

BUCKS COUNTY COMMUNITY COLLEGE

**DEPARTMENT OF PROFESSIONAL STUDIES: ALLIED HEALTH AND
NURSING**



**ASSOCIATE DEGREE NURSING STUDENT HANDBOOK
2015-2017**

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Revised: 05/13		

BUCKS COUNTY COMMUNITY COLLEGE THE COMMUNITY'S COLLEGE

I. Vision

We envision Bucks County Community College as a vibrant center for community engagement and learning, providing innovative paths that inspire educational, career, and personal fulfillment.

II. Mission

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

III. To support the mission, we:

- Engage and support students in learning experiences that lead to academic excellence and provide a foundation for the pursuit of higher degrees and lifelong learning.
- Develop the critical thinking skills, broad-based knowledge, and the social, ethical, and civic responsibility of our students.
- Enrich the intellectual, cultural, and recreational life of the community

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 60th year, since its inception and implementation by Dr. Mildred Montag, Teachers College, and Columbia University. ADN programs were developed and based on many premises, still demonstrated today by Bucks County Community College AD Nursing Program.

- *The function of nursing can and should be differentiated*
 - *These functions lie along a continuum, at points on the continuum, the functions may overlap and the roles of nurses come very close.*
- *Courses in the curriculum include general education courses, that supporting nursing principles, one half of the curriculum are nursing courses.*
- *Content is grouped into broad areas that reflect nursing practice concepts.*
- *A variety of clinical agencies are used to promote learning. One hospital or health agency is not sufficient to meet the learning needs of the student. .*
- *Learning experiences are planned for the clinical area. The college nursing faculty are responsible for developing the curriculum and for teaching the students. The nursing faculty is employed by the college and with the same privileges and obligations as other faculty members.*
- *College admission and graduation requirements are met by the student.*
- *An associate degree is granted by the institution upon completion of the entire program of study.*
- *The graduate is eligible for the licensing examination of the state in which the college is located.*
http://nursingeducationhistory.org/files/Early_History_of_Associate_Degree_Nursing.pdf

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 3,400 students have graduated from Bucks County Community College's Associate Degree 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 Accreditation Commission for Education in Nursing (ACEN) known in the past as the National League for Nursing Accrediting Commission located at 3343 Peachtree Road, NE, Suite 850, 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.¹

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; 05/13		Faculty
Revised: 05/08		

¹ 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.² 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

² 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.

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, 05/12, 05/14	

Bucks County Community College
Department of Professional Studies: Allied Health 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

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 or in the college catalog.

Course	Credit	Rationale
<u>First Semester</u>		
<u>Human Anatomy & 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 & 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>)

Course	Credit	Rationale
<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> http://www.bucks.edu/catalog/majors/enrollment/core/category1essentialskillsandperspectives/	<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>

Bucks County Community College
Department of Professional Studies: Allied Health 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:

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. Malpractice Insurance: \$15.00/course
6. Nursing Laboratory Fee: \$20.00/course
7. 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 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.

Bucks County Community College
Department of Professional Studies: Allied Health and 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:

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. Malpractice Insurance: \$15.00/course
6. Nursing Laboratory Fee: \$20.00/course
7. 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

Bucks County Community College
Department of Professional Studies: Allied Health and 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:

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. Malpractice Insurance: \$15.00/course
6. Nursing Laboratory Fee: \$20.00/course
7. 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.

Bucks County Community College
Department of Professional Studies: Allied Health and 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:

NURS201, SOCI110, PSYC110,

Co requisites:

COMM110 and Cultural Perspective

V. Other Pertinent Information:

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

Fees:

1. Malpractice Insurance: \$15.00/course
2. Nursing Laboratory Fee: \$20.00/course
3. 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.

Bucks County Community College
Department of Professional Studies: Allied Health 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
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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
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:

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Gordon, M. (2010) *Manual of Nursing Diagnosis*. (12th 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*. (2nd ed.) Saint Louis: Mosby

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

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Bucks County Community College
Department of Professional Studies: Allied Health and Nursing

Policies of the Associate Degree Nursing Program

Advanced Placement Policy for Licensed Practical Nurses

Policy:

In keeping with the philosophy, vision, and core values, of the College as well as the nursing faculty's philosophy of education, the nursing faculty will continue to seek ways to recognize the prior learning that has occurred and is required for practical nursing licensure.

Purpose:

The purpose of the policy is to ensure that there is continued exploration and evaluation of trends and opportunities for Licensed Practical Nurses. In keeping with the policy, information available to students will be publicly accessible, clearly explained, and continuously updated to best meet student needs.

Procedure:

I. Criteria to Challenge

A. Eligible Candidates:

- Pennsylvania Licensed Practical Nurses A current, valid LPN license that reflects an accurate address must be available through electronic verification on the PA State Board of Nursing website.
- Once criteria are met, preference is given to Bucks County residents who are graduates from:
 - Any National League for Nursing Accrediting Commission accredited school of practical nursing.
 - Graduates from a Pennsylvania State Board of Nursing approved School of Nursing.
- Admission to the College and the Nursing Program of Study (2035)
 - Please refer to the Admission Criteria published in the College Catalog, on the web at <http://www.bucks.edu/catalog/majors/health/nursing/>, and available in the Nursing Office P439.

NURS101:*

1. Meet Bucks County Community College admission criteria.
2. Meet high school requirements as specified in the admission criteria.
3. Curriculum Code must be 2035.
4. A final, official high school transcript or a copy of GED in the Admissions Office.
5. A grade of C or better in any courses attempted within the Program of Study.
6. A GPA of 2.5 or better preferred at Bucks County Community College.
7. Current valid LPN license that reflects an accurate address must be available through electronic verification on the PA State Board of Nursing website.
8. All students must have taken, or have been granted a waiver, for the reading, writing, and math assessment tests.
9. Pre-requisite or co-requisite courses **MUST BE COMPLETED** with a grade of C or better before challenging Nursing I clinical skills:

CHEM101 – Chemistry A
BIOL181 – Human Anatomy and Physiology I
COMP110 – English Composition I

NURS120 – Dosage Calculations (must attain a B in this course)

10. Seek advising from the appointed advanced placement advising specialist.
11. Apply for advanced placement to complete the challenge examination.
12. Completion of credit by examination of NURS101/Nursing I clinical competencies
13. On the day of the scheduled examination, a Credit by Examination form together with a check in the amount of \$200 must be completed and submitted to the Student Accounts Department, The Hub, prior to the Challenge.

