and accountability for actions.
Cognitive	Utilize Analytical and Critical thinking to integrate data, process information from a variety of sources, develop plans, make reasoned decisions, establish priorities, and multi-task in an emergent situation.	Read and interpret graphs, measurements, scales, etc. Compute intake and output, dosage calculation and IV flow rates Recall patient information such as laboratory values, vital signs, output, mental status, compare to normal values and develop and adapt plans of care Multitask and problem solve simultaneously Integrate knowledge from a variety of course work Transfer knowledge from one situation to another, but allow for subtle differences Evaluate patient outcomes. Identify cause and effect relationships Analyze and interpret abstract and concrete data such as conflicting verbal communication and nonverbal signals
Emotional	Practice self reflection, exhibit appropriate behaviors in reaction to strong emotional situations and stay task focused.	Stay focused on task and provide emotional support to patients in stressful situations Accept feedback from faculty, staff, and peers on performance

\* If a student is aware of a disability that may be affecting the ability to meet the functional abilities, the student is encouraged to self identify to the Office of disAbility Services program and the Office of disAbility Services will work with the student to provide a safe optimal learning environment. The college is committed to provide reasonable accommodations for otherwise qualified students with a disability. The AD nursing program and the Office of disAbility Services, will work with the student to provide a safe optimal learning environment.

Approved/Adopted: 08.11		Target Date: June
Review:		Review: every 3 years
Revised :		Director/Faculty

**Program Outcome Evaluation:**

1. First-time candidates will achieve a pass rate at or above the national mean on the NCLEX-RN.
2. Seventy percent (70%) of the students who enter Nursing I will graduate in two years.
3. Eighty percent (80%) of graduating students report program satisfaction.
4. Eighty percent (80%) of the graduates seeking employment will obtain an entry-level position within six (6) months after graduation.
5. Seventy percent (70%) of the employers report satisfaction with graduate performance.
6. Articulation agreements are in place with Colleges/Universities (BSN Programs).

Adopted: 5/99	
Reviewed: 09/04, 5/08, 9/09	

## NURSING PROGRAM OF STUDY

**The Nursing Program of study consists of 67 credits, 37 general education and 30 nursing credits. All of these courses add to the practice of nursing and are required to graduate.**  
 Further information and descriptions of these courses can be found at [www.bucks.edu](http://www.bucks.edu) or in the college catalog.

<b>Course</b>	<b>Credit</b>	<b>Rationale</b>
<u>First Semester</u>		
<u>Human Anatomy &amp; Physiology I</u> <u>BIOL181</u>	<u>4</u> <u>credits</u>	To provide the knowledge of the complexity of Human Anatomy and Physiology that is necessary to understand the pathophysiology of illness and concepts of health promotion.
<u>Chemistry A</u> <u>CHEM 101</u>	<u>4</u> <u>credits</u>	Essential to fully comprehend acid-base and electrolyte balance ( <i>Fulfills College Core Science Requirement</i> )
<u>English Composition I</u> <u>COMP110</u>	<u>3</u> <u>credits</u>	To increase the students ability to communicate effectively in writing and increase depth of reading comprehension. ( <i>Fulfills the College Core level one Writing Requirement</i> )
<u>Second Semester</u>		
<u>Human Anatomy &amp; Physiology II</u> <u>BIOL 182</u>	<u>4</u> <u>credits</u>	To provide the knowledge of the complexity of Human Anatomy and Physiology that is necessary to understand the pathophysiology of illness and concepts of health promotion
<u>Microbiology</u> <u>BIOL228</u>	<u>4</u> <u>credits</u>	To study organisms with an emphasis on those that are pathogenic and to assist the student understand the fundamental concepts of asepsis.
<u>Nutrition</u> <u>HLTH 120N</u>	<u>3</u> <u>credits</u>	To assist the students understand the complex processes of food metabolism and state underlying concepts that are the basis for therapeutic diets. ( <i>Fulfills College Core Personal Health Requirement</i> )

<b>Course</b>	<b>Credit</b>	<b>Rationale</b>
<u>Third Semester</u>		
<u>English Composition II</u> <u>COMP 111</u>	<u>3</u> <u>credits</u>	Develops further writing skills, critical reading and research skills. <i>(Fulfills second level Writing Requirement for College Core)</i>
<u>Introduction to Psychology</u> <u>PSYC 110</u>	<u>3</u> <u>credits</u>	Familiarizes the student with concepts related to normal psychology and provide a basis to understand the complex alterations present in mental health. <i>(Fulfills College Core Requirement for Social Perspective)</i>
<u>Introduction to Sociology</u> <u>SOCI 110</u>	<u>3</u> <u>credits</u>	Population, culture, and family are presented so the student may develop an awareness of the impact of illness on people as well as understanding health care delivery in a variety of settings. <i>(Fulfills College Core Requirement for Social Perspective)</i>
<u>Fourth Semester</u>		
<u>Effective Speaking</u> <u>COMM110</u>	<u>3</u> <u>credits</u>	Designed to provide the student with opportunities to deliver informative speeches verbally. Provides background for students to give report and communicate in a professional manner. <i>(Meets College Core Requirement for Personal Expression)</i>
<u>Cultural Perspectives</u> <a href="http://www.bucks.edu/media/bccc_medialibrary/pdf/catalog/bccc_catalog_10-12.pdf">http://www.bucks.edu/media/bccc_medialibrary/pdf/catalog/bccc_catalog_10-12.pdf</a> page 9	<u>3</u> <u>credits</u>	Allows the student to understand the influence of culture and art on human development. <i>(Fulfills a College Core Requirement for Cultural Perspective)</i>

## Department of Health Physical Education, and Nursing

### I. **Course Number and Title:**

NURS101 Nursing I

### II. **Number of Credits:**

6 credits

### III. **Minimum Number of Instructional Minutes Per Semester:**

2250 classroom instructional minutes, 2250 college learning laboratory minutes, 4500 clinical instructional minutes

### IV. **Prerequisites:**

\$100 nursing fee, plus other fees

Must meet Admission criteria

#### **Co requisites:**

CHEM101 and BIOL181 and COMP110

### V. **Other Pertinent Information:**

Students must meet with a nursing faculty advisor. Enrollment is based on a GPA of 2.5. Within one month of their acceptance into the course, students must submit:

1. A "Request for Criminal Record Check"
2. Child Abuse Clearance Form
3. Certification of Health Status (forms are available in Penn 439)
4. Certification in CPR: Health Care Provider

Students are required to purchase a uniform, white shoes, a wrist watch with a sweep second hand, lab pack, and a stethoscope.

Fees:

5. Nursing fee: \$150.00/course
6. Malpractice Insurance: \$15.00/course
7. Nursing Laboratory Fee: \$20.00/course
8. Standardized Testing Fee: TBD

**VI. Catalog Course Description:**

In Nursing I, students learn the cognitive, psychomotor, and communication skills associated with nursing that recognizes the needs of culturally diverse individuals in a healthy state. The nursing process is introduced. Students use current technology to analyze and integrate data.

**VII. Required Course Content and Direction:**

**A. Learning Goals:**

The nursing student using the three associate degree roles will act in a safe, competent, and caring manner. Critical thinking will be used to apply the theoretical constructs from the cognitive, affective, and psychomotor domains to:

1. Acknowledge the dignity and worth of each individual and be aware of the cultural differences that impact on the nurse's roles.
2. Define and apply the nursing process as it relates to effective patient responses.
3. Identify basic individual learning needs of patients with knowledge deficits.
4. Prioritize the care required, of one patient with simple needs, under direct supervision of the clinical instructor.
5. Act according to, and within the legal and ethical standards set forth by the Pennsylvania Nurse Practice Act, the College, the Nursing Program, the legal-system at large, the affiliating agency, and the agencies' accreditation bodies.

**B. Planned Sequence of Topics and/or Learning Activities:**

Refer to Nursing Curriculum/Course Format for NURS 101: Nursing I, the Art and Science of Caring.

**C. Assessment Methods for Core Learning Goals:**

**D. Reference, Resource, or Learning Materials to be used by Students:**

Current textbooks are listed on the student reference list in the Course Format. All listed texts are on reserve in the library. Interactive videos are in the college library. Videocassettes are available for viewing in the college laboratory.

**VIII. Teaching Methods Employed:**

Interactive lecture, case studies, videos, demonstration of stalls with supervised student practice and re-demonstration by the student in the college laboratory, as well as clinical site, and clinical pre and post conferences.

Review/Approval Date - 3/99

**Department of Health, Physical Education, & Nursing**

**I. Course Number and Title:**

NURS102 Nursing II

**II. Number of Credits:**

6 credits

**III. Minimum Number of Instructional Minutes Per Semester:**

2250 classroom instructional minutes, 2250 college learning laboratory minutes, 4500 clinical instructional minutes

**IV. Prerequisites:**

\$100 nursing fee, plus other fees; COMP110, NURS101, CHEM101, BIOL181,

**Co requisites:**

BIOL182 and BIOL228 and HLTH120

**V. Other Pertinent Information:**

Within one month of their acceptance into this course students must submit a current:

1. "Request for Criminal Record Check"
2. Child Abuse Clearance Form
3. Certification of Health Status (forms are available in Penn 439)
4. Certification in CPR: Health Care Provider

Students are required to purchase a uniform, white shoes, a wrist watch with a sweep second hand and a stethoscope.

Fees:

5. Nursing Fee: \$150.00/course
6. Malpractice Insurance: \$15.00/course
7. Nursing Laboratory Fee: \$20.00/course
8. Standardized Testing Fee: TBD

**VI. Catalog Course Description:**

In Nursing II, students learn the nursing care of various age individuals who have alterations in their needs. Providing care to individuals with potentially ineffective responses is emphasized, and ineffective responses are introduced. Students use current technology to analyze and integrate data.

**VII. Required Course Content and Direction:**

**A. Learning Goals:**

Critical thinking will be used to apply the theoretical constructs from the cognitive, affective, and psychomotor domains to:

1. Initiate and perform caring nursing practices that meet the individual's basic needs without compromising the individual's dignity and worth, with appropriate supervision from the nursing faculty.
2. Utilize the nursing process to diagnose and treat patients with common potentially ineffective responses to alterations in the functional health patterns.
3. Demonstrate therapeutic communication skills with patients who have common health problems, share the findings with other health team members.
4. Describe individual learning needs for patients with common health problems and collaborate and assist with developing and implementing a basic teaching plan.
5. Prepare a prioritized and individualized plan of care for a patient or patients with basic health needs. Act according to, and within the legal and ethical standards set forth by the Pennsylvania Nurse Practice Act, the College, the Nursing Program, the legal-system at large, the affiliating agency, and the agencies' accreditation bodies.

**B. Planned Sequence of Topics and/or Learning Activities:**

Refer to Nursing Curriculum/Course Format for NURS 102: Nursing II, the Art and Science of Caring.

**C. Assessment Methods for Core Learning Goals:**

**D. Reference, Resource, or Learning Materials to be used by Students:**

Current textbooks are listed on the student reference list in the Course Format. All listed texts are on reserve in the library. Interactive videos are in the college library. Videocassettes are available for viewing in the college laboratory.

