

**BUCKS COUNTY COMMUNITY COLLEGE
SCHOOL OF HEALTH PROFESSIONS
ASSOCIATE DEGREE NURSING
PROGRAM**



**NURSING STUDENT HANDBOOK
2026-2027**

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Revised: 5/13; 1/16; 5/16; 5/19; 9/20; 8/21; 1/22; 5/22; 5/23, 5/24, 5/25	By: Director and Faculty

Handbook Policy

The Associate Degree Nursing (ADN) student understands that the Bucks County Community College (BCCC) ADN Program reserves the right to change, without notice, any statement in this handbook concerning, but not limited to, requirements, rules, policies, procedures, fees, curricula, and courses. Such changes shall be effective whenever determined by the Faculty, Administration, or Governing Bodies; and changes may govern both current and past cohorts.

Official notification of changes will be announced via BCCC email, Canvas course announcement, website, and/or by addendum to the course syllabus.

BUCKS COUNTY COMMUNITY 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.

To support our mission, we:

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

III. Our Core Values

We value:

- a culture of learning that fosters continuous improvement;
- excellence in teaching and service to students;
- respect for the individual;
- open-minded civil discourse;
- diversity and an understanding of world cultures;
- innovation and creativity;
- collaboration;
- responsible stewardship of resources;
- ability to adapt to change; and
- service to the community.

IV. Notice of Non-Discrimination

Bucks County Community College does not discriminate in its educational programs (including those programs that require entrance testing set by accreditation organizations), activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Historical Perspective

Bucks County Community College (BCCC) conducted a study from 1967 through 1968 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 BCCC Board of Trustees reviewed the recommendations and voted to endorse a nursing program. In 1969, 33 students enrolled in the first class. To date, 3,525 students have graduated from the BCCC ADN Program.

Accreditation Status

BCCC 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.

The ADN Program is fully approved by the Pennsylvania State Board of Nursing, P.O. Box 2649, Harrisburg, PA 17105-2649.

The Associate Degree Nursing Program at Bucks County Community College, located in Newtown, PA is accredited by the: Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta Georgia 30326 (404) 975-5000.



Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Philosophy and Roles of the Associate Degree Nurse

The ADN Program of Study meets the requirements of the Associate of Science degree, and the nursing program graduates are eligible to sit for the NCLEX-RN® exam.

Recognizing the unique, diverse worth of all people that deserve to be treated with dignity and respect, we believe that:

The **VISION** of the Associate Degree Nursing Program is committed to preparing safe, competent, entry-level professionals with a dedication to excellence in nursing practice.

The **MISSION** of Associate Degree Nursing Program supports the mission and values of Bucks County Community College (BCCC) and provides evidence-based nursing curricula to educate clinically competent, caring nursing professionals with a commitment to excellence in meeting the health care needs of the community and a foundation to transition to advanced nursing education.

The **PHILOSOPHY** of the Associate Degree Nursing Program is comprised of the following beliefs:

A **PERSON** is a unique and diverse individual, possessing dignity and worth with the capacity for change. A person is an open system interacting with other systems – family, groups, and community. Each individual has their own value system with the right to make decisions concerning their health for the purpose of reaching their optimal state of health and wellness. Each person has the right to be treated with dignity and respect, without discrimination.

The **ENVIRONMENT** is experienced by persons, families, and communities. Cognizant of the dynamic and reciprocal relationship between the person and the environment, nursing must be responsive to internal and external factors that are major determinants of the health of persons, families, and communities.

HEALTH is a dynamic state of wellbeing perceived by the person and family across the life span, including end-of-life, within the context of an ever-changing environment. Health is defined by the person and is influenced by the beliefs, values, attitudes, and practices of individuals and families.

NURSING is a professional discipline that is both an art and a science, guided by the focus on persons, families, and communities in a caring, person-centered manner. Nursing is a dynamic, evolving profession that is characterized by the provision and coordination of client-centered care within the health care system. The practice of nursing is guided by an ethical and legal framework coupled with professional standards and requirements with the underlying principles for quality of life and respect for human value, integrity, and diversity.

NURSING EDUCATION is a process involving the acquisition of knowledge, skills, attitudes, and values of nursing and combining evidence-based data with clinical excellence to ensure the quality and safety of person-centered care. Faculty and students share the responsibility of and commitment to student success and education as a lifelong learning process.

Roles of the Associate Degree Nurse

The role of the professional nurse is to promote, maintain, and restore health through a systematic process. The professional nurse enhances the safety and quality of person-centered care through communication, clinical reasoning, collaboration, and the use of informatics. The unique roles of the Associate Degree Nurse are to manage and provide safe, compassionate, comprehensive nursing care as a member of the healthcare team for individuals and families, within communities, across the lifespan.

Adopted: 5/99	Target Date: May
Reviewed: 9/04; 5/10; 5/13; 5/19; 5/22, 5/25	Review: Every three years
Revised: 5/22,	By: Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing
Program

**Organizing Structure, End of Program Student Learning Outcomes,
Program Outcomes, and Transfer Agreements**

A. Organizing Structure

The organizing framework stems from the philosophy and forms the foundation for the structure of the nursing curriculum. It provides rationale for curriculum decision-making and organizes learning in a conceptual manner.

The curriculum recognizes the dynamic changes in health care, which are affected by cultural diversity, technological advances, and health care trends. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes. The organizing framework is based on current nursing practice, which is reflected in the Quality and Safety Education for Nursing (QSEN) competencies. Concepts reflect QSEN competencies, the current NCLEX-RN test plan, and local, national, and worldwide health trends to achieve the goal of providing graduate nurses with the tools needed to provide safe, competent care to an ever-changing health care delivery system.

The Program Outcomes and End of Program Student Learning Outcomes are the terminal assessments of a concept-based curriculum focused on integrating nursing curriculum, classroom, laboratory, and clinical content, organized in a scaffolded manner with a series of concepts that progress from less complex to more complex. The curriculum promotes the development of critical thinking, clinical judgment, and the delivery of excellence in patient-centered care across the lifespan.

The foundation for nursing knowledge originates from content based on three domains: Professional Nursing Practice, Health-Illness-Wellness, and Health Care Environments. These domains provide the foundation for the selection and sequence of courses and learning experiences as well as an understanding of the organization of the program. Content in the nursing courses integrates current knowledge of health concepts and commonly occurring acute and chronic health problems. Exemplars reflect national, state, and local health and wellness data and learning experiences are designed to incorporate the college's mission to "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."

B. End of Program Student Learning Outcomes (EPSLOs)

Each EPSLO is assessed at the end of the ADN Program. The EPSLO data will be used to drive curricular revision and program updates, as well as update our BCCC Community Stakeholders, Accreditor, State Board, and Advisory Board. EPSLO data will also inform evaluation of curriculum revision.

Upon completion of the program, students will:

1. Incorporate nursing knowledge and principles and standards of quality care and safety into nursing practice to meet the health care needs of diverse patients across the lifespan;
2. Utilize sound nursing judgment to provide clinically competent nursing care;
3. Engage in interprofessional collaboration while utilizing communication, current technologies, and information literacy in the delivery of patient-centered care;
4. Integrate leadership behaviors and appropriate management of care skills to facilitate positive patient outcomes; and
5. Demonstrate professionalism, caring, legal, and ethical conduct with adherence to standards of nursing practice and guidelines.

III. Program Outcomes: NURS and ADRN Curriculums

1. The Program pass rate for the NCLEX-RN® will equal 80% or greater for the first-time test takers as required by the PASBON for full approval during the period of October 01-September 30 each year. Pennsylvania NCLEX-RN® success rates are available on the PA Department of State website: <https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Documents/Board%20Documents/RN-Pass-Rates.pdf>

Year	2023	2024	2025
BCCC %	96.97	100	95.16
State %	90.70	94.37	90.43
National %	86.73	91.78	86.88

2. Beginning with the Class of 2021, Fifty percent (50%) of the students will complete the nursing program in 100% of the time allotted for the clinical nursing courses (four semesters), a change from prior classes when the benchmark was 55% of students would complete the program in 150% of the time allotted for clinical nursing courses. This change in completion timeframe was mandated by ACEN, our accrediting agency.

Program Completion Rates: Beginning with the Class of 2022, the total number of students who finished the program in four semesters for students that entered in NURS101 and two semesters for those that started in NURS201 as advanced placement divided by the total number of students who started the program. For prior classes, the total number of students who finished the program in six semesters for students that entered in NURS101 and three semesters for those that started in NURS201 as advanced placement divided by total number of students who started the program. Beginning with the Class of 2024, the rate will be calculated by determining the total number of students who finish the program in four semesters for students that entered in ADRN111 and in three semesters for those that started in ADRN112 as advanced placement divided by the total number of students who started the program.

Year	Class of 2023	Class of 2024	Class of 2025
Completion Rate %	62.16	45.05	62.5

3. Eighty percent (80%) of the graduates seeking employment will be employed as a Registered Nurse within six months of graduation.

Employment within Six Months of Graduation Rates:

Year	Class of 2023	Class of 2024	Class of 2025
Grad	67	59	64
Response #	57	36	37
Response %	85.07	61	57.81
FT #	52	35	34
PT #	2	0	2
Not working/ looking	0	0	0
Unknown	3	1	1
Total % Respondents Employed	94.74	97.22	97.29

4. Graduates' input is requested, at time of graduation and six months after graduation, about their initial feelings of being prepared to work as a new graduate nurse (students' exit survey) and then, later, their feelings of how the program prepared them for NCLEX-RN® success (six-month post-graduate survey). Our goal is that eighty percent (80%) of graduating students report program satisfaction in both measures.

Graduating Students' Program Satisfaction (Exit Survey):

"Do you feel prepared to work as a new graduate nurse?"	Class of 2024	Class of 2025	Class of 2026
# Respondents	45	54	52
% Agree	84.44	85.18	94.23
% Disagree	15.55	14.81	5.77

Alumni Program Satisfaction (Six Month Post-Grad Survey):

"Do you feel that your nursing program adequately prepared you for the National Council Licensure Exam (NCLEX)?"	Class of 2023	Class of 2024	Class of 2025
# Respondents	57	36	37
% Agree	96.49	88.89	83.78
% Disagree	3.51	11.11	5.41

IV. Transfer Agreements

Transfer agreements are in place with Colleges/Universities (RN to BSN Programs):

Current Transfer Agreements	
Bloomsburg Campus (Commonwealth University of PA)	Rider University
Eastern University	Thomas Edison State University
Neumann University	University of Delaware
Penn State University, Abington	University of Phoenix
Southern New Hampshire University	Wilmington University

As new transfer agreements may become available throughout the academic year, students are encouraged to contact the BCCC Office of Transfer + Planning at transfer@bucks.edu with any questions they may have regarding the latest information available for RN to BSN programs.

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Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Program of Study

The Associate Degree Nursing Program of Study consists of 68 credits: 37 nursing credits and 31 general education credits. All of these courses support the art and science of nursing and are required to graduate.

Further information and descriptions of these courses can be found at
<http://www.bucks.edu/academics/courses/syllabus/> or in the college catalog,
<http://www.bucks.edu/catalog/courses/>.

Course	Credit	Rationale
First Semester		
<u>Introduction to Professional Nursing</u> ADRN110	3 credits	This course introduces the BCCC Associate Degree Nursing curricular concepts with the three domains of health-illness-wellness professional nursing practice and the health care environment. Emphasis is placed on the knowledge, skills, and attitudes essential to each concept and their application to nursing roles in professional nursing practice. <i>Satisfies Quantitative Literacy Requirement</i>
<u>Foundations of Nursing Practice</u> ADRN111	4 credits	This course explores the concepts within health-illness-wellness, professional nursing practice, and the healthcare environment. It also integrates principles necessary to perform basic nursing skills in the adult patient and to demonstrate competence, caring, and advocacy nursing interventions. Knowledge, judgment, skills, and professional values in a legal/ethical framework are emphasized.
<u>Human Anatomy & Physiology I</u> BIOL181	4 credits	This course introduces the study of the human body and the basic structure of cells, tissues, and organs. Topics include the structure and function of the integumentary, muscular, nervous, and skeletal systems. <i>Satisfies Scientific Literacy Requirement</i>
<u>English Composition I</u> COMP110	3 credits	English Composition I emphasizes the systematic study of writing effective expository prose and argumentation, stressing development, and support of, a clear thesis. The focus of the course is to lay the foundation for future academic writing requirements, including the ability to analyze, synthesize, evaluate, summarize, paraphrase, and cite textual sources from required course readings. <i>Satisfies Critical Thinking Requirement</i> <i>Satisfies Writing Requirement</i>
<u>Nutrition</u> HLTH120N	3 credits	This course is an introduction to nutrition as a health science that examines the nutrients essential to human life. The metabolic action, requirements, and food sources of the nutrients are studied along with application of entrepreneurial skills. Needs and behavior patterns in children and adults are used to illustrate the relationship between diet and health.