Nursing Laboratory Examination (clinical competency) for NURS101:*

Performance of and theoretical questions related to the following specific competencies:

Medication administration including:

15 question dosage calculation exam without a calculator

Administer all routes:

PO, IM, SC, and Eye

PO medications: Cardizem (Diltiazem), K-Lor (Potassium Chloride), and Lasix (furosemide), action, side effects & nursing implications.

Injections: landmarks – IM, SC Lovenox (Enoxaparin) (implications & charting)

Hand washing

Vital Signs

BP, TPR, Apical Rate, and Pulse Oximetry

Intravenous skills:

Site assessment, prime lines, delivery systems (primary and secondary infusions), label solutions, and charting

Assessment:

Skin, oral, pulses, respiratory (HIPPA)

Specimen collection:

Collection for culture and sensitivity (C&S)

All components of the examinations must be successfully completed. If a candidate is unsuccessful, an examination can be repeated only once in the application cycle. If a candidate is unsuccessful, the student must reapply and continue to meet the current criteria.

NURS102 (*Usually the competencies for NURS101 and NURS102 are performed on the same day.)

1. Successfully challenge specific clinical competencies for NURS101/Nursing I.
2. A grade of C or better in any courses attempted within the Program of Study.
3. Curriculum Code must be 2035.
4. A GPA of 2.5 or better preferred at Bucks County Community College.
5. Current valid LPN license that reflects an accurate address available through electronic verification on the PA State Board of Nursing website.
6. All students must have taken, or granted a waiver, for the reading, writing, and math assessment tests.
7. Complete the following courses with a grade of C or better:

BIOL182 – Human Anatomy & Physiology II

BIOL228 – Microbiology

HLTH120N – Nutrition

NURS220 – Health Assessment

8. Seek advising from the appointed advanced placement advising specialist.
9. Apply for advanced placement to complete the challenge examination.

10. On the day of the scheduled examination, a Credit by Examination form together with a check in the amount of \$200 must be completed and submitted to the Student Accounts Department, The Hub, prior to the Challenge.

Nursing Laboratory Examination (clinical competency) for NURS102:*

Performance of and theoretical questions related to the following specific competencies:

Medication administration including:

15 question dosage calculation exam without a calculator

Demonstrate:

Intermittent IV antibiotics with saline flush

Developmentally appropriate care of sites for IM injection and

Administration of po meds

Blood administration:

Procedure, equipment, and administration

NG insertion:

Placement, irrigation

Nasopharyngeal suctioning

Sterile dressing change

With and without a drain, wound irrigation

Foley catheter insertion

Indwelling

Assessment:

Abdomen, musculoskeletal

Assess for hemorrhage

Sitz bath

Safety:

Assisting a post-operative patient out of bed

Holding a baby

Teach the use of Incentive Spirometer and Peak Flow Meter

Completion of Credit by Examination NURS102/Nursing II clinical competencies:

All components of the examinations must be successfully completed. If a candidate is unsuccessful, an examination can be repeated only once in the application cycle. If the candidate is unsuccessful, the student must reapply and continue to meet the current criteria.

*Usually the competencies for NURS101 and NURS102 are performed on the same day.

II. Requirements upon successful completion:

The LPN who is successful on the challenge examinations must submit the following by a specified date to be determined in order to enter NURS201:

- Health Examination,
- Immunization Record,
- Dental Examination
- Negative 2 Step PPD (chest x-ray if positive) dated after June 1 prior to entering NURS201
- FBI Fingerprint Check
- PA Criminal Record Check dated after June 1 prior to entering NURS201
- Child Abuse Clearance dated after June 1 prior to entering NURS201
- 9-panel drug screen including alcohol dated after June 1 prior to entering NURS201
- CPR issued after June 1 prior to entering NURS201
- Current valid LPN license that reflects an accurate address available through electronic verification on the PA State Board of Nursing website

- Student Profile Packet
- Completed Registration Form
- Student uniforms ordered

III. Graduation

The following courses in the Program of Study **MUST BE COMPLETED** before or with NURS201/Nursing III:

PSYCH110 – Introduction to Psychology
 SOCI110 – Introduction to Sociology
 COMP111 – English Composition II

The following courses in the Program of Study **MUST BE COMPLETED** before or with NURS202/Nursing IV:

COMM110 – Effective Speaking
 Cultural Perspective – refer to the list in the College Catalog
http://www.bucks.edu/media/bcccmcdialibrary/pdf/catalog/bccc_catalog_10-12.pdf

IV. **The College Graduation Residency Policy** requires that a minimum of thirty (30) semester credit hours toward the associate degree **must be earned in graded courses at Bucks County Community College**. The credits awarded for the challenge of NURS101 and NURS102 (12) *are not counted in the 30 credits* because the challenge (CREX) is not graded, nor are Prior Learning Experience (PLE) credits graded nor are other challenge by exam credits. Therefore in order for a student to complete the challenge and be eligible to graduate, the student must complete at least 12 credits here at BCCC in the AD Nursing Program of Study in addition to the 18 credits earned in NURS201 and NURS202.

Approved/Adopted: 08/1990		Target Date: February
Review: 8/15/01, 9/07, 08/15		Review: every 3 years
Revised : 10/12		Director/Faculty

Bucks County Community College
Department of Professional Studies: Allied Health and Nursing

Attendance Policy

Policy: Classroom, College Laboratory and Clinical are critical elements of learning. Attendance is essential to satisfactory course completion and progression through the program. Therefore, attendance records will be maintained and students are required to make-up missed college laboratory and clinical time. Students are expected to attend 90% of the clinical time allotted for each course.

This Policy has 3 components:

Classroom:

The Classroom policy falls within the general guidelines of the college attendance policy published in the college catalog and 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 and spring semester. (This will be put in ALL FORMATS)

College Laboratory

Attendance in lab is mandatory. Attendance is maintained weekly. Nursing Laboratory sessions are necessary in meeting the Clinical objectives. A missed lab or an incomplete alternate lab assignment will result in the student being unprepared for Clinical. The nursing student who is unprepared for Clinical will not be permitted onto the Clinical area. Absence from the nursing lab will need to be made up via an alternate lab assignment. A pattern of missed labs will be maintained and the student will be notified to bring in documentation of completed skills for review by faculty.