**VIII. Teaching Methods Employed:**

Interactive lecture, case studies, videos, demonstration of skills with supervised student practice and re-demonstration by the student in the college laboratory, as well as clinical site, and clinical pre and post conferences.

Review/Approval Date - 3/99

**Department of Health, Physical Education, & Nursing**

**I. Course Number and Title:**

NURS201 Nursing III

**II. Number of Credits:**

9 credits

**III. Minimum Number of Instructional Minutes Per Semester:**

3750 classroom instructional minutes, 9000 clinical instructional minutes

**IV. Prerequisites:**

\$100 nursing fee, plus other fees

NURS102, BIOL228, BIOL182, HLTH120,

**Co requisites:**

PSYC110 and SOCI110 and COMP111

**V. Other Pertinent Information:**

Within one month of their acceptance into this course, students must submit a current:

1. "Request for Criminal Record Check"
2. Child Abuse Clearance Form
3. Certification of Health Status (forms are available in Penn 439)
4. Certification in CPR: Health Care Provider

Fees:

5. Nursing Fee: \$150.00/course
6. Malpractice Insurance: \$15.00/course
7. Nursing Laboratory Fee: \$20.00/course
8. Standardized Testing Fee: TBD

## VI. **Catalog Course Description:**

Nursing III students care for individuals who have alterations in their functional health patterns with potentially ineffective responses. The nursing process is utilized to diagnose and treat the responses. Clinical experience is expanded to allow for increased student-patient interaction and practice settings. Students use current technology to analyze and integrate data.

## VII. **Required Course Content and Direction:**

### A. **Learning Goals:**

The nursing student, using the three associate degree roles, will act in a safe, competent, and caring manner. Critical thinking will be used to apply the theoretical constructs from the cognitive, affective, and psychomotor domains to:

1. Apply caring nursing practices, to facilitate patient responses, while maintaining individual dignity and inherent worth, working within the constraints of cultural variances.
2. Utilize the nursing process in diagnosing and treating more complex potentially ineffective and ineffective patient responses to alterations in functional health patterns.
3. Employ therapeutic communication interactions with increasingly complex patients; and collaborate effectively with other members of the health care team.
4. Develop and implement teaching plans for patients with increasingly complex needs; communicate the plans with the patient, their families, significant others, and the health care team.
5. Organize individualized care for increasing numbers of complex patients, prioritize patient's needs, and implement and delegate care.
6. Act according to, and within the legal and ethical standards set forth by the Pennsylvania Nurse Practice Act, the College, the Nursing Program, the legal-system at large, the affiliating agency, and the agencies' accreditation bodies.

### B. **Planned Sequence of Topics and/or Learning Activities:**

Refer to Nursing Curriculum/Course Format for NURS 201: Nursing III, the Art and Science of Caring

### C. **Assessment Methods for Core Learning Goals:**

### D. **Reference, Resource, or Learning Materials to be used by Students:**

Current textbooks are listed on the student reference list in the Course Format. All listed texts are on reserve in the library. Interactive videos are in the college library. Videocassettes are available for viewing in the college laboratory.

## VIII. **Teaching Methods Employed:**

Interactive lecture, case studies, videos, demonstration of skills with supervised student practice and re-demonstration by the student in the college laboratory, as well as clinical site, and clinical pre and post conferences.

Review/Approval Date - 2/99

**Department of Health, Physical Education, & Nursing**

**I. Course Number and Title:**

NURS202 Nursing IV

**II. Number of Credits:**

9 credits

**III. Minimum Number of Instructional Minutes Per Semester:**

3750 classroom instructional minutes, 9000 clinical instructional minutes

**IV. Prerequisites:**

\$100 nursing fee, plus other fees

NURS210, SOCI110, PSYC110,

**Co requisites:**

COMM110 and Cultural Perspective

**V. Other Pertinent Information:**

Student must have current certification in CPR: Health Care Provider.

Fees:

1. Nursing Fee: \$150.00/course
2. Malpractice Insurance: \$15.00/course
3. Nursing Laboratory Fee: \$20.00/course
4. Standardized Testing Fee: TBD

**VI. Catalog Course Description:**

Nursing IV continues with the nursing care that assists individuals to respond to alterations in every functional health pattern and ineffective responses to each of those alterations, emphasizing the cognitive perceptual health pattern. Students care for patients and use current technology to analyze and integrate data.

**VII. Required Course Content and Direction:**

**A. Learning Goals:**

The graduate will practice the three associate degree roles, in a safe, competent, and caring manner. Critical thinking will be used to apply the theoretical constructs from the cognitive, affective, and psychomotor domains to:

1. Communicate in a professional manner that acknowledges and preserves the individual's dignity and worth, while recognizing cultural differences.
2. Apply the nursing process to diagnose and treat individual and family responses to alterations in their functional health patterns.
3. Collaborate with the health care team to manage groups of patients with predictable outcomes while appropriately delegating duties to other health care providers.
4. Demonstrate awareness of today's health care delivery system and its impact on future health, act according to and within the legal and ethical standards set forth by the Pennsylvania Nurse Practice Act, the College, the Nursing Program, the legal system at large, the affiliating agencies and their accreditation bodies, and the nursing profession.

**B. Planned Sequence of Topics and/or Learning Activities:**

Refer to Nursing Curriculum Course Format for NURS202: Nursing IV, The Art and Science of Caring.

**C. Assessment Methods for Core Learning Goals:**

**D. Reference, Resource, or Learning Materials to be used by Students:**

Current textbooks are listed on the student reference list in the Course Format. All listed texts are on reserve in the library. Interactive videos are in the college library. Videocassettes are available for viewing in the college laboratory.

**VIII. Teaching Methods Employed:**

Interactive lecture, case studies, videos. Demonstration of skills with supervised student practice and re-demonstration by the student in the college laboratory, as well as clinical site and clinical pre and-post conferences.

Review/Approval Date - 3/99

**Bucks County Community College**  
**Department of Health, Physical Education, and Nursing**

**Functional Health Patterns**

The following health patterns are 11 categories of health care assessment. These patterns provide structure for your collection of data and an organized approach to health care. According to Gordon (2010) the functional health patterns:

- Encompass a holistic approach to human functional assessment in any setting for any age group at any point along the health care continuum. They incorporate the concepts of client environment interaction, age developmental level, and culture in the holistic dynamics of life patterns. All functional health patterns are interrelated.
- Are applied and expanded as clinical knowledge accumulates within the nursing setting or specialty or in the case of students across nursing specialties.
- Guide the collection of information on the client, the client’s family, or the community; and their experience of events and problems related to health and health management.

The following is a list of the Functional Health Patterns with North American Nursing Association (NANDA) with a partial list of approved nursing diagnosis problem statements, most NANDA diagnoses problem statements may include a Potential for or Risk for component. For reference purposes, The NANDA Diagnostic Statement is usually listed by the diagnostic concept, not the first word of the diagnosis.

**Health Perception and Health Maintenance**

Describes how clients consider health and well-being and how health is managed. Health Promotion activities and adherence to medical and nursing prescriptions are considered.

Bleeding Risk for	Health Management Readiness for Enhance
Contamination	Immunization Status Readiness for Enhanced
Fall Risk for	Injury Risk for
Health Maintenance Ineffective	Noncompliance
Infection Risk for	Peri-operative –Positioning Injury, Risk for
Energy Field Disturbance	Poisoning Risk for
Health Behavior Risk-Prone	Suffocation, Risk for
Protection Ineffective	Therapeutic Family Management of regimen: Ineffective
Health Management Ineffective	Therapeutic Regimen Ineffective Management of
Contamination Risk for	Therapeutic Regimen Ineffective Management of Risk for
Health Seeking Behaviors	Vascular Trauma Risk for

**Nutrition Metabolic**

Describes the client’s food and fluid intake as it relates to metabolic need and indicators of the local nutrient supply. These concerns are also reflected in the condition of skin, nails, mucous membranes, body temperature and the ability to heal.

Adult Failure to Thrive	Jaundice: Neonatal
Aspiration Risk for	Latex Allergy Response
Body Temperature Risk for Imbalanced	Latex Allergy Response: Risk for
Breastfeeding Effective	Nausea
Breastfeeding Ineffective	Nutrition Enhanced: Readiness for

Breastfeeding Interrupted	Nutrition, Imbalanced: less than body requirements
Dentition Impaired	Nutrition, Imbalanced: less than body requirements: Risk for
Electrolyte Imbalance: Risk for	Nutrition, Imbalanced: more than body requirements
Fluid Balance Enhance: Readiness for	Nutrition, Imbalanced: more than body requirements: Risk for
Fluid Volume Deficit	Nutrition, readiness for enhanced
Fluid Volume Deficit: Risk for	Oral Mucous Membrane Impaired
Fluid Volume Excess	Skin Integrity Impaired
Hyperthermia	Skin Integrity Impaired: Risk for
Hypothermia	Swallowing Impaired
Imbalance Fluid Volume: Risk for	Tissue Integrity Impaired
Impaired Liver Function: Risk for	Thermoregulation Ineffective
Infant feeding Pattern Ineffective	Unstable Blood Glucose: Risk for

### Elimination

Describes the client's patterns of both perceived and actual excretory function. Family and communal waste disposal are evaluated when appropriate.

Constipation	Incontinence Functional Urinary
Constipation Perceived	Incontinence Urinary Urge: Risk for
Constipation: Risk for	Incontinence: Stress Urinary
Diarrhea	Incontinence Urinary Overflow
Gastrointestinal Motility Dysfunctional	Incontinence Reflex Urinary
Gastrointestinal Motility: Dysfunctional Risk for	Incontinence Urge Urinary
Incontinence Bowel	Urinary Elimination Impaired
Urinary Elimination, readiness for enhanced	Urinary Retention

### Activity Exercise

Describes the client's pattern of exercise activity leisure and recreation. This pattern includes Activities of daily living (ADL) requiring energy expenditure. Factors that may interfere with the desired or expected pattern such as neuromuscular deficits and compensating angina, dyspnea and cardiopulmonary classifications are examined.