Course	Credit	Rationale
<u>College Success Seminar</u> COLL101	1 credit	Through self-exploration and group interaction, the seminar facilitates students' academic and social integration into the College community and helps build academic success strategies. Students gain knowledge of the College's resources, services, policies, and procedures, and explore various major and career opportunities to develop an academic plan.
Second Semester		
<u>Adult and Family Nursing I</u> ADRN112	5 credits	This course explores concepts and principles of evidence-based nursing care within health-illness- wellness, professional nursing practice, and healthcare environments to facilitate and provide safe, quality nursing interventions to adults and childbearing families. Knowledge, skills, and values integration is emphasized in the implementation of competent patient centered care within a legal/ethical framework.
<u>Health Assessment in Nursing</u> ADRN113	3 credits	This course examines the concepts within health-wellness domains, professional nursing practice, and the healthcare environment as they relate to the comprehensive assessment of patients. The essential elements of health assessment relevant to the Associate Degree Graduate Nurse are provided to facilitate the implementation of safe, patient-centered, quality nursing care.
<u>Human Anatomy & Physiology II</u> BIOL182	4 credits	This course, a continuation of Human Anatomy and Physiology I, studies the structure and function of the cardiovascular, lymphatic, immune, digestive, endocrine, excretory, nervous, reproductive, and respiratory systems, as well as human development and genetics.
<u>Microbiology</u> BIOL228	4 credits	This course includes a study of viruses, protozoa, algae, fungi and, with special emphasis, bacteria. Laboratories incorporate the preparation of cultures and use of aseptic laboratory techniques, stains, and biochemical activity for identification of organisms. The relationship of microbes to health and disease are also studied.
Third Semester		
<u>Pharmacology in Nursing</u> ADRN114	3 credits	This course explores principles and concepts of pharmacological interventions and their nursing implications. Using the nursing process, the therapeutic effects, side effects, and adverse reactions that may occur because of these therapies will be explored. Patient education concepts will be emphasized in the planning and implementation of care.
<u>Adult and Family Nursing II</u> ADRN210	7 credits	This course examines knowledge, skills, attitudes, and acquired competencies necessary to care for adults and families. Concepts and clinical decision-making strategies are explored, providing evidence-based care to adults and child-bearing families utilizing the nursing process and clinical judgment. Simulation and clinical experiences increasing health/illness complexity reflect diverse patient populations.
<u>English Composition II</u> COMP 111	3 credits	In this continuation of English Composition I, students write several analytical essays assigned in conjunction with classroom study of a range of readings, including literature and critical analysis, that may center around a course theme.

Course	Credit	Rationale
		After sequenced instruction in research techniques, students write an argumentative and scholarly research paper. <i>Satisfies Critical Thinking Requirement</i> <i>Satisfies Information Literacy Requirement</i> <i>Satisfies Writing Requirement</i>
<u>Introduction to Psychology</u> PSYC 110	3 credits	Introduction to Psychology is the scientific study of the psychological factors which influence the behavior of individual organisms, both animal and human. <i>Satisfies Critical Thinking Requirement</i> <i>Satisfies Diversity Requirement</i> <i>Satisfies Social Science Requirement</i>
Fourth Semester		
<u>Adult and Family Nursing III</u> ADRN211	8 credits	This course examines concepts that exemplify acute and critical health and illness issues. Complex theoretical concepts and clinical reasoning strategies are explored to provide evidence-based nursing care encompassing physiological and psychosocial processes. Simulation and clinical experiences foster clinical judgment when caring for diverse populations across the lifespan. <i>Satisfies Technological Competence Requirement</i>
<u>Transition into Nursing Practice</u> ADRN212	4 credits	This course facilitates successful application of knowledge, skills, and attitudes as the transition to the role of graduate nurse commences. Current political, legal, and ethical nursing concerns are explored. Concepts of the nursing profession, evidence-based healthcare, and the importance of interprofessional processes are synthesized, utilizing and refining clinical nursing judgment. <i>Satisfies Oral Communication Requirement</i>
<u>Introduction to Sociology</u> SOCI 110	3 credits	This course is an introduction to the basic concepts in the field of sociology, with emphasis upon the application of these concepts to the understanding of American institutions: politics, economics, religion, education, marriage, and the family. <i>Satisfies Critical Thinking Requirement</i> <i>Satisfies Diversity Requirement</i> <i>Satisfies Social Science Requirement</i>
<u>Arts & Humanities Elective</u>	3 credits	Allows the student to understand the influence of culture and art on human development. <i>Satisfies Arts and Humanities Requirement</i>

Created: May 2022

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Master Course Outlines

A. Master Course Outline: Introduction to Professional Nursing (ADRN110)

1. Course Number and Title
ADRN110 Introduction to Professional Nursing
2. Number of Credits
3 credits
3. Number of Instructional Minutes
2250
4. Prerequisites:
MATH095 (C or better) or Math Placement Test Score of 5 or higher.
Corequisites:
None
5. Other Pertinent Information
This course meets the general education requirement for Quantitative Literacy.
Fees: See Nursing Fees Table for current fees.
6. Catalog Course Description
This course introduces the BCCC Associate Degree Nursing curricular concepts with the three domains of health-illness-wellness professional nursing practice and the health care environment. Emphasis is placed on the knowledge, skills, and attitudes essential to each concept and their application to nursing roles in professional nursing practice.
7. Required Course Content and Direction
 1. Course Learning Goals
Upon completion of this course, the student will:
 1. Explain the BCCC conceptual framework and curriculum that provides a liberal arts and science base integrated in the study of nursing science;
 2. Discuss the components of the health-wellness-illness continuum and the role of the professional nurse;
 3. Identify the elements of evidence-based practice and the use of information and patient care technology;
 4. Define the professional roles of the nurse as provider of care, manager and coordinator of care, and member of the profession;
 5. Demonstrate the principles of effective communication;
 6. Explain the nursing process as the foundation of critical thinking skills and nursing judgment essential for safe, quality nursing practice with diverse populations;
 7. Apply quantitative reasoning through dosage calculation and other mathematical operations, assuring safe practice across the lifespan. [Quantitative Literacy]; and
 8. Discuss the values, ethics, and legal standards inherent in the practice of nursing.

2. Planned Sequence of Topics and/or Learning Activities
 1. Culture - Global Health
 2. Spirituality - Spiritual Self-Care
 3. Communication - Interprofessional Relationships, Therapeutic Communication, Nurse-Patient Relationship
 4. Leadership and Management - Accountability
 5. Safety – Quality and Safety Education for Nurses (QSEN)
 6. Caring Interventions - Advocacy, Patient Rights
 7. Nursing Judgment - Critical Thinking
 8. Teaching and Learning - Patient Teaching
 9. Legal Issues - Nurse Practice Act, Standard of Care, Health Insurance Portability and Accountability Act (HIPAA)
 10. Evidence Based Practice - Best Practices, Clinical Protocols, Dosage Calculation
 11. Collaboration - Interprofessional Teams
 12. Quality Improvement - Quality Indicators
 13. Health Care System - Access to Healthcare
 14. Health Policy - Healthy People National Objectives, Professional Organizations, Healthcare Regulations, and Financing
3. Assessment Methods for Course Learning Goals
Students satisfy the course learning goals via class discussion, case studies, simulation, written exams, NCLEX® style questions and/or performance-based tasks and projects.
4. Reference, Resource, or Learning Materials to be used by Student:
Current textbooks and learning resources are listed in the course syllabus.

B. Master Course Outline: Foundations of Nursing Practice (ADRN111)

1. Course Number and Title
ADRN111 Foundations of Nursing Practice
2. Number of Credits
4 credits
3. Number of Instructional Minutes
6000
4. Prerequisites:
ADRN110, COMP110, BIOL181, HLTH120N
Corequisites: None
5. Other Pertinent Information
Total Instruction Minutes Breakdown: Theory: 1500, LAB: 2250, Clinical: 2250
Students must have a cumulative GPA of at least 3.0 to begin this course.
Students must be accepted into the clinical nursing portion of the AD Nursing program to begin this course.
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 and Current Immunization Status
4. Certification in CPR: Healthcare Provider

Students are required to obtain program-prescribed uniform and associated items.

Fees: See Nursing Course Fees Table for current fees.

6. Catalog Course Description

This course explores the concepts within health-illness-wellness, professional nursing practice, and the healthcare environment. It also integrates principles necessary to perform basic nursing skills in the adult patient and to demonstrate competence, caring, and advocacy in nursing interventions. Knowledge, judgment, skills, and professional values in a legal/ethical framework are emphasized.

7. Required Course Content and Direction

1. Course Learning Goals

Upon completion of this course the student will:

1. Utilize the nursing process in the implementation of nursing care for diverse patients experiencing health issues while employing skills and competencies related to selected physiological and psychosocial concepts;
2. Communicate effectively with patients while incorporating advocacy and caring behaviors that recognize the unique, individual needs of patients;
3. Integrate principles of information literacy and current technology in the documentation of patient care;
4. Implement the nursing role within the interprofessional approach to patient care.
5. Practice within the legal, ethical, and regulatory foundations of professional nursing practice.

2. Planned Sequence of Topics and/or Learning Activities

1. Comfort - Sleep/Rest, End of Life, Pain
2. Elimination - Bowel Incontinence/Constipation, Bladder Incontinence/Retention
3. Acid/Base Balance - Metabolic Alkalosis, Metabolic Acidosis, Respiratory Alkalosis, Respiratory Acidosis
4. Tissue - Tissue Integrity, Pressure Injuries, Wound Healing
5. Metabolism – Obesity
6. Oxygenation – Respiratory Assessment
7. Perfusion - Hypertension
8. Infection - Urinary Tract Infection
9. Immunity - Immunizations
10. Sensory Perception - Hearing Impairment
11. Self - Identity
12. Stress and Coping - Anxiety
13. Grief and Loss - Grief across the lifespan
14. Cognition - Confusion
15. Family - Family Structure
16. Culture - Age, Gender, Race
17. Spirituality – Religion
18. Communication - Informatics, Situation-Background-Assessment-Recommendation (SBAR)
19. Leadership and Management - Scope of Practice, Cultural Humility
20. Safety - Environmental Control, Standard Precautions
21. Nursing Judgment - Nursing Process

22. Legal Issues – American Nurses Association (ANA) Code of Ethics, Mandatory Reporting
 23. Quality Improvement – QSEN
 24. Health Care System - Health Care Delivery Systems
3. Assessment Methods for Course Learning Goals
Students satisfy the course learning goals via class discussion, case studies, simulation, written exams, NCLEX-RN® style questions, and/or performance-based tasks and projects.
 4. Reference, Resource, or Learning Materials to be used by Student:
Current textbooks and learning resources are listed in the course syllabus.

C. Master Course Outline: Adult and Family Nursing I (ADRN112)

1. Course Number and Title
ADRN112 Adult and Family Nursing I
2. Number of Credits 5
credits
3. Number of Instructional Minutes
8250
4. Prerequisites
ADRN111 (C or better), Prerequisite or Corequisite: BIOL182, BIOL228
Corequisites ADRN113
5. Other Pertinent Information
Total Instruction Minutes Breakdown: Theory: 1500, LAB: 2250, Clinical: 4500
Prior to the start of this course, students must submit:
A "Request for Criminal Record Check"
Child Abuse Clearance Form
Certification of Health Status and Immunization Record
Certification in CPR: Healthcare Provider
Students are required to have a program-prescribed uniform and associated items.

Fees: See Nursing Course Fees Table for current fees.
6. Catalog Course Description
This course explores concepts and principles of evidence-based nursing care within health-illness-wellness, professional nursing practice, and healthcare environments to facilitate and provide safe, quality nursing interventions to adults and childbearing families. Knowledge, skills, and values integration is emphasized in the implementation of competent patient- centered care within a legal/ethical framework.
7. Required Course Content and Direction
 1. Course Learning Goals

Upon completion of this course the student will:

1. Implement the nursing process in the provision of evidence-based nursing care to diverse adults and childbearing families experiencing health issues using knowledge and skills related to selected physiological and psychosocial concepts;
 2. Utilize strategies for communication with adults, childbearing families and their support systems that recognize unique, individualized needs;
 3. Demonstrate information literacy in using current technology while documenting care for patients and childbearing families;
 4. Implement the nursing role within the interprofessional approach to the care of adults and childbearing families; and
 5. Practice within the legal/ethical and regulatory foundations of professional nursing practice.
2. Planned Sequence of Topics and/or Learning Activities
 1. Comfort - Acute Pain
 2. Elimination - Diarrhea, Benign Prostatic Hypertrophy (BPH), Renal and Urinary Calculi
 4. Acid/Base Balance - Acute Kidney Injury (AKI)
 5. Metabolism –Glycemic Regulation
 6. Oxygenation – Chronic Obstructive Pulmonary Disease (COPD)
 7. Perfusion –Peripheral Vascular Disease
 8. Inflammation - Gallbladder Disease, Diverticulitis
 9. Infection - Cellulitis, Pneumonia, Influenza
 10. Cellular Regulation - Anemia
 11. Mobility - Arthritis
 12. Sensory Perception – Ocular Disorders - Glaucoma - Cataracts
 13. Sexuality - Contraception
 14. Reproduction – Antenatal, Intrapartum, Postpartum, Newborn
 15. Cognition - Delirium
 16. Family- Family Dynamics
 17. Nursing Judgment - Clinical Reasoning
 3. Assessment Methods for Course Learning Goals

Students satisfy the course learning goals via class discussion, case studies, simulation, written exams, NCLEX® style questions, and/or performance-based tasks and projects.
 4. Reference, Resource, or Learning Materials to be used by Student:

Current textbooks and learning resources are listed in the course syllabus.

D. Master Course Outline: Health Assessment in Nursing (ADRN113)

1. Course Number and Title
ADRN113 Health Assessment in Nursing
2. Number of Credits 3
credits
3. Number of Instructional Minutes
3750
4. Prerequisites
ADRN111 (C or better), Prerequisite or Corequisite: BIOL182, BIOL228

Corequisites ADRN112

5. Other Pertinent Information

Total Instruction Minutes Breakdown: Theory: 1500, LAB: 2250

Licensed Practical Nurses do not have to take ADRN111 as a prerequisite to this course. Proof of Current Licensure is required.

Students are required to have a wristwatch with sweep secondhand and stethoscope. Fees:

See Nursing Fees Table for current fees

6. Catalog Course Description

This course examines the concepts within health-illness-wellness domains, professional nursing practice, and the healthcare environment as they relate to the comprehensive assessment of patients. The essential elements of health assessment relevant to the Associate Degree Graduate Nurse are provided to facilitate the implementation of safe, patient-centered, quality nursing care.

7. Required Course Content and Direction

1. Course Learning Goals

Upon completion of this course the student will:

1. Recognize the foundations of quality health assessment;
2. Conduct a thorough head-to-toe assessment of an adult patient;
3. Delineate the impact of health assessment on the quality and safety of nursing care;
4. Describe the roles of the interprofessional members of the health care team in the coordination of health care; and
5. Conduct health assessments within a legal/ethical framework that demonstrates advocacy, respect, and professional values in providing patient care.