Clinical Experience:

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 will result in dismissal from the program. If attendance falls below 90% within the course; an alternative assignment with patient interaction is required. A make-up assignment is not a substitute for a planned clinical day. Any more than the 10% absence may result in the student's inability to meet the objectives of the course. Inability to meet the objectives will result in failure.

Purpose: The purpose of the attendance policy is to ensure fulfillment of class and clinical objectives and to monitor excessive absences which may lead to course failure. Students who are in programs funded by the Veterans Administration, Social Security Administration, and other state, federal or privately secured funds may require attendance records be maintained.

Procedure:

All Absences:

I. Following instructor guidelines, the student notifies the instructor of absence by voice mail, or written note if in advance and one hour minimum prior to clinical.

II. Instructor responds to notification within thirty six hours or one work day following the weekend. Conference note is completed and signed by faculty and student. (See Make-up Policy)

III. Absences will be documented on the clinical evaluation tool.

***Veterans are reminded the college must inform the VA if attendance is not considered satisfactory

Approved/Adopted: 10/04		Target Date: June
Reviewed: 09.08		Review: every 3 years
Revised : 08.13		Director/Faculty

Bucks County Community College
Department of Professional Studies: Allied Health and Nursing

Attendance: Lateness Policy

Policy: Recurring lateness reflects a lack of planning, poor professional behaviors and will not be tolerated; therefore lateness times are cumulative throughout a course.

Purpose: The purpose of the policy is to assist students in developing professional behaviors that reflect timeliness and accountability.

Procedure:

- I. **Students will be instructed about lateness and a conference form completed if the nursing student is not on time.**
- II. When the nursing student experiences a delay, the instructor is to be notified as soon as safely possible.
- III. Lateness time, in minutes or hours, will be noted on the class, college laboratory, clinical attendance sheet or a conference note. In clinical, cumulative times will be noted on the clinical evaluation tool.
- IV. The nursing student who arrives at clinical late without prior instructor notification and the patient assignment has been re-assigned to a staff member the nursing student will be sent home as unsatisfactory because patient safety has been jeopardized
- V. The nursing student who is late to class and/or college laboratory may disrupt learning and is displaying unprofessional behavior and a conference note may be completed.
- VI. The student who accumulates 10% of missed time must complete a make-up assignment. This make-up time is included in the maximum amount of time allowed for make-up.
- VII. The nursing student must be aware that missed clinical time equates to clinical absence time.

Adopted: 11/04		Target date q 3 years
Reviewed		Director/Faculty
Revised: 08.13		

Bucks County Community College
Department of Professional Studies: Allied Health and Nursing

Attendance: Make-Up Policy

Policy: Make-up activities are not substitutes for scheduled learning experiences, therefore students are limited to 10% of make-up activities per course.

Purpose: The purpose of the make-up policy is to ensure consistency in student evaluation, ensure student opportunity to meet clinical objectives and meet program outcomes related to clinical competency.

Procedure:

I. Guidelines for missed college laboratory

- Instructor will develop plan on conference note and notify the lab coordinator.
Suggested activities for make-up labs include are limited to:
Faculty one on one demo of skills
Video viewing
Interactive videos
Unsupervised practice with peer mentor assistance
- Final Review by lab facilitators, with written feedback

II. Guidelines for Missed Clinical

- Written Conference note is generated by instructor and signed by student.
- Contact with MSN if possible:
- Contact and interaction with patients (i.e. community education programs, interviews (comparative cultural and historical childbirth interviews), child care facility),
- Congruent with classroom content (i.e. Endocrine: nutrition or wound care or diabetic care class)
- Students will be required to:
Write and submit a reaction paper to the experience:
Content must include:
Professional Goals and how they are met
As approved by the clinical instructor and given a due date.
Description of the meeting /group/clinical
Correlate the theory and objectives
The functional health patterns
How the client was referred
Client response /feedback about the experience
Nurses' role
Caring concepts
Students' impressions
Format APA
Minimum of 3 pages, excluding title and reference pages
Minimum of 2 references

Approved/Adopted: 10/04		Target Date: June
Review: 9/08, 09/11, 08/13		Review: every 3 years
Revised :		Director/Faculty

Bucks County Community College
Department of Professional Studies: Allied Health and Nursing

Biohazard Safety Policy for the AD Nursing Laboratory

Policy: To protect faculty, students and staff from the potential health hazards from exposure to hazardous materials and biohazards and to follow college-wide policies regarding disposal of such materials.

Purpose: The equipment utilized in the Associate Degree Nursing Laboratory is used on mannequins and not on people, however, in order to assure a learning environment that simulates caring for patients, certain equipment that is used has the potential to cause biohazard injury or may appear to be body fluids. This procedure provides faculty and students with consistent clear guidelines for the use of such equipment and proper disposal.

Procedure:

- Associate Degree Nursing Administration, Laboratory Manager, and Faculty
 - Secure prior approval for any procedure that may create true bio-hazard waste.
 - Instruct students in the correct method of placing contaminated equipment in labeled trash bags, linen bags, or sharps containers for the clinical area as well the Associate Degree Nursing college laboratory.
 - Assure all potential biohazard waste (any sharps) disposal is in the properly identified container (red) and correctly secured and disposed of on a continuing basis
 - Keep partially filled red containers in a location that is locked when not in use.
 - Properly secure the lid of full containers in a locked room until pick up by security for disposal.
 - Director of Associate Degree Nursing will forward Security and Safety's notification of contracted vendor pick up dates to the Laboratory Manager.
 - Laboratory Manager will double check the lids of the red containers and notify security for removal and transport to the Bathhouse.
 - Laboratory Manager will inform the Director of Associate Degree Nursing of new purchases that may contain hazardous chemicals, the Director Associate Degree Nursing will liaison with Physical Plant and Security and Safety to assure MSDS sheets are available.
 - Laboratory Manager will assure all new purchases do not contain mercury products (i.e. oral thermometers, BP cuffs etc), latex or other chemicals that may be hazardous/inappropriate for lab oratory use.
 - Laboratory Manager and the Director of Associate Degree Nursing will meet yearly to assess the status of laboratory procedures and equipment in order to identify potentially hazardous situations.
- Students
 - Provide product enclosures to faculty and laboratory staff for anything brought into the lab.
 - Inform faculty of exposure or contaminated needle stick.
 - Demonstrate correct needle/syringe disposal after use.
 - Demonstrate correct handling of linen that in the hospital would be considered contaminated.