Activity Intolerance	Mobility Impaired: Bed
Activity Intolerance: risk	Mobility Impaired: Wheelchair
Airway Clearance Ineffective	Neglect, unilateral
Autonomic Dysreflexia	Perioperative- positioning injury: risk for
Autonomic Dysreflexia: risk for	Peripheral Neurovascular Dysfunction Risk for
Breathing Pattern Ineffective	Peripheral Tissue Perfusion: Impaired
Cardiac Output Decreased	Physical Mobility Impaired
Cerebral Tissue Perfusion: Risk for ineffective	Renal Perfusion: Ineffective
Cardiac Tissue Perfusion: Decreased Risk for	Sedentary Lifestyle
Delayed Growth & Development	Surgical Recovery Delayed
Delayed Development: Risk for	Self care deficit: dressing or grooming
Disproportionate Growth : Risk for	Self Care Deficit: feeding
Disuse Syndrome: Risk for	Self care deficit: Total
Diversional Activity Deficit	Self care deficit: bathing or hygiene
Dysreflexia	Self care deficit: toileting

Energy Field Disturbed	Shock: Risk for
Falls risk for	Sudden Infant Death Syndrome: Risk for
Fatigue	Self neglect Enhanced Self Care: Readiness
Gas Exchange Impaired	Transferability Impaired
Gastrointestinal Perfusion Ineffective: Risk for	Ventilation Impaired Spontaneous
Home Maintenance Impaired	Ventilator Weaning Response Dysfunctional
Infant Behavior Disorganized	Ventilation: Spontaneous Impaired
infant behavior Organized Readiness for enhanced	Walking Impaired
Intracranial Adaptive Capacity Decreased	Wandering

### Sleep Rest

Describes patterns of rest, sleep, and relaxation. Perceptions of quality and quantity of sleep are considered as well as aids to sleep and bedtime routines.

Interrupted Sleep Pattern	Sleep Deprivation
Insomnia	Sleep, Readiness for enhanced

### Sexuality-Reproductive

Describes patterns of satisfaction or dissatisfaction with sexuality and reproductive functioning. The client's reproductive history including menarche, menstrual patterns, childbearing and post menopausal history are considered.

Childbearing process enhanced: Readiness for	Sexual Dysfunction
Maternal- Fetal Dyad: Disturbed Risk for	Sexuality Patterns Ineffective
Rape Trauma Syndrome:	

### Cognitive-Perceptual

Describes the client's patterns of sensory perception and cognitive abilities. This pattern includes the adequacy of the sense and prostheses used for assistance such as glasses and hearing aids. Pain and pain management are focused on in this pattern. Cognitive functions such as language, memory, judgment, and decision-making are addressed.

Activity (Task) Planning Ineffective	Environmental Interpretation Syndrome Impaired
Comfort Readiness for enhanced	Knowledge Deficit
Comfort: Impaired	Knowledge, readiness for enhanced
Confusion: Acute or Chronic	Memory impaired
Confusion: Risk for Acute	Pain: Acute or Chronic
Decisional Conflict	Sensory Perception disturbed
Decision Making: Enhanced Readiness for	Unilateral Neglect

### Self-Perception, Self Concept

Describes attitudes about self-perception ability, image and general sense of self. Body image concepts and self-injury are considered in this pattern.

Anxiety	Powerlessness & risk for
Anxiety Death	Readiness for enhanced self concept

Body Image Disturbance	Personal Identity Disturbance
Adjustment impaired	Power: Enhanced Readiness for
Fear	Personal identity: disturbed
Grieving, anticipatory	Self esteem: low, chronic, situational
Hope: Enhanced Readiness for	Self esteem: low, chronic, situational: Risk for
Hopelessness	Self Concept, Readiness for enhanced
Human Dignity Compromised: Risk for	Self mutilation
Loneliness Risk for	Suicide
	Violence, risk for self-directed

### Value Belief

Describes patterns of values, goals and beliefs. Focuses on spiritual concerns that guide choices or decisions. Reviews areas of perceived conflicts in values, beliefs and expectations that are health related.

Moral Distress	Spiritual Well-Being Readiness for Enhanced
Religiosity: Impaired Risk for	Spiritual Distress (Distress of the human spirit) risk for
Religiosity: Impaired	Spiritual Distress (Distress of the human spirit)
Religiosity: Readiness for enhanced	

### Role Relationship

Describes patterns of role engagements and relationships. The clients' perceptions of major roles and responsibilities in their current and future life situations are explored. Disturbances of family, work, and financial responsibilities are addressed.

Attachment Impaired Risk for	Loneliness, risk for
Caregiver Role Strain	Parental Role Conflict
Caregiver Role: Strain risk for	Parenting Impaired
Communication Verbal Impaired	Parenting Impaired: Risk for
Communication, Readiness for enhanced	Parenting readiness for enhanced
Family Processes Dysfunctional: Alcoholism	Relocation Stress Syndrome
Family Processes Readiness for enhanced	Relocation Stress Syndrome: risk for
Family Processes: Altered Alcoholism	Role Performance Ineffective
Family Processes: Dysfunctional	Social Interaction Impaired
Family Processes: Interrupted	Social isolation
Grieving	Sorrow Chronic
Grieving Complicated	Violence, risk for other directed
Grieving Complicated: risk for	

### Coping Stress-Tolerance

Describes how the client copes and deals with stress. Reserve capabilities and the capacity to resist challenges to self-integrity are components of this pattern. Stress handling modes, family, and other support systems are examined as well as the ability to maintain control.

Adjustment Impaired	Decisional Conflict
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Caregiver Role Strain	Denial Ineffective
Coping Ineffective community	Relocation Stress Syndrome: Risk for
Coping Defensive	Relocation Stress Syndrome
Coping Ineffective	Resilience Impaired
Coping Family: Readiness for enhanced	Resilience Compromised: Risk for
Coping Compromised Family	Resilience: Readiness for enhanced
Coping Community Readiness for enhanced	Post-Trauma Syndrome
Coping: Readiness for enhanced	Post-Trauma Syndrome: Risk for
Coping disabled family	Suicide Risk for
Coping: Readiness for enhanced family	Self Mutilation
Coping: Readiness for enhanced Community	Stress Overload
Coping Community: Ineffective	Self Mutilation: Risk for

References:

Cox H.C., Hinz, M. D., Lubno, M.A., Newfield N.A., Ridenour S. A., Slater M.M., & Sridaromont, K. (1993). *Clinical applications of nursing diagnosis: adult, child, women's psychiatric, gerontic, and home health considerations*. (4<sup>th</sup> ed.) Philadelphia: F.A. Davis

Gordon, M. (2010) *Manual of Nursing Diagnosis*. (12<sup>th</sup> ed.) Sudbury, MA: Jones & Bartlett

Johnson, M PhD, RN, Bulechek, G PhD, RN, FAAN, et. al. (2006) *NANDA, NOC, and NIC Linkages, - Nursing Diagnoses, Outcomes, and Interventions*. (2<sup>nd</sup> ed.) Saint Louis: Mosby

North American Nursing Diagnosis Association (2009): *Nursing diagnosis: definitions and classification, 2009-2011*. Philadelphia: The Association

Sparks, S. & Taylor, C. (2007). *Sparks and Taylor's Nursing Diagnosis Reference Manual* (4<sup>th</sup> ed.) Philadelphia: Lippincott, Williams, Wilkins.

**Bucks County Community College**  
**Department of Health, Physical Education, and Nursing**

**EVALUATION: TESTING AND GRADING**

**I. Testing:**

- A. There will be scheduled examinations given during each of the courses using percentages.
  - 1. Grading System, check the 2010-2012 College Catalog. Or <http://www.bucks.edu/catalog/policies/>
  - 2. Final courses grades are available to students on Web Advisor. Grades will not be issued if the student has any encumbrance(s).
  - 3. No grades will be given via telephone, or mailed in self-addressed envelopes.
- B. The days, dates, and times of the examinations will be listed in the course format.
- C. Missing an examination-

**MISSED TESTS/EXAMINATIONS:**

- 1. The student is expected to prepare for, and to be present for, examinations on the scheduled date.
  - 2. The student must contact the faculty member or Nursing Program Office to report their absence.
  - 3. The student who is absent on the day of the examination will be required to complete the exam on their first day of return to the college.
  - 4. The student must contact the faculty member to make arrangements for administration of the exam. The exam may not be scheduled during hours when the student is presently scheduled for class, nursing laboratory, or clinical experience.
  - 5. The exam administered will be scored at eighty (80) percent of the original. The remainder of the exam 20% will be comprised of written questions related to the objectives and concepts being tested.
  - 6. Failure of the student to take an exam will result in an incomplete grade.
- D. The student has the option to review the examination within the week following the issuance of the examination grade. An appointment for this purpose must be scheduled with the classroom instructor during office hours. The instructor reserves the right to extend this deadline to 2 weeks; however, the student must contact the instructor within the week timeframe. These hours are posted on the instructor's door. Faculty members are not available after finals week. Faculty members are the only individuals that can review an examination and issue a grade change.
  - E. Students are expected to follow the code of conduct as outlined in the College Catalog and on the web <http://www.bucks.edu/about/policy/conduct/>. Failure to do so will result in appropriate action.
  - F. Students must pass the didactic and clinical components in order to progress to the next level. If the course is repeated the student must complete both the classroom and clinical components.

## II. CLINICAL EVALUATION OF STUDENTS

Evaluation of Student Clinical Performance is an on-going process. The faculty will determine the frequency of evaluation. Students must complete self-examination of their performance. The last page of the evaluation tool requires the student to self reflect on strengths and weaknesses. This evaluation must include documentation along with a check mark. The student's signature indicates only that the student has read the evaluation. The student has a right to make a statement(s) regarding the faculty's evaluation.

### Criteria for Clinical Evaluation

The nursing student must be a safe, caring, and competent critical thinker. The student will act within the roles of: provider of care, manager of care, and member of the discipline in nursing. The clinical setting is the arena where the theoretical constructs are applied.

**Clarification:** To demonstrate or perform a technical skill in the clinical setting is only one part of the total picture. The student must be able to verbalize the concepts, principles, and constructs of the theoretical knowledge related to the situation. For example: (this example is not all inclusive).

Nursing care related to a particular patient with a diagnosis and treatment. The student must be able to draw from past courses i.e. Sociology, Psychology, Anatomy and Physiology, Chemistry, Microbiology, Nutrition and Nursing, etc. to critically think. What are the nursing actions based on the patient responses, abnormal findings and laboratory studies? Why are specific laboratory studies and medications given for this specific patient? You will need to research the whys. Keep asking yourself why is this happening, why is this being done, what is my role and so on. Keep in mind the Health-Care-System at large. How can I make a difference in my caring, my teaching, my knowledge, and skills?

Students are required to be at the Expected (or satisfactory) level by stated weeks in the Skills Booklet, Course Clinical Evaluation and Format.

**Needs Improvement:** If one of the Expected Level Criteria is absent, the student needs to examine his/her performance in light of missing criteria and develop with the instructor, a plan to improve.

**Unsatisfactory:** Any activity or lack of activity that may result in potential or actual harm to another individual (I.e., patient, staff, etc.).

1. A student who is unsatisfactory will be informed of the same at the time of the occurrence and a "Conference Note" will be used to document the incident. This must be signed by both faculty and student. Signing by the student means the evaluation has been read and discussed by the faculty member and student. The student has a right to write comments. A copy will be placed in the students file, and a copy will be given to the Director.
2. A student may be asked to leave the clinical area if they are not performing in a satisfactory/safe, competent, and caring manner, inappropriate behavior, or violating any nursing program policy. This also will be documented on a Conference Note form. This time counts towards clinical absence time and must be made up
3. A student who demonstrates a pattern of 3 unsafe/unsatisfactory occurrences and/or 10% of time below the Expected Level (or unsatisfactory) within a course may be dismissed from the program.