2. Planned Sequence of Topics and/or Learning Activities

1. Metabolism - Thyroid Disease
2. Growth and Development – Cerebral Palsy
3. Perfusion - Angina
4. Oxygenation - Asthma
5. Inflammation - Appendicitis
6. Infection – Conjunctivitis
7. Nutrition/Digestion - Malnutrition
8. Cellular Regulation - Melanoma
9. Sexuality - Menopause
10. Cognition - Dementia
11. Behavior - Substance abuse
12. Family - Social Determinants of Health
13. Violence - Abuse
14. Nursing Judgment – Clinical reasoning
15. Health Policy - Healthy People National Objectives

3. Assessment Methods for Course Learning Goals

Students satisfy the course learning goals via class discussion, case studies, simulation, written exams, NCLEX® style questions, and/or performance-based tasks and video-recorded assessments.

4. Reference, Resource, or Learning Materials to be used by Student:
Current textbooks and learning resources are listed in the course syllabus.

E. Master Course Outline: Pharmacology in Nursing (ADRN114)

1. Course Number and Title

ADRN114 Pharmacology in Nursing

2. Number of Credits

3 credits

3. Number of Instructional Minutes

2250

4. Prerequisites

ADRN112 (C or better), ADRN113 (C or better)

Corequisites

None

5. Other Pertinent Information

Licensed Practical Nurses do not have to take ADRN111 as a prerequisite to this course. Proof of Current Licensure is required.

Fees: See Nursing Course Fees table for current fees

6. Catalog Course Description

This course explores principles and concepts of pharmacological interventions and their nursing implications. Using the nursing process, the therapeutic effects, side effects, and adverse reactions that may occur because of these therapies will be explored. Patient education concepts will be emphasized in the planning and implementation of care.

7. Required Course Content and Direction

1. Course Learning Goals

Upon completion of this course the student will:

1. Utilize the nursing process to assess the patient's response to pharmacological therapies;
2. Describe the professional responsibility, legal/ethical/regulatory frameworks, and standards of practice for the professional nurse as related to the medication administration process;
3. Identify various cultural, genetic, ethnic, and other factors that may influence an individual's response to medications;
4. Explain safe and effective nursing care considerations regarding medication administration;
5. Describe the communication strategies employed for patient safety during the preparation and administration of medications; and
6. Employ patient care technologies and information systems to support safe medication administration.

2. Planned Sequence of Topics and/or Learning Activities

1. Comfort - Chronic Pain

2. Nutrition/Digestion - Drugs Affecting the Gastrointestinal System
3. Elimination - Drugs Affecting the Renal System
4. Metabolism - Drugs Affecting the Endocrine System
5. Oxygenation - Drugs Affecting the Respiratory System
6. Perfusion - Drugs Affecting the Cardiovascular System
7. Inflammation - Anti-inflammatory Agents
8. Infection - Antibiotic Resistance, Antimicrobial Agents
9. Immunity - Chemotherapeutic Agents, Immune Modulators
10. Cellular Regulation - Drugs Affecting the Autonomic Nervous System (Adrenergic/Cholinergic)
11. Cognitive Regulation - Drugs Affecting the Central and Peripheral Nervous Systems
12. Behavior - Addiction
13. Caring Interventions- Patient Rights
14. Safety - QSEN
15. Nursing Judgment - Clinical Judgment
16. Teaching/Learning - Patient Teaching
17. Evidence Based Practice - Clinical Protocols, Best Practices
18. Collaboration - Interprofessional Teams/Communication
19. Health Policy - Resource Allocation

3. Assessment Methods for Course Learning Goals

Students satisfy the course learning goals via class discussion, case studies, simulation, written exams, NCLEX® style questions, and/or performance-based tasks and projects.

4. Reference, Resource, or Learning Materials to be used by Student:

Current textbooks and learning resources are listed in the course syllabus.

F. Master Course Outline: Adult and Family Nursing II (ADRN210)

1. Course Number and Title

ADRN210 Adult and Family Nursing II

2. Number of Credits 7

credits

3. Number of Instructional Minutes

11250

4. Prerequisites

ADRN112 (C or better), ADRN113 (C or better) Corequisites

Prerequisites or Corequisites: ADRN 114, COMP111, PSYC110

5. Other Pertinent Information

Total Instructional Minutes Breakdown: Theory: 2250, Clinical: 9000

Prior to the start of this course students must submit:

A "Request for Criminal Record Check"

Child Abuse Clearance Form
Certification of Health Status and Immunization Record
Certification in CPR: Healthcare Provider
Students are required to have program-prescribed uniform and associated items.

Fees: See Nursing Course Fees Table for current fees

6. Catalog Course Description

This course examines knowledge, skills, attitudes, and acquired competencies necessary to care for adults and families. Concepts and clinical decision-making strategies are explored, providing evidence-based care to adults and childbearing families utilizing the nursing process and clinical judgment. Simulation and clinical experiences' increasing health/illness complexity reflect diverse patient populations.

7. Required Course Content and Direction

1. Course Learning Goals

Upon completion of this course the student will:

1. Utilize clinical decision-making strategies in the provision of evidence-based nursing care to adults and child-rearing families;
2. Implement strategies for communication with patients, child-rearing families, and their support systems across the lifespan;
3. Apply principles of safe nursing care to selected concepts and specific health issues;
4. Assume autonomy in nursing practice within legal, ethical, and regulatory frameworks of the student nurse; and
5. Demonstrate skill in using patient care technology and informatics appropriately to support safe, quality nursing practice.

2. Planned Sequence of Topics and/or Learning Activities

1. Nutrition/ Digestion - Pyloric Stenosis, Gastroesophageal Reflux Disease (GERD)
2. Acid/Base Balance - Chronic kidney disease (CKD)
3. Metabolism - Diabetes, Liver Disease
4. Oxygenation - Respiratory Failure
5. Perfusion - Acute Coronary Syndrome, Congenital Heart Defects
6. Growth and Development - Autism Spectrum Disorders, Attention Deficit Hyperactivity Disorder (ADHD)
7. Inflammation - Pancreatitis, Nephritis
8. Infection - Lyme Disease, Respiratory Syncytial Virus (RSV)
9. Cellular Regulation – Cancer (Hematologic)
10. Mobility - Fractures
11. Intracranial Regulation - Seizures
12. Sensory Perception - Acute Otitis Media
13. Self – Self-Esteem
14. Grief and Loss - Death and Dying
15. Family - Family Centered Care
16. Nursing Judgment - Clinical Judgment

3. Assessment Methods for Course Learning Goals

Students satisfy the course learning goals via class discussion, case studies, simulation, written exams, NCLEX® style questions, and/or performance-based tasks and projects.

4. Reference, Resource, or Learning Materials to be used by Student:
Current textbooks and learning resources are listed in the course syllabus.

G. Master Course Outline: Adult and Family Nursing III (ADRN211)

1. Course Number and Title
ADRN211 Adult and Family Nursing III
2. Number of Credits
8 credits
3. Number of Instructional Minutes
12000
4. Prerequisites
ADRN210 (C or better) Prerequisite or Corequisite: SOCI110 Corequisites
ADRN212

5. Other Pertinent Information
Total Instructional Minutes Breakdown: Theory 3000, Clinical 9000

Students must meet with faculty advisor once per semester.

Prior to the start of this course, students must submit:

A "Request for Criminal Record Check"
Child Abuse Clearance Form
Certification of Health Status and Immunization Record
Certification in CPR: Healthcare Provider
Students are required to have program-prescribed uniform and associated items.

Fees: See Nursing Course Fees Table for current fees

6. Catalog Course Description
This course examines concepts that exemplify acute and critical health and illness issues. Complex theoretical concepts and clinical reasoning strategies are explored to provide evidence-based nursing care encompassing physiological and psychosocial processes. Simulation and clinical experiences foster clinical judgment when caring for diverse populations across the lifespan.

7. Required Course Content and Direction

1. Course Learning Goals
Upon completion of this course, the student will:
 1. Utilize clinical judgment in the provision of evidence-based nursing care to critical/acutely ill adults and families;
 2. Implement strategies for therapeutic communication with acutely ill individuals with alterations in physical and mental health;
 3. Apply principles of safe, quality nursing care for selected concepts and specific health issues while implementing the nursing process;

4. Evaluate nursing practice within legal, ethical, and regulatory frameworks of the professional nurse and current nursing practice guidelines; and
 5. Perform nursing skills inclusive of appropriate patient care technologies and informatics independently within the scope of practice of the nursing.
2. Planned Sequence of Topics and/or Learning Activities
 1. Tissue - Burns
 2. Perfusion - Shock, Multiple System Failure (Including Heart Failure)
 3. Infection - Sexually Transmitted Infections, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS)
 4. Oxygenation- Pulmonary Edema Pulmonary Effusion
 5. Immunity - Autoimmune Disorders
 6. Cellular Regulation – Cancer (Non-Hematologic)
 7. Mobility - Multiple Sclerosis, Parkinson's Disease, Spinal Cord Injury
 8. Intracranial Regulation - Traumatic Brain Injury, Increased Intracranial Pressure (IICP), Cerebral Vascular Accident, Transient Ischemic Attack
 9. Sexuality - Sexual Dysfunction
 10. Self - Patient Autonomy, Personality Disorders, Anorexia, Bulimia, Obsessive-Compulsive Disorder (OCD)
 11. Stress and coping - Crisis Events
 12. Cognition - Delirium, Psychosis
 13. Behaviors –Addiction
 14. Mood and Affect - Bipolar Disorder, Suicide
 15. Violence - Post-Traumatic Stress Disorder, Intimate Partner Violence
 16. Communication - Group Process
 3. Assessment Methods for Course Learning Goals
Students satisfy the course learning goals via class discussion, case studies, simulation, written exams, NCLEX® style questions, and/or performance-based tasks and projects.
 4. Reference, Resource, or Learning Materials to be used by Student:
Current textbooks and learning resources are listed in the course syllabus.

H. Master Course Outline: Transition into Nursing Practice (ADRN212)

- I. Course Number and Title
ADRN212 Transition into Nursing Practice
- II. Number of Credits
4 Credits
- III. Number of Instructional Minutes
3000
- IV. Prerequisites
ADRN210 (C or better) Prerequisite or Corequisite: SOCI110
Corequisites
ADRN211

V. Other Pertinent Information

This course fulfills the general education requirement for Oral Communication.

Fees: See Nursing Course Fees table for current fees

VI. Catalog Course Description

This course facilitates successful application of knowledge, skills, and attitudes as the transition to the role of graduate nurse commences. Current political, legal, and ethical nursing concerns are explored. Concepts of the nursing profession, evidence-based healthcare, and the importance of interprofessional processes are synthesized, utilizing and refining clinical nursing judgment.

VII. Required Course Content and Direction

1. Course Learning Goals

Upon completion of this course, the student will:

1. Evaluate strategies for a successful transition from student to professional nurse;
2. Demonstrate adherence to standards of practice and accountability for care provided by researching current healthcare issues and preparing an oral presentation given to diverse populations of individuals [Oral Communication];
3. Analyze evolving legal and ethical issues related to the practice of nursing;
4. Synthesize principles and concepts of professional nursing that adhere to standards of practice and accountability for evidence-based care;
5. Integrate health care technology and informatics for information literacy in collaboration with interprofessional health care teams across health care settings; and
6. Demonstrate organizational skills, research and leadership abilities while utilizing the nursing process to provide quality care.

2. Planned Sequence of Topics and/or Learning Activities

1. Leadership and Management- Prioritization & Management of Care
2. Teaching and Learning - Lifelong Learning
3. Evidence Based Practice - Research Utilization
4. Collaboration - Conflict Resolution, Cost Effective Care, Types of Communication
5. Quality Improvement - Risk Management
6. Health Care System - Resource Allocation, Health Care Delivery, Emergency Preparedness

3. Assessment Methods for Course Learning Goals

Students satisfy the course learning goals via class discussion, case studies, simulation, written exams, NCLEX® style questions, and/or performance-based tasks and projects.

4. Reference, Resource, or Learning Materials to be used by Student:

Current textbooks and learning resources are listed in the course syllabus.

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Admission and Progression

Policy:

Every student's high school academic record will be reviewed and will meet the academic requirements of the PA State Board of Nursing Rules and Regulations. A pathway for meeting those requirements will be offered for students that are not academically qualified.

Purpose:

To ensure compliance with the PA State Board of Nursing Rules and Regulations, meet clinical agency requirements, ensure patient and student safety, and contribute to long-term student success.

Procedure:

I. Admission to the Nursing Major Program of Study

1. All applicants must fulfill the College's admission requirements, and the specific requirements for admission to the Associate Degree Nursing (ADN) Program of Study. They must have applied to the College, have a student number and a functioning email address at the college, and have a BCCC GPA. All emails sent to the ADN program administration, faculty, and staff should be initiated from the student's "@live.bucks.edu" email account.

2. Meeting High School Requirements:

- a. All students must have a final official high school transcript on file in Admissions.
- b. All students must have completed work equal to a standard high school program with a minimum of 16 units (a unit is the equivalent of a year's worth of study)

These requirements include:

- 4 Units of English
- 3 Units of Social Studies
- 2 Units of Science (one year of High School Chemistry with a grade of C or better or 70%; and one year of High School Biology with a grade of C or better or 70%).
- 2 Units of Mathematics with a grade of C or better or 70% (one unit must be algebra)

3. All students should be seen by an Academic Advisor during the fall/spring advising period.

4. GED students must meet the same requirements.

Students who **do not** meet the High School Requirements must take the following courses:

1. To satisfy the English requirement, a student must take the Writing Placement Test, and score a six or complete COMP107 Introduction to Rhetorical Skills with a grade of "C" or better. (NOTE: Prerequisite courses, as determined by College Placement Tests, need to be taken prior to enrollment in this course).
2. To satisfy the Social Studies requirement, a student must complete PSYC110 Introduction to Psychology, OR SOC110 Introduction to Sociology, OR a course listed under Arts/Humanities (as listed in the College Catalog).
3. To satisfy the Science requirements, a student must complete BIOL181 Human Anatomy & Physiology I, with a B or better for a deficiency in Biology; CHEM101 Chemistry A for a chemistry deficiency. It is recommended that the student enroll in Biological Science 101 or 102 if seven years have lapsed since their last high school science course.