Approved/Adopted: November, 2010		Target Date: June
Review: 08.13		Review: every 3 years
Revised :		Director/Faculty

Bucks County Community College
Department of Professional Studies: Allied Health and Nursing

Confidentiality Policy

Policy: Bucks County Community College Associate Degree Nursing 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:

- I. Clinical agencies will be sent instructor and student names.
- II. AD Nursing Instructors will review HIPPA guidelines with nursing 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
- III. The nursing student is required to sign the BCCC Confidentiality Statement and if requested will sign a specific statement at the clinical agency where assigned.
- IV. The nursing student will not discuss (past, present, or future) patients or any information regarding the patient at coffee breaks, lunch, at home, in the community etc.
- V. Patients may be discussed in a secure post-conference area as it relates to the nursing care required. All information discussed in post conference is to be held in strictest confidence
- VI. There will not be photo-copying of any patient records. Printed copies of computer generated patient Kardexes or careplans will be disposed of according to agency policy.
- VII. A violation of patient privacy in practice may result in a verbal warning, written warning or dismissal from the program.
- VIII. 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.

Adopted: 10/08		Review q3 years
Reviewed: 05/11		Associated Forms: Confidentiality Statement
Revised: 08.13		

Bucks County Community College
Department of Professional Studies: Allied Health 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 review all information provided by the clinical agency and my instructor and have read the associated policy with this statement.

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

Student Signature

Date

Adopted: 3/87		Target Date/Review q3 yr
Review 10/05, 05/08, 05/ 11: 08/13		By: Director/Faculty
Revised 8/00, 10/03,		Associated with the Confidentiality Policy

Bucks County Community College
Department of Professional Studies: Allied Health and Nursing

GRIEVANCE POLICY
AD NURSING STUDENTS

Policy: The nursing student has 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 the 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:

- I. If the nursing student grievance relates to concerns unrelated to the nursing program, students are referred to the college catalogue or web.
- II. The nursing student has the opportunity to discuss their concerns with the involved faculty member within five (5) working days of the incident.
- III. After identifying that a grievance exists, the involved faculty member will document the meeting on a conference note.
- IV. 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.
- V. 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.
- VI. 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.
- VII. 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: 08/13		Review: yearly
Revised: 9/08		Director/Faculty

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 Professional Studies: Allied Health and Nursing
HEALTH POLICY

Policy: Nursing 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:

- I. The health record demonstrates compliance with the policy and 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, or Gold Interferon
 2. Hepatitis B series completed
 3. *MMR Titers or Proof of vaccination*
 4. Current Tetanus Toxoid and adult pertussis
 5. 9-Panel Drug Screen
 6. Flu Vaccine
 - 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 completed on admission to the Program
 - f. *Latex Free information if applicable.*
 - g. Declination statement for Hepatitis B vaccine if applicable
- II. The student's health record will be housed in a locked fireproof cabinet in the Nursing Program's area as noted in the Student Record Policy.
- III. Access to the student's health record is limited to the AD Nursing Program Director or her designee, examiners for the regulatory and accrediting bodies, i.e. Pennsylvania State Board of Nursing, Accreditation Commission for Education in Nursing (ACEN) (formerly the National League for Nursing Accrediting Commission (NLNAC). visitors and *random audit by affiliating clinical agency with student privacy protected.*
- IV. Due dates for all forms **will be published each year.**

- V. 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, 08/09, 08/10, 08/11, 08/13	By: Faculty/Director
Revised: 9/00, 8/03, 10/04, 06/07, 08/08,	Associated Forms: Health Examination Form Immunization Record 2 step PPD or Chest X Ray, or TB Spot Flu Vaccine Proof 9-Panel Drug Screen Student Profile Dental Exam Form Health Risk Waiver Hep B declination statement Health Insurance Statement

HEALTH EXAMINATION
Bucks County Community College
Department of Professional Studies: Allied Health and Nursing

NAME: _____ **DATE:** _____

INITIAL DATA:

Date of Birth _____ Vital Signs: _____

Height _____ Weight _____ Body Frame _____

Allergies: _____

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."

Please refer to the attached BCCC Functional Abilities List for further clarification.

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

Vision with Correction

D. Cardiovascular

E. Respiratory

F. GI

G. Urinary

H. Musculoskeletal

I. reproductive

Females: breast and vaginal exam (required) Printed results for most recent pap smear as appropriate must be attached.

- Women should have their first cancer screening at age 21.
- Women from ages 21 to 30 should be screened every two years instead of annually, using either the standard Pap or liquid-based cytology.
- Women age 30 and older who have had three consecutive negative cervical cytology test results may be screened once every three years with either the Pap or liquid-based cytology (ACOG)

Males: testicular and prostate exam (required)

- Men should have testicles examined as part of a cancer-related checkup (ACS)
- Men starting at age 50 should discuss with the physician the pros and cons of testing so a decision can be made if testing is appropriate.
- African American men with a father or brother who had prostate cancer before age 65, should have this discussion with the physician starting at age 45 (ACS)

Signature of Licensed Physician, or Advanced Nurse Practitioner

PRINTED NAME

Address

City

State

ZIP

Telephone

Approved 05/78	Target Date/Review: Every January
Reviewed 02/00; 10/03; 03/06, 03/07, 3/09,	By: Director/Faculty
Revised: 3/08, 3/12, 08.13	

IMMUNIZATION RECORD

IMMUNIZATION RECORD

BUCKS COUNTY COMMUNITY COLLEGE
DEPARTMENT OF PROFESSIONAL STUDIES, ALLIED HEALTH, & NURSING

Student NAME: _____

DATE _____

All information must be completed and signed and stamped by a Licensed Physician or an Advanced Nurse Practitioner.

I. **Hepatitis “B” Series:** 1st _____
Dates: 2nd (wait 1 month) _____
3rd (wait 4 months) _____
Booster: _____

II. **Adult Tdap** dose x 1 within ten (10) years – Date: _____

III. **(MMR) Measles, Mumps, Rubella:** Documentation of 2 doses after the age of 1 year

Vaccine: 1st dose: _____ 2nd dose: _____.
or documented laboratory evidence of immunity by titers **attached**

IV. **Chickenpox:** Documentation of 2 doses of varicella vaccine at least 28 days apart

Date: 1st _____ 2nd _____
or documented laboratory evidence of immunity by titers **attached**

The above information is provided to BCCC for the sole purpose of the student participating in a rotation at selected clinical affiliations in the role of a healthcare provider. The information provided is confidential and will be shared with Nursing Administrations, or Employee Health as requested with student permission.