4. A student who administers medication without the faculty's supervision will be dismissed for the day, and receive an unsafe/unsatisfactory conference note. The faculty member must be with the student when the medication is being administered to the patient.

### **III. Clinical Grades:**

1. Clinical attendance is mandatory in order to meet clinical objectives. A student must attend at least 90% of each Course Clinical time. Failure to fulfill this requirement may result in dismissal from the program.
2. Clinical practice must be successfully completed at the expected level: Grading in clinical practice will be pass (at the expected level) or fail (unsatisfactory).
3. The clinical instructor will have a conference with the student who has performed in an unsafe or unsatisfactory manner at the time of the incident or at the end of the particular clinical day. The faculty member must report the said incident that day to the Director.
4. Students may be dismissed from the clinical practice area for unsafe or unsatisfactory performance, inappropriate behavior or violation of any college or agency policy. The faculty member using their professional judgment and the language from the policies will act accordingly in such situations. The student must return to the college laboratory, during the scheduled time for re-mediation to practice that procedure(s), and demonstrate competence at the expected level. The student cannot return to the clinical area until competence is demonstrated in the college laboratory and with the clinical faculty member's approval.
5. Students who are not prepared theoretically or technically may be dismissed from the clinical area. All past theory and technical skills must be at the Expected Level.
6. Increasing proficiency on drug calculation examinations that start at a minimum of 80% and are defined in the individual course formats.

### **IV. Progression Requirements:** In order for a student to progress to the next semester, the student must achieve:

1. A grade of C or better in all required nursing courses, which also includes an overall grade of 70% on examinations, satisfactory laboratory and clinical performance and attendance; and be able to demonstrate increasing proficiency on all drug calculations exams included in the nursing courses that start at a minimum grade of 80%,
2. A grade of C or better in all required non-nursing courses
3. A minimum cumulative GPA of 2.0.
4. Students failing to meet the above criteria will be dismissed from the Program.
5. Nursing students must comply with the rules and policies as presented in the Nursing Student Handbook, in addition to those listed in the catalog.

### **V. Incomplete Grades:**

No student will not be permitted to progress in nursing with an incomplete grade in any nursing, or non-nursing, course. All incomplete grades must be removed and replaced with a grade of C or better in order to begin the next semester in the nursing program.

## VI. Withdrawals, Failing Grades and Repeating Courses:

Refer to College Web page

Withdrawals: <http://www.bucks.edu/forms/withdrawform.html>

Failing Grades: <http://www.bucks.edu/catalog/majors/nursing/>

Repeating Courses: with restrictions on Nursing Courses, as noted at <http://www.bucks.edu/catalog/majors/nursing/>.

## VII. Repeating a Nursing Course:

A nursing course can only be repeated one time. Readmission to the clinical courses is selective and explained in VIII. <http://www.bucks.edu/catalog/majors/nursing/>

## VIII. Readmission to the Nursing Clinical Courses:

### READMISSION POLICY

Readmission to the clinical component of the nursing program is selective and based on a space available basis. Students must demonstrate a sound academic history and current knowledge to be readmitted to the clinical component of the nursing program.

The student must make an appointment with either the Director of the Associate Degree Nursing program, nursing advisor, nursing faculty member, or Assistant Academic Dean of Health, and Physical Education to turn in the application. Included in the reapplication is a requirement for *self assessment with a plan for improvement*.

The Admissions and Progressions Committee of the Nursing Faculty will review all the application and calculate the scores for readmission.

In order to be considered for readmission to the clinical component of the Nursing Program:

Students must have an overall GPA of 2.5.

All other courses in the Nursing Program of Study must be completed. Students who were unsuccessful in dosage calculations must take NURS 120. Students are strongly encouraged to take NURS 220.

Enrollment is required prior to the semester of the planned return.

Achieve a minimum of 75% on a Standard Readmission Examination based on the last successful course completed.

Selection for Readmission will be a weighted score based on the following criteria

Overall GPA + "Z" score on NLN Pre-RN Test, or SAT, or ACT admission score + Standard Readmission Examination Score + (-1) each science course repeated + (-2) for each nursing course repeated + (-3) for each nursing course repeated with less than C+, + (-1) for each semester past eligible semester to return.

### **Procedure:**

A student who fails or withdraws from the clinical component in Nursing (NURS 101, 102, 201, 202) must reapply for admission using the Application for Readmission form. Directions and guidelines regarding the procedure for readmission are attached to the reapplication.

Students requesting readmission must submit the application by the dates published each semester.

In order to take the readmission examination students must have completed within the last year and on file in the nursing office:

- CPR card to expire no earlier than May 15 and no later than July 30
- Drug and Alcohol Screen,
- Criminal Record Check,
- Child Abuse Clearance
- Health Examination Record Completed

Full Adoption: Director/Faculty

Target Date: February  
Review q 3 years

Revised: 1/92, 8/94, 2/95, 5/99, 8/00, 10/03  
Partial revisions for Math 08/04  
Partial revision for readmission 09/05, 12/07

## IX. Attendance Policy:

### A. Classroom Attendance Policy:

Class attendance falls within the general guidelines of the college attendance policy published on the website. Classroom attendance records are maintained for certification to outside funding. Faculty are required to submit attendance reports after the third and seventh week of the fall semester

### B. Clinical Attendance Policy:

Clinical attendance is mandatory. Absence may result in the student's inability to meet objectives of the course. When a clinical absence occurs in any semester an alternative assignment with client contact will be required. Students must attend 90% of clinical time and are restricted to 10% make-up time. Inability to meet Clinical Objectives will result in failure of the course.

### C. Nursing Lab Attendance Policy:

Attendance in lab is mandatory. Attendance will be recorded. Lab is a necessary component of Clinical, and assists students in meeting Clinical objectives. Absence from the lab will need to be made up via an alternate lab assignment. A missed lab or an incomplete alternate lab assignment will result in the student being unprepared for Clinical. Students unprepared for Clinical will not be permitted onto the Clinical area.

## X. Psychomotor Skills:

Refer to Psychomotor Skills books

Adopted: 1/86	Target Date: August
Review/ Revised 8/89, 6/90, 9/93, 8/94, 2/95, 5/99, 8/01, 10/03, 10/04, 08/08	Director/Faculty
Revised	

April 2011

Dear Member of the Nursing Class of 2013

Welcome to the Bucks County Community College Clinical Component of the Associate Degree Nursing Program.

As a nursing student, good health is essential to providing patient care. Our requirements are based on an update from the State Board of Nursing Rules and JCAHO Requirements for given clinical agencies. As part of the enrollment process for Nurs101/Nursing I, you are required to complete the following:

1. A Health Examination, which includes an eye examination.
2. The Immunization Record which also includes-
  - a. a 2-step PPD examination (a test for exposure to Tuberculosis), each year, and if you have a history of a positive PPD, you must have a chest x- ray
  - b. the series of three Hepatitis "B" Immunizations
  - c. a Tetanus Toxoid Immunization- every ten years
  - d. Measles, Mumps, Rubella (titers may be required)
3. A Dental Examination
4. A 9-panel drug and alcohol screen
5. Fill out the Student Profile form and sign the following:
  - Health Risk Waiver
  - Professional Liability
  - Health Insurance
  - Confidentiality Statement
  - Student Records Clinical Responsibilities
6. CPR for Healthcare Providers Certification, including AED training. The date completed must be after June 1, 2011. Renewal is required yearly.

In order to comply with the 1996 Amendment to the Older Adults Protective Services Act 169, and assure your eligibility to participate in all learning experiences offered, the following are required:

1. A Child Abuse report request mailed with a money order for \$10.00. The completed report will be mailed to your home. You must include the original with your packet. Renewal is required yearly.

2. A State Police Report request mailed with a money order for \$10.00. *This form is returned directly to the Nursing Department.* Renewal is required yearly.

3. An FBI Criminal History Record. In order to comply with PA state law, 24 PS 1-111 of the Public School Code was amended (Act 114 of 2006) effective April 1, 2007. All student teacher candidates (participating in classroom teaching, internships, clinical or field experience) and prospective employees (including but not limited to administrators, teachers, substitutes, janitors, cafeteria workers, office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers, who have direct contact with children, must provide to their employer a copy of their Pennsylvania State Criminal History Background Check and their Federal Criminal History Record that cannot be more than one (1) year old.

It is imperative that all completed materials listed above be submitted by June 30, 2011. If you do not submit all of the above materials, your registration into Nurs101/Nursing I will be withdrawn. No exceptions.

Your schedule for the Fall 2011, Nurs101/Nursing I, will require you to attend six hours of class and lab per week, and one six hour clinical day at a local clinical facility. In addition to the time that is required, it is strongly recommended that you plan to spend additional time in the Nursing Arts Laboratory. You will then have adequate time to practice the skills you are being taught in order to get signed-off on them before using these skills to care for "real" patients. You will also need to plan on time to study, complete papers, read, and take standardized tests.

Very truly yours,,

Claire L. Keane, MSN, RN  
Director, Associate Degree Nursing

CLK:lmb

**Due to our legal agreement with the hospitals/agencies, students are not permitted into the clinical area (not even for orientation) unless all the required forms and verification of CPR are on file in the nursing office.**

Adopted: 3/87		Target Date for Review: Yearly
Reviewed: 5/01, 8/03, 10/04,		By: Faculty/Director
Revised: 9/00, 8/03, 10/04, 06/07, 08/08		

Bucks County Community College  
 Department of Health, Physical Education, and Nursing  
**HEALTH POLICY**

**Policy:** Students will provide documentation of sufficient health to meet the requirements set forth by the Pennsylvania State Board of Nursing, clinical agency requirements, and other requirements related to healthcare workers as defined by Pennsylvania Department of Health, Centers for Disease Control, and the Occupational Safety and Health Administration.

**Purpose:** The purpose of the Health Policy is to ensure students are in good health to provide patient care. The forms associated with the policy provide consistency and documentation for the information required.