4. To satisfy the mathematics requirements, a student must take the placement test in order to determine the appropriate placement. The student needs to complete MATH095 OR receive a score on the Math Placement Test of at least five.
5. Students who completed high school work in a **foreign country** must:
 - a. Have a course-by-course evaluation performed by a member agency of National Association of Credential Evaluation Services. The Registrar's Office can provide further information, and is the office charged with any subsequent consideration of coursework for transfer credit.
 - b. Earn a "C" or better on the above College courses and a "B" in BIOL181 to meet high school requirements.

Upon completion of the above requirements, the student will request in admissions that the curriculum code of 2035 (nursing) or 1108 (health sciences) be assigned.

**Conditional Acceptance into the Clinical Component of Nursing
Students must:**

1. be registered as a BCCC student and have a student number and student email address;
2. meet high school requirements;
3. have a curriculum code of 2035 (Nursing) or 1108 (Health Sciences);
4. have a grade of B in BIOL181 (Anatomy & Physiology I), BIOL182 (Anatomy & Physiology II), and BIOL228 (Microbiology), if these courses have been taken before applying for admission into, or starting, the Clinical Component of Nursing;
5. have a grade of C or better in ALL courses required in the Nursing Program of Study, if these courses have been taken before applying for admission into, or starting, the Clinical Component of Nursing.

PLEASE NOTE: All program of study courses, with a grade of less than required, taken prior to entry into the Clinical Component of the Nursing Program MUST BE REPEATED before consideration for conditional acceptance into the clinical component during an official application timeframe.

6. have taken BIOL181, BIOL182, BIOL228, HLTH120N, and PSYC110 within the seven years prior to and through the semester of the start of the Clinical Component of the Nursing Program, for those courses to be considered current and valid for admission. If any of these courses are older than seven years, they are not considered complete, and their grade does not count for admission consideration;
7. have a minimum cumulative grade point average (GPA) of 3.0 at BCCC, or at their high school, at time of application;
8. have a pre-entrance standardized exam test score, completed by the application deadline, which meets the requirements of the nursing program:
 - a. ATI TEAS (Test of Essential Academic Skills) exam score of PROFICIENT, taken within one year prior to and through the application deadline; OR
 - b. SAT exam score of above 980 total score, taken within five years prior to and through application deadline; OR
 - c. ACT exam composite score of 20, taken within five years prior to and through application deadline.

All applicants must have their official standardized test score sent from ATI (TEAS), The College Board, or ACT to BCCC Admissions, by the application deadline, and posted in the student's planning module. If an official test score is not posted, the applicant will not meet admission criteria.

After meeting all of the above criteria, applicants are ranked by number of credits completed at BCCC in the ADN Program of Study. After being assigned to the tier of BCCC credits completed in the program of

study, applicants will then be ranked by their GPA. Conditional acceptance is considered by the Admission and Progression Committee within each tier, from highest to lowest GPA, first for Bucks County residents and then for out of county residents. The applicant's criteria in place at the time of the application deadline is considered for conditional acceptance.

After notification of conditional acceptance to the Clinical Component of the ADN Program, the student is required to submit the following documents, dated June 1st or later, and by a specified deadline to be considered for full acceptance into the Clinical Component of the Nursing Program. The required paperwork will be distributed and discussed at Conditionally Accepted Student Orientation.

1. Current CPR certification (BCLS course)
2. Current Health examination
3. Current Immunizations record
4. Current State Police criminal check and FBI background check. Offenses are managed in the following way:
 - a. If the offense is a felony related to controlled substances, ten years must have elapsed since the date of conviction. This requirement is related to the Nurse Practice Act (Act No. 185-109) of Pennsylvania which states, "*...The Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L.233, No.64), known as 'The Controlled Substance, Drug Device and Cosmetic Act', or convicted of a felony related to a controlled substance in a course of law of the United States, or any other state, territory, or country, unless: at least ten years have elapsed from the date of conviction...*".
 - b. If the offense is a felony unrelated to controlled substances, 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 course objectives and end of program student learning outcomes of the Program.
 - c. 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.
 - d. If the charge(s) for the offense(s) is/are dismissed, the student will be advised that, due to the arrest and current criminal record, clinical agency placement may not be able to be assigned and therefore the student may not be able to meet the course objectives and end of program student learning outcomes of the Program.
 - e. If the conviction(s) is listed as a prohibitive offense on the Older Adults Protective Service Act 169 of 1996 and as amended by Act 13 of 1997. or the 23 Pa. C.S. Chapter 63 (relating to the Child Protective Services Law), or any other applicable Pennsylvania legislation, 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.

- f. The nursing student must not have a Driving Under the Influence (DUI) conviction or a violation of the Cosmetic and Substance Abuse Act or any conviction or probation ending within the last five 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.
 - g. In the event a student is permitted to participate in the program and then it is learned that he/she does not meet the criteria set forth herein, they will be immediately removed from the program.
 - h. The student must self-disclose any arrest immediately after acceptance and during progression in the Clinical Component.
5. Current Child Abuse Clearance that demonstrates status of child abuse free in lifetime
 6. Current negative ten panel drug and alcohol screen
 7. Any other documentation as requested by our clinical agencies.

Prior to starting the second year, students must resubmit the following to the Director, Associate Degree Nursing:

1. Current CPR certification
2. Current State Police criminal check and FBI background check
3. Current tuberculosis screening test results
4. Current Negative Drug and Alcohol screening
5. Other requirements that may be dictated by current clinical affiliations.

II. Progression through and Completion of the Nursing Program Requirements:

1. A grade of C defined as 73% (on available testing) or better in all required nursing courses, which also includes a grade of satisfactory laboratory and clinical performance and attendance. Be able to demonstrate increasing proficiency in all drug calculations exams, which start at a minimum passing grade of 80%.
2. A grade of C or better in all required non-nursing courses and a B in BIOL181, BIOL182, and BIOL228.
3. A minimum cumulative GPA of 2.75.
4. Students failing to meet the above criteria will not meet criteria for academic progression.
5. Nursing students must comply with the rules and policies as presented in the Nursing Student Handbook, in addition to those listed in the BCCC catalog.
6. A student may only repeat one clinical nursing course. Any attempt in a clinical nursing course is considered unsuccessful if not completed with 73%, including any withdrawal. The student must reapply for admission, which is on a space-available basis. Students who meet criteria for readmission into the program must comply with the Nursing Student Handbook that is in place for the class to which they have been readmitted. Students must complete the program within five years of their first clinical nursing course.

III. Graduation

The following courses, in the Program of Study, **MUST BE COMPLETED per progression requirements** before or with **ADRN111 (Foundations of Nursing Practice)**:

- ADRN110 – Introduction to Professional Nursing (Grade of C or better)
- BIOL181 – Human Anatomy & Physiology I (Grade of B or better, in the last 7 years)
- HLTH120N – Nutrition (Grade of C or better, in the last 7 years)
- COLL101 – College Success Seminar (Grade of C or better)
- COMP110 – English Composition I (Grade of C or better)

The following courses, in the Program of Study, **MUST BE COMPLETED per progression requirements** before or with **ADRN112 (Adult and Family Nursing I)**:

- ADRN113 – Health Assessment in Nursing (Grade of C or better, in the last 5 years)
- BIOL182 – Human Anatomy & Physiology II (Grade of B or better, in the last 7 years)
- BIOL228 – Microbiology (Grade of B or better, in the last 7 years)

The following courses, in the Program of Study, **MUST BE COMPLETED per progression requirements** before or with **ADRN210 (Adult and Family Nursing II)**:

- ADRN114 - Pharmacology in Nursing (Grade of C or better, in the last 5 years)
- COMP111 – English Composition II (Grade of C or better)
- PSYC110 – Introduction to Psychology (Grade of C or better, in the last 7 years)

The following courses, in the Program of Study, **MUST BE COMPLETED per progression requirements** before or with **ADRN211 (Adult and Family Nursing III)**:

- ADRN212 – Transition into Nursing Practice (Grade of C or better)
- SOCI110 – Introduction to Sociology (Grade of C or better)
- Arts & Humanities Elective – Refer to the list in the College Catalog (Grade of C or better)

Adopted: 9/85	Target Date: May
Reviewed: 5/18; 5/26	Review: Annually
Revised: 3/16; 5/17; 5/19; 9/20; 5/21; 05/22; 8/22; 5/23, 5/24, 5/25	By: Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Advanced Placement Policy for Clinical Transfer Students

Transfer students from other nursing programs are welcome to apply to the full Associate Degree Nursing (ADN) Program at Bucks County Community College (BCCC). Nursing courses from other nursing programs may not be transferred into BCCC for the ADN Program of Study. Non-nursing courses in the ADN Program of Study may be transferred into BCCC, in accordance with current approved transfer criteria. Information about transferring to BCCC can be found on the college website.

Approved/Adopted: 5/16	Target Date: May
Reviewed: 5/25	Review: Every three years
Revised: 5/19; 9/20; 5/21; 1/22; 5/22	By: Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Advanced Placement Policy for Licensed Practical Nurses (LPN) in Associate Degree Nursing

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 ADRN111

- A. **Eligible** Candidates must be a Pennsylvania Licensed Practical Nurse (a current, valid, unencumbered LPN license that reflects an accurate address which 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:

- The Bucks County Community College LPN Program
- Any accredited school of practical nursing by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.
- a PA State Board of Nursing-approved School of Nursing

- B. Eligible Candidates must be admitted to the College and meet the admission standards of the Nursing (2035) or Health Sciences (1108, Nurse Potential) Program of Study.

- C. Eligible Candidates must have a pre-entrance exam test score, completed by the application deadline, which meets the requirements of the nursing program:

- TEAS score of PROFICIENT (taken within one year prior to and through application deadline);
OR ACT score of 20 or above (taken within five years prior to and through application deadline);
OR SAT score of above 980 total (taken with five years prior to and through application deadline);
- All applicants who use the TEAS, SAT, or ACT must have an official score sent directly from ATI, The College Board, or ACT, to Admissions, by the application deadline, and posted in the student planning module. If official test score is not posted, applicant will not meet admission criteria.

Please refer to Admission Criteria published in the College Catalog, on the web at:

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

ADRN111 Challenge- A potential candidate must:

- seek advising from the appointed advisor;
- meet Bucks County Community College (BCCC) admission criteria.

- meet high school requirements as specified in the admission criteria;
- must have taken, or have been granted a waiver, for the reading, writing, and math assessment tests;
- have a Curriculum Code of 2035 (Nursing) or 1108 (Health Science, Nurse Potential);
- send a final, official high school transcript or a copy of GED to the Admissions Office;
- meet grade requirements for courses attempted in the Program of Study;
 - BIOL181, BIOL182, BIOL228: B or better (must be taken within the last 7 years);
 - ADRN113 AND ADRN114: C or better (must be taken within the last 5 years);
 - Must have a C or better in all other courses in major (PSYC110 and HLTH120N must be taken within the last 7 years);
- have a minimum GPA of 3.0, earned at Bucks County Community College;
- assure that pre-requisite or co-requisite courses **ARE COMPLETED AT TIME OF APPLICATION** with a grade and time limit as documented below:
 - ADRN110-Introduction to Professional Nursing;
 - COLL101 – College Success Seminar;
 - BIOL181 – Human Anatomy and Physiology I (Grade of B or better, within the past 7 years);
 - COMP110 – English Composition I (C or better);
 - HLTH120N- Nutrition, taught by a Registered Dietician (Grade of C or better, within the past 7 years);.
- apply for advanced placement for consideration by the Admission and Progression Committee to complete the challenge examination. Applications are available from May 15 through July 15 and can be found at: <http://www.bucks.edu/academics/department/health/associate/nursing/>
- **PLEASE NOTE: All program of study courses, with a grade of less than required, taken prior to entry into the Clinical Component of the Nursing Program MUST BE REPEATED before consideration for conditional acceptance into the clinical component during an official application timeframe**

The Course Syllabus for ADRN111 will be emailed to the applicant with acceptance to challenge, or as soon as it is available for the fall semester.

Prior to the Challenge, the Credit by Examination application, with payment in the amount specified, must be completed, and submitted, as directed.

Applicants must earn a minimum score of 73% on the ADRN111 Theory-Based Admission Examination.

II. Requirements upon successful completion of the challenge to ADRN111

After successfully completing the challenge of ADRN111, applicants are ranked by number of credits completed at BCCC in the ADN Program of Study. After being assigned to the tier of BCCC credits completed in the program of study, applicants will then be ranked by their GPA. Conditional acceptance is considered by the Admission and Progression Committee within each tier, from highest to lowest GPA, first for Bucks County residents and then for out of county residents, based on available seats. The applicant's criteria in place at the time of the application deadline is considered for conditional acceptance.

The LPN who has been conditionally accepted for Advanced Placement to the nursing program must submit the following, **DATED AFTER SEPTEMBER 1**, and by a specified deadline in order to be considered to meet the clinical conditions for admission to ADRN112:

- Health Examination;
- Immunization Record;

- Driver's License;
- Negative 2 Step PPD (chest x-ray or lab work if positive) or other tuberculosis screening test;
- FBI Fingerprint Background Check;
- PA Criminal Record Check;
- Child Abuse Clearance;
- 10-Panel Drug and Alcohol Screen;
- CPR;
- Student Profile Packet;
- Completed Registration;
- Student Uniforms ordered;
- Any other criteria required by our clinical agencies.

IV. Graduation

The following courses, in the Program of Study, **MUST BE COMPLETED per progression requirements** before or with **ADRN112 (Adult and Family Nursing I)**:

- ADRN113 – Health Assessment in Nursing (Grade of C or better, in the last 5 years)
- BIOL182 – Human Anatomy & Physiology II (Grade of B or better, in the last 7 years)
- BIOL228 – Microbiology (Grade of B or better, in the last 7 years)

The following courses, in the Program of Study, **MUST BE COMPLETED per progression requirements** before or with **ADRN210 (Adult and Family Nursing II)**:

- ADRN114 - Pharmacology in Nursing (Grade of C or better, in the last 5 years)
- COMP111 – English Composition II (Grade of C or better)
- PSYC110 – Introduction to Psychology (Grade of C or better, in the last 7 years)

The following courses, in the Program of Study, **MUST BE COMPLETED per progression requirements** before or with **ADRN211 (Adult and Family Nursing III)**:

- ADRN212 – Transition into Nursing Practice (Grade of C or better)
- SOCI110 – Introduction to Sociology (Grade of C or better)
- Arts & Humanities Elective – Refer to the list in the College Catalog (Grade of C or better)

V. The College Graduation Residency Policy

This policy requires that a minimum of thirty (30) semester credit hours toward the associate degree **MUST BE EARNED IN GRADED COURSES AT BCCC**. The four credits awarded for the successful challenge of ADRN111 *are NOT counted in the 30 credits* because the challenge (CRE X) is not graded for transcript, nor are Prior Learning Experience (PLE) credits graded for transcript, 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 three (3) credits here at BCCC in the ADN Program of Study, in addition to the twenty-seven (27) credits earned in ADRN110, ADRN112, ADRN210, ADRN211, and ADRN212. Please see the policy for CREX and PLA found on the following website: <http://www.bucks.edu/academics/pla/testing/>

Approved/adopted:	Target Date: May
Review: 8/15/01; 9/07; 10/15; 5/17; 5/19, 5/25, 5/26	Review: Annually
Revised: 10/12; 05/16; 9/20; 5/21; 3/22; 8/22; 5/23, 5/24	By: Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Readmission Policy for the Associate Degree Nursing Clinical Component

Policy:

Readmission to the clinical component of the nursing program is selective and 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 has been accepted into the clinical nursing courses, and then fails or withdraws from an ADRN course, must reapply for admission. The only exception is ADRN110 taken in the August modular; it must be successfully repeated in the same term's October modular section to not impact progression to the spring semester. Additionally, a student who chooses not to progress with the cohort to the next clinical nursing course or withdraws from or fails a nursing course that is a progression requirement for the next clinical nursing course must also reapply for admission, if they wish to return. A student may only be readmitted to the Associate Degree Nursing (ADN) Program one time to repeat a clinical nursing course. An attempt for a course is defined as any time a student is admitted and the student does not complete the course with the defined grade for successful completion of the course. The ADN Program must be completed within five years of a student's first clinical nursing course. If applying for readmission to repeat the one clinical nursing course means that program completion would occur outside the five-year timeframe, the student must apply to restart the entire program.

Purpose:

This policy was developed to assure patients' safety. Student success on the first attempt of the NCLEX–RN will be facilitated and student progression in the nursing program will be assisted by this policy. The policy aids in determining student selection when limited seats are available.

Procedure:

- I. Students interested in readmission must read the Readmission Policy in the current Student Handbook and request readmission application documents from the Director of the ADN Program in February, for a fall readmission, or in September, for a spring readmission.
- II. The student must make an appointment with an ADN Faculty member, to review their application, with a self-assessment and a plan for improvement, for at least one week before the application deadline. Once the Faculty member approves the application and signs it, it is up to the student to submit it to the program's Administrative Assistant **prior to** the readmission application deadline. There is no penalty for submitting a completed and approved application **prior to** the submission deadline, however late applications may not be considered.

- III. In order to take the readmission examination, students must have completed within the last year or have time to complete and on file in the nursing office:
- CPR card dated after June 1st for fall start or October 1st for spring start;
 - Drug and Alcohol Screen, Criminal Record Check, Child Abuse Clearance, Health Examination Record, and Immunization Record.
- IV. The Admissions and Progressions Committee of the Nursing Faculty will review the application, the readmission test score, and calculate the scores for readmission, if necessary.
- V. In order to be considered for conditional acceptance for readmission to the clinical component of the ADN Program:
- Students must have an overall GPA of at least 2.75;
 - Students who were unsuccessful with or stopped progression after NURS101, NURS102, NURS201, or NURS202 must successfully complete ADRN110 prior to readmission.
 - ADRN110 and all other non-nursing courses **occurring in the program sequence which will occur in the full academic year of the anticipated course repeat** in the ADN Program of Study must be successfully completed.
 - Based on the last successful course completed, achieve a minimum of 73% on a Standard Theory and Dosage Calculation-Based Readmission Examination
 - There must be space available to enroll in the course for which the student seeks readmission.
- VI. Students who meet the above criteria, of an overall GPA of 2.75 and have completed all courses in the Program of Study, may choose to audit the last successful clinical course completed, instead of taking the Readmission Examination. If the student completes the audit by attending class, completing the required skills and assignments, taking the tests in the course, and earning what would have been a passing grade in the course, that student will not have to take the readmission examination. Those students who do not pass the audit can still sit for the readmission examination, as can students who do not audit the course.
- VII. Selection for Readmission will be a weighted score based on the following criteria, if there are spaces available: Overall GPA + “Z” score on TEAS, 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: May
Review: 11/10; 3/15; 5/24, 5/25, 5/26	Review: Annually
Revised: Addendum for math scores 4/14; 2/16; 5/16; 5/19; Audit 9/19; COVID 9/20; 5/21; 12/21; 5/22; 5/23	By: Director and Faculty
	Forms: Student self-assessment; application for readmission

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Attendance Policy

Policy:

Classroom, Nursing Skills 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.

This Policy has three components:

1. 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 documentation of class participation and certification to outside funding.

2. College Laboratory:

Attendance in lab class is mandatory and attendance is recorded weekly.

Nursing Laboratory sessions are necessary in meeting clinical learning objectives. A missed college laboratory or an incomplete alternate laboratory assignment will result in the student being unprepared for clinical. The nursing student who is unprepared for clinical will not be permitted to access the clinical area. Absence from the nursing laboratory will need to be made up via an alternate laboratory assignment. A pattern of missed laboratories will be reviewed, and the student will be required to bring in documentation of completed skills for review by faculty. Students must attend mandatory lab class. In the case of extraordinary circumstances or illness, students may complete make-up assignments **for a maximum of two missed lab classes**. Any more than the two class absences may result in the student's inability to attend clinical and meet the objectives of the course. Inability to meet the course objectives will result in failure.

3. Clinical Experience:

Clinical attendance is mandatory. No clinical absences are permitted.

Attendance will be monitored by faculty. If the student is unable to complete clinical skills in a safe manner, the student cannot attend clinical. Clinical time missed must be made up with a comparable or alternate assignment similar to the missed clinical experience and designed to meet the original objectives for the missed clinical experience. Students must attend scheduled clinical time and complete make-up assignments **for the maximum of one missed clinical day**. Any more than the one day absence may result in the student's inability to meet the objectives of the course. Inability to meet the course objectives will result in failure.

Purpose:

The purpose of the attendance policy is to ensure fulfillment of class and clinical objectives, end of program student learning outcomes, 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 to be maintained.

Procedure:

1. Following individual instructor guidelines, the student must notify the instructor, by the instructor's preferred method of contact, of absence at least one hour prior to the clinical/lab class day;
2. A conference email or note is completed and signed by faculty and student.
3. Absences will be documented on the clinical evaluation tool.
*****Veterans are reminded the college must inform the VA if attendance is not considered satisfactory.**
4. Absence Make-Up Procedures:
 - A. Make-up activities are not substitutes for scheduled learning experiences therefore students are limited to the amount of make-up activities per course;
 - B. The purpose of the make-up policy is to ensure consistency in student evaluation, ensure student opportunity to meet clinical objectives, meet time requirements of the program, and meet program outcomes related to clinical competency.
 - C. Missed College Laboratory Class:
 - Instructor will develop plan via conference note and notify the lab coordinator.
 - Suggested activities for make-up labs include but are not limited to:
 - Faculty one-on-one demonstration of skills;
 - Multimedia viewing of recorded demonstrations available through authoritative resources;
 - Unsupervised practice with laboratory facilitator presence or video documentation;
 - Final Review by faculty, with written feedback if necessary.
 - D. Missed Clinical Time:
 - Written Conference note or email by instructor and signed by the student.
 - Contact and interaction with patients (i.e., community education programs, interviews {comparative cultural and historical interviews, medication histories}, Clinical Simulation or Virtual Simulation, childcare facility).
 - Make-up activity must be congruent with corresponding classroom content.
 - Students may be required to write and submit a paper about the experience. If so, content will be approved by the clinical instructor, a due date will be given, and the paper may include but is not limited to:
 - Professional Goals and how they were met;
 - Description of the meeting /group/clinical;
 - Correlate the theory and objectives;
 - How the client was referred;
 - Client response /feedback about the experience;
 - Nurse's or nursing student's role;
 - Student's impressions;
 - Format – APA;
 - Minimum of three pages, excluding title and reference pages;
 - Minimum of two references, dated within the past five years.

Approved/Adopted: 10/04	Target Date: May
Reviewed: 9/08:5/24, 5/25, 5/26	Review: Annually
Revised: 8/13; 05/16; 05/19; 8/20; 5/22; 5/23	By: Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Lateness Policy

Policy:

Recurring lateness reflects a lack of planning and poor professional behaviors and will not be tolerated. Lateness times are cumulative throughout a course and impact course completion.

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 the importance of being on time. Clinical lateness is noted on the clinical evaluation tool. Class and College Laboratory lateness is noted on the respective attendance sheets.
- 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 or email. In clinical, cumulative times will be noted on the clinical evaluation tool. The nursing student who is late to class and/or college laboratory may disrupt learning and is displaying unprofessional behavior. A pattern of late behavior will require a conference note.
- IV. The nursing student who arrives at the clinical site late, without prior instructor notification such that the patient assignment has been reassigned to a staff member, may be sent home as unsatisfactory because patient safety has been jeopardized.
- V. Missed time may result in the student's inability to meet the objectives of the course. Inability to meet the course objectives will result in failure. **The student who accumulates up to 10% of missed time must complete a make-up assignment.** This make-up time is included in the maximum amount of missed time allowed.
- VI. The nursing student must be aware that **missed clinical time due to lateness equates to clinical absence time.**

Adopted: 11/04	Target date: May
Reviewed: 5/22;5/24, 5/25, 5/26	Review: Annually
Revised: 08/13; 05/16; 05/19; 9/20; 5/22	By: Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Biohazard Safety Policy

Policy:

To protect faculty, students, and staff from potential health hazards from exposure to hazardous materials and biohazards. College-wide policies regarding disposal of such materials will be followed.

Purpose:

The equipment utilized in the Associate Degree Nursing (ADN) Laboratory is used on manikins 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:

I. ADN Director, Nursing Lab Coordinator, and Faculty

- Secure prior approval from the Director for any procedure that may create true biohazard 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 as the ADN Laboratory.
- Assure all potential biohazard waste (any sharps) disposal is in the properly identified red container 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;
 - ADN Director will forward Security and Safety's notification of contracted vendor pick up dates to the Nursing Lab Coordinator;
 - The Nursing Lab Coordinator will double check the lids of the red containers and notify security for removal.
- The Nursing Lab Coordinator will inform the ADN Director of new purchases that may contain hazardous chemicals; the ADN Director will liaison with Physical Plant and Security and Safety to assure MSDS sheets are available.
- The Nursing Lab Coordinator will ensure 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 laboratory use.
- The Nursing Lab Coordinator and the ADN Director will meet yearly to assess the status of laboratory procedures and equipment in order to identify potentially hazardous situations.

II. 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: 11/2010	Target Date: May
Review: 8/13; 5/22, 5/25	Review: Every three years
Revised: 5/16; 5/19; 5/22	By: Director, Nursing Lab Coordinator, and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Confidentiality Policy

Policy:

Bucks County Community College (BCCC), Associate Degree Nursing (ADN) 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 of Nursing 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. Instructor names, student names, and other pertinent information, as requested, will be shared with clinical agencies.
- II. ADN Faculty will review HIPAA guidelines with nursing students prior to patient contact, including:
 - Why access to equipment containing information is monitored and controlled;
 - How and what parts of the 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's 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 provided. All information discussed in the post-conference is to be held in strictest confidence.
- VI. There will be NO photocopying or images taken of any patient records. Printed portions of the Electronic Health Record 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 or worksheets in the nursing program may only use initials of the patient. 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	Target Date: May
Reviewed: 5/11; 3/15; 5/16; 5/22	Review: Every three years
Revised: 8/13; 5/19; 5/22, 5/25	By: Director and Faculty
	Forms: Confidentiality Statement

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

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, lunchrooms, 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.

Students may be required to sign a confidentiality agreement with any/all clinical agencies, per their request.

I, _____, will hold in confidence **all patient information**
Printed Name

which I have access to while I am a nursing student.

Student Signature

Date

Adopted: 10/75; 3/87	Target Date: May
Review: 8/00; 10/03; 3/05; 05/16; 5/22,	Review: Every three years
Revised: 5/19; 5/22, 5/25	By: Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Evaluation Policy

Policy:

Evaluation is an ongoing process that involves both faculty and students. It is characterized by transparency, equity, and supports student learning while assuring patient safety. Evaluation is a multidimensional concept that is an important part of the learning process, takes place with a variety of methods, supports the end of program student learning outcomes, and results in a grade for a course.

Purpose:

To assure students understand the process that is used to determine success and progression in the nursing program. Evaluation includes course work, clinical assignments, clinical performance, and test grades.

Procedure:

I. Grades

A. According to the college catalog:

Each instructor will explain the grading system used in a course.

Students are responsible for obtaining a clear understanding of the system.

B. Associate Degree Nursing (ADN) Course Grading is as follows:

Grades	Numerical Percentage	Grades	Numerical Percentage	Grades	Numerical Percentage
A	90-100	C+	77-79	D	60-66
B+	87-89	C	73-76	F	Below 60
B	80-86	D+	67-72	W	Withdrawn

C. Course or test grades are calculated by taking out to the hundredth place and weighted to the hundredth place. THERE IS NO ROUNDING.

D. Other Academic Policies for the college including GPA Calculation, Withdrawal, Advisory, Grades, Satisfactory Academic Progress, etc. can be found on the web: Catalog

E. 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. If the course is repeated, all class and clinical work must be from the current repeated class; no prior work may be used.

F. Final course grades are available to students on Web Advisor. Grades will not be issued if the student has any unmet College obligations.

- G. No grades will be given via telephone or email.
- H. ADRN110 grading policy is present in the course syllabus.

II. Testing

- A. There will be scheduled examinations given during each of the courses, comprising percentages of the total course grade.
- B. The days, dates, and times of the examination will be listed in the course format.
- C. Re-examinations will NOT be given.
- D. Missed tests/examinations:
 - 1. The student is expected to prepare for and to be present for instructor-generated and standardized examinations on the scheduled date.
 - 2. The student must contact the faculty member to report their absence; texting another student does not meet this professional requirement.
 - 3. The student must contact the faculty member to make arrangements for administration of the missed exam.
 - 4. The student who is absent on the day of an instructor-generated or standardized examination is expected to complete the exam on their first day of return to the college, but the exam may not be scheduled during hours when the student is scheduled for class, nursing laboratory, or clinical experience. If their first day of return to the college has a class, lab, or clinical conflict, the exam will be administered on the next day without the class, lab, or clinical conflict, even if it is not a regularly scheduled class, lab, or clinical day for that student. Communication with the instructor is mandatory to finalize plans.
 - 5. The theory and dosage calculation examinations administered will be scored at eighty (80) percent of the original. The remainder of the exams, twenty (20) percent, will be comprised of written questions related to the objectives and concepts being assessed. For a missed standardized test, an alternate version of the test, as provided by the testing company, will be administered.
 - 6. Failure of the student to take an exam on the first day of return to the college, at the agreed upon time, will result in zero points for that exam.
- E. Additional requirements for testing may be found in individual course formats.
- F. The student has the option to have a review session with the instructor, following a test, in accordance with the plan noted in the specific Course Syllabus. 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: <https://www.bucks.edu/catalog/info/records/conduct/> . In addition, ADN Nursing students are subject to the Integrity Policy of the ADN Program. Failure to comply will result in appropriate disciplinary action.
- H. Students who earn a grade of seventy-five or less on instructor-generated tests or below required benchmark in dosage calculation tests in any of the nursing courses will meet with the faculty member within three weeks following the test or, in the case of final exams, within the first two weeks of the next semester.

III. Clinical Evaluation of Students

Evaluation of Student Clinical Performance is an ongoing process. The frequency of evaluation is stated in the course syllabus. Students must complete a self-evaluation of their performance. There is a portion of the evaluation tool that 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. A list of all clinical dates and hours completed for that semester is available.

A. Criteria for Clinical Evaluation

1. 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 of nursing. The clinical setting is the arena where the theoretical constructs are applied.
2. 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 and display appropriate attitudes.

Nursing care is related to a particular patient with a diagnosis and treatment. The student must be able to draw from other courses in the Program of Study to think critically. What are the nursing actions based on patient responses, abnormal findings, and laboratory studies? Why are specific laboratory studies ordered and medications given for this specific patient? The student will need to research the whys. They should be reminded to keep asking themselves **why** this is happening, **why** this is being done, **what** is their role, and so on, keeping in mind the Healthcare System at large. How can they make a difference in their caring, their teaching, and their knowledge, skills, and attitudes?

3. Students are required to be at the Expected (or satisfactory) level by the timeline stated in the course syllabus.

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.)

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 member 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 student's file, and a copy will be given to the Director of the ADN Program.

4. 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 will also be documented on a "Conference Note" form. This time counts toward clinical absence time and must be made up, if not dismissed from the program.
5. A student who demonstrates a pattern of two unsatisfactory clinical occurrences may be in jeopardy of not meeting clinical objectives. A student who does not meet clinical objectives will fail the course.

6. A student who earns less than a score of three (3) per each parameter on the clinical evaluation tool by the end of the course will not meet the clinical objectives and will fail the course.
7. 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.
8. A student who is dismissed from clinical for unsafe behaviors may be immediately dismissed and denied readmission to the nursing program.

B. Clinical Grades:

1. Clinical attendance is mandatory in order to meet clinical objectives. 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 Expected Level) or Fail (unsafe/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 allow. The faculty member must report the incident that day to the Director of the ADN Program.
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 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 remediation 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, technically, or who are not demonstrating caring attitudes, may be dismissed from the clinical area as unsatisfactory. All past theory and technical skills must be at the Expected Level.

C. Written Work and Grading Criteria

1. Written work should reflect college level standards. In Nursing, American Psychological Association (APA, most current edition) formatting is the preferred method. In order to prepare for future educational endeavors, ADN students will become familiar with this format.
2. Grading rubrics will reflect the course level criteria.
3. Students will be held to the standards of the Associate Degree Nursing Integrity Policy, as well as the college's Academic Integrity Standards
<https://www.bucks.edu/policy/student/academicintegrity/>

D. Progression Requirement

In order for a student to progress to the next semester, the student must achieve:

1. A grade of C (73%) or better in all required nursing courses; satisfactory laboratory and clinical performance and attendance.
2. A grade of B or better in BIOL181, BIOL182, and BIOL228 and a C or better in all other required non-nursing courses in the 2035 program of study.
3. A minimum cumulative GPA of 2.75.

Students' failure to meet the above criteria may result in dismissal from the program.

Nursing students must comply with the rules and policies as presented in the Nursing Student Handbook, in addition to those listed in the catalog.

E. Incomplete Grades

No student will be permitted to progress in nursing with an incomplete grade in any nursing or non-nursing course in the program of study. All incomplete grades must be replaced with the minimum passing grade in order to begin the next semester in the ADN Program.

F. Withdrawals, Failing Grades, and Repeating Courses:

Refer to the College Web page: <https://www.bucks.edu/payment/aid/withdraw/>

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

Repeating Courses: with restrictions on Nursing Courses, as noted at [Repeated Coursework | Bucks County Community College](#):

G. Repeating a Nursing Course

A nursing course can only be repeated **ONE** time, except as in cases outlined in the Readmission Policy. Readmission to the clinical courses is selective and explained in the ADN Readmission Policy.

H. Psychomotor Skills - Refer to the Psychomotor Skills Book

I. 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 ADN Director should be consulted as well as the Academic Dean of Health Sciences. 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.

Adopted: 1/86	Target Date: May
Reviewed: 8/89; 6/90; 9/93; 8/94; 2/95; 5/99; 8/01; 10/03; 10/04; 8/08; 5/24, 5/25, 5/26	Review: Annually
Revised: 5/16, 5/19; 5/21; 1/22; 5/22; 10/25/22; 5/23	Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Student Grievance Policy

If the purpose of the grievance relates to concerns unrelated to the Associate Degree Nursing (ADN) program, students are referred to the College catalog for "Resolutions of Student Concerns", <http://www.bucks.edu/catalog/info/records/concerns/>

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 action by a member of the nursing program instructional staff.

Procedure:

- I. If the ADN student grievance relates to concerns unrelated to the nursing program, students are referred to the college catalog or web.
- II. The ADN student has the opportunity to discuss their concerns with the involved faculty member within five 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 ADN student's file, with subsequent copies forwarded to the student, faculty member, and the ADN Program Director.
- V. Upon receipt of documentation from the involved faculty member, and if the grievance remains unresolved, the ADN Program Director 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*, the ADN Program Director, and the Academic Dean of the Department. **Union representation as per contract, if requested.*
- VII. If a resolution is unable to be accomplished, the student will be directed to the appropriate college-wide committee or the Vice President of Academic Affairs.

Approved/Adopted: 8/01	Target Date: May
Review: 10/04; 8/13; 5/21, 5/25	Review: Every three years
Revised: 9/08; 5/16; 5/19; 5/22	By: Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Health Policy

Policy:

Associate Degree Nursing (ADN) 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 capable of providing 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 upon admission to the program, and as needed.
 - B. Functional Abilities form, completed upon admission to the program, and as needed.
 - C. Immunization Record updated yearly:
 1. tuberculosis Screening test;
 2. completed Hepatitis B series;
 3. MMR Titers or Proof of vaccination;
 4. current tetanus toxoid, adult pertussis, and chickenpox vaccines;
 5. 10-Panel Drug Screen;
 6. flu vaccine;
 7. other vaccine, as required by current clinical affiliations.
 - 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 cabinet in the ADN Program's area as noted in the Student Record Policy.
- III. Access to the student's health record is limited to the ADN Program Director or designee, examiners for the regulatory and accrediting bodies, i.e., Pennsylvania State Board of Nursing, Accreditation

Commission for Education in Nursing (ACEN) Visitors and random audit by affiliating clinical agency with student privacy protected.

IV. Due dates for all forms **will be published each year, on the respective forms.**

V. The Admissions and Progression 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: 9/09	Target Date: May
Reviewed: 5/01; 8/03; 10/04; 8/09; 8/10; 8/11; 08/13; 5/16, 5/17, 6/18; 05/22, 5/25	Review: Every three years
Revised: 9/00, 8/03, 10/04, 6/07, 8/08, 6/18, 5/19, 5/20, 5/21	By: Director and Faculty
	Associated Forms: Health Examination Form, Immunization Record, Tuberculosis Screening Test, Flu Vaccine Proof, 10-Panel Drug Screen, Student Profile, Health Risk Waiver, Hepatitis B declination statement, Health Insurance Statement, Functional Abilities Form

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Health Examination

NAME: _____ STUDENT NUMBER: _____ DATE: _____

INITIAL DATA:

Date of Birth: _____ Vital Signs: _____ Height: _____ Weight: _____

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 the objectives of the program."

Please refer to the BCCC Functional Abilities List for further clarification and initial each page.

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:

Please refer to the attached BCCC Functional Abilities List for further clarification and initial each page.

2. History: (If more space is needed, please use additional paper.)

A. Past Medical History:

B. Past Surgical History:

C. Past Mental Health History:

D. Current Prescription Medications:

3. Health Examination: (Please be specific)

A. Neurological

B. Mood/Affect

C. Integumentary

D. HEENT

1. Vision with Correction

E. Cardiovascular

F. Respiratory

G. GI

H. Urinary

I. Musculoskeletal

Signature of Physician, Nurse Practitioner, or Physician Assistant

Printed Name

Address

City

State

Zip Code

Telephone

Approved: 5/78	Target Date: March
Reviewed: 2/00; 10/03; 3/06; 3/07; 3/09; 3/12; 3/15; 5/16, 5/25	Review: Every three years
Revised: 3/08; 3/12; 7/14; 5/19; 5/20; 5/21; 3/22	By: Director and/or Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Functional Abilities Form

Student Name: _____ Student Number: _____

I have read this Functional Abilities list and discussed with my client the physical and mental abilities required for a nursing student to practice safely.

Physician/NP/PA Signature: _____ Date: _____

Bucks County Community College (BCCC) Associate Degree Nursing (ADN) 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 ADN Director. 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 Accessibility Office. The college is committed to providing reasonable accommodation for otherwise qualified students with a disability. The ADN program and various campus resources, including the Accessibility Office, 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 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 catheter into a urethra, without contamination.
Sensory Perceptual	Vision, Hearing, Tactile, and Smell to adequately access a patient, detect changes in a patient's condition as well as	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;

Bucks County Community
School of Health Professions
Associate Degree Nursing
Program

Immunization Record

STUDENT NAME: _____

DATE _____

All information must be completed and signed and stamped by a Physician, Nurse Practitioner, or Physician Assistant.

- I. **Hepatitis “B” Series- Dates:** First _____ Vaccine Manufacturer-Hep B
Second (wait 1 month) _____
Third (wait 4 months) _____
Booster: _____
- II. **Adult Tdap** dose x 1 within ten (10) years – Date: _____
- III. **Measles, Mumps, Rubella:** Documentation of two doses after the age of 1 year
Vaccine: First dose: _____ Second dose: _____
or documented laboratory evidence of immunity by titers attached.
- IV. **Chickenpox (Varicella):** Documentation of two doses of varicella vaccine at least 28 days apart
Date: First dose _____ Second dose _____
or documented laboratory evidence of immunity by titers attached.

The above information is provided to Bucks County Community College 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 Physician, Nurse Practitioner, or Physician Assistant

Printed Name

Address

City

State

Zip Code

Note: Please refer to CDC Healthcare Personnel Vaccination Recommendations for answers to any questions.

Approved: 5/78	Target Date: March
Reviewed: 2/00; 10/03; 3/06; 5/16; 5/21; 5/24	Review: Every three years
Revised: 3/12; 3/14; 1/15; 5/19; 5/20; 5/22; 5/23	By: Director and/or Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Tuberculosis Screening Test

STUDENT NAME: _____

DATE: _____

History: Previous Positive Skin Test? Yes _____ No _____
BCG Recipient? Yes _____ No _____

*If YES, you **must** have a Chest X-Ray or Interferon Gamma Release Assay.*

If NO, proceed to Screening Steps below.

Alternatively, you may elect to have the Interferon Gamma Release Assay for the Screening. If that is elected, **the health care practitioner must still sign this document and attach laboratory results.**

STEP #1 must be read within 48 to 72 hours after administration. If positive , you must have Chest-X-ray or an Interferon Gamma Release Assay and attach results. If negative , you must return for second step in 1 to 3 weeks.			
Step #1: Administer		Step #1: Interpret	
Lot #		Reaction Description in mm (induration only)	
Expiration date		Interpretation:	
Initials		Initials	
Signature		Signature	
Date		Date	
STEP #2 must be read within 48 to 72 hours after administration. If positive , you must have Chest-X-ray or an Interferon Gamma Release Assay and attach results. If negative , you are done with the Two Step tuberculosis screening.			
Step #2: Administer		Step #2: Interpret	
Lot #		Reaction Description in mm (induration only)	
Expiration date		Interpretation:	
Initials		Initials	
Signature		Signature	
Date		Date	

Signature of Physician, Nurse Practitioner, or Physician Assistant

Printed Name

Date

Office Address

City

State

Zip Code

Approved: 2/07	Target Date: May
Reviewed: 3/13; 5/23, 5/26	Review: Every three years
Revised: 3/16; 5/19, 5/21; 5/22	By: Director and/or Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Annual Flu Vaccination

Date Due to ADN Program Office: _____

Please complete **THIS form** and ATTACH pertinent documents. **This form** must be submitted with any additional paperwork.

PRINTED NAME OF STUDENT STUDENT NUMBER Class of 20 _____

Type	
Manufacturer	
Lot #	
Expiration Date #	
Date administered	

Signature of Person Administering the Vaccine Printed Name Date

Please include the information below:

Place Administered: (Clinic, Pharmacy, Physician's Office, Place of Employment, Bucks County Pandemic/Flu Vaccination Clinic, or Other) Please fill in name and address or use stamp; attach receipt, if possible
--

Adopted: 9/05/12	Target Date: May
Reviewed 9/13: 2/15; 8/17, 8/20; 5/23, 5/26	Review: Every three years
Revised: 9/15, 5/19; 5/21; 5/22	By: Director and/or Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Health Insurance

I understand that 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 me while in the Associate Degree Nursing Program.

Student Signature: _____ **Date:** _____

Student Printed Name: _____ **Student Number:** _____

PHOTOCOPY OF HEALTH INSURANCE CARD:

Adopted: 1/73	Target Review Date: March
Review: 3/87; 8/00; 10/03; 5/16; 5/21; 5/23, 5/26	Review: Every three years
Revised: 3/14; 5/19; 5/22	By: Director and/or Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Health Risk Waiver Statement

As a Bucks County Community College (BCCC) Nursing student, I understand the **ACTUAL AND POTENTIAL** health risks to myself and/or my unborn child(ren) which may occur during my participation in the clinical nursing experience.

I release BCCC from any and **ALL** responsibilities associated with the risks posed to me and my family during my clinical nursing experience.

Student Signature: _____

Date: _____

Student Printed Name: _____

Student Number: _____

Adopted: 3/16/87	Target Date: March
Review/Revised: 8/00; 10/03; 3/15; 3/16; 5/21; 5/23, 5/26	Review: Every three years
Revised: 5/19; 5/20; 5/22	By: Director and/or Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Integrity Policy

Policy:

The expectation of Bucks County Community College (BCCC) and the Associate Degree Nursing (ADN) 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 are held to professional standards that reflect a high degree of integrity and principles that guide behavior and decision making. Ethical and legal behaviors that are particularly required in nursing include honesty in all educational preparation and practice areas, trust, advocacy, responsibility, and accountability.

Purpose:

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 ADN student will have learning opportunities to examine behaviors in the classroom, clinical, nursing laboratory, and other assignments.

Procedure:

I. Learning Opportunities:

At the Nursing Orientation, the ADN student will be introduced to ethical behaviors. On 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:

An ADN student must arrive on time for tests.

During testing, and test review, all student electronic devices, cell phones, watches, personal belongings, hats and hoods, and book bags/backpacks will be at the front of the classroom. Electronic devices, cell phones and watches will all be turned off or silenced.

During dosage calculation testing, a simple four function calculator that is provided by the Nursing Program will be the only calculator allowed for individual courses, as allowed per course syllabi.

Prior to testing, the instructor will review behaviors that could indicate cheating that include but are not limited to looking at another's students' answer sheet, randomly looking around, not keeping papers covered, tapping on the desk, or rolling up and down sleeves, and otherwise rearranging or manipulating clothing. Instructors reserve the right to inspect forearm tattoos, pencils, pens, erasers, and other objects for potential presence of banned information.

At the start of each test, the ADN student will read, and acknowledge 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 **zero** on this test. If this is the second recorded cheating or plagiarism offense, I will automatically fail the course. If I have three such occurrences, the College may suspend me for one semester.*

III. Written Submissions:

Information submitted on or with applications must be from the individual and must be truthful. The BCCC Cheating & Plagiarism Policy states that all work will be done by the person who purports to do the work without unauthorized aid. In addition, when making use of language and ideas 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/reference. A nursing written assignment found to be plagiarized, in part or whole, will receive a zero on the assignment for the first offense. If this is the second recorded cheating or plagiarism offense, the student will automatically fail the course. If the written assignment is part of a clinical or college laboratory make-up assignment, the clinical day will be considered unsafe and may be grounds for immediate dismissal. Previously submitted work may not be resubmitted for assignments if a course is repeated.

IV. Class and Clinical Behavior:

An ADN 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.

A nursing student is expected to adhere to PA State Board of Nursing **§21.18 Standards of Nursing Conduct** (Commonwealth of PA, Department of State, Pennsylvania Code, Title 49. Professional and Vocational Standards, Chapter 21. State Board of Nursing). Violations of the standards may be grounds for immediate dismissal from the Nursing Program. Examples of violations include:

Misappropriate equipment, materials, property, drugs or money from the employer or patient. For the BCCC ADN Program, the interpretation/definition of employer shall be extended to include the college or the clinical agency, and misappropriation may refer to activities performed as a conditionally accepted student or as a matriculated student in the class and clinical components of the AD Nursing Program of Study.

Solicit, borrow, or misappropriate money, materials or property from a patient or the patient's family. For the BCCC ADN Program, the interpretation/definition of patients are defined as those people the student has contact with as a conditionally accepted student or as a matriculated student during the class and clinical component of the ADN Program of Study. This definition of patients is further expanded to include the college and college resources.

Falsify or knowingly make incorrect entries into the patient's record or other related documents. This standard of behavior applies to making verbal, written, or electronic 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, withholding patient information from the instructor, or using patient data for a paper from the past. This standard of behavior also includes communicating dishonestly to Director or faculty as a conditionally accepted student or as a matriculated student during the class and clinical component of the ADN Program of Study.

Included in §21.18 standards are also the expectations of: **Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse and Act to safeguard the patient from the incompetent, abusive, or illegal practice of any individual.** For the BCCC ADN Program, the interpretation/definition of individual and patient shall be extended to include

those people the student has contact with as both a conditionally accepted and matriculated student during the class and clinical component of the ADN Program of Study.

V. Artificial Intelligence

Academic Integrity: ADN Program and Use of Artificial Intelligence (AI) Writing Tools:

In this program, students are required to complete all assignments and paper submissions independently and without the use of artificial intelligence (AI) writing tools or software, unless explicit permission for the use of AI has been granted by the course instructor. This includes but is not limited to AI text generators, writing assistants, or content paraphrasing tools. The purpose of this policy is to ensure that all final work submitted for a course grade represents the student's own understanding and original thought. Violation of this policy may be considered academic dishonesty and will be subject to the appropriate consequences as defined in the ADN Program's and college's academic integrity policies. If you have questions about what constitutes appropriate resources for completing assignments, please ask the respective course professor.

Approved/Adopted: 8.11	Target Date: May
Review: 5/24, 5/25, 5/26	Review: Annually
Revised: 5/12; 8/13; 5/16; 5/19; 5/21; 5/22; 8/22; 5/23	By: Director and Faculty
	Forms: Integrity Statement on Tests

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Integrity Statement

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

Signature _____ Date _____

Printed Name: _____ Student Number: _____

Approved/Adopted: 08.11	Target Date: May
Review: 5/22; 5.23;5/24, 5/25, 5/26	Review: Annually
Revised: 5/12; 5/13; 5/16; 5/19; 5/21; 5/22	By: Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Latex-Free Policy

Policy:

To protect the nursing student and faculty from the potential health hazard 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's 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 purchased, and disposables ordered for the nursing laboratory, will be latex-free.
- b. Updates on latex allergies will be provided via email, conferences, and colleagues.
- c. Provide students with Latex Allergy information, <https://www.mayoclinic.org/diseases-conditions/latex-allergy/symptoms-causes/syc-20374287>
- d. 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 available from the CDC, <https://www.cdc.gov/niosh/docs/98-113/default.html>
- c. Inform faculty of potential exposure issues.
- d. Option of wearing visible medic alert bracelet

Approved/Adopted: 3/08	Target Date: May
Review: 3/11; 5/22, 5/25	Review: Every three years
Revised: 5/16; 5/19; 5/22	By: Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Professional Attire Policy

Policy:

Bucks County Community College (BCCC) Associate Degree Nursing (ADN) students represent the college and nursing at large. ADN students, therefore, are expected to project a professional image that meets or exceeds the requirements of all the affiliating clinical agencies, meets PA Department of Health Guidelines (ACT2010-110) for identification, the Centers for Disease Control recommended personal protective equipment, BCCC campus regulations, and assures student and patient safety.

Purpose:

Fashion and styles vary, and acceptable everyday wear or societal norms may be in conflict with what is considered professional attire. This policy assures ADN 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 closely trimmed beard;
 - Neatly secured hair, off the collar;
 - Proper undergarments that are not visible;
 - Clean & wrinkle-free garments;
 - Minimal make-up;
 - Clean unpolished nails, no more than 1/8" past the tip of the finger;
 - Covered tattoos.
- II. The BCCC nursing uniform shall include:
 - BCCC Security-issued picture ID;
 - BCCC lab coat or jacket to cover the uniform;
 - official BCCC ADN Uniform;
 - three-quarter sleeve white shirt or turtleneck under top at **instructor discretion** or to cover tattoos;
 - white mid-calf trouser socks or stockings **without logos**;
 - clean, white leather tie shoes **without logos. No canvas, cloth, or perforated surfaces allowed**;
 - watch with second hand and plain wedding ring;
 - latex free stethoscope with dual bell, bandage scissors, hemostat, and penlight;
 - other Personal Protective Equipment, as required.
- III. In clinical, the ADN students are specifically **not permitted** to:
 - wear sweaters, wrinkled, dirty, or smelly uniforms;
 - wear Jeans at any school sponsored function or clinical agency;
 - wear anklet or short sport socks or shoes without 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 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;**
- have visible tattoos.

IV. In the college lab, the ADN student must 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 ADN 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 or bare midriffs; no jeans, sweats, or print t-shirts;
- no clogs, crocs, flip flops, open-toed shoes, or sneakers.

VI. If any of the above Professional Attire violations are noted, individual instructors may issue a warning or, if the offense is serious enough, the ADN 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: May
Reviewed: 8/00, 6/01, 8/03, 10/03, 8/05, 8/12, 3/15, 5/17; 5/21; 5/22 ;5/24, 5/25, 5/26	Review: Annually
Revised: 9/08; 5/10; 5/11; 8/13; 5/16; 5/19, 8/20, 5/23	By: Director and Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Professional Behavior Policy

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

Policy:

Bucks County Community College (BCCC) Associate Degree Nursing (ADN) Program students, the ADN College Faculty, and the Director of the ADN Program will act in an ethical and legal manner in accordance with the Pennsylvania State Board of Nursing (PASBON) 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, which 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, and Child Abuse History Clearances

The criminal background check is not a requirement for admission to the nursing program; however, due to contractual obligations with clinical agencies, 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, an FBI fingerprint check, PA Criminal Record Check, and Child Abuse History Clearance prior to the start of every academic year and prior to readmission. The cost of the checks will be the student's responsibility.

Background check reports and other student information will be maintained in the ADN Director's Office. Students must sign a waiver for audit review by and sharing of information with clinical agencies, the Accreditation Commission for Education in Nursing (ACEN) and the PASBON.

The student must provide the documentation to be kept on file in the ADN Director's office or in the department's contracted databank.

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

A student must meet with the Director of the ADN Program if they have a criminal record.

- If the offense is a felony, the student will immediately be declined admission/continuation in the ADN Program because a clinical agency cannot be assigned and therefore the student cannot meet the course objectives and end of program student learning outcomes 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 charge(s) for the offense(s) is/are dismissed, the student will be advised that, due to the arrest and current criminal record, clinical agency placement may not be able to be assigned and therefore the student may not be able to meet the course objectives and end of program student learning outcomes of the Program.
- If the conviction(s) is listed on the Older Adults Protective Service Act 9, 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), or any other applicable Pennsylvania legislation, 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 or any conviction or probation ending within the last five years prior to admission in the ADN Program or be convicted while in the ADN 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 ADN Program, even during scheduled breaks, the nursing student must **immediately** self-disclose to the Director. The Director will consult with the dean and college counsel, as necessary, and will 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 may be immediately dismissed from the Program.

II. Drug screens

The nursing students, 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 10-panel screen in the timeframe specified each academic year. The ADN student must have a negative drug screen in order to attend clinical. The ADN student must meet the criteria for

hiring in the agency assigned, or potentially assigned, and meet the requirements listed in the agency contract. The ADN student will not be given special consideration for placement based on the results of any drug screen. If an ADN student is unable to be placed clinically, he/she will be unable to meet the course objectives or progress through the Program of Study.

As a BCCC ADN student, a commitment to the highest professional standard and the contract we hold with society to be safe, competent care providers is expected. Our legal contracts with clinical agencies require clean (negative) substance screens. State laws that legalize marijuana do not change our standard and our commitment to a drug-free lifestyle, both during the school year and during breaks. Use of marijuana or other federally regulated controlled substances will not be permitted in the ADN Program.

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

- Upon reporting of the results, the student will meet with the Director of the ADN Program and, if the results of the test are disputed by the student, submit to a repeat drug screen on the day specified by the Director, at the student's expense, at the designated Laboratory service.
- If the second test is positive, the student will be referred for appropriate counseling and prohibited from entering into or continuing progression with the program.
- If the second test is negative, the student may submit to random drug screens, at the student's expense, in the course of the semester as determined by the Director.
- If the initial test is reported as dilute, the ADN student will be instructed to make an appointment for a repeat drug screen on the day specified by the Director, at the student's expense, at the designated Laboratory service.
- The ADN student's clinical seat will not be held if the student does not submit to the repeat screening for a disputed initial result or if the second drug screen is positive.

III. Patient/Student Relationships

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

The ADN student is not permitted to:

- Give any personal contact information to patient, including but not limited to phone numbers, email addresses and social media;
- Call patients at home or at the agency;
- Visit a patient after the clinical day and without the instructor 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 ADN student of the facility's charting policy and access to electronic health records.

Instructors will ensure the ADN student is aware of specific agency policies regarding charting.

The ADN student is responsible for recognizing variations in different clinical agencies' policies and complying with specific agency requirements.

An ADN student is not permitted to witness any agency documents, e.g., wills, consent forms, etc.

An ADN 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 ADN 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 ADN 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 orientation, race, religion, diagnosis, socioeconomic status, or disability.

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

The ADN student is expected to share observed behaviors that could jeopardize patient safety with the instructor or staff member.

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

The ADN student may not knowingly abandon a patient in need of nursing care or desert a patient for whom they are assigned.

The ADN student must properly report and notify the clinical faculty member and the primary nurse prior to leaving an assignment for any reason.

ADN students may not be in, or contact, the clinical agency without the instructor, unless they are a patient or visiting a friend or family member.

Medication Administration may ONLY be done with the Clinical Nursing Instructor present.

This expectation complies with PASBON standard §21.14 which states,

"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."

For our program of study, the licensed registered nurse refers to the student's clinical nursing instructor.

An ADN student may be suspected of being under the influence of drugs or alcohol, as evidenced by a combination of characteristics or behaviors including, but not limited to:

- Large, dilated, or constricted pinpoint pupils or injection (redness) of sclerae;
- Slurred or rambling speech;
- Slowed decision making, short term memory loss;
- Uncoordinated movements, delayed reaction time;
- Extreme elation or irritability;
- Difficulty concentrating and lacking focus;
- Student c/o of rapid heart rate or increased temperature;
- Strong alcohol odor on breath or clothes infused with odor.

If any of the above characteristics or behaviors are witnessed, the instructor will remove the student from patient contact immediately. The instructor will notify the program director by phone or email of the occurrence and also complete a conference note describing the incident and the actions that resulted. The students will arrange for their own transportation, so they do not drive, to a designated laboratory service within a stated timeframe for a drug toxicology screen. The screen will be drawn at the student's expense and reported to the college. Failure to comply with obtaining the drug toxicology screen, within the stated timeframe, or having a result of a positive drug toxicology screen will result in clinical failure, and therefore, course failure.

The ADN student may undertake a specific skill only if the student has proper knowledge and instructor permission and supervision, if required.

The conditionally accepted or fully matriculated ADN student must notify the ADN Director 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 conditionally accepted or fully matriculated ADN 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 or fellow students, permission must be obtained. No patient pictures will be posted (Refer to the Confidentiality Policy), and no clinical agency names should be referenced.

The conditionally accepted or fully matriculated ADN student may not use cellular/electronic devices in the classroom, college lab, or clinical 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 and, depending on the content, further disciplinary action may be pursued. Recording may only be done with the permission of the faculty and fellow students (See the Confidentiality Policy).

VI. CPR for Healthcare Providers

All certification and recertification must be done after June 1st and prior to the stated due date.

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, AHA preferred.

The ADN Director or designee 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 ADN student will be covered by a college blanket liability insurance 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 ADN students of the specifics of the agreement and/or clinical agency policies. If the ADN 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 ADN student cannot meet the objectives of the Program and a course failure will result.

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

Smoking

BCCC and most clinical agencies are non-smoking campuses, and this includes vaping. Any ADN student found violating the college or clinical agency's Smoking Policy, will be subjected to the college's policy for violation or receive a clinical unsatisfactory for the day. If the clinical agency does not allow 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 ADN Program and a course failure will result.

Parking

The ADN student will park in the area designated for nursing students. If an ADN 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 does not allow 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 ADN Program and a course failure will result.

Computer/IT Access

The ADN student must follow all IT Policies of BCCC and clinical agencies. If the ADN student violates the clinical agency policy, the student will receive a clinical unsatisfactory for the day; if the clinical agency does not allow 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 ADN Program and a course failure will result. If the nursing student violates the college and/or ADN Program policy, the student will be referred for disciplinary review and the faculty will recommend the strongest sanction available.

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

Cell Phones/Electronic Devices

The ADN 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 includes the post-conference area if such devices are not allowed at the clinical site. If an ADN 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 does not allow 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 ADN 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 ADN Program and result in a Failure for the course.

Approved: 7/13	Target Date: May
Review: 5/22;5/24, 5/25, 5/26	Review: Annually
Revised: 5/16; 5/19; 9/20; 5/21; 5/22; 8/22; 5/23	By: Director and Faculty
	Forms: Clinical Responsibilities, Malpractice Insurance

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Professional Liability Insurance Statement

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

I have read the above statement regarding 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 fully understand the implication of the above statement regarding liability insurance.

Student Signature

Date

Student Printed Name

Student Number

Adopted: 3/87	Target Date: March
Review: 8/00, 10/03, 3/15, 5/16; 5/23, 5/26	Review: Every three years
Revised: 5/19; 05/22	By: Director and/or Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Clinical Forms Responsibility

I have read the policies regarding the required health forms, various consent forms, Criminal Record Check, Child Abuse Check, and FBI Check, and CPR Certification. I take full responsibility for having them completed, and I will do so by the specified times.

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

Student's Signature: _____ **Date:** _____

Student's Printed Name: _____ **Student Number:** _____

Adopted: 3/16/87	Target Date: March
Reviewed: 8/00; 10/03; 3/15; 5/20; 4/21; 5/23, 5/26	Review: Every three years
Revised: 5/19; 5/22	By: Director and/or Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Student Records Policy

Policy:

All student records will be managed in ways to protect student privacy and assure the academic integrity of assigned grades.

Purpose:

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 (BCCC) 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. Students' answer sheets and scan sheets are kept in the instructors' office. Any paper tests and answer sheets are locked in faculty's office, until graduation, and then placed in student folder.
- II. Students' folders who have withdrawn from the program should be kept until they can no longer complete the program within five years of the first clinical nursing course and then be sent to Admissions/Records.
- III. Student Folders consist of two separate categories.
The Academic Folder contains clinical evaluations, conference notes, nursing forms, and non-medical correspondence. They are kept in a locked file cabinet in a locked room with limited access.
The Student Health and Clinical Requirement Folder is kept in the central lock box (medical records, drug screens, criminal record checks) in the ADN Director's Office with access granted only to the ADN Director or Program Administrative Assistant.
- IV. Once the student has completed the program, all records are transferred to Admissions. Records for students not completing the program are incorporated into the student's educational file and are held in paper file for a maximum of five years after their first clinical nursing course. Records are sent to the Registrar and converted to a document imaging system. Only the ADN Director and Administrative Assistant may access files as appropriate. If a faculty member has questions about student records, they should be directed to the ADN Director or the BCCC Admissions Office.
- V. Students will sign a statement permitting the PA State Board of Nursing, ACEN, 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: May
Review: 9/08; 8/13; 5/16; 5/23, 5/26	Review: Every three years
Revised: 2/16; 3/16; 5/19; 9/20; 5/22	By: Director and Faculty
	Form: Permission to view student folders

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Student Permission for Sharing, Information, Record Review, and Audit Statement

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

I, _____, give my consent for the visitors from the PASBON,
(Student's Printed Name)

the 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 ten panel drug and alcohol screen.

Student Signature _____ Date _____

Student Number _____

Adopted: 10/85	Target Date: March
Review 10/05; 10/09; 8/13; 5/22; 5/23, 5/26	Review: Every three years
Revised: 8/00; 10/03; 5/16; 5/19	By: Director and/or Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Student Profile Sheet

I. STUDENT INFORMATION

DATE: _____

- ✓ Last Name: _____ First Name: _____ Middle Initial: _____
- ✓ Birthdate: _____ Last four digits of Social Security Number: _____
- ✓ Student Number: _____
- ✓ Student's Bucks County Community College (BCCC) e-mail: _____
- ✓ Student's Personal e-mail: _____
- ✓ Address: _____
- ✓ City: _____ State: _____ Zip Code: _____
- ✓ Home phone number: _____ Work phone number: _____
- ✓ Cell phone number: _____
- ✓ Person to contact in case of emergency:
Name: _____ Relationship: _____
Phone Number: Home: _____ Cell: _____

II. Students are responsible to fill out a Change of Address Form in Admissions and notify the Associate Degree Nursing (ADN) Program, **if any of your information on this profile changes during the course of the academic year.**

III. Students are responsible to check BCCC student e-mail accounts regularly and use **only** their BCCC email accounts for correspondence with the faculty, staff, and administration of ADN program, Health Sciences department, and college.

Created: 5/78	Target Date: March
Reviewed: 2/00; 10/03; 3/06; 3/15; 9/21; 5/23; 5/24, 5/25, 5/26	Review: Annually
Revised: 5/20; 5/21; 5/22	By: Director and/or Faculty

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Student Services

There are many student services available at Bucks County Community College (BCCC). Please check the college catalog information at <http://www.bucks.edu/student/>. A partial listing of service important for Associate Degree Nursing (ADN) students includes:

Student Advisement by ADN Faculty and Assigned Advisors

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 communicated to students at the beginning of each semester.

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.

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 when they will be available on campus.

RN to BSN Planning

ADN Students should start thinking about their choice for an RN-BSN program early in the ADN Program of Study. Visit <https://www.bucks.edu/academics/transferplanning/> to find out more about 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 which 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 215-968-8189 or email counseling@bucks.edu. Additional mental health resources can be found at <https://www.bucks.edu/resources/counseling/studentmentalhealthsuicidepreventionplan/>.

Center for Student Employment and Career Development

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 Center for Career Development offers job fairs that are open to students every fall and spring.

Basic Needs

Addressing the basic needs crisis is a priority for BCCC. The college has created support programs and resources to assist students in meeting basic needs and promoting academic success. Information about these resources can be found at <https://www.bucks.edu/resources/basicneeds/>.

Bookstore

The bookstore is located next to the library and is operated by Follet. The bookstore carries all the required and recommended resources for all classes, which are also available directly from the publisher.

Learning Resources

The library has three 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 databases, FAQs, policies, hours, go to: <http://www.bucks.edu/library/>.

ADN Courses may have an embedded librarian. Students are encouraged to check the Canvas space for assistance.

The Academic Success Center provides tutorial services at no additional cost to students enrolled in select courses offered by BCCC. Those students who need assistance in mathematics, accounting, computer science, writing, reading, study skills, American English as a Second Language (AESL), foreign languages, and nursing may seek help with this center.

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”, as well as, making sure any Prior Learning Assessment is complete prior to the course starting. A student cannot be registered for an ADN 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 vary throughout the semester. 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: <https://www.bucks.edu/scholarships/>.

Students who are awarded scholarships may be expected to attend the Honors Convocation 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 BCCC, ADN students 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. Students will not be able to register for the next semester until their balance is zero. It is important to note that by registering for classes, students agree 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 (NCLEX-RN®) until the account is reconciled. Information about paying for BCCC can be found at <https://www.bucks.edu/payment/pay/>.

Updated: May 2022

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Program-Specific Fees for Associate Degree Nursing Students

Expenses for Bucks County Community College can be found in the College Catalog or on the website at <http://www.bucks.edu/payment/tuition/>. The specific fee categories* for the ADN Program are:

Name of Fee	Frequency	Rationale
Nursing Fee	Per course	Low student faculty ratio in clinical area. Mileage costs for instructional visitation
Malpractice Insurance	Per course	Required by contract with clinical agencies.
Lab Fee	Per course	Replacement of disposables and Hazardous Waste disposal
Learning Support Fee	Per course	Review textbooks and Objective standardized testing used for advisement and projection of NCLEX-RN performance.
Student Uniforms	Before start of clinical courses and as needed	Standard wear for clinical area
Licensure Examination Fee	One-time fee	Determined by PASBON
Application for NCLEX-RN exam	One-time fee	Determined by Testing Agency
Criminal Record Check Child Abuse Check FBI Check	Yearly	Safety of Patients; Required by law for affiliation with selected clinical sites and clinical agency contracts
Drug & Alcohol Screen	Yearly	Required by Clinical Agency Contract

*Subject to Change

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

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 Club Bylaws

Article I

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

Article II

Membership

1. Membership includes all students interested in Nursing.
2. Only full members (enrolled in ADRN clinical courses) can hold office and vote.

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 the general welfare of the members.
3. To provide programs and guest speakers on topics of interest to the members.
4. To provide at least two community service projects per year.

Article IV

Officers

1. The officers shall be President, Vice-President, Secretary, Treasurer, and Activity Director.
2. The term for all officers will be for one year from April to graduation. Officers must be enrolled in clinical nursing courses.
3. Election for the officers will be held in April of every year, if needed. Voting will be a closed ballot.
4. 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 officer meetings.
2. Will be responsible for informing advisors and students of club meetings.
3. Will be the contact person with BCCC Student Life Office
3. Will be knowledgeable of the BCCC Club's and Organization Handbooks.

Vice-President

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

Secretary

1. Shall record minutes of all meetings and handle all correspondence.

Treasurer

1. Will be responsible for the financial records for the club, itemizing all receipts and expenditures.
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/advisor approval.

Activity Director

1. Develops and plans activities and events for the Nursing Club.

Article VI

Meetings

The general membership meetings will be set on a semester basis at the convenience of the majority of the membership. The officer meetings will be called at the discretion of the president, but at twice once a semester.

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 the next election.

Article VIII

Committees

Created at the discretion of the club officers.

Bucks County Community College
School of Health Professions
Associate Degree Nursing Program

Handbook Acknowledgment

FALL 2026

I agree to read, review, understand, and follow all contents of the 2026-2027 Bucks County Community College (BCCC) Associate Degree Nursing (ADN) Program Student Handbook, which I have received.

I also understand that the BCCC ADN Program reserves the right to change, without notice, any statement in this handbook concerning, but not limited to, requirements, rules, policies, procedures, fees, curricula, and courses. Such changes shall be effective whenever determined by the faculty, administration, or governing bodies; the changes may govern both current and past cohorts. Official notification of changes will be announced via BCCC email, Canvas course announcement, website, and/or by addendum to the course syllabi.

ADN Student:

Signature _____ **Date** _____

Printed Name _____ **Student Number** _____

Witness to ADN Student Signature:

Signature _____ **Date** _____

Printed Name _____