Signature of Licensed Physician, Advanced Nurse Practitioner, or Occupational Health

Address

City

State

Zip Code

Note: Questions, please refer to Healthcare Personnel Vaccination Recommendations attached.

Approved 05/78		Target Date/Review: Every January
Reviewed 2/00; 10/03; 3/06,		By: Director/Faculty
Revised: 3/12, 3/14, 01/15		

2-STEP Purified Protein Derivative (PPD)
 BUCKS COUNTY COMMUNITY COLLEGE
 DEPARTMENT OF PROFESSIONAL STUDIES: ALLIED HEALTH AND NURSING

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, 201

STEP #1 PPD

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

Must be Read

After:		Before:	
Date:	Time:	Date:	Time:

STEP #1: Tuberculin Skin Test Interpretation

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

STEP #2 PPD: Return for 2nd step in 1 (one) to 3 (three) weeks.

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

Must be Read:

After:		Before:	
Date:	Time:	Date:	Time:

STEP #2 Tuberculin Skin Test Interpretation

Date/Read:	Interpretation:
Reaction Description:	mm (induration only)
Read by:	
If applicable, please attach CHEST X-RAY RESULTS	
Approved: 2/07	Target Date/Review: Every January
Reviewed: 03/13	Director/Faculty
Revised:	

ANNUAL FLU VACCINATION

Bucks County Community College
Department of Professional Studies: Allied Health and Nursing

Date Due to Nursing Program Office:

Week of no _____ later than October _____

Please complete this form and attach pertinent documents

PRINT NAME OF STUDENT **Class of 20**

Signature of Person Administering the Vaccine

Date

Please circle location below:

Annual County Drill
Clinic
Pharmacy
Physician's Office
Place of Employment
Other _____

Type _____ Lot# _____ Date of Expiration _____

Adopted: 09/12	Target Date/Review: Every February
Reviewed	By: Director/Faculty

DENTAL EXAMINATION FORM

BUCKS COUNTY COMMUNITY COLLEGE
DEPARTMENT OF PROFESSIONAL STUDIES, ALLIED HEALTH, & NURSING
Associate Degree Nursing

I. _____
II. PRINT NAME OF STUDENT: _____ DATE: _____

Established patient of record, receiving regular dental care in a dental office YES NO

Oral History:

Smoker/ Smokeless Tobacco use: YES _____ NO _____

If yes to above: Oral Cancer Screening results _____

Intra-oral/extra oral Piercings _____

Medications that Reduce Salivary Flow _____

CARE OF

MOUTH	Good	_____	Fair	_____	Poor	_____
TEETH	Good	_____	Fair	_____	Poor	_____
OCCLUSION	Good	_____	Fair	_____	Poor	_____
TONGUE	Good	_____	Fair	_____	Poor	_____

GINGIVAL Status _____

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
Approved 05/78		Target Date/Review: Every January	
Reviewed 2/00; 10/03; 3/06		By: Director/Faculty	
Revised: 03.15			

DEPARTMENT OF PROFESSIONAL STUDIES ALLIED HEALTH 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** _____

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.

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

DEPARTMENT OF PROFESSIONAL STUDIES ALLIED HEALTH AND NURSING

HEALTH INSURANCE

Nursing students are responsible for carrying health insurance (Blue Cross, Blue Shield, HMO, <https://www.healthcare.gov/marketplace/individual>).

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.

IV. STUDENT SIGNATURE

DATE

445-7; 1/73		Target Date/Review
Adopted: 3/87		Every January
Review/Revised: 8/00, 10/03, 3/14		By: Director

DEPARTMENT OF PROFESSIONAL STUDIES: ALLIED HEALTH AND 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 who 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 me during my clinical nursing experience.

Signature _____ Date: _____

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

Department of Professional Studies: Allied Health 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 Professional Studies: Allied Health, and Nursing

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 the nursing student is 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: To increase the nursing student's awareness of choices that are made on a routine basis and the ethical and legal implications of those choices. *The Nursing Student will have learning opportunities to examine behaviors in the classroom, clinical, nursing laboratory, and other assignments.*

Procedures:

I. Learning Opportunities:

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

II. Testing:

A nursing student 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 the nursing student 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.

III. 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

IV. Class and Nursing Laboratory:

A nursing student is 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.

V. 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 : 05.12; 08/13		Director/Faculty

Cheating and Plagiarism:

Students are also 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.

Bucks County Community College
Department of Professional Studies: Allied Health and Nursing

LATEX FREE POLICY

Policy: To protect the nursing student 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 the nursing student with consistent clear guidelines for the purchase and use of equipment that may contain latex and the scheduling of student learning experiences.

Procedure

I. Associate Degree Nursing Administration and Faculty

- a. All new equipment purchases and disposables for the nursing arts laboratory will be labeled latex free.
- b. Long Term Plan will be followed for replacement of existing large equipment
- c. Liaison with the bookstore to provide students with latex free purchases of stethoscopes, etc
- d. Updates on latex allergies will be provided via email, conferences, and colleagues.
- e. Provide students with Latex Allergy information
- f. Provide reasonable accommodation such as assignments to latex free clinical agencies for identified students.
- g. Assure lab equipment packs for students are latex free.

II. Students

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

Approved/Adopted: April2008		Target Date: June
Review:08/13		Review: every 3 years
Revised :		Director/Faculty

How can I protect myself from latex allergy?

Take the following steps to protect yourself from latex exposure and allergy in the workplace:

- ❶ Use nonlatex gloves for activities that are not likely to involve contact with infectious materials (food preparation, routine housekeeping, general maintenance, etc.).
- ❷ Appropriate barrier protection is necessary when handling infectious materials. If you choose latex gloves, use powder-free gloves with reduced protein content.
 - ◆ Such gloves reduce exposures to latex protein and thus reduce the risk of latex allergy.
 - ◆ So-called hypoallergenic latex gloves do not reduce the risk of latex allergy. However, they may reduce reactions to chemical additives in the latex (allergic contact dermatitis).
- ❸ Use appropriate work practices to reduce the chance of reactions to latex.
 - ◆ When wearing latex gloves, do not use oil-based hand creams or lotions (which can cause glove deterioration).
 - ◆ After removing latex gloves, wash hands with a mild soap and dry thoroughly.
 - ◆ Practice good housekeeping: frequently clean areas and equipment contaminated with latex-containing dust.
- ❹ Take advantage of all latex allergy education and training provided by your employer and become familiar with procedures for preventing latex allergy.
- ❺ Learn to recognize the symptoms of latex allergy: skin rash; hives; flushing; itching; nasal, eye, or sinus symptoms; asthma; and (rarely) shock.