**Procedure:**

1. The health record shall include:
  - a. Physical Examination form, completed on admission to the program.
  - b. Immunization Record, updated yearly
    1. 2 step PPD or Chest X Ray
    2. Hepatitis B series completed
    3. *MMR Titers or Proof of vaccination*
    4. Current Tetanus Toxoid
    5. 7-Panel Drug Screen
  - c. Dental Examination form, completed on admission to the program.
  - d. Health Risk Waiver forms completed on admission to the program.
  - e. Student’s statement of carrying health insurance policy or acknowledgement of financial responsibility for illness or injury.
  - f. *Latex Free Policy* and
  - g. Declination statement for Hepatitis B vaccine
2. All student records will be housed in a locked fireproof cabinet in the Nursing Program’s area.
3. Access to the student’s health record is limited to the Program Director or her designee, and examiners for the regulatory and accrediting bodies, i.e. Pennsylvania State Board of Nursing, the National League for Nursing Accrediting Commission (NLNAC) visitors and *random audit by affiliating clinical agency with student privacy protected.*
4. Due dates for all forms **Will be published each year.**
5. The admissions and progressions committee investigates current requirements from all areas, revises and makes recommendations to the full faculty for formal revisions in the policy or forms.  
**Due to our legal agreement with the hospitals/agencies, students are not permitted into the clinical area (not even for orientation) unless all the required forms and verification of CPR are on file in the nursing office.**

Adopted: 3/87 (forms) Formal Policy Adoption 09/09		Target Date for Review: Yearly
Reviewed: 5/01, 8/03, 10/04,		By: Faculty/Director
Revised: 9/00, 8/03, 10/04, 06/07, 08/08		

**HEALTH EXAMINATION**  
BUCKS COUNTY COMMUNITY COLLEGE  
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND NURSING

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INITIAL DATA:**

Date of Birth \_\_\_\_\_ Vital Signs: \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Body Frame \_\_\_\_\_

Allergies: \_\_\_\_\_

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*From Pennsylvania Code of Professional and Vocational Standards, Title 49*

*Selection and admission standards: "Students admitted shall meet the requirements that are established by the College... Consideration shall be given to... physical and emotional health necessary to fulfill the objectives of the program."*

1. **Is the applicant's overall physical and emotional health sufficient to fulfill the objectives of the Clinical Component of the Nursing Program?**

Yes

No

**Comments:**

2. **History:** Include current prescription medications. If more space is needed, use additional paper.

3. Health Examination (***Be specific please***)

A. Neurological

B. Integumentary

C. HEENT

1. Vision with Correction



**IMMUNIZATION RECORD**  
 BUCKS COUNTY COMMUNITY COLLEGE  
 DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND NURSING

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**All information must be completed and signed by a licensed physician or a certified MSN nurse clinician.** All printed lab titers from the lab must be attached.

I. Hepatitis "B" Series: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
 Booster \_\_\_\_\_

II. Tetanus Toxoid (must be within 10 years) date: \_\_\_\_\_

III. (MMR) Measles, Mumps, Rubella: Last Booster date:

**OR:**

Measles:

Rubeola IGG Antibody date \_\_\_\_\_ results \_\_\_\_\_

Mumps:

Mumps Virus IGG date \_\_\_\_\_ results \_\_\_\_\_

Rubella:

Rubella Immunity Screen date \_\_\_\_\_ results \_\_\_\_\_

IF NO HISTORY OR IMMUNITY SCREENS NEGATIVE:

Vaccine \_\_\_\_\_ Lot # \_\_\_\_\_ Expiration Date \_\_\_\_\_

1) \_\_\_\_\_ 2) \_\_\_\_\_

Booster date \_\_\_\_\_

IV. Chicken Pox:

History of Infection: date \_\_\_\_\_ **OR**

Varicella-Zoster AB IGG (not required) date \_\_\_\_\_ results \_\_\_\_\_ **OR**

Varicella Vaccine Date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Licensed Physician, Certified Nurse Practitioner

\_\_\_\_\_  
 Address City State Zip

Adopted: 05/78	Target Date/Review: Every January
Reviewed 2/00; 10/03	By: Director/Faculty
Revised: 3/06, 9/08, 08/11	

**2 Step Tuberculin Skin Testing Administration Record**  
 BUCKS COUNTY COMMUNITY COLLEGE  
 DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND NURSING  
 2-STEP Purified Protein Derivative (PPD) **REQUIRED**

**STUDENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**History:**

Previous **Positive** Tuberculin Skin Test                      yes                                      no  
 BCG Recipient    yes    no

*If yes to above must have Chest X-Ray dated after June 1, 2011*

**STEP #1 PPD**

Administration Date:	Time:	By:
Site:	Lot#:	Expiration Date:

Must be Read

<b>After:</b>		<b>Before:</b>	
Date:	Time:	Date:	Time:

**STEP #1: Tuberculin Skin Test Interpretation**

Date/Read:	Interpretation:
Reaction Description	mm (indurations only)
Read By:	
<i>If <b>negative</b> you must return in 1-3 weeks for 2<sup>nd</sup> step. If <b>positive</b> you must have Chest-X-ray</i>	

**STEP #2 PPD: Return for 2<sup>nd</sup> step in 1 (one) to 3 (three) weeks.**

Administration Date:	Time:	By:
Site:	Lot#:	Expiration Date:

Must be Read:

<b>After:</b>		<b>Before:</b>	
Date:	Time:	Date:	Time:

**STEP #2 Tuberculin Skin Test Interpretation**

Date/Read:	Interpretation:
Reaction Description:	mm (indurations only)
Read by:	

If applicable, please attach CHEST X-RAY RESULTS

Adopted: 02/07	Target Date/Review: Every January
Reviewed 08/11	By: Director/Faculty

**DENTAL EXAMINATION FORM**

**BUCKS COUNTY COMMUNITY COLLEGE**  
Health, Physical Education, & Nursing

PRINT NAME OF STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

CARE OF: MOUTH \_\_\_\_\_good \_\_\_\_\_fair \_\_\_\_\_poor

TEETH \_\_\_\_\_good \_\_\_\_\_fair \_\_\_\_\_poor

OCCLUSION: \_\_\_\_\_good \_\_\_\_\_fair \_\_\_\_\_poor

GINGIVAE (comment)

ALL NECESSARY DENTAL CORRECTIONS HAVE BEEN MADE? YES \_\_\_\_NO\_\_\_\_

IF NO COMPLETE THE FOLLOWING:

This individual is in need of treatment for one or more of the following and is currently being treated:

\_\_\_\_\_fillings; \_\_\_\_\_extractions; \_\_\_\_\_disease of supporting tissues; \_\_\_\_\_malocclusion; \_\_\_\_\_other (explain).

Signature of Dentist (DMD/DDS) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Adopted: 05/78	Target Date/Review: Every January
Reviewed 02/00; 10/03; 03/06, 03/07, 08/11	By: Director/Faculty

**MEDICAL SERVICES IN CLINICAL AGENCIES**

Students must carry their own health insurance policy or be prepared to assume financial responsibility for illness or injury. The College and the agencies are not responsible for any cost the student may incur related to ill health or injury. In case of accidents or illness during a clinical practice experience the clinical agency will provide emergency care, if they have the facilities to do so. The student is totally responsible for the financial aspect of the treatment.

**BUCKS COUNTY COMMUNITY COLLEGE  
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND NURSING**

**HEALTH INSURANCE**

Nursing students are responsible for carrying health insurance (Blue Cross, Blue Shield, HMO, etc.) ***or*** accepting financial responsibility for care rendered as a result of an injury or illness in the clinical area. 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 Nursing Program.

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**STUDENT SIGNATURE**

**DATE**

Adopted: 3/87		Target Date/Review Every January
Review/Revised: 8/00, 10/03		By: Director

**BUCKS COUNTY COMMUNITY COLLEGE  
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND NURSING**

**Latex Free Policy**

Policy: To protect students and faculty from the potential health hazards from exposure to latex and provide an environment that is as latex-free as possible

Purpose: In order to assure a learning environment that is as latex-free as possible the policy procedure provides faculty and students with consistent clear guidelines for the purchase and use of equipment that may contain latex and the scheduling of student learning experiences.

Procedure

- .Students
  - Provide product enclosures to faculty and lab staff for equipment brought into the lab.
  - Review the latex allergy precautions provided by faculty.
  - Inform faculty of potential exposure issues.
  - Option of wearing visible medic alert bracelet

Adopted: April 2008		Target Date: June Review: yearly
08/11		Director/Faculty

**BUCKS COUNTY COMMUNITY COLLEGE**  
**Health, Physical Education, & Nursing**

**HEALTH RISK WAIVER**

As a BCCC Nursing student, I hereby understand the **ACTUAL AND POTENTIAL** health risks to my unborn child(ren) and to myself which 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 family and myself during my clinical nursing experience.

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

Adopted: 10/85		Target date/review: Every January
Review/Revised: 8/00, 10/03, 08/11		By: Director/Faculty

**Bucks County Community College**  
**Department of Health, Physical Education, and Nursing**  
**HEPATITIS B VACCINE**  
**DECLINATION**

I understand that during my clinical assignments as a student in the Bucks County Community College Nursing Program, I may be exposed to blood or other potentially infectious materials, and thus I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I was given the opportunity to be vaccinated with the Hepatitis B Vaccine; however, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

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

A dopted:5/99	Target Date/Review: Yearly: January
Reviewed: 7/01, 10/03, 08/11	By: Director/Faculty
Revised:	

**BUCKS COUNTY COMMUNITY COLLEGE  
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND NURSING**

**STUDENT RECORDS**

The Pennsylvania State Board of Nursing and the National League for Nursing Accrediting Commission, periodically review the nursing program at Bucks County Community College. A portion of this process is the review of nursing student's educational records, for the purpose of validating the process of faculty/student evaluation. Clinical agencies may request review of student health records to assure compliance with contractual obligation and JCH accreditation standards.

**I, \_\_\_\_\_, GIVE MY CONSENT FOR THE VISITORS FROM THE STATE BOARD OF NURSING AND THE NATIONAL LEAGUE FOR NURSING ACCREDITATION COMMISSION TO REVIEW MY EDUCATIONAL RECORD. I also extend the privilege to review my health record to a clinical agency that I may be affiliated with as a student**

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**STUDENT SIGNATURE**

**DATE**

Approved/Adopted:		Target Date: June
Review/		Review: yearly
Revised 09/08, 08/11		Director/Faculty

BUCKS COUNTY COMMUNITY COLLEGE  
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND NURSING

STUDENT PROFILE SHEET  
(Please Print)

**DATE:** \_\_\_\_\_

**Student Number** \_\_\_\_\_

**Last Name, First, Middle Initial** \_\_\_\_\_

**(Maiden Name)** \_\_\_\_\_

**Address** \_\_\_\_\_

**City State Zip Code** \_\_\_\_\_

**Home phone number Work phone number** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Person to contact in case of emergency, relationship to you & Phone number**

**Name: Relationship: Phone Number** \_\_\_\_\_

**Address City Zip** \_\_\_\_\_

Adopted: 5/78		Target Date/Review: Every January
Reviewed: 2/00, 10/03, 3/06,		By: Director/Faculty

**NOTE:** Please be sure to fill out a Change of Address Form in Admissions, and notify this office, if any of your information changes

Students are responsible to check student e-mail accounts.

**THE CLINICAL COMPONENT IN NURSING**

College and the clinical agencies have legal agreements. The nursing students and faculty must adhere to the language in these documents.

**Responsibility/Accountability**

- A. Responsibility refers to the scope of functions and duties associated with the nurse’s role.
- B. Accountability calls for an evaluation of a nurse’s effectiveness in performing his/her responsibilities.

**Liability/Malpractice Insurance:**

All students will be covered by a blanket policy. The college will bill the student for this coverage.

**BUCKS COUNTY COMMUNITY COLLEGE  
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND NURSING**

**PROFESSIONAL LIABILITY INSURANCE**

**LIABILITY/MALPRACTICE INSURANCE**

- All students will be covered by a blanket policy.
- BCCC will bill the student every **SEMESTER**
- **FEES ARE SUBJECT TO CHANGE**

I have read the above statement regarding the professional liability insurance. I understand that the policy covers my actions **only during the clinical portion of the nursing program** and I am responsible for the cost of the insurance.

**I UNDERSTAND FULLY THE IMPLICATION OF THE ABOVE STATEMENT REGARDING  
LIABILITY INSURANCE:**

**STUDENT SIGNATURE**

**DATE**

Adopted: 3/87		Target Date/review
Review/Revised: 8/00, 10/03,		Every January
		By: Director/Faculty

### **Cardiopulmonary Resuscitation (CPR) Certification**

- A. All certification and recertification must be done in June and July.
- B. Certification must be kept current at all times while in the clinical component of the program.
- C. No student is permitted in the clinical area without the CPR Certification
- D. A copy must be submitted to the Director

### **Witnessing Records:**

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

### **Recording/Reporting:**

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

### **Patient/Student Relationships**

- A. This relationship is to be kept on a professional and therapeutic level at all times.

Students are not permitted to:

- 1) give home telephone numbers to patients
- 2) call patients at home or at the agency
- 3) call the agency (hospital) i.e.: staff. (If you forgot to chart information or/something, call your instructor not the agency)

### **Beepers and cell phones:**

#### **ARE NOT PERMITTED TO BE USED IN CLINICAL AREAS**

Approved: 8/94		Target Date Feb. 1998
Review: 8/00		Review: 3 years
		Director/Faculty

**BUCKS COUNTY COMMUNITY COLLEGE  
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND NURSING**

**CLINICAL RESPONSIBILITIES**

I have read the policies regarding the required health forms, Criminal Record Check, Child Abuse Check, and FBI Check (if applicable) and CPR Certification. I take full responsibility for having them completed, and I will return them to the Director of Nursing at the specified times.

I understand if these materials are not handed in by the date specified, my enrollment in the nursing program is jeopardized and a withdrawal may be initiated.

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Student Signature

Date

Adopted: 3/16/87		Target Review Date: Every January
Review/Revised: 8/00, 10/03,		By: Director/Faculty

**BUCKS COUNTY COMMUNITY COLLEGE  
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND NURSING  
Confidentiality Policy**

**Policy:** Faculty and Students will adhere to the tenets of patient privacy as required by the affiliating clinical agencies, and outlined in the Health Insurance Portability and Accountability Act (HIPAA), the ANA Code of Ethics, and the PA State Board Rules and Regulations

**Purpose:** To assure faculty and students have a clear understanding of the wide range of activities that may pose potential threats to patient confidentiality and provide guidelines for behaviors.

**Procedure:**

Clinical agencies will be sent instructor and student names prior to the clinical rotation as required.

Instructors will review HIPPA guidelines with students prior to patient contact including why access to equipment containing health information is monitored and controlled.

- How and what parts of computer records students will be authorized to use
- Proper protection of computer screens and student notebooks from public view
- Training required to utilize the facilities' electronic records.
- Privacy extends to any part of the patient health record, treatment or information

Students are required to sign the BCCC Confidentiality Statement and if requested will sign a specific statement at the clinical agency where assigned.

Students will not discuss (past, present, or future) patients or any information regarding the patient at coffee breaks, lunch, at home, in the community etc.

Patients may be discussed in post-conference only as it relates to the nursing care required. All information discussed in post conference is to be held in strictest confidence.

There will not be photocopying of any patient records. Printed copies of computer generated patient Kardexes or care plans will be disposed of according to agency policy.

A violation of patient privacy in practice may result in a verbal warning, written warning or immediate dismissal from the program

Written assignments in the nursing program only use initials of the patient, e.g., S.R.

A violation of patient privacy on a written assignment will result in a failure on the assignment and the assignment must be repeated.

Full Approval: Director/Faculty	Target Date: February
Reviewed 1/92, 8/94, 2/95, 5/99, 8/00, 10/03	Review q 3 years
Revised: 03/09	

BUCKS COUNTY COMMUNITY COLLEGE  
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, AND NURSING

**CONFIDENTIALITY STATEMENT**

A nursing student comes in contact with confidential information in written and spoken form regarding patients and their families during the nursing program, particularly in the clinical arena.

Confidential information includes but is not limited to: patient identity, test results, diagnosis, prognosis, treatments, and results.

Conversations regarding any of the stated confidential information **will not** take place in elevators, hospital corridors, lunch rooms, supermarkets, etc.

Any discussion in a public place that jeopardizes patient confidentiality may result in immediate dismissal from the nursing program.

All written assignments **may not** include information that could identify a patient.

Any information that may identify a patient on a written assignment will result in a failure on that assignment.

I, \_\_\_\_\_, will hold in confidence **all patient information** that I have access to while a nursing student.

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

\_\_\_\_\_  
Date

445-40; 10/75		Target Date/Review
Adopted: 3/87		Every January
Review/Revised: 8/00, 10/03		By: Director/Faculty

Bucks County Community College  
Department of Health, Physical Education and Nursing  
Associate Degree Nursing Program  
Integrity Policy

**Policy:**

The expectation of Bucks County Community College and the Associate Degree Nursing Faculty is that the principles of truth and honesty will be rigorously followed in all academic endeavors including the classroom, nursing laboratory, and clinical area. Nurses and nursing students are held to professional standards that reflect a high degree of integrity and principles that guide behavior and decision making. Ethical and legal behaviors that are particularly required in nursing include honesty in all educational preparation and practice areas, trust, advocacy, responsibility, and accountability.

**Purpose:** Increase student awareness of choices that are made on a routine basis and the ethical and legal implications of those choices. *Students will have learning opportunities to examine behaviors in the classroom, clinical, nursing laboratory, and other assignments.*

**Procedures**

**Learning Opportunities:**

At the Nursing Orientation, students will be introduced to ethical behavior components. The first day of class, clinical, and college laboratory, students will be presented with ethical responsibilities related to nursing and expectations of the instructor.

**Testing:**

Students must arrive on time for tests.

During testing, all student cell phones, personal belongings, hats, electronic devices, and book bags/backpacks will be at the front of the classroom.

During dosage calculation testing, a simple one-function calculator that is provided by the Nursing Program will be the only calculator allowed for NURS 201 and NURS 202 tests.

Prior to testing, the Instructor will review behaviors that could indicate cheating that include but are not limited to looking at another's student's answer sheet, randomly looking around, not keeping papers covered, tapping on the desk, or rolling up and down sleeves. Instructors reserve the right to inspect forearm tattoos for potential notes.

At the start of each test, Instructors will read and students will sign the following statement:

I understand that academic integrity encompasses a wide range of behaviors that includes honesty, integrity, diligence, and trust. I have prepared for this test in an honest and diligent manner by using only authorized study sources. I have avoided all sources generated by students who have already taken the test. Finally, I understand that the faculty trusts me to not share the questions or content on this test with other students. I understand breaches in academic integrity ***will*** result in a Level 2 offense resulting in a ***zero*** on this test. If this is the second recorded cheating or plagiarism offense, a Level 4 action will be taken and I will automatically fail the course. If I have three such occurrences, the College may suspend me for 3 years.

**Written Assignments and Papers:**

The BCCC Cheating & Plagiarism Policy states 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. A nursing written assignment found to be plagiarized, in part or whole, will receive a Level 2 offense and failure is defined as a zero on the assignment for the first offense. If this is the second recorded cheating or plagiarism offense, a Level 4 action will be taken and the student will automatically fail the course

**Class and Nursing Laboratory:**

Students are responsible for complying with the student Code of Conduct as described on the web at <http://www.Bucks.edu> and in the College catalog. Violations of the Code of Conduct will be dealt with swiftly and the faculty will recommend the strongest sanction available.

**Clinical:**

The following actions may be grounds for immediate dismissal from the Nursing Program (**from the PA SBN Rules and Regs**).

**Misappropriate equipment, materials, property, drugs or money from the employer or patient.**

For the BCCC AD Nursing Program, the interpretation/definition of employer shall be extended to include the College or the clinical agency.

**Solicit, borrow or misappropriate money, materials or property from a patient or the patient’s family**

Patients are defined as those patients/clients the student has contact with during the clinical component of the Nursing Program.

**Falsify or knowingly make incorrect entries into the patient’s record or other related documents.**

This standard of behavior applies to making verbal or written reports to an instructor that are not true, such as but not limited to reporting to an instructor a task is completed when it has not actually been accomplished, performing a task without Instructor approval, or withholding patient information from the Instructor.

Approved/Adopted: 08.11		Target Date: June
Review:		Review: every 3 years
Revised :		Director/Faculty

Bucks County Community College  
Department of Health, Physical Education and Nursing  
Associate Degree Nursing Program

**Professional Attire Policy**

**Policy:** Bucks County Community College Nursing students represent the college and nursing at large therefore Nursing students are expected to project a professional image that meets or exceeds the requirements of all the affiliating clinical agencies and assures student and patient safety.

**Purpose:** Fashion and styles vary and acceptable everyday wear societal norms may be in conflict with what is considered professional attire. This policy assures Nursing students are meeting the contractually required criteria as well as shaping professional expectations

**Procedure:**

Nursing students will display professional grooming standards as evidenced by:

- Showering, deodorant use, shaved or-trimmed beard
- Neatly secured hair, off the collar
- Proper undergarments that are not visible
- Clean & ironed garments
- Moderate make-up
- Clean nails, no more than 1/8" past the tip of the finger
- Covered tattoos.

The BCCC nursing uniform should include:

- BCCC picture ID
- BCCC lab coat or jacket to cover the uniform
- Official BCCC Uniform.
- Required BCCC Long Sleeve white shirt under top.
- White mid-calf trouser socks *without logos or stockings*
- Clean required white shoes that are purchased through uniform vendor.
- Watch with second hand and plain wedding ring
- Latex free stethoscope with dual bell, bandage scissors, penlight, and hemostats

In clinical, Nursing students are specifically **not permitted** to:

- Wear smocks, sweaters, wrinkled, or dirty uniforms
- Wear Jeans at any school sponsored function or clinical agency
- Wear anklet or short sport socks
- Wear any type of logo laden, canvas, platform, clogs, or open toe or back shoes.
- Have hair that is extreme in color, length, or style and is in the face or on the collar
- Wear jewelry. None is permitted other then the plain wedding band mentioned above.
- Have long, painted or artificial nails

- Emit strong odors such as animal scents, cologne, aftershave, or tobacco
- Chew gum
- Display visible piercings (including tongue) with posts, studs, hoops, chains or expanders: *If the skin does not meet and a visible gap is present, the hole must be filled in with a flesh colored plug.*
- Visible tattoos

In the college lab, Nursing students must wear lab jackets and dress in an appropriate manner to demonstrate skills. This includes the ability to:

- Freely bend, lift, and turn mannequins
- Work with liquids without splashing on skin
- Safely manipulate equipment without harming yourself by wearing dangling items that may catch on bedrails or the equipment

When representing the BCCC Associate Degree Nursing Program at professional meetings, in-services, observations, and clinical days (such as community, mental health, and Poster Presentations) dress standards include:

Appropriate grooming, nametag, watch, plain wedding ring, and lab coat as directed.

Business Attire

No cleavage, jeans, sweats, bare midriffs, print t-shirts

No open toed shoes, clogs, crocs, flip flops or sneakers

Individual instructors may issue a warning or if the offense is serious enough the Nursing student may be sent home. This dismissed day will be counted as an absence and make-up time will be required.

Approved/Adopted: 9/90		Target Date: June
Review:8/00, 6/01, 8/03, 10/03, 08/05,		Review: yearly
Revised : 9/08, 5/10		Director/Faculty

# **STUDENT SERVICES**

There are many student services available at BCCC. Please check the college catalog or [www.bucks.edu](http://www.bucks.edu) for information. Catalogs are available in the Admission's Office. Below includes a partial listing that is particularly important for nursing students.

## **Advising**

### **STUDENT ADVISEMENT BY NURSING FACULTY**

- Full-time faculty are available to the nursing student during their office hours. Each faculty member has five office hours per week. Students have the opportunity to discuss any of their perceived needs or problems at these times.
- Faculty office hours are posted on each office door at the college. You may expect a rapid reply with via email during posted Electronic Office hours.
- Faculty may have one hour of office hours in the clinical area (1 hour each day). Before or after the specific clinical time. Please check with your clinical instructor, as to the time they have designated, for an office hour in the clinical area.
- Part Time faculty may have scheduled office hours in the clinical area. All part-time faculty will have an office assigned to them at the college. Please check with them as to when they will be available on campus.

### **Articulation: RN-BSN Planning**

- Early during your BCCC nursing program start thinking about your articulation for an RN-BSN. Visit [www.bucks.edu/transfer](http://www.bucks.edu/transfer) check out the agreements and equivalencies. If you have questions call 215-968-8031 for further information.

### **Counseling Center:**

- The college has a staff of full-time professional counselors that provides group, and individual psychological counseling. Some of the areas students have discussed with counselors are loneliness, marital, and family adjustments, depression, addiction concerns, and feelings about self. To make an appointment with any of BCCC counseling staff, please call 215-968-8182 or email [counseling@bucks.edu](mailto:counseling@bucks.edu). The counseling center is open Monday through Friday 8 am to 4:40 pm; and Monday through Thursday evenings from 5:30pm to 9:00pm.

The group counseling program is available to all students. The scope of this program is varied and includes groups that deal with transactional analysis, assertive training, male and female awareness, dealing with separation or divorce, and dealing with general adjustment concerns.

## **Career and job placement counseling**

- Offered through the Career Development Center. Educational counseling is offered for help with study skills, course advising, and resume writing.

Students are responsible for obtaining permission from the nursing faculty member for these recommendations. Ask the faculty member first, before using any of their names. Ask them in person, do not leave a note. Be sure the faculty member is still on campus when you leave the recommendation form. The Transfer & Placement Center located in the Rollins Center first floor, student services center. The Transfer and placement center offers a job fairs that are open to students every Fall and Spring.

## **Bookstore**

The Bookstore is located next to the Library, and is owned and operated by the College. The bookstore carries all the required and recommended textbooks for all classes. The Bookstore has a limited number of uniform items and other related nursing student supplies such as pens, and non-required review books. For the convenience of nursing students, your initial purchase of books may be placed on your student account and paid over the course of the first semester.

## **Learning Resources**

The library has 3 locations (Newtown, Lower Bucks, and Upper Bucks) each location is able to support your learning needs in a variety of ways. For an index of library services including data bases, FAQs, policies, hours, go to: <http://www.bucks.edu/library/>

The Tutoring Center provides tutorial services at no additional cost to students enrolled in select courses offered by the College. Those students who need assistance in mathematics, accounting, computer science, writing, reading, study skills, American English as a second language, and foreign languages may get help.

On-Line Learning Specific Information for On-Line learning is available at:

<https://learning.dcollege.net/webct/logonDisplay.dowebct?insId=443721749021&insName=Bucks%20County%20Community%20College&glcid=URN:X-WEBCT-VISTA-V1:abd413c5-9076-1e67-006f-fb14a1945703>

## **THE HUB**

The HUB is located on the lower level of Pemberton Hall and is a one stop service for students where bills may be paid, financial aid information can be obtained, and admissions/registration paperwork can be completed in one stop.

## **Admissions, Registration and Records**

Application for graduation is made to the office of admissions, registration and records. Students are responsible to request course transfer waivers on all courses brought in as “999.” A student cannot be registered for a Nursing Course unless the course pre-requisites are met or the student is concurrently registered in course co-requisites or has the co-requisite courses completed.

## Financial Aid & scholarships

Financial Aid Office hours are 8:00 a.m. to 4:30 p.m. Monday through Thursday 8:00-4:00 Friday during the fall and spring semesters. The Office is also open in the evening during the first week of classes. The telephone number of the Financial Aid Office is 215-968-8200 (Fax: 215-504-8522).

All available scholarship for students can be found at the following link:

<http://www.bucks.edu/about/foundation/scholarships/#d.en.7813>

**Students who are awarded scholarships are expected to attend the Honors Convocation on graduation day for the opportunity to meet the generous benefactors. Students are also requested to provide long term follow-up information if contacted**

Scholarships that are available to nursing students during the clinical component include at the time of this printing:

	<b>Time Frame &amp; Application</b>	<b>Requirements</b>
<b>Independence Nursing Fellowship Foundation Grant</b>  <i>Amount varies</i>	Early Spring Semester Applications from Nursing  Submitted to Financial Aid Office	Free Application for Federal Student Aid (FAFSA) Form Filed Completion of the BCCC Financial Aid institutional Application. Working with recent payroll stubs Enrolled in NURS 101, 102,201, or 202 2 nursing faculty recommendations
<b>Regina Hickey Nursing Scholarship</b>  <b>\$500</b>  Open to current Nursing students	Spring Semester Applications from Nursing	FAFSA Form Filed Enrolled in a minimum of 6 credits (part-time status) and in the Nursing II course in BCCC's Nursing Program. Overall 3.0 grade point average or better. Completed the required Nursing I course with a grade of B or better. Preference is given to applicants who are mothers residing in Bucks County. The application must be accompanied by a written recommendation of a faculty member in the Nursing Program, as well as a brief essay from the student describing how this scholarship will help meet his/her educational and career goals.
<b>Elizabeth V. Winpenny Nursing Scholarship</b>  <b>\$1000</b>	Early Spring Semester Applications from Nursing  Submitted to Nursing Office	Preference is given to a male student Minimum GPA 2.0 Essay on a nurse role model
<b>Reedman Scholarship</b>	Early Spring Application on-	Open to Nursing II students Nursing I course with a grade of B or better and intend to return to

<b>\$1,000</b>	line Applications submitted to Nursing Office	BCCC (minimum of 6 credits) to complete its Nursing Program. Minimum cumulative GPA of 3.0, Financial need as determined by the Financial Aid Office
<b>Temple University School of Nursing Alumni Association Scholarship</b>  <b>\$1,000</b>	Early Spring Applications from Nursing  Submitted to Nursing Office	Enrolled in 6 credits in NURS 102 Completed NURS 101 with grade of B or better Overall Minimum GPA 3.0
<b>Krista Kelly Memorial Fund</b>  <b>\$1,000</b>	Early Spring  Submitted to Nursing Office	Enrolled in a minimum of 6 credits (part-time status) and in the Nursing II course in BCCC's Associate Degree Nursing Program. Minimum cumulative grade point average of 3.0. Completed Nursing I course with a grade of B or better. Must be in good academic standing, as verified by the department. Dedicated and hard working, and have a desire to make a meaningful contribution to the field of nursing.
<b>Susie Lyle Memorial Scholarship</b>  <b>\$500</b>	Early Spring  Submitted to Nursing Office	Enrolled in a minimum of 6 credits (part-time status) and in the Nursing II course in BCCC's Associate Degree Nursing Program. Minimum cumulative grade point average of 3.0. Completed the required Nursing I course with a grade of B or better. Must be in good academic standing, as verified by the department. Preference is given to (in order of importance): a female veteran who cared/cares for a family member with dementia or in hospice (must submit DD-214 form or current military ID) a student interested in dementia and/or hospice a male veteran who cared/cares for a family member with dementia or in hospice (must submit DD-214 form or current military ID)
<b>Aunt Mary Mc Goldrick Scholarship</b>  <b>\$500</b>	Early Spring  Submitted to Nursing Office	Planning to enter BCCC's Associate Degree Nursing Program by enrolling in NURS 101. Possess a minimum cumulative 3.0 grade point average. Preference is given to applicants who reside in Morrisville, Pa. and/or had a relative who worked at ACME Markets or the Steel Mill. The application must be accompanied by a brief essay from the student describing how this scholarship will help meet his/her educational and career goals
<b>Anna Marie Guthier '76 Nursing Scholarship</b>  <b>\$500</b>	Early Spring  Submitted to Nursing Office	Planning to enter BCCC's Associate Degree Nursing Program by enrolling in NURS 101. Must enroll in a minimum of 6 credits (part-time status). Possess a minimum cumulative 3.0 grade point average. The application must be accompanied by a brief essay from the student describing how this scholarship will help meet his/her educational and career goals

<p><b>James R. Seip, Sr. Memorial Nursing Scholarship</b></p> <p><b>(minimum \$500)</b></p>	<p>Early Spring</p> <p>Contact: Director of Associate Degree Nursing • Penn Hall 445 •</p>	<p>Awarded to a student who is enrolled in BCCC's Associate Degree Nursing Program. At the time of application, students must meet the following requirements:</p> <ul style="list-style-type: none"> <li>•Male student</li> <li>•Enrolled in a minimum of 6 credits (part-time status) and in the Nursing II course in BCCC's Associate Degree Nursing Program.</li> <li>•Minimum cumulative grade point average of 3.0.</li> <li>•Completed the required Nursing I course with a grade of B or better.</li> <li>•The application must be accompanied by a brief essay from the student describing how this scholarship will help meet his educational and career goals.</li> <li>•Must be in good academic standing, as verified by the department.</li> <li>•Preference is given to: <ul style="list-style-type: none"> <li>◦A non-traditional student who is supporting himself financially in his educational pursuit.</li> </ul> </li> </ul> <p>James R. Seip, Sr. Memorial Nursing Scholarship Application</p>
<p><b>Paramedic Daniel W. McIntosh Memorial Scholarship</b></p> <p><b>(\$1,000)</b></p>	<p>Early Spring</p>	<p>The scholarship is open to all students who, at the time of application, meet the following requirements</p> <p>Completed at least 30 credits at BCCC.</p> <p>Possess a minimum 2.5 cumulative grade point average.</p> <ul style="list-style-type: none"> <li>• Enrolled in a minimum of six (6) credits in the Department of Social and Behavioral Sciences as a Criminal Justice transfer major, or the Department of Health, Physical Education, and Nursing starting in NURS 101 or NURS 201.</li> <li>• Intend to re-enroll at BCCC in a minimum of six (6) credits the following fall semester after the award is made.</li> <li>• Preference is given to Bucks County residents.</li> <li>• Applicants must submit two letters of recommendation from a non-relative, one of whom must be from a BCCC faculty member, provide a brief statement summarizing extracurricular and/or volunteer activities, and answer the required essay question (maximum 250 words). At all times, applicants must be in good standings and in conformance with the College's Code of Conduct. In order to apply for this scholarship, all applicants are subject to a criminal background check performed by the Bensalem Township Police Department.</li> </ul>

## Student Accounts

In order to be in good standing with the College, you must have a zero balance by the published deadlines. Failure to receive a statement will not be accepted as a reason for missing the payment deadline. You will not be able to register for the next semester until your balance is zero. It is important to note that by registering for classes or having the nursing program representative register you, you are agreeing to pay tuition and fees by the published date. Written notice must be submitted to the Admissions Office by the published deadline to cancel registration and have charges removed or reduced. Students that have an account balance will not be eligible for graduation; therefore, the student will not be eligible to sit for the National Council Licensure Exam until the account is reconciled. BCCC nursing students authorizes the college to use Title IV program funds to pay for the ATI review textbooks and services that are required by the Associate Degree Nursing Program of Study. The student may rescind this authorization at anytime by notifying the Financial Aid Office. If this authorization is rescinded, the student understands they are responsible for the cost of the materials.