What if I think I have latex allergy?

If you develop symptoms of latex allergy, avoid direct contact with latex gloves and other latex-containing products until you can see a physician experienced in treating latex allergy.

If you have latex allergy, consult your physician regarding the following precautions:

- ✓ Avoid contact with latex gloves and products.
- ✓ Avoid areas where you might inhale the powder from latex gloves worn by other workers.
- ✓ Tell your employer and health care providers (physicians, nurses, dentists, etc.) that you have latex allergy.
- ✓ Wear a medical alert bracelet.

ADDITIONAL INFORMATION

For additional information about latex allergy, or to request a copy of NIOSH Alert No. 97-135, *Preventing Allergic Reactions to Natural Rubber Latex in the Workplace*, call 1-800-35-NIOSH (1-800-356-4674).

You may also visit the NIOSH Homepage on the World Wide Web at

<http://www.cdc.gov/niosh>

To access latex allergy websites, select *Latex Allergy* through the NIOSH Homepage, or access the websites directly at the following locations:

- <http://www.anesth.com/la/r/la/r.htm>
- http://www.familyvillage.wisc.edu/lib_latx.htm



NIOSH

Latex Allergy

A Prevention Guide

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 every day 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:

- I. The nursing student 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.

- II. 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 as directed by faculty or required by visible body art.
 - 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, and hemostats

- III. In clinical, the 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 than 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
- IV. In the college lab, the nursing student 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
- V. 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
- VI. 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, 08/12		Review: yearly
Revised : 9/08, 5/10, 05/11, 08/13, 08/15		Director/Faculty

PROFESSIONAL BEHAVIORS POLICY

Policy: Bucks County Community College (BCCC) Associate Degree (AD) Nursing Program students, the Associate Degree Nursing College Faculty, and the Director of the Associate Degree Nursing Program will act in an ethical and legal manner in accordance with the Pennsylvania (PA) State Board of Nursing (SBN) and as published in the American Nurses Association Code of Ethics. All persons subject to this policy will also display standards of nursing conduct that adhere to the legal agreements that are in place with the clinical agency to which they are assigned and the College.

Purpose: To assure a professional learning environment that respects the requirements of the Nurse Practice Act, that is ethically sound, and considers the student's learning needs to enter a profession without jeopardizing patient safety and meets the BCCC contractual obligations with clinical agencies.

Procedures:

I. Criminal Record: FBI, Pennsylvania Criminal Record Check, Child Abuse History Clearance

The criminal background check is not a requirement for admission to the nursing program; however, the process will be completed after a conditional acceptance for admission is received by the student and before a clinical rotation. The student will submit within the required timeframe, a FBI fingerprint check, PA Criminal Record Check, and Child Abuse History Clearance every academic year between June and July. The cost of the checks will be the student's responsibility.

Background check reports and other submitted information by the student will be maintained in the Director's Associate Degree Nursing Office. Students must sign a waiver for audit review by clinical agencies, the Accreditation Commission for Education in Nursing (ACEN) and the PA- SBN.

The student must provide the original documentation to be kept on file in the Director's office.

The student must meet the criteria for hire in the agency assigned or the meet the requirements listed in the agency contract. *The Nursing Student will not be given special consideration for placement based on the results of any criminal record.*

If a student has a criminal record, the student must meet with the Director of the AD Program.

- If the offense is a felony, the student will immediately be declined admission/continuation in the AD Program because a clinical agency cannot be assigned and therefore the student cannot meet the objectives of the Program.
- If the offense(s) is any misdemeanor, consideration will be given to the nature and seriousness of the offense(s) or event(s), the circumstances surrounding the offense(s) or event(s), the relationship between the duties to be performed as part of the educational program and the offense(s) committed, the age of the person when the offense(s) or event(s) occurred, whether the offense(s) or event(s) was an isolated or repeated incident, the length of time that has passed since the offense (s) or event(s),

employment and evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student as long as the conviction does not violate clinical agency contracts.

- If the conviction(s) is listed on the Older Adults Protective Service Act 9 (See attached) the Older Adults Protective Services Act (35 P. S. § § 10211—10224) or the 23 Pa. C.S. Chapter 63 (relating to the Child Protective Services Law), the student will immediately be declined admission/continuation in the program because a clinical agency cannot be assigned and therefore the student cannot meet the objectives of the Program.

The nursing student must not have a Driving Under the Influence (DUI) conviction or a violation of the Cosmetic and Substance Abuse Act within the last five (5) years prior to admission in the Program or be convicted while in the Program. The student will immediately be declined admission/continuation in the Program because a clinical agency cannot be assigned and therefore the student cannot meet the objectives of the Program.

If a nursing student is arrested for any offense while in the Program, the nursing student must immediately self-disclose to the Director. The Director, under the direction of the college counsel, may notify the clinical agency of charges pending. If patient safety is potentially at risk, if the agency declines the student placement, or if falsification of information occurs, including omission of relevant information, denial of admission or dismissal from the educational program may occur. The College does not have an obligation to place the student in another facility. If the student does not self-disclose and the Program Office learns of the arrest/conviction, the student will be immediately dismissed from the Program.

II. Drug screens

The nursing student, at their own expense, will utilize the clinical lab selected by the College that meets the criteria of the Department of Health and Human Services as an approved/certified lab and be a forensic study for a 9 panel screen in the timeframe specified each academic year. The student must be free of non-prescribed and illegal substances in order to attend clinical.

A reported positive drug screen will be handled in the following manner:

- Upon reporting of the results, the student will meet with the Director of the AD Program and submit to a repeat drug screen within 14 days at the student's expense at the designated Laboratory service.
- The student will see a counselor and provide documentation to the Director that the meeting occurred.
- At the student's expense, submit to random drug screens in the course of the semester as determined by the Director.
- The clinical seat will not be held for the student if a break in the above timeframe occurs or if the second drug screen is positive.

III. Patient/Student Relationships

The student will maintain patient relationships at a professional and therapeutic level at all times.

The nursing student is not permitted to:

- Give home telephone numbers to patients
- Call patients at home or at the agency
- A visit patient after the clinical day and the instructor is not in the building.
- Engage in conduct that could be viewed as a sexual violation or sexual impropriety with a patient.
- If a student is found to have committed an infraction of this area the student will not be allowed back in the clinical area and therefore be unable to meet the objectives of the Program and it will result in a clinical failure for the course.

IV. Documentation and Maintenance of Accurate Records.

The clinical instructor will inform the nursing student of the facility's charting policy and access to electronic health records.

Instructors will assure the nursing student is aware of specific agency policies regarding charting.

The nursing student is responsible to recognize variations in different clinical agencies' policies and comply with specific agency requirements.

A student is not permitted to witness any agency (hospital) documents, e.g., wills, consent forms, etc.

A student may not call the agency (hospital) or staff to relay patient information. i.e. (If you forgot to chart information or/something, call your instructor not the agency)

The student's entries must be legible and based on the student's assessment. (Refer to the Integrity Policy.)

V. Protecting Patients' Rights and Nurses' Responsibilities

The student must treat all patients with dignity and respect and will not make judgmental statements or give less than the standard of care based on a patient's age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status, or disability

A student does not speak "over a patient" or converse with another individual in a manner that the patient cannot understand.

The student is expected to share observed behaviors with the instructor that could jeopardize patient safety

The student may not leave the clinical area without proper notification and permission of the instructor.

The student must properly report and notify the appropriate department head or personnel prior to leaving an assignment.

Medication Administration, May only be done with the Nursing Instructor present.

21.14 A licensed registered nurse, responsible for administering a drug, may supervise a graduate nurse or a nursing student in an approved nursing education program in the administration of the drug. In this section, "supervise" means the licensed registered nurse is physically present in the area or unit where the student or unlicensed graduate is practicing.

The nursing student may undertake a specific practice only if the student has proper supervision and knowledge.

The nursing student must notify the Director AD Nursing or clinical instructor of any conflict of interests that may exist in caring for patients, including but not limited to, the possibility of being assigned to a clinical agency where the student was terminated, a unit where the student works, family members, close friends, business associates, or a past history of being a patient on a unit assigned.

The nursing student must follow the “**Nurses Guide to the Use of Social Media**” published by National Council of State Boards of Nursing of Nursing (NCSBN) for Social Media. If a picture is posted of faculty, permission must be obtained. No patient pictures will be posted (Refer to the Confidentiality Policy), and no clinical agency names should be referenced.

The nursing student may not use cellular/electronic devices in the classroom or college lab during instructional time without the faculty member’s permission, including texting, recording, or .posting pictures or video. If access to such devices is observed, the instructor may consider the student as unsatisfactory for the day. Recording may only be done with the permission of the faculty and fellow students. (see the confidentiality policy)

The nursing student is expected to treat the Director, college staff, faculty, fellow students, and clinical agency staff with respect. This should be reflected in correspondence as well as verbal and non-verbal interactions. Profanity, swearing, raised tones of voice, and lack of telephone etiquette are not acceptable professional behaviors.

VI. CPR for Healthcare Providers

All certification and recertification must be done yearly in June or July.

Certification must be kept current at all times while in the clinical component of the Program.

No student is permitted in the clinical area without a valid CPR Certification

The Director or designees must view the original card and then a copy of the card must be submitted and kept on file in the Director’s office.

VII. Professional Liability Insurance

The nursing student will be covered by a blanket liability policy. The College will charge the student for this coverage. This coverage is **valid only** when the student is functioning as a student under the direction of the assigned instructor.

VIII. Specific Clinical Agency Policies

The clinical instructor assigned to a particular agency will inform the students of the specifics of the agreement and or clinical agency policies. If the nursing student violates a clinical agency policy and the clinical agency disallows the student back to the clinical site, the College is not obligated to find the student another clinical site. When a clinical agency cannot be assigned the student cannot meet the objectives of the Program and a course failure will result.

The student is responsible to recognize and comply with the variations in different clinical agencies' policies and comply with specific agency requirements.

Smoking

Most clinical agencies are non-smoking campuses. Any student found violating the clinical agency's Smoking Policy, will receive a clinical unsatisfactory for the day. If the clinical agency disallows the student back to the clinical site, the College is not obligated to find the student another clinical site. When a clinical agency cannot be assigned the student cannot meet the objectives of the Program and a course failure will result.

Parking

The nursing student will park in the area designated for nursing students. If a student is found parking in a patient only parking area, the student will receive a clinical unsatisfactory for the day; the second offense will result in dismissal from the clinical area. If the clinical agency disallows the student back to the clinical site, the College is not obligated to find the student another clinical site. When a clinical agency cannot be assigned the student cannot meet the objectives of the Program and a course failure will result.

Computer/IT Access

The nursing student must follow all IT Policies of the clinical agency. If the nursing student violates the clinical agency policy, the student will receive a clinical unsatisfactory for the day; if the clinical agency disallows the student back to the clinical site, the College is not obligated to find the student another clinical site. When a clinical agency cannot be assigned the student cannot meet the objectives of the Program and a course failure will result.

The nursing student may not share passwords, security codes to secure areas, or chart under someone else's log-on. Further guidance can be found at: <http://www.bucks.edu/catalog/info/records/ecomunications/>

Cell Phones/electronic devices

The nursing student may not access cell phones or electronic devices in nurses' stations, patient care areas, or any area not specifically allowed by agency policy. This would include the post conference area if such devices are not allowed at the clinical site. If a student is found violating the clinical agency's Cell Phone Policy or rules, the student will receive a clinical unsatisfactory for the day. If the clinical agency disallows the student back to the clinical site, the college is not obligated to find the student another clinical site. When a clinical agency cannot be assigned the student cannot meet the objectives of the Program and a course failure will result.

All the above behaviors and requirements are essential to safe and professional nursing care. A violation of the behaviors will result in a minimum of an unsatisfactory/unsafe conference note to a maximum of immediate dismissal from the clinical component of the AD Nursing Program and result in a Failure for the course.

Approved: 07/13		Target Date
Review:		Review: 3 years Director/Faculty
Revised		

Nursing Students are also reminded of the College Conduct Policy found at <http://www.bucks.edu/about/policy/conduct/> including policies about children on campus. <http://www.bucks.edu/catalog/info/regulations/>

DEPARTMENT OF PROFESSIONAL STUDIES: ALLIED HEALTH 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.