### **COURSE SPECIFIC FEES FOR NURSING**

General expenses for Bucks County Community College can be found in the College Catalog or at . The course specific fees for Nursing include: <http://www.bucks.edu/admissions/tuition/>

<b>Name of Fee</b>	<b>Amount</b>	<b>Frequency</b>	<b>Rationale</b>
Nursing Fee	\$100	101 102	Low student faculty ratio in clinical area. Mileage costs for instructional visitation
Nursing Fee	\$150	201 202	Same as above increased due to second clinical day
Malpractice Insurance	\$15	Per NURS course	Required by contract with clinical agencies.
Lab Fee	\$20	Per NURS course	Replacement of disposables and Hazardous Waste disposal
Standardized Testing ATI	\$130	Per NURS course	Review textbooks and Objective standardized testing used for advisement and projection of NCLEX-RN performance.
Student Uniforms	\$150	One-time fee	Standard wear for clinical area
Licensure Examination Fee	\$35	One-time fee	Required by PA SBRR
Temporary Practice Permit	\$35	One-time fee	Required by PA SBRR
Application for NCLEX-RN exam	\$200	One-time fee	Required by NCLEX
Criminal Record Check	\$10	Once a year	Safety of Patients Required by law for affiliation with selected clinical sites
Child Abuse Check	\$10		
FBI Check	\$33		
Drug & Alcohol Screen	\$33	Once a year	Required by Contract

## STUDENT GRIEVANCES:

If the purpose of the grievance relates to concerns unrelated to the nursing program, students are referred to the college catalogue for “resolutions of Student Concerns” or <http://www.bucks.edu/catalog/records/concerns/>

Bucks County Community College  
Department of Health, Physical Education, and Nursing  
Associate Degree Nursing Program  
**STUDENT GRIEVANCE POLICY**

### **POLICY:**

Students have a right to address an issue or concern if they perceive they have been evaluated or treated in an unfair manner.

### **PURPOSE**

To provide guidelines for a nursing student to follow so the 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 nursing program instructional staff.

### **PROCEDURE**

**If the student** grievance relates to concerns unrelated to the nursing program, students are referred to the college catalogue or web.

The student has the opportunity to discuss their concerns with the involved faculty member within five (5) working days of the incident.

After identifying that a grievance exists, the involved faculty member will document the meeting on a conference note.

The original copy of the document will be placed in the student’s file, with subsequent copies forwarded to the student, faculty member, Director of the Associate Degree Nursing Program and Assistant Academic Dean of the Department of Health, Physical Education, and Nursing.

Upon receipt of documentation from the involved faculty member, the Director of the Associate Degree Nursing Program will meet simultaneously with the faculty member\* and student to resolve the grievance.

If the above process has been completed and the grievance has not been resolved, the student will meet with the faculty member\*, Director of the Associate Degree Nursing Program, and the Assistant Academic Dean of the Department of Health, Physical Education, and Nursing.

If a resolution is unable to be accomplished, the student will be directed to the appropriate college wide committee or the Provost and Dean of Academic Affairs.

\*Union representation as per contract

Approved/Adopted: 08/01		Target Date: June
Review: 10/ 04		Review: yearly
Revised: 9/08		Director/Faculty

## ACADEMIC REGULATIONS

### **Grade Changes and Challenges:**

“The College provides an appeal procedure for students who believe that the recorded grade is not the one earned in a course. Students should first see the course teacher to resolve the matter. If resolution is not achieved, then the Nursing Program Director should be consulted as well as the assistant academic Dean of Health, Physical education and Nursing. The final step in the appeal process is the Committee on Academic Performance. It should be noted that only the teacher of a course makes a grade change. Other steps in the appeal process are advisory. Students are urged to retain all graded work until the final grades have been received from the college.<sup>3</sup>

### **Cheating and Plagiarism:**

Students are referred to review the college’s regulation regarding plagiarism and cheating. <http://www.bucks.edu/catalog/records/cheating/> as well as the Associate Degree Nursing Program’s Integrity Policy.

## CLASSROOM CONDUCT POLICIES

### **A. Children in Classrooms & Nursing Arts Laboratory**

Children or visitors are not allowed in the classrooms or the College Laboratory. Children will not be permitted to remain unattended in the corridors. There will be no exceptions to this policy. (College Catalog concerning Children on campus).

### **B. Beepers and Cell Phones**

Beepers are to be either turned off or on vibrate during class periods.  
Cell phones are to be turned off during class periods.

### **C. Tape Recording**

Taping may only be done with the permission of the faculty and fellow students.  
The confidentiality policy applies to this setting.

Approved: 5/99		
Reviewed: 8/07		

## **STUDENT ORIENTED ACTIVITIES**

### **Student Representation on Faculty Committees**

*The Bylaws of the Nursing Program encourage student representation. Students' voting rights are specified in the Bylaws. Meeting dates are posted and representatives may share discussions and actions with other classmates. Students' input into committee activities is valued.*

A. Class Representatives

The purpose of the class representatives is to plan and implement all the student's activities related to the Nursing Program.

B. Selection Process

Nursing I and Nursing II: Each class will select one representative from each class.

Nursing III and Nursing IV: Same as above.

Alternates are required.

C. Meetings

**Faculty Meetings:** 4<sup>th</sup> Tuesday every month, 12:30 to 1:30, P442.

**Level Meetings:** Dates determined by coordinator. Tuesday, Time and dates TBA.

**NOTE:** A portion of the meeting may be closed, i.e.; discussion about confidential matters. Students are not permitted in that portion of the meeting.

**A Nursing Faculty member will act as the Advisor to the classes and to the Nursing Club.**

#### **Nursing Club:**

The Nursing Club is a college recognized organization that provides support to nursing students in the clinical component. The Nursing Club sponsors speakers and plans service oriented activities throughout the school year.

#### **Nursing Recognition: The Pinning Ceremony**

The Pinning Ceremony at BCCC was originated in 1971. The ceremony is the Nursing Program's function. It is organized by the Director and faculty with student input. It is the faculty's belief that Commencement and the Pinning Ceremony have their own significance, neither of which replaces or embodies the other. The graduating class enters the preparation of the ceremony with the full understanding and agreement to attend the graduation activities. The student uniform will be the uniform worn at the pinning ceremony. The professional attire policy guidelines related to uniforms will be used for the Pinning Ceremony.

By-Laws  
Bucks County Community College  
Nursing Club

Article I

The name of the organization shall be the Bucks County Community College Nursing Students Club.

Article II

Membership

1. Membership to all nursing students enrolled in Nursing 101, 102, 201 and 202.
2. Associate membership is open to students who are in the Program of Study 2035.
3. Only full members can hold office and vote.
4. There will be a voluntary \$5.00 fee annually.

Article III

The functions of this organization are:

1. To provide regularly scheduled meetings of its members so they become aware of today's concerns of the nursing profession and campus wide activities.
2. To promote unity and general welfare of the members.
3. To provide programs and speeches on topics of interest to the members.
4. To provide at least two community service projects per year.

Article IV

Officers

1. The board is made up of all officers.
2. The officers shall be president, vice-president, secretary, treasurer, and activity director.
3. The term of office for president and vice-president will be for one year from April to graduation.
4. Any member may be elected as secretary, treasurer, and co-treasurer. Election for the officers will be held in December of every year.
5. Voting will be a closed ballot.
6. In the absence of the president the vice-president shall assume all the duties of the president.

## Article V

### Duties of the Officers

#### President

1. Shall preside over all membership meetings and board meetings.
2. Will be responsible for informing advisors of club meetings.
3. Will read Club's and Organization's Handbook.

#### Vice-President

1. Will substitute for the president when he/she is not available.
2. Will act as a liaison to the new club members.

#### Secretary

1. Shall record minutes of all meetings and handle all correspondence. All minutes will be kept on file and available.

#### Treasurer

1. Will be responsible for the financial records for the club, itemizing all receipts and expenditure, and will prepare for all meetings
2. Will deposit all proceeds from the fundraisers with the proper college officials.
3. Will authorize payment of all bills for the organization after membership approval.

## Article VI

### Meetings

Meetings will be set on a semester basis at the convenience of the majority of the membership. The board meetings will be called at the discretion of the president, but at least once a semester. Meetings will be conducted using Robert's Rules of Order.

#### Order of Meetings:

Call to order

Reading of club and board minutes

Communications from President

Old business

New business

Committee Reports

Treasurer's report

Adjournment

## Article VII

### Provisions to Fulfill Vacancy

In the event a class officer is unable to fulfill the responsibilities of the position, the vacancy will be filled by moving officers up one position and eliminating the activities position until next election.

## Article VIII

### Committees

At the discretion of the Board

**BUCKS COUNTY COMMUNITY COLLEGE  
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, & NURSING**

**HANDBOOK ACKNOWLEDGEMENT**

**FALL 2011**

I have read, reviewed, understand, and agree to follow all contents of the Bucks County Community College Associate Degree Nursing Program Student Handbook 2011-2013.

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Signature

Printed Name

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Date:

Witness:

Bucks County Community College  
Department of Health, Physical Education, and Nursing  
Permission to use Financial Aid Monies from Title IV  
**FALL 2011**

I, \_\_\_\_\_ authorize Bucks County Community College to use Title IV program funds to pay for the ATI review textbooks and services that are required by the Associate Degree Nursing Program of Study. I may rescind this authorization at anytime by notifying the Financial Aid Office. If this authorization is rescinded, I understand I am still responsible for the cost of the materials.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adopted: 08/07	Review: q3yrs
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