Student Signature

Date

Adopted: 3/16/87		Target Review Date: Every January
Review/Revised: 8/00, 10/03, 05/15		By: Director/Faculty

DEPARTMENT OF PROFESSIONAL STUDIES: ALLIED HEALTH 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, 05/15		Every January
		By: Director/Faculty

Bucks County Community College
Department of Professional Studies: Allied Health and Nursing
READMISSION POLICY AD NURSING CLINICAL COMPONENT

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. Therefore, a student who fails or withdraws from the clinical component in Nursing (NURS 101, 102, 201, 202) must reapply for admission

Purpose: This policy was developed to assure patient safety. Student success on first attempt of the NCLEX–RN will be facilitated and student progression in the nursing program will be assisted. The policy provides assistance in determining student selection when limited seats are available.

Procedure

- I. 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 an application, with a *self-assessment and a plan for improvement*. by the dates published each semester
- II. 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
- III. The Admissions and Progressions Committee of the Nursing Faculty will review all the application and calculate the scores for readmission.
- IV. 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 or NURS121.

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

Achieve a minimum of 70% (75% preferred) on a Standard Readmission Examination based on the last successful course completed.
- V. 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.

Approved/Adopted: 11/07		Target Date: June
Review: 11/10, 11/11		Review: every 3 years
Revised :		Director/Faculty

STUDENT RECORDS POLICY

Policy: All student records will be handled in ways to protect student privacy, and assure academic integrity of assigned grades.

Purpose: The purpose of the student record keeping policy is to provide guidance to the nursing faculty regarding the storage and destruction of all student records. The guidelines were developed with direction from the Bucks County Community College office of Admissions, Records and Registration, guidance from the Pennsylvania State Board of Nursing, and American Association of Collegiate Registrars and Admission Officers (AACRAO) handbook. The guidelines in the AACRAO handbook are accepted by the Veteran's Administration, Department of Education, United States Public Health Service, and Department of State

Procedure:

- I. Student's answer sheets and scan sheets are kept in the instructors' office.
 - II. Tests may be destroyed within 2 weeks of administration at the instructor's discretion
- . Answer sheets with student numbers (students are not to enter social security numbers on scan-tron sheets) are to be kept in a locked file and office
 - . Scan and answer sheets are to be kept for three years after the student graduates from the program. Scan and answer sheets are to be destroyed by shredding
 - . Students who have not graduated or withdrawn from the program should be kept for three (3) years after the date of last attendance
 - . Student Folder contents that are kept in the central lock box (clinical evaluations, conference notes, nursing forms, and health and medical records) are transferred to admissions upon completion of the program. The records are incorporated into the student's educational file and are held in paper for a minimum of 3 years after the date of graduation or last attendance. Records are then converted to optical disk
 - . If a faculty member has questions about student records they should direct those questions to the Director or admissions office
 - . Students will sign a statement permitting the PA State Board of Nursing, ACEN (formerly known as the NLNAC) and clinical agencies access to review their student records including but not limited to the FBI and PA Criminal Record check and Child Abuse Clearance

Approved/Adopted: 10/04		Target Date: June
Review: 9/08; 08/13		Review: every 3 years
Revised :		Director/Faculty

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

STUDENT RECORD REVIEW AND AUDIT

The Pennsylvania State Board of Nursing , the Accreditation Commission for Nursing Education (ACEN), and clinical agencies periodically review the Associate Degree (AD) Nursing Program at Bucks County Community College. A portion of this process is validating the program compliance by reviewing of the nursing student's records on file in the AD Nursing Program Office.

I, _____, GIVE MY CONSENT FOR THE VISITORS FROM THE PA STATE BOARD OF NURSING, THE ACCREDITATION COMMISSION FOR NURSING EDUCATION (ACEN) AND SELECTED CLINICAL AGENCIES TO REVIEW MY RECORDS including but not limited to the State and FBI Criminal Record Check, Child Abuse Clearance and drug screen.

STUDENT SIGNATURE

DATE

Adopted: 10/85		Target date/review q 3yr
Review 10/05, 10/09, 08/13		Every January By: Director
Revised: 8/00, 10/03		

Bucks County Community College
Department of Professional Studies: Allied Health and Nursing

TESTING AND GRADING
EVALUATION

I. Testing:

- A. There will be scheduled examinations given during each of the courses using percentages.
 - 1. Grading System, the web at <http://www.bucks.edu/catalog/info/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, mailed in self-addressed envelopes or emailed.
- B. The days, dates, and times of the examinations will be listed in the course format.
- C. Re-examinations **will not be given.**
- D. 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 in a timely manner will result in a failure
- E. Additional requirements for testing may be found in individual course formats.
- F. 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.

- G. 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/> . In addition, AD Nursing students are subject to the Integrity Policy of the AD Nursing Program. Failure to do so will result in appropriate action.
- H. Students must pass the class, college-laboratory 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, displaying 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.
5. A student who is not able to obtain the required grades on the Dosage Calculation Examinations.

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). The student must receive a **satisfactory** grade for the clinical that includes all experiences offered during clinical time.
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 or when patient and student safety allows. 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 as unsatisfactory. 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, 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 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/health/nursing/>

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

VII. Repeating a Nursing Course:

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

VIII. Psychomotor Skills:

Refer to Psychomotor Skills books

IX. Grade Appeal

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.³

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	

STUDENT SERVICES

There are many student services available at BCCC. Please check the college catalog or 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 half hour of office hours in the clinical area (1/2 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 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. 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 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 if you leave recommendation forms. The Transfer & Placement Center is 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

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 balances in their account to pay off encumbrances. . 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 costs associated with the program.

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/>

Name of Fee	Amount	Frequency	Rationale
Nursing Fee	\$455	2015-2016 101-\$455 102-\$455	Low student faculty ratio in clinical area. Mileage costs for instructional visitation
		2016-2017 101-\$650 102- \$650	
Nursing Fee	\$525	2015-2016 201- \$525 202- \$525	Same as above increased due to second clinical day
		2016-2017 201- \$740 202- \$740	
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	TBD	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	\$27		
Drug & Alcohol Screen	\$40	Once a year	Required by Contract

**subject to change

STUDENT ORIENTED ACTIVITIES

Student Representation on 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: 4th 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 students interested in Nursing.
2. Only full members can hold office and vote.
3. 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. The President and Vice president must be in clinical nursing courses.
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 2015

I have read, reviewed, understand, and agree to follow all contents of the Bucks County Community College Associate Degree Nursing Program Student Handbook 2015-2017.

Signature

Printed Name

Date:

Witness:

