BUCKS COUNTY COMMUNITY COLLEGE
DEPARTMENT OF HEALTH SCIENCES
ASSOCIATE DEGREE NURSING

NURSING STUDENT HANDBOOK
2018-2019
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**Student Handbook Acknowledgement**

| Approved: 7/98 | Target Date: Yearly | Reviewed: 9/99, 9/00, 9/01, 10/01, 8/03, 8/05, 8/06, 8/08, 8/09, 08/10, 08/11, 05/14, 08/15, 08/17 | By: Director/Faculty |
| Revised: 05/13; 01/16 ; 05/16 |

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BUCKS COUNTY COMMUNITY COLLEGE

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.

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 the mission, we:

- Engage and support students in learning experiences that lead to academic excellence and provide a foundation for the pursuit of higher degrees and lifelong learning.
- 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

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
- service to the community

Bucks County Community College does not discriminate in its educational programs, 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.
Welcome to the Associate Degree Nursing Program at Bucks County Community College.

**Historical Perspective**

Associate Degree Nursing (ADN) originated with Dr. Mildred Montag, Teachers College, and Columbia University. ADN programs were developed and based on many premises, still demonstrated today by Bucks County Community College Associate Degree (AD) Nursing Program.

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


In 1967-1968, Bucks County Community College conducted a study to evaluate the community’s needs for future educational programs. The outcome of this study indicated a need for a program in nursing. Further support came from recommendations made by the Middle Atlantic States Evaluation Committee. The Bucks County Community College’s Board of Trustees reviewed the recommendations and voted to endorse a nursing program. In 1969, 33 students enrolled in the first class. Since the inception of the program 3,400 students have graduated from Bucks County Community College’s Associate Degree Nursing Program.

**Accreditation Status**

Bucks County Community College is fully accredited by the Middle States Association of Colleges and Secondary Schools. The College is also an approved institution of higher education in Pennsylvania by the Department of Education of the Commonwealth.

The Associate Degree Nursing Program is fully approved by the Pennsylvania State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road, NE, Suite 850, Atlanta Georgia 30326
The philosophy of the AD Nursing Program is consistent with the core values and mission of the College. We affirmatively recruit and provide assistance to students from all racial, ethnic, cultural, and economic backgrounds. We subscribe to the College’s definition of an educated person. Our purpose is to prepare students for entry-level registered nurse positions.

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Adopted: 5/99</th>
<th>Every 5 years: January</th>
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<tbody>
<tr>
<td>Reviewed: 09/04; 05/10; 05/13</td>
<td>Faculty</td>
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<tr>
<td>Revised: 05/08; 05/15</td>
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¹ American Nurses Association Social Policy Statement, ANA, 2010b,
Organizing Structure

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

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

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

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

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

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

Roles of The Associate Degree Nurse

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

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2 Gaut, D. “Development of a theoretically adequate description of caring”. Western Journal of Nursing Research; Fall 1983.
The program of study progresses through four nursing courses, which initially introduce these concepts, then applies them in concurrent laboratory and clinical experiences that build in complexity. Cognitive, affective, and psychomotor skills related to individuals’ health patterns and the responses to alterations are applied to patients of all ages and stages of development, initially dealing with singular and advancing to those which are multifaceted problems.

End of Program Student Learning Outcomes

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

1. Communicate in a professional manner that acknowledges and preserves the individual’s dignity and worth, while recognizing cultural differences.

2. Apply the nursing process to diagnose and treat individual and family responses to alterations in their functional health patterns.

3. Collaborate with the health care team to manage groups of patients with predictable outcomes while appropriately delegating duties to other health care providers.

4. Demonstrate awareness of today’s health care delivery system and its impact on future health, act according to and within the legal and the ethical standards set forth by the Pennsylvania Nurse Practice Act, the College, the Nursing Program, the legal-system at large, the affiliating agency, and the agencies accreditation bodies.

Program Outcome Evaluation with Outcome Achievement Levels

1. First time candidates will achieve a pass rate at or above the national mean on the NCLEX-RN.

**Current NCLEX-RN success rates** are available at: [http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Board-Approved-Nursing-Education-Programs.aspx#.VpgBAvkrKM8](http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Board-Approved-Nursing-Education-Programs.aspx#.VpgBAvkrKM8)

<table>
<thead>
<tr>
<th>Year</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCCC</td>
<td>87.13</td>
<td>87.21</td>
<td>80.19</td>
<td>68.32</td>
<td>87.72</td>
<td>77.14</td>
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<tr>
<td>State Mean</td>
<td>90.77</td>
<td>86.22</td>
<td>82.82</td>
<td>87.17</td>
<td>87.93</td>
<td>91.10</td>
</tr>
<tr>
<td>National Mean</td>
<td>90.22</td>
<td>84.29</td>
<td>81.74</td>
<td>84.18</td>
<td>84.30</td>
<td>86.94</td>
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2. Seventy percent (70%) of the students who enter Nursing I will graduate in two years.
**Current Program Completion Rates:** The rate is derived by dividing the total number of students graduating in a class, by the total number of students who entered NURS 101 for that class

<table>
<thead>
<tr>
<th>Year</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
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<tr>
<td>Cohort Graduation Rate %</td>
<td>62</td>
<td>65.6</td>
<td>62.1</td>
<td>41.66</td>
<td>53</td>
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3. Eighty percent (80%) of graduating students report program satisfaction.

**Current Student Program Satisfaction Rates:**

<table>
<thead>
<tr>
<th>Year</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohort Graduation Rate Satisfaction %</td>
<td>N=73</td>
<td>N=62</td>
<td>N=102</td>
<td>N=28</td>
<td>N=75</td>
</tr>
<tr>
<td>% Agree</td>
<td>87.5</td>
<td>79</td>
<td>85.5</td>
<td>100</td>
<td>80</td>
</tr>
<tr>
<td>% Undecided</td>
<td></td>
<td></td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>% Disagree</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td></td>
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</tbody>
</table>

4. Eighty percent (80%) of the graduates seeking employment will obtain an entry level position within six months of graduation.

**Current Employment within Six Months of Hire Rates:**

<table>
<thead>
<tr>
<th>Class Year (9 – 12 mo. out)</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad</td>
<td>90</td>
<td>94</td>
<td>100</td>
<td>57</td>
</tr>
<tr>
<td>Response</td>
<td>75</td>
<td>89</td>
<td>77</td>
<td>28</td>
</tr>
<tr>
<td>%</td>
<td>83%</td>
<td>94%</td>
<td>77</td>
<td>49%</td>
</tr>
<tr>
<td>FT #</td>
<td>46</td>
<td>64</td>
<td>70</td>
<td>16</td>
</tr>
<tr>
<td>PT #</td>
<td>27</td>
<td>20</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>No work/looking</td>
<td>2*</td>
<td>4</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Unknown</td>
<td>15</td>
<td>12</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Total % Employed</td>
<td>83%</td>
<td>89%</td>
<td>75%</td>
<td>36.8%</td>
</tr>
</tbody>
</table>

5. Seventy percent (70%) of the employers report satisfaction with graduate performance.

**Current Employer Satisfaction Rates:** **Still waiting for survey return from clinical agencies.**
6. Articulation agreements are in place with Colleges/Universities (BSN Programs).

**Current Articulation/Transfer Agreements**
- Eastern University (RN to BSN)
- Holy Family University B.S.N.
- Immaculata Accelerated Programs (BSN)
- LaSalle University (BSN)
- Penn State Abington (RN to BSN)
- St. Joseph’s College of Maine (Online AA to BSN)
- University of Delaware (RN to BSN)
- Wilmington University (RN-BSN)

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<thead>
<tr>
<th>Adopted: 5/99</th>
<th>Frequency: Annual</th>
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</thead>
<tbody>
<tr>
<td>Reviewed: 09/04, 5/08, 9/09, 05/12, 05/14; 05/15; 05/16</td>
<td>Director/Faculty</td>
</tr>
<tr>
<td>Revised:</td>
<td></td>
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11
Bucks County Community College AD Nursing program is committed to students achieving their educational goals in a safe environment for students and patients alike. The following are considered functional abilities necessary for all students to safely complete the Program Outcomes, provide patient care, and practice nursing. If students believe they are not able to perform one or more of these activities, the student should discuss this with their instructor, or the Director of Associate Degree Nursing. If a student is aware of a disability that may be affecting the ability to meet the functional abilities, the student is encouraged to self-identify to the Accessibility Office. The college is committed to provide reasonable accommodations for otherwise qualified students with a disability. The AD nursing program and various campus resources, including the 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.

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

I have read this abilities list and discussed with my client the functional abilities needed
Physicians/ANP/ PA Signature

12
| Behavioral/Professional | Perform in an ethical manner with others, exhibiting behaviors that reflect the value and function of the profession of nursing. | Adhere to time requirements for class, clinical, and lab, completion of assigned tasks and assignments
Practice in a manner that preserves the dignity, autonomy, confidentiality and rights of all patients
Accepts responsibility and accountability for actions. |
|---|---|---|
| Cognitive | Utilize Analytical and Critical thinking to integrate data, process information from a variety of sources, develop plans, make reasoned decisions, establish priorities, and multi-task in an emergent situation. | Read and interpret graphs, measurements, scales, etc.
Compute intake and output, dosage calculation and IV flow rates
Recall patient information such as laboratory values, vital signs, output, mental status, compare to normal values and develop and adapt plans of care
Multitask and problem solve simultaneously
Integrate knowledge from a variety of course work
Transfer knowledge from one situation to another, but allow for subtle differences
Evaluate patient outcomes.
Identify cause and effect relationships
Analyze and interpret abstract and concrete data such as conflicting verbal communication and nonverbal signals |
| Emotional | Practice self-reflection, exhibit appropriate behaviors in reaction to strong emotional situations and stay task focused. | Stay focused on task and provide emotional support to patients in stressful situations
Accept feedback from faculty, staff, and peers on performance |

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

<table>
<thead>
<tr>
<th>Approved/Adopted: 08/11</th>
<th>Target Date: May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>Review: every 3 years</td>
</tr>
<tr>
<td>Revised: 05/16</td>
<td>Director/Faculty</td>
</tr>
</tbody>
</table>
### Associate Degree Nursing Program of Study

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Human Anatomy & Physiology I  | 4 credits | To provide the knowledge of the complexity of Human Anatomy and Physiology that is necessary to understand the pathophysiology of illness and concepts of health promotion.  
*Satisfies Scientific Literacy Requirement* |
| BIOL181                       |        |                                                                           |
| Chemistry A                   | 4 credits | Essential to fully comprehend acid-base and electrolyte balance  
*Satisfies Scientific Literacy Requirement*  
*Satisfies Critical Thinking Requirement*  
*Satisfies Quantitative Literacy Requirement* |
| CHEM 101                      |        |                                                                           |
| English Composition I         | 3 credits | To increase the students ability to communicate effectively in writing and increase depth of reading comprehension.  
*Satisfies Critical Thinking Requirement*  
*Satisfies Information Literacy Requirement*  
*Satisfies Writing Requirement* |
<p>| COMP110                       |        |                                                                           |
| <strong>Second Semester</strong>           |        |                                                                           |
| Human Anatomy &amp; Physiology II | 4 credits | To provide the knowledge of the complexity of Human Anatomy and Physiology that is necessary to understand the pathophysiology of illness and concepts of health promotion |
| BIOL 182                      |        |                                                                           |
| Microbiology                  | 4 credits | To study organisms with an emphasis on those that are pathogenic and to assist the student understand the fundamental concepts of asepsis. |
| BIOL228                       |        |                                                                           |
| Nutrition                     | 3 credits | To assist the students understand the complex processes of food metabolism and state underlying concepts that are the basis for therapeutic diets. |
| HLTH 120N                     |        |                                                                           |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Composition II</td>
<td>3 credits</td>
<td>Develops further writing skills, critical reading, and research skills.</td>
</tr>
<tr>
<td>COMP 111</td>
<td></td>
<td><em>Satisfies Critical Thinking Requirement</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Satisfies Writing Requirement</em></td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3 credits</td>
<td>Familiarizes the student with concepts related to normal psychology and</td>
</tr>
<tr>
<td>PSYC 110</td>
<td></td>
<td>provide a basis to understand the complex alterations present in mental</td>
</tr>
<tr>
<td></td>
<td></td>
<td>health.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Satisfies Diversity Requirement</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Satisfies Social Science Requirement</em></td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3 credits</td>
<td>Population, culture, and family are presented so the student may develop</td>
</tr>
<tr>
<td>SOCI 110</td>
<td></td>
<td>an awareness of the impact of illness on people as well as understanding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>health care delivery in a variety of settings.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Satisfies Diversity Requirement</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Satisfies Social Science Requirement</em></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective Speaking</td>
<td>3 credits</td>
<td>Designed to provide the student with opportunities to deliver informative</td>
</tr>
<tr>
<td>COMM110</td>
<td></td>
<td>speeches verbally. Provides background for students to give report and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>communicate in a professional manner.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Satisfies Information Literacy Requirement</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Satisfies Oral Communication Requirement</em></td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3 credits</td>
<td>Allows the student to understand the influence of culture and art on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>human development.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Satisfies Arts and Humanities Requirement</em></td>
</tr>
</tbody>
</table>
I. **Course Number and Title:**

NURS101 Nursing I

II. **Number of Credits:**

6 credits

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

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

IV. **Prerequisites:**

Must meet Admission Criteria

**Co-requisites:**

CHEM101, BIOL181, and COMP110

V. **Other Pertinent Information:**

Students must meet with a nursing faculty advisor. Enrollment is based on a GPA of 3.0. Within one month of their acceptance into the course, students must submit:

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

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

**Fees:**

Nursing Course Fees: Refer to the Website for Tuition and Fees.  
[http://www.bucks.edu/admissions/tuition/#NURSING](http://www.bucks.edu/admissions/tuition/#NURSING)  
Malpractice Insurance  
Nursing Laboratory Fee  
Standardized Testing Fee
VI. **Catalog Course Description:**

In NURS101, students learn the cognitive, psychomotor, and communication skills associated with nursing that recognizes the needs of culturally diverse individuals in a healthy state. The nursing process is introduced. Students use current technology to analyze and integrate data.

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

A. **Learning Goals:**

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

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

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

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

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

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

Current textbooks are listed on the student reference list in the Course Format. All listed texts are on reserve in the library.

VIII. **Teaching Methods Employed:**

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

NURS102 Nursing II

II. **Number of Credits:**

6 credits

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

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

IV. **Prerequisites:**

COMP110, NURS101, CHEM101, and BIOL181

**Co-requisites:**

BIOL182, BIOL228, and HLTH120

V. **Other Pertinent Information:**

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

1. "Request for Criminal Record Check"
2. Child Abuse Clearance Form
3. Certification of Health Status
4. Certification in CPR: Health Care Provider

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

Fees:

- Nursing Course Fees: Refer to the website
- Malpractice Insurance
- Nursing Laboratory Fee
- Standardized Testing Fee

VI. **Catalog Course Description:**

In NURS102, students learn the nursing care of various age individuals who have alterations in their needs. Providing care to individuals with potentially ineffective responses is emphasized, and ineffective responses are introduced. Students use current technology to analyze and integrate data.
VII. Required Course Content and Direction:

A. Learning Goals:

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

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

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

Refer to Nursing Curriculum/Course Format for NURS 102.

C. Assessment Methods for Core Learning Goals

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

Current textbooks are listed on the student reference list in the Course Format. All listed texts are on reserve in the library.

VII. Teaching Methods Employed:

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

NURS201 Nursing III

II. Number of Credits:

9 credits

III. Minimum Number of Instructional Minutes Per Semester:

3750 classroom instructional minutes, 9000 clinical instructional minutes

IV. Prerequisites:

NURS102, BIOL228, BIOL182, and HLTH120N

Co-requisites:

PSYC110, SOCI110, and COMP111

V. Other Pertinent Information:

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

1. "Request for Criminal Record Check"
2. Child Abuse Clearance Form
3. Certification of Health Status
4. Certification in CPR: Health Care Provider

Fees:

Nursing Course Fees: Refer to the college website
Malpractice Insurance
Nursing Laboratory Fee
Standardized Testing Fee

VI. Catalog Course Description:

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

A. Learning Goals:

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

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

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

Refer to Nursing Curriculum/Course Format for NURS 201.

C. Assessment Methods for Core Learning Goals

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

Current textbooks are listed on the student reference list in the Course Format. All listed texts are on reserve in the library.

VIII. Teaching Methods Employed:

Interactive lecture, case studies, videos, demonstration of skills with supervised student practice and re-demonstration by the student in the college laboratory, as well as at the clinical site, and clinical pre- and post-conferences.
Bucks County Community College
Department of Health Sciences
Associate Degree Nursing

I. Course Number and Title:
   NURS202 Nursing IV

II. Number of Credits:
   9 credits

III. Minimum Number of Instructional Minutes Per Semester:
   3750 classroom instructional minutes, 9000 clinical instructional minutes

IV. Prerequisites:
   NURS201, SOCI110, and PSYC110

   Co-requisites:
   COMM110 and Cultural Perspective

V. Other Pertinent Information:
   1. "Request for Criminal Record Check"
   2. Child Abuse Clearance Form
   3. Certification of Health Status
   4. Certification in CPR: Health Care Provider

Fees:
   Nursing Course Fees: Refer to the College Website
   Malpractice Insurance:
   Nursing Laboratory Fee
   Standardized Testing Fee

VI. Catalog Course Description:
   NURS202 continues with the nursing care that assists individuals to respond to alterations in every functional health pattern and ineffective responses to each of those alterations, emphasizing the cognitive perceptual health pattern. Students care for patients and use current technology to analyze and integrate data.

VII. Required Course Content and Direction:
   Refer to Nursing Curriculum/Course Format for NURS 202: Nursing IV
A. **Learning Goals:**

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

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

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

Refer to Nursing Curriculum Course Format for NURS202: Nursing IV

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

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

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

VIII. **Teaching Methods Employed:**

Interactive lecture, case studies, videos. Demonstration of skills with supervised student practice and redemonstration by the student in the college laboratory, as well as clinical site and clinical pre and-post conferences.
The following health patterns are 11 categories of health care assessment. According to Herdman & Kamitsuru (2016) functional health patterns can provide one way to organize a standardized assessment. The patterns provide structure for a collection of data and an approach to health care. According to Gordon (2016), the functional health patterns:

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

The following is a list of the Functional Health Patterns and North American Nursing Association (NANDA) diagnostic problems. NANDA diagnoses problem statements may include a Potential for or Risk for component.

**Health Perception and Health Maintenance**

Describes how clients consider their health and wellbeing and how health is managed. Health Promotion activities and adherence to medical and nursing prescriptions are considered.

<table>
<thead>
<tr>
<th>Contamination</th>
<th>Risk for Bleeding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contamination, Risk for</td>
<td>Risk for Dry Eye injury</td>
</tr>
<tr>
<td>Deficit Community Health</td>
<td>Risk for Fall</td>
</tr>
<tr>
<td>Disturbance Energy Field</td>
<td>Risk for Peri-operative Positioning Injury,</td>
</tr>
<tr>
<td>Immunization Status, Readiness for Enhanced</td>
<td>Risk for Poisoning</td>
</tr>
<tr>
<td>Ineffective Health Maintenance (specify)</td>
<td>Risk for Suffocation,</td>
</tr>
<tr>
<td>Ineffective Health Self-Management</td>
<td>Risk for Thermal Injury</td>
</tr>
<tr>
<td>Ineffective Management of Therapeutic Family regimen</td>
<td>Risk for Vascular Trauma</td>
</tr>
<tr>
<td>Ineffective Protection (specify)</td>
<td>Risk for vascular Trauma</td>
</tr>
<tr>
<td>Infection,Risk for</td>
<td>Risk Prone Health Behavior</td>
</tr>
<tr>
<td>Injury Risk for (Trauma)</td>
<td>Risk-Prone Health Behavior</td>
</tr>
<tr>
<td>Readiness for Enhance Health Management</td>
<td>Risk for Adverse Reaction to Iodinated Contrast Media</td>
</tr>
</tbody>
</table>
Nutrition Metabolic

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

<table>
<thead>
<tr>
<th>Adult Failure to Thrive</th>
<th>Risk for Impaired Liver Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficit Fluid Volume</td>
<td>Risk for Impaired Skin Integrity</td>
</tr>
<tr>
<td>Excess Fluid Volume</td>
<td>Risk for Latex Allergy Response</td>
</tr>
<tr>
<td>Hyperthermia</td>
<td>Risk for Unstable Blood Glucose</td>
</tr>
<tr>
<td>Hypothermia</td>
<td>Insufficient Breast Milk</td>
</tr>
<tr>
<td>Imbalanced Nutrition, less than body conditions</td>
<td>Readiness for Enhanced Breast Feeding</td>
</tr>
<tr>
<td>Imbalanced Nutrition, more than body requirements</td>
<td>Risk for Neonatal Jaundice</td>
</tr>
<tr>
<td>Impaired Oral Mucous Membrane</td>
<td>Risk for Allergy Response</td>
</tr>
<tr>
<td>Impaired Skin Integrity</td>
<td>Neonatal Jaundice</td>
</tr>
<tr>
<td>Impaired Swallowing</td>
<td>Readiness for Enhanced: Nutrition</td>
</tr>
<tr>
<td>Impaired Tissue Integrity</td>
<td>Readiness for Enhanced Fluid Balance:</td>
</tr>
<tr>
<td>Ineffective Breastfeeding</td>
<td>Risk for Aspiration</td>
</tr>
<tr>
<td>Ineffective Infant feeding Pattern</td>
<td>Risk for Electrolyte Imbalance</td>
</tr>
<tr>
<td>Ineffective Thermoregulation</td>
<td>Risk for Fluid Volume Deficit</td>
</tr>
<tr>
<td>Interrupted Breastfeeding</td>
<td>Risk for Imbalance Fluid Volume</td>
</tr>
<tr>
<td>Latex Allergy Response</td>
<td>Risk for Imbalanced Body Temperature</td>
</tr>
<tr>
<td>Risk for Imbalanced Nutrition, more than body requirements</td>
<td>Risk for Imbalanced Nutrition, less than body requirements</td>
</tr>
<tr>
<td>Nausea</td>
<td></td>
</tr>
</tbody>
</table>

Elimination

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

<table>
<thead>
<tr>
<th>Constipation</th>
<th>Risk for Urge Urinary Incontinence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perceived Constipation</td>
<td>Urge Urinary Incontinence</td>
</tr>
<tr>
<td>Risk for Constipation</td>
<td>Stress Urinary Incontinence</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Urinary Overflow Incontinence</td>
</tr>
<tr>
<td>Dysfunctional Gastrointestinal Motility</td>
<td>Reflex Urinary Incontinence</td>
</tr>
<tr>
<td>Risk for Dysfunctional Gastrointestinal Motility</td>
<td>Overflow Urinary Incontinence</td>
</tr>
<tr>
<td>Bowel Incontinence</td>
<td>Total Urinary Incontinence</td>
</tr>
<tr>
<td>Readiness for enhanced Urinary Elimination</td>
<td>Urinary Retention</td>
</tr>
<tr>
<td>Functional Urinary Incontinence</td>
<td>Impaired Urinary Elimination</td>
</tr>
</tbody>
</table>
**Activity Exercise**

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

<table>
<thead>
<tr>
<th>Activity Intolerance</th>
<th>Self-care deficit, Toileting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autonomic Dysreflexia</td>
<td>Self-Neglect</td>
</tr>
<tr>
<td>Decreased Cardiac Output</td>
<td>Dysfunctional Ventilator Weaning Response</td>
</tr>
<tr>
<td>Decreased Intracranial Adaptive Capacity</td>
<td>Wandering</td>
</tr>
<tr>
<td>Delayed Growth and Development</td>
<td>Ineffective Peripheral Tissue Perfusion</td>
</tr>
<tr>
<td>Delayed Surgical Recovery</td>
<td>Readiness for Enhanced Organized Infant Behavior</td>
</tr>
<tr>
<td>Disorganized Infant Behavior</td>
<td>Risk for Peripheral Neurovascular Dysfunction</td>
</tr>
<tr>
<td>Diversional Activity Deficit</td>
<td>Readiness, Enhanced Self Care</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Risk, Activity Intolerance</td>
</tr>
<tr>
<td>Impaired Gas Exchange</td>
<td>Risk for Autonomic Dysreflexia</td>
</tr>
<tr>
<td>Impaired Home Maintenance</td>
<td>Risk for Delayed Development</td>
</tr>
<tr>
<td>Impaired Peripheral Tissue Perfusion:</td>
<td>Risk for Decreased Cardiac Tissue Perfusion</td>
</tr>
<tr>
<td>Impaired Physical Mobility (specify)</td>
<td>Risk for Disproportionate Growth</td>
</tr>
<tr>
<td>Impaired Spontaneous Ventilation:</td>
<td>Risk for Disuse Syndrome</td>
</tr>
<tr>
<td>Impaired Transferability</td>
<td>Risk for Gastrointestinal Perfusion Ineffective:</td>
</tr>
<tr>
<td>Impaired Walking</td>
<td>Risk for ineffective Cerebral Tissue Perfusion</td>
</tr>
<tr>
<td>Impaired Wheelchair Mobility:</td>
<td>Risk for disorganized infant behavior</td>
</tr>
<tr>
<td>Impaired Mobility Bed</td>
<td>Risk for Shock</td>
</tr>
<tr>
<td>Ineffective Airway Clearance</td>
<td>Risk for Sudden Infant Death Syndrome</td>
</tr>
<tr>
<td>Ineffective Breathing Pattern</td>
<td>Sedentary Lifestyle</td>
</tr>
<tr>
<td>Self-care Deficit, dressing or grooming</td>
<td>Self-care deficit, Bathing or Hygiene</td>
</tr>
<tr>
<td>Self-Care Deficit, feeding</td>
<td></td>
</tr>
</tbody>
</table>

**Sleep Rest**

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

<table>
<thead>
<tr>
<th>Insomnia</th>
<th>Sleep, Readiness for Enhanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sleep Deprivation</td>
<td></td>
</tr>
</tbody>
</table>
Sexuality-Reproductive

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

<table>
<thead>
<tr>
<th>Readiness for Childbearing Process, Enhanced</th>
<th>Rape Trauma Syndrome Compound Reaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk for Maternal-Fetal Dyad, Disturbed</td>
<td>Rape Trauma Syndrome Silent Reaction</td>
</tr>
<tr>
<td>Rape Trauma Syndrome</td>
<td>Ineffective Childbearing Process</td>
</tr>
<tr>
<td>Sexual Dysfunction</td>
<td>Risk for Ineffective Childbearing Process</td>
</tr>
<tr>
<td>Ineffective Sexuality Patterns</td>
<td></td>
</tr>
</tbody>
</table>

Cognitive-Perceptual

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

<table>
<thead>
<tr>
<th>Acute Confusion</th>
<th>Ineffective Activity (Task) Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute Pain</td>
<td>Knowledge Deficit</td>
</tr>
<tr>
<td>Chronic Pain</td>
<td>Readiness for Enhanced Comfort</td>
</tr>
<tr>
<td>Chronic Confusion</td>
<td>Impaired Memory</td>
</tr>
<tr>
<td>Readiness for Enhanced Decision Making</td>
<td>Risk for Acute Confusion</td>
</tr>
<tr>
<td>Impaired Environmental Interpretation Syndrome</td>
<td>Unilateral Neglect</td>
</tr>
<tr>
<td>Readiness for Enhanced Knowledge</td>
<td>Disturbed Thought Processes</td>
</tr>
<tr>
<td>Risk for Ineffective Activity (Task) Planning</td>
<td>Ineffective Impulse Control</td>
</tr>
<tr>
<td>Impaired Comfort</td>
<td>Decisional Conflict</td>
</tr>
</tbody>
</table>

Self-Perception, Self-Concept

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

<table>
<thead>
<tr>
<th>Anxiety</th>
<th>Enhanced Readiness for Hope:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Death Anxiety</td>
<td>Hopelessness</td>
</tr>
<tr>
<td>Disturbed Body Image</td>
<td>Risk for Loneliness</td>
</tr>
<tr>
<td>Fear</td>
<td>Disturbed Personal Identity</td>
</tr>
<tr>
<td>Risk for Disturbed Personal identity:</td>
<td>Risk for Powerlessness</td>
</tr>
<tr>
<td>Powerlessness</td>
<td>Situational Low Self-esteem:</td>
</tr>
<tr>
<td>Readiness for Enhanced Self Concept,</td>
<td>Risk for Self-directed Violence,</td>
</tr>
<tr>
<td>Risk for Compromised Human Dignity</td>
<td>Chronic Low Self-Esteem:</td>
</tr>
<tr>
<td>Readiness for Enhanced power</td>
<td>Risk for Chronic Low Self-Esteem</td>
</tr>
<tr>
<td>Risk for Situational Low Self-Esteem</td>
<td></td>
</tr>
</tbody>
</table>
Value Belief

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

<table>
<thead>
<tr>
<th>Moral Distress</th>
<th>Readiness for Enhanced Spiritual Well-Being</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk for Impaired Religiosity</td>
<td>Risk for Spiritual Distress (Distress of the Human Spirit)</td>
</tr>
<tr>
<td>Impaired Religiosity</td>
<td>Spiritual Distress (Distress of the human spirit)</td>
</tr>
<tr>
<td>Readiness for Enhanced Religiosity</td>
<td></td>
</tr>
</tbody>
</table>

Role Relationship

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

<table>
<thead>
<tr>
<th>Caregiver Role Strain</th>
<th>Readiness for enhanced Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronic Sorrow</td>
<td>Readiness for Enhanced Family Processes</td>
</tr>
<tr>
<td>Complicated Grieving</td>
<td>Relocation Stress Syndrome</td>
</tr>
<tr>
<td>Dysfunctional Family Processes</td>
<td>Risk for Caregiver Role Strain</td>
</tr>
<tr>
<td>Dysfunctional Grieving</td>
<td>Risk for Complicated Grieving</td>
</tr>
<tr>
<td>Grieving</td>
<td>Risk for Impaired Attachment</td>
</tr>
<tr>
<td>Impaired Parenting</td>
<td>Risk for Impaired Parenting</td>
</tr>
<tr>
<td>Impaired Verbal Communication</td>
<td>Risk for Relocation Stress Syndrome</td>
</tr>
<tr>
<td>Ineffective Role Performance</td>
<td>Risk for other Directed Violence</td>
</tr>
<tr>
<td>Interrupted Family Processes</td>
<td>Social Isolation</td>
</tr>
<tr>
<td>Parental Role Conflict</td>
<td>Ineffective Relationship</td>
</tr>
<tr>
<td>Readiness for Enhanced Parenting</td>
<td>Risk for Ineffective Relationship</td>
</tr>
<tr>
<td></td>
<td>Readiness for Enhanced Relationship</td>
</tr>
</tbody>
</table>

Coping Stress-Tolerance

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

<table>
<thead>
<tr>
<th>Defensive Coping</th>
<th>Readiness for Enhanced Resilience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ineffective Coping</td>
<td>Post-Trauma Syndrome</td>
</tr>
<tr>
<td>Compromised Family Coping</td>
<td>Risk for Post-Trauma Syndrome:</td>
</tr>
<tr>
<td>Readiness for Enhanced Coping</td>
<td>Risk for Suicide</td>
</tr>
<tr>
<td>Disabled Family Coping</td>
<td>Self-Mutilation</td>
</tr>
<tr>
<td>Readiness for Enhanced Family Coping:</td>
<td>Stress Overload</td>
</tr>
<tr>
<td>Readiness for Enhanced Community Coping:</td>
<td>Risk for Self-Mutilation:</td>
</tr>
<tr>
<td>Ineffective Community Coping</td>
<td>Risk for Compromised Resilience</td>
</tr>
<tr>
<td>Ineffective Denial</td>
<td>Impaired Resilience</td>
</tr>
</tbody>
</table>
References:


Admission Policy

Admission to the Nursing Major and Clinical Nursing Courses

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.

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 Nursing Program of Study.
2. Meeting High School Requirements:
   a. all students must have a final official high school transcript on file in Admissions and must be enrolled in the College;
   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 are:
   - 4 Units of English
   - 3 Units of Social Studies
   - 2 Units of Science (1 year of High School Chemistry with a grade of C or better or 70%; and 1 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 enrolled nursing students must be seen by their assigned Academic Advisor during the advising period fall/spring.
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 (6) 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 SOCI110 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 5.
Students who completed high school work in a foreign country must:
1. have a course-to-course evaluation performed by one of the five College-approved transcript evaluating agencies (information available in the Office of Admissions);
2. earn a "C" or better on the above College courses and a "B" in BIOL181 to meet high school requirements;
3. upon completion of the above requirements, the student will request in admissions that the curriculum code of nursing or 2035 will be assigned.

Conditional Acceptance into the Clinical Component of Nursing

Students must:

1. be currently enrolled in the College and have taken the three placement tests;
2. meet high school requirements;
3. have a curriculum code of 2035 (Nursing);
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 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 course have been taken before applying for admission in the Clinical Component of Nursing;
   ** 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 acceptance into the clinical component.
6. have taken BIOL181, BIOL182, BIOL228, HLTH120N, and PSYC110 within the seven (7) years prior to acceptance into the Clinical Component of the Nursing Program, for those courses to be considered current and valid for admission;
7. have a minimum cumulative grade point average (GPA) of 3.0 at BCCC;
8. have a pre-entrance exam that meets the requirements of the nursing program:
   a. NLN-RN Pre RN entrance exam of the 50th percentile or above (55th percentile preferred), the NLN-RN Pre RN Examination must be completed by the Fall or Spring testing deadline; OR
   b. ACT exam composite score of 20; OR
   c. SAT exam score of 900 (critical reading and math) if taken prior to March 2016 or above 980 total score if taken after March 2016).
   **All applicants, if using SAT or ACT as pre-entrance exam, must have their official SAT or ACT score posted in the Admissions office (sent from The College Board) (in order to be deemed official, document must be sent directly from the issuing institution, postmarked by the application deadline, and posted in the student's planning module).

After meeting all of the above criteria, students who are Bucks County residents and have completed the highest number of credits in the Nursing Program of Study at BCCC, with the final grade requirements, or better, will be considered first.

After notification of conditional acceptance to the Clinical Component of the Nursing Program, the student is required to submit the following documents to the Director for full acceptance into the Clinical Component of the Nursing Program (Required paperwork will be dispersed and discussed at Orientation).

- Current CPR certification (BCLS course)
- Current Health examination
- Current Immunizations record
- Current State Police criminal check and FBI check that shows the applicant is felony free for ten (10) years. 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...". In addition, applicants must be free of Prohibitive Offenses (which includes certain drug and substance abuse violations) as found in the Pennsylvania Older Adult Protective Services Act 169 of 1996, and as amended by Act 13 of 1997, within their lifetime. The student must not have been convicted of a driving under the influence of intoxicating liquors and/or drugs within five (5) years of participation in the program. 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 as set forth herein, they will be immediately removed from the program. The student must self-disclose any arrest after their acceptance in the Clinical Component.

- Current FBI fingerprint clearance
- Current Child Abuse Clearance that demonstrates child abuse free in lifetime
- Current negative drug and alcohol screen

<table>
<thead>
<tr>
<th>Adopted: 9/85</th>
<th>Reviewed: yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised: 03/2016; 05/2017</td>
<td>Forms: Application to the Clinical Component of Nursing; College-side request for change of major form</td>
</tr>
</tbody>
</table>
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 NURS101 and NURS102

   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.
- Graduates from a PA State Board of Nursing approved School of Nursing

B. Admitted to the College and the Nursing Program of Study (2035)

Please refer to Admission Criteria published in the College Catalog, on the web at: http://www.bucks.edu/catalog/majors/health/nursing/, and available in the Nursing Office, Founders Hall Rm 110.

NURS101**

- Attend an information session, seek advising from the appointed advanced placement advising specialist
- Meet Bucks County Community College 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
- Curriculum Code must be 2035 (Nursing Major)
- A final, official high school transcript or a copy of GED in 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 seven years)
  - Must have a C or better in all other courses in major (PSYC110 and HLTH120N must be taken within the last seven years)
- A 3.0 or better GPA preferred at Bucks County Community College
- Pre-requisite or co-requisite courses **MUST BE COMPLETED** with a grade of and time limit as documented above
  - CHEM101 – Chemistry A (C or better)
  - BIOL181 – Human Anatomy and Physiology I (Grade of B, in the last seven years)
  - COMP110 – English Composition I (C or better)
  - NURS120 – Dosage Calculations (B or better in this course)

- Apply for advanced placement to complete the challenge examination (applications open on October 20 and close on February 20) and can be found at:
  - [http://www.bucks.edu/academics/department/health/associate/nursing/](http://www.bucks.edu/academics/department/health/associate/nursing/)
- Before the day of the exam, Credit by Examination forms, together with a check in the amount specified must be completed and submitted to the Student Accounts Department, The Hub.

**The Challenge Examination** (clinical competency) for NURS101 will include:

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

- Medication administration including a dosage calculation examination (**without a calculator**);
- Administer medications, all routes:
  - PO, IM, SC, and Eye;
- Hand washing;
- Vital signs:
  - Blood pressure, temperature, pulse, respirations, apical rate, and pulse oximetry;
- Intravenous skills:
  - Site assessment, prime lines, delivery systems (primary and secondary infusions), labeling of solutions, and charting;
- Assessment:
  - Skin, oral, pulses, respiratory (HIPPA);
- Specimen collection
  - Collection for culture and sensitivity.

**All components of the examination must be successfully completed. If a candidate is unsuccessful, an examination can be repeated only once in the application cycle. If a candidate is unsuccessful, the student must reapply and continue to meet the criteria described above.**
NURS102**

- Successfully challenge specific clinical competencies for NURS101
- Meet grade requirements for courses attempted in the Program of Study
  - BIOL181, BIOL182, BIOL228: B or better, (must be taken within the last seven years)
  - Must have a C or better in all other courses in major (PSYC110 and HLTH120N must be taken within the last seven years)
- A GPA of 3.0 or preferred at Bucks County Community College
- Pre-requisite or co-requisite courses **MUST BE COMPLETED** with a grade of and time limit as documented:
  - BIOL182 – Human Anatomy & Physiology II (Grade of B, in the last seven years)
  - BIOL228 – Microbiology (Grade of B, in the last seven years)
  - HLTH120N – Nutrition (Grade of C, in the last seven years)
  - NURS220 – Health Assessment (Grade of C)

**The Challenge Examination** (clinical competency) for NURS102 will include:

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

- Medication administration including a dosage calculation examination (*without a calculator*);
- Demonstrate:
  - Intermittent IV antibiotics with saline flush;
- Blood Administration:
  - Procedure, equipment, and administration;
- Nasogastric tube insertion:
  - Placement, irrigation;
- Sterile dressing change:
  - With and without a drain, wound irrigation;
- Foley catheter insertion;
- Assessment:
  - Abdomen, musculoskeletal
  - Assess for hemorrhage;
- Sitz bath;
- Safety:
  - Assisting a post-operative patient out of bed
  - Holding a baby;
- Teach:
  - The use of Incentive Spirometer and Peak Flow Meter.

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

**USUALLY THE COMPETENCIES FOR NURS101 AND NURS102 ARE PERFORMED ON THE SAME DAY**
II. Requirements upon successful completion of the challenge to NURS101/NURS102

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

**Dated after June 1, prior to entering NURS201**
- Health Examination
- Immunization Record
- Dental Examination
- Negative 2 Step PPD (check x-ray if positive)
- FBI Fingerprint Check
- PA Criminal Record Check
- Child Abuse Clearance
- 10-Panel drug screen including alcohol
- CPR
- Student Profile Packet
- Completed Registration
- Student Uniforms ordered

III. Graduation

The following courses, in the Program of Study, MUST BE COMPLETED before or with NURS201:

- PSYC110 – Introduction to Psychology (Grade of C, in the last seven years);
- SOCI110 – Introduction to Sociology;
- COMP111 – English Composition II

The following courses, in the Program of Study, MUST BE COMPLETED before or with NURS202:

- COMM110 – Effective Speaking;
- Arts & Humanities – Refer to the list of electives in the College Catalog.

IV. The College Graduation Residency Policy

Requires that a minimum of 30 semester credit hours toward the associate degree MUST BE EARNED IN GRADED COURSES AT Bucks County Community College. The credits awarded for the challenge of NURS101 and NURS102 (twelve, 12) are NOT counted in the 30 credits because the challenge (CRE X) is not graded, nor are Prior Learning Experience (PLE) credits graded, nor are other challenge by exam credits. Therefore, in order for a student to complete the challenge and be eligible to graduate, the student must complete at least 12 credits here at Bucks County Community College in the AD Nursing Program of Study, in addition to the 18 credits earned in NURS201 and NURS202. Please see the policy for CRE X, and PLA found on the following website: http://www.bucks.edu/academics/pla/testing/

<table>
<thead>
<tr>
<th>Approved/adopted:</th>
<th>Target Date: February</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review: 8/15/01, 9/07, 10/15, 05/17</td>
<td>Review: Every 3 years</td>
</tr>
<tr>
<td>Revised: 10/12; 05/16</td>
<td>Director/Faculty</td>
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<td>Forms:</td>
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<td></td>
<td>Check off list for LPN-RN</td>
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<tr>
<td></td>
<td>LPN Advising Individual Information Sheet</td>
</tr>
<tr>
<td></td>
<td>LPN-RN Information Session Attendance Sheet</td>
</tr>
</tbody>
</table>
Bucks County Community College
Department of Health Sciences
Associate Degree Nursing

Advanced Placement Policy for Clinical Transfer Students

Policy:
In keeping with the philosophy, vision, and core values of the College as well as the nursing faculty’s philosophy of education and concern for patient safety, the nursing faculty will continue to seek ways to recognize the prior learning that has occurred in supervised accredited pre-licensure Registered Nurse Programs. The last two second level Nursing Courses must be completed at Bucks County Community College.

Purpose:
The purpose of the policy is to ensure that there is continued exploration and evaluation of trends and opportunities for pre-licensure clinically educated transfer students. In keeping with the policy, information available to students will be publicly accessible, clearly explained, and continuously updated to best meet student needs.

Procedure:

Criteria to Transfer Clinical Course

Eligible Candidates:

- Students who have attended other accredited pre-licensure Registered Nurse Programs and have successful completed and transcripted clinical courses with available course syllabi, outcomes, and formats for the Director of Nursing to review.

- Once criteria are met, preference is given to Bucks County residents who are graduates from:
  - Graduates from a Pennsylvania State Board of Nursing approved School of Nursing with accreditation through, ACEN, or CCNE.

- Admission to the College and the Nursing Program of Study (2035).
  - Please refer to the Admission Criteria published in the College Catalog, on the web at http://www.bucks.edu/catalog/majors/health/nursing/, and available in the Nursing Office Group 439.

NURS101:

- Meet Bucks County Community College admission criteria;
- Meet high school requirements as specified in the admission criteria;
- Curriculum Code must be 2035;
- A final, official high school transcript or a copy of GED in the Admissions Office;
- A grade of C or better as applicable in any courses attempted within the Program of Study except those described below;
- A GPA of 3.0 or better preferred at Bucks County Community College;
- All students must have taken, or have been granted a waiver, for the reading, writing, and math assessment tests;
- NLN-RN Pre RN entrance exam of 50th percentile or above (55th percentile preferred), OR ACT of 20 or above OR, SAT of 900 (critical reading and math) if taken prior to March 2016 or above or 980 total if taken after March 2016). NLN Pre-Admission Examination must be completed by the Fall or Spring testing deadline. All applicants must have an official score (in order to be deemed official, document must be sent
directly from issuing institution, The College Board, to admissions postmarked by the application deadline and posted in the student planning module;

- Pre-requisite or co-requisite courses **MUST BE COMPLETED** with a grade of and time limit as following before Nursing I can be transcript as clinical skills:

  CHEM101 – Chemistry A (C or better)
  BIOL181 – Human Anatomy and Physiology I (Grade of B in last 7 years)
  COMP110 – English Composition I (C or better);

- Seek advising from the appointed nursing advising specialist;
- Meet with the Director of the Nursing Program or the designee to review course syllabi for content completed successfully.
- Apply for advanced placement into the course advised by the Director of the Program.
- Sit for the Standardized Readmission Test required for the course applying to.

  **All components of the examinations must be successfully completed. If a candidate is unsuccessful, the student must reapply and continue to meet the current criteria.**

NURS102:

- A grade of **C as applicable** or better in any courses attempted within the Program of Study, except as delineated below;
- Curriculum Code must be 2035;
- A GPA of 3.0 or better preferred at Bucks County Community College;
- All students must have taken, or granted a waiver, for the reading, writing, and math assessment tests. NLN-RN Pre RN entrance exam of 50th percentile or above (55th percentile preferred), OR ACT of 20 or above OR, SAT of 900 (critical reading and math) if taken prior to March 2016 or above or 980 total if taken after March 2016). NLN Pre-Admission Examination must be completed by the Fall or Spring testing deadline. All applicants must have an official score (in order to be deemed official, document must be sent directly from issuing institution, The College Board, to admissions postmarked by the application deadline and posted in the student planning module;
- Pre-requisite or co-requisite courses **MUST BE COMPLETED** with a grade of and time limit as following before entry into Nursing III

  BIOL182 – Human Anatomy & Physiology II (Grade of B in last seven years)
  BIOL228 – Microbiology (grade of B in last seven years)
  HLTH120N – Nutrition (Grade of C in the last seven years)

- Seek advising from the nursing advising specialist;
- Meet with the Director of the Nursing Program or the designee to review course syllabi for content completed successfully.
- Apply for advanced placement into the course advised by the Director of the Program.
- Sit for the Standardized Readmission Test required for the course applying to.

  **All components of the examinations must be successfully completed. If a candidate is unsuccessful, the student must reapply and continue to meet the current criteria.**
I. Requirements upon completion of meeting advanced placement criteria and successful completion of the appropriate readmission exam.

The student who is successful on the advanced placement readmission examinations must submit the following by a specified date to be determined in order to enter NURS201:

- Health Examination;
- Immunization Record;
- Dental Examination;
- Negative 2 Step PPD (chest x-ray if positive) dated after June 1 prior to entering the desired course;
- FBI Fingerprint Check;
- PA Criminal Record Check dated after June 1, prior to entering the desired course;
- Child Abuse Clearance dated after June 1, prior to entering the desired course;
- 10-panel drug screen including alcohol dated after June 1, prior to entering the desired course;
- Current CPR dated after June 1, prior to entering the first Nursing Course, if no courses repeated;
- Student Profile Packet;
- Completed Registration Form;
- Student uniforms ordered.

II. Graduation

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

PSYCH110 – Introduction to Psychology (in the last seven years);
SOC110 – Introduction to Sociology;
COMP111 – English Composition II.

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

COMM110 – Effective Speaking;
Arts/Humanities – refer to the list in the College Catalog
http://www.bucks.edu/catalog/majors/enrollment/core/goals/#d.en.29774.

III. The College Graduation Residency Policy requires that a minimum of 30 semester credit hours toward the associate degree **must be earned in graded courses at Bucks County Community College**. The credits awarded for transfer are **not counted in the 30 credits** because transfer courses are not graded. It must be noted Prior Learning Assessment (PLE) credits are non-graded, nor are other challenge by exam credits. Therefore, in order for a student to transfer in and be eligible to graduate, the student must complete at least 30 credits here at BCCC in the AD Nursing Program of Study.

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<td>Check off list for transfer advanced placement students</td>
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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. Students are expected to attend 90% of the clinical time and 90% of the college laboratory time allotted for each course.

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 certification to outside funding. Faculty are required to submit attendance reports after the third and seventh week of the fall and spring semester;

2. College Laboratory
Attendance in lab is mandatory. Attendance is recorded weekly. Nursing Laboratory sessions are necessary in meeting the 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 onto 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 notified to bring in documentation of completed skills for review by faculty. Students must attend 90% of scheduled laboratory time. If the student is unable to complete clinical skills in a safe manner, the student cannot attend clinical;

3. Clinical Experience:
Clinical attendance is mandatory in order to meet clinical learning objectives. A student must attend at least 90% of each Course clinical time. Failure to fulfill this requirement will result in dismissal from the program. If attendance falls below 90% within the course; an alternative assignment with patient interaction is required. A make-up assignment is not a substitute for a planned clinical day. Any more than the 10% absence may result in the student’s inability to meet the objectives of the course. Inability to meet the objectives will result in failure.

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

Procedure:

All Absences:

I. Following instructor guidelines, the student notifies the instructor of absence by voice mail one hour minimum prior to clinical, or email, prior to the start of the clinical day

II. Instructor responds to notification within thirty six hours or one work day following the weekend. Conference note is completed and signed by faculty and student. (See Makeup Policy)
III. Absences will be documented on the clinical evaluation tool.

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

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<td>Revised: 08/13, 05/16</td>
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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 lateness and a conference form completed if the nursing student is not on time.

II. When the nursing student experiences a delay, the instructor is to be notified as soon as safely possible.

III. Lateness time, in minutes or hours, will be noted on the class, college laboratory, clinical attendance sheet or a conference note. In clinical, cumulative times will be noted on the clinical evaluation tool.

IV. The nursing student who arrives at clinical late without prior instructor notification and the patient assignment has been re-assigned to a staff member the nursing student will be sent home as unsatisfactory because patient safety has been jeopardized.

V. The nursing student who is late to class and/or college laboratory may disrupt learning and is displaying unprofessional behavior and a conference note may be completed.

VI. The student who accumulates 10% of missed time must complete a make-up assignment. This make-up time is included in the maximum amount of time allowed for make-up.

VII. The nursing student must be aware that missed clinical time equates to clinical absence time.

| Adopted: 11/04 | Target date q 3 years |
| Reviewed | Director/Faculty |
| Revised: 08/13; 05/16 | |
Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing

Make Up Policy

Policy:

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

Purpose:

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

I. Procedure Guidelines for missed college laboratory

Instructor will develop plan on 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

Final Review by lab facilitators, with written feedback if necessary

II. Procedure Guidelines for Missed Clinical

Written Conference note or email is generated by instructor and signed or responded to by the student.

Contact with MSN if possible
Contact and interaction with patients (i.e. community education programs, interviews (comparative cultural and historical interviews, medication histories), child care facility)
Congruent with classroom content (i.e. Endocrine: nutrition or wound care or diabetic care class)

Students will be required to write and submit a paper about the experience:

Content will be approved by the clinical instructor and a due date:

Professional Goals and how they are met
Description of the meeting/group/clinical
Correlate the theory and objectives
The functional health patterns
How the client was referred
Client response /feedback about the experience
Nurses’ role
Caring concepts
Students’ impressions

Format APA

Minimum of three pages, excluding title and reference pages
Minimum of two references

Approved/Adopted: 10/04  
Target Date: June

Review: 9/08, 09/11, 08/13  
Review: every 3 years

Revised: 05/16  
Director/Faculty
AD Nursing Laboratory Biohazard Safety Policy

Policy:

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

Procedure

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

- Students
  - Provide product enclosures to faculty and laboratory staff for anything brought into the lab.
  - Inform faculty of exposure or contaminated needle stick.
  - Demonstrate correct needle/syringe disposal after use.
  - Demonstrate correct handling of linen that in the hospital would be considered contaminated.

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Confidentiality Policy

Policy:

Bucks County Community College, Associate Degree Nursing Faculty, and Students will adhere to the tenets of patient privacy as required by the affiliating clinical agencies, and outlined in the Health Insurance Portability and Accountability Act (HIPPA), 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. Clinical agencies will be sent instructor and student names.

II. AD Nursing Faculty will review HIPPA 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 health record, treatment, or information

III. The nursing student is required to sign the Bucks County Community College 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 related to the nursing care required. All information discussed in post conference is to be held in strictest confidence.

VI. There will be NO photo-copying of any patient records. Printed copies of computer generated patient Kardexes or careplans will be disposed of according to agency policy.

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

VIII. Written assignments in the nursing program only use initials of the patient, (e.g., S.R.) A violation of patient privacy on a written assignment will result in a failure on the assignment and the assignment must be repeated.

| Adopted: 10/08 | |
| Reviewed: 05/11, 03/15, 05/16 | Review every 3 years |
| Revised: 08/13 | Director/Faculty |
| | Forms: Confidentiality Statement |
CONFIDENTIALITY STATEMENT

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

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

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

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

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

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

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

_______________________________________
Student Signature                          Date

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Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing

**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.

**Procedures:**

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. Nursing Clinical Course Grading is as follows:

<table>
<thead>
<tr>
<th>GRADES</th>
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<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B+</td>
<td>87-89</td>
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<tr>
<td>B</td>
<td>80-86</td>
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<tr>
<td>C+</td>
<td>77-79</td>
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<tr>
<td>C</td>
<td>73-76</td>
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<tr>
<td>D+</td>
<td>67-72</td>
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<td>D</td>
<td>60-66</td>
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<tr>
<td>F</td>
<td>Below 60</td>
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<tr>
<td>W</td>
<td>Withdrawn</td>
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C. Course or test grades are calculated by taking out to the hundredth place and weighted to the hundredth place.

D. The grade for the course must equal the whole number percent without rounding. (Ex. 73.59 = 73, 86.9 = 86)

E. Other Academic Policies for the college including GPA Calculation, Withdrawal, Advisory, Grades, Satisfactory Academic Progress, etc. can be found on the web: http://www.bucks.edu/catalog/info/policies/

F. 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.

G. Final course grades are available to students on Web Advisor. Grades will not be issued if the student has any encumbrance(s).

H. No grades will be given via telephone or emailed.

II. Testing

A. There will be scheduled examinations given during each of the courses, using 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 examinations on the scheduled date.
   2. The student must contact the faculty member or Nursing Program Office (8327, 8326) to report their absence, texting another student does not meet this professional requirement.
   3. The student who is absent on the day of an examination will be required to complete the exam on their first day of return to the college.
   4. The student must contact the faculty member to make arrangements for administration of the exam. The exam may not be scheduled during hours when the student is presently schedules for class, nursing laboratory, or clinical experience.
   5. The examination administered will be scored at eighty (80) percent of the original. The remainder of the exam twenty (20) percent will be comprised of written questions related to the objectives and concepts being tested.
   6. Failure of the student to take an exam in a timely manner will result in a failure.

E. Additional requirements for testing may be found in individual course formats.

F. The student has the option to review the examination within the week following the issuance of the examination grade. An appointment for this purpose must be scheduled with the classroom instructor during office hours. The instructor reserves the right to extend this deadline to two (2) weeks; however, the student must contact the instructor within the week timeframe. The office hours are posted on the instructor's door. Faculty members are not available after finals week. Faculty members are the only individuals that can review an examination and issue a grade change.

G. Students are expected to follow the code of conduct as outlined in the College Catalog and on the web: http://www.bucks.edu/about/policy/conduct/. In addition, AD Nursing students are subject to the Integrity Policy of the AD Nursing Program. Failure to do so will result in appropriate action.
III. Clinical Evaluation of Students

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

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. For example: (this example is not all inclusive)

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

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

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

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

       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 students file, and a copy will be given to the Director of the AD Nursing 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.
5. A student who demonstrates a pattern of three (3) unsafe/unsatisfactory occurrences, and/or ten (10) \% of time below the Expected Level (satisfactory), within a course may be dismissed from the program.

6. 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.

7. A student who is not able to obtain the required grades on the Dosage Calculation Examination is considered unsafe/unsatisfactory and cannot progress.

8. A student who is dismissed from clinical for unsafe behaviors may be immediately dismissed or denied readmission to the nursing program.

B. Clinical Grades:

1. Clinical attendance is mandatory in order to meet clinical objectives. A student must attend at least ninety (90) percent of each Course Clinical time. Failure to fulfill this requirement may result in dismissal from the program.

2. Clinical practice must be successfully completed at the expected level: Grading in clinical practice will be pass (at 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 allows. The faculty member must report the incident that day to the Director of the AD Nursing 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 their professional judgment and the language from the policies, will act accordingly in such situations. The student must return to the college laboratory, during the scheduled time for 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 demonstrating caring attitudes, may be dismissed from the clinical area as unsatisfactory. All past theory and technical skills must be at the Expected Level.

6. Increasing proficiency on drug calculation examinations that start at a minimum of eighty (80) percent are defined in the individual course formats.

C. Written Work and Grading Criteria

1. Written work should reflect college level standards. In Nursing, American Psychological Association (APA, most current ed.) formatting is the preferred method. In order to prepare for future educational endeavors, Associate Degree nursing 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 college level Academic Integrity Standards found at: http://www.bucks.edu/catalog/info/records/integrity/
D. **Progression Requirements**

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, clinical performance, and attendance; and be able to demonstrate increasing proficiency on all drug calculation examinations included in the nursing courses that start at a minimum grade of eighty (80) percent.

2. A grade of C or better in all required non-nursing courses as specified

3. A minimum cumulative GPA of 2.75.

4. Students failing to meet the above criteria will be dismissed from the Nursing Program.

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

E. **Incomplete Grades**

No student will be permitted to progress in nursing with an incomplete grade in any nursing, or non-nursing course. All incomplete grades must be removed and replaced with a grade of C or better, as designated, in order to begin the next semester in the Nursing Program.

F. **Withdrawals, Failing Grades, and Repeating Courses:**

Refer to the College Web page:

- Withdrawals: http://www.bucks.edu/media/bccamedialibrary/admissions/forms/Withdrawal%20Form.pdf
- Failing Grades: http://www.bucks.edu/catalog/majors/health/nursing/
- Repeating Courses: with restrictions on Nursing Courses, as noted at: http://www.bucks.edu/catalog/majors/health/nursing/

G. **Repeating a Nursing Course**

A nursing course can only be repeated **ONE** time. http://www.bucks.edu/catalog/majors/health/nursing/

Readmission to the clinical courses is selective and explained in the Associate Degree Nursing 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 Nursing Program 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. Other steps in the appeal process are advisory."
Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing

Associate Degree Nursing Student Grievance Policy

If the purpose of the grievance relates to concerns unrelated to the nursing program, students are referred to the College catalog for "Resolutions of Student Concerns" or 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 nursing student grievance relates to concerns unrelated to the nursing program, students are referred to the college catalog or web.

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

III. After identifying that a grievance exists, the involved faculty member will document the meeting on a "Conference Note".

IV. The original copy of the document will be placed in the student's file, with subsequent copies forwarded to the student, faculty member, and the Director of the Associate Degree Nursing Program.

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

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

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

**Union representation as per contract

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<td>Review: Every 3 years</td>
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<td>Revised: 09/08, 05/16</td>
<td>Director/Faculty</td>
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Health Policy

Policy:

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

Purpose:

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

Procedure:

I. The health record demonstrates compliance with the policy and shall include:

   a. Physical Examination form, completed on admission to the program.

   b. Immunization Record, updated yearly.

       1. 2 step PPD or Chest X Ray, or Gold Interferon
       2. Hepatitis B series completed
       3. MMR Titers or Proof of vaccination
       4. Current Tetanus Toxoid and adult pertussis
       5. 10-Panel Drug Screen
       6. Flu Vaccine

   c. Dental Examination form, completed on admission to the program.

   d. Health Risk Waiver forms completed on admission to the program.

   e. Student’s statement of carrying health insurance policy or acknowledgement of financial responsibility for illness or injury completed on admission to the Program.

   f. Latex Free information if applicable.

   g. Declination statement for Hepatitis B vaccine if applicable.

II. The student’s health record will be housed in a locked cabinet in the Associate Degree Nursing Program’s area as noted in the Student Record Policy.

III. Access to the student’s health record is limited to the AD Nursing Program Director or her designee, examiners for the regulatory and accrediting bodies, i.e. Pennsylvania State Board of Nursing, Accreditation Commission for Education in Nursing (ACEN). Visitors and random audit by affiliating clinical agency with student privacy protected.
IV. Due dates for all forms will be published each year.

V. The admissions and progressions committee investigates current requirements from all areas, revises, and makes recommendations to the full faculty for formal revisions in the policy or forms.

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

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<td>Health Examination Form</td>
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<td>Immunization Record</td>
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<td>2 step PPD or Chest X Ray, or TB Spot</td>
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<td>Flu Vaccine Proof</td>
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<td>10-Panel Drug Screen</td>
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<td>Student Profile</td>
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<td>Dental Exam Form</td>
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<td>Health Risk Waiver</td>
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<td>Hepatitis B declination statement</td>
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<td>Health Insurance Statement</td>
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</table>
Bucks County Community College
Department of Health Sciences
Associate Degree Nursing

Health Examination

NAME: ___________________________     DATE: ________________

INITIAL DATA:

Date of Birth: ______________     Vital Signs: ______________

Height: _______________   Weight: _______________   Body Frame: _______________

Allergies: _____________________________________________________________

From Pennsylvania Code of Professional and Vocational Standards, Title 49 Selection and admission standards: "Students admitted shall meet the requirements that are established by the College... consideration shall be given to... physical and emotional health necessary to the objectives of the program."

Please refer to the attached 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?
   o Yes
   o No
   Comments:

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

3. Health Examination: (Please be specific)

   A. Neurological
   B. Integumentary
   C. HEENT
      1. Vision with Correction
   D. Cardiovascular
   E. Respiratory
   F. GI
   G. Urinary
   H. Musculoskeletal
I. Reproductive

*Females: Breast and vaginal exam (required as recommended for age)

- The USPSTF recommends screening women ages 21 to 65 years with cytology every 3 years or, for women ages 30 to 65 years who want to lengthen the screening interval, screening with a combination of cytology and HPV testing every 5 years.

*  

Males: Testicular and prostate exam (required as recommended for age)

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

Signature of Licensed Physician, or Advanced Nurse Practitioner

Printed Name

Address   City  State  Zip Code        Telephone

Approved 05/78

Reviewed 02/00; 10103; 03/06, 03/07, 3/09, 3/12, 03/15; 05/16

By: Director/Faculty

Revised: 3/08, 3/12, 07/14

Target Date/Review: Every May
Student NAME: ___________________ DATE ___________________

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

I. **Hepatitis “B” Series:**
   - Dates:
     - 1\textsuperscript{st} ______________________________
     - 2\textsuperscript{nd} (wait 1 month) ____________
     - 3\textsuperscript{rd} (wait 4 months) ___________________
     - Booster: ___________________

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

III. **(MMR) Measles, Mumps, Rubella:** Documentation of 2 doses after the age of 1 year
   - Vaccine: 1\textsuperscript{st} dose: __________________ 2\textsuperscript{nd} dose: _______________
   - or documented laboratory evidence of immunity by titers **attached**

IV. **Chickenpox:** Documentation of 2 doses of varicella vaccine at least 28 days apart
   - Date: 1\textsuperscript{st} __________________________ 2\textsuperscript{nd} __________________________
   - or documented laboratory evidence of immunity by titers **attached**

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

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

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<th>Address</th>
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<th>Zip Code</th>
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Note: Questions, please refer to CDC Healthcare Personnel Vaccination Recommendations

| Approved 05/78 | Target Date/Review: Every January |
| Reviewed 2/00; 10/03; 3/06, 05/16 | By: Director/Faculty |
| Revised: 3/12, 3/14, 01/15 | |

58
Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program  
2-STEP Purified Protein Derivative (PPD) Required

STUDENT NAME: ___________________  DATE: ___________________

History:

Previous Positive Skin Test? Yes_____ No_____  
BCG Recipient? Yes_____ No_____  

If yes to above, you must have a Chest X-Ray or an Interferon Gamma Release Assay  
Otherwise, proceed to the steps below:

<table>
<thead>
<tr>
<th>Step #1a Administer</th>
<th>Step #1b Interpret</th>
<th>Step #2a Administer</th>
<th>Step#2B Interpret</th>
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<td>Initials</td>
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Step # 1 must be read within after 48-72 hours after administration.  
If positive, you must have Chest-X-ray or Interferon Gamma Release Assay  
If negative, you must return for 2nd step in 1-3 weeks

Step #2 must be read within 48-72 hours after administration  
If positive, you must have Chest-X-ray or a Interferon Gamma Release Assay  
If negative, you are done with the 2 step PPD

<table>
<thead>
<tr>
<th>Initials</th>
<th>Signature and Credential</th>
<th>Initials</th>
<th>Signature and Credential</th>
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</thead>
</table>

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

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<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<td>Approved: 2/07</td>
<td>Target Date/Review: Every May</td>
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<td>Reviewed: 03/13</td>
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59
Bucks County Community College
Department of Health Sciences
Associate Degree Nursing

Annual Flu Vaccination

Date Due to AD Nursing Program Office: ________________

Please complete this form and attach pertinent documents

<table>
<thead>
<tr>
<th>PRINT NAME OF STUDENT</th>
<th>Class of 20__</th>
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</thead>
<tbody>
<tr>
<td>Type</td>
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<tr>
<td>Lot #</td>
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<tr>
<td>Expiration Date #</td>
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<tr>
<td>Date administered</td>
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</table>

For guidance:
http://www.cdc.gov/flu/protect/vaccine/vaccines.htm

Signature of Person Administering the Vaccine Date

Please include the information below:

Place Administered: ie. Clinic, Pharmacy, Physician’s Office Place of Employment, Bucks County Pandemic Flu Drill, or Other.
Address or stamp, or receipt

Adopted: 09/05/12
Target Date/Review: September
Reviewed 09/05/13: 02/15/15; 08/17
By: Director/Faculty
Revised: 09/08/15
Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing

**DENTAL EXAMINATION FORM**

PRINT NAME OF STUDENT: ___________________________ DATE: ___________________________

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

Oral History:

Smoker/Smokeless Tobacco use: YES ____________ NO ______________

If yes to above: Oral Cancer Screening results ______________________________________

Intra-oral/extra oral Piercings

Medications that Reduce Salivary Flow

CARE OF

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<td>TEETH</td>
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<td>OCCLUSION</td>
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<td>TONGUE</td>
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GINGIVAL Status

ALL NECESSARY DENTAL CORRECTIONS HAVE BEEN MADE? YES ____NO____

IF NO COMPLETE THE FOLLOWING:

This individual is in need of treatment for one or more of the following and is currently being/not being treated:

_____ fillings  _____ extractions

_____ disease of supporting tissues  _____ malocclusion  _____ other (explain).

Signature of Dentist (DMD/DDS) ______________________ Telephone Number ______________________

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<th>Address</th>
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<tr>
<td>Approved 05/78</td>
<td>Target Date/Review: Every May</td>
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<tr>
<td>Reviewed 2/00; 10/03; 3/06; 05/16</td>
<td>By: Director/Faculty</td>
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Approved 05/78  
Reviewed 2/00; 10/03; 3/06; 05/16  
Revised: 03.15  
Target Date/Review: Every May  
By: Director/Faculty
Bucks County Community College
Department Of Health Sciences
Associate Degree Nursing

Health Insurance

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

Bucks County Community College and the official contracted clinical agencies are not responsible for any treatments or care given to nursing students while in the Nursing Program.

<table>
<thead>
<tr>
<th>STUDENT SIGNATURE</th>
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<tr>
<td>445-7; 1/73</td>
<td>Target Date/Review</td>
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<td>Adopted: 3/87</td>
<td>Every January</td>
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<td>Review: 8/00, 10/03, 05/16</td>
<td>By: Director</td>
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<td>Revised: 3/14</td>
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As a BCCC Nursing student, I understand the **ACTUAL AND POTENTIAL** health risks to my unborn child (ren) and to myself who may occur during my participation in the clinical nursing experience.

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

Signature _____________________________ Date: _______________

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<tr>
<th>Adopted: 3/16/87</th>
<th>Target Review Date: May</th>
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<td>By: Director/Faculty</td>
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INTEGRITY POLICY

Policy:

The expectation of Bucks County Community College and the Associate Degree Nursing Faculty is that the principles of truth and honesty will be rigorously followed in all academic endeavors including the classroom, nursing laboratory, and clinical area. Nurses and the nursing student 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 Nursing Student will have learning opportunities to examine behaviors in the classroom, clinical, nursing laboratory, and other assignments.

Procedures

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

II. Testing:

   A nursing student must arrive on time for tests.

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

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

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

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

   I understand that academic integrity encompasses a wide range of behaviors that includes honesty, integrity, diligence, and trust. I have prepared for this test in an honest and diligent manner by using only authorized study sources. I have avoided all sources generated by students who have already taken the test. Finally, I understand that the faculty trusts me to not share the questions or content on this test with other students. I understand breaches in academic integrity will result in a 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 Assignments and Papers:
The BCCC Cheating & Plagiarism Policy states that all work will be done by the person who purports to
do the work without unauthorized aids. In addition, when making use of language and some idea not his
or her own, whether quoting them directly or paraphrasing them into his or her own words, the student
must attribute the source of the material in some standard form, such as naming the source in the text or
offering a footnote. A nursing written assignment found to be plagiarized, in part or whole, will receive
a 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.

IV. Class and Nursing Laboratory:
A nursing student is responsible for complying with the student Code of Conduct as described on the web at
http://www.Bucks.edu and in the College catalog. Violations of the Code of Conduct will be dealt with swiftly
and the faculty will recommend the strongest sanction available.

V. Clinical:
The following actions may be grounds for immediate dismissal from the Nursing Program (from the PA SBN
Rules and Regulations).

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

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

Solicit, borrow or misappropriate money, materials or property from a patient or the patient’s
family
Patients are defined as those patients/clients the student has contact with during the clinical
component of the Nursing Program.

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

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

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<th>Target Date: May</th>
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<td>Director/Faculty</td>
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<td>Forms: Integrity Statement on Tests</td>
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65
I understand that academic integrity encompasses a wide range of behaviors that includes honesty, integrity, diligence, and trust. I have prepared for nursing assignments in an honest and diligent manner by using only authorized study sources. I have avoided all sources generated by students who have already completed an assignment or taken a test. Finally, I understand that the faculty trusts me to not share the questions or content with other students. I understand breaches in academic integrity will result in a failure on the assignment which is a grade of 0. If I have three such occurrences, I will be dismissed from the college for one semester and my not be eligible for readmission to the AD Nursing Program.

Signature ___________________________________________             Date ______________________________
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 purchases and disposables for the nursing arts laboratory will be labeled latex free.
   b. Liaison with the bookstore to provide students with latex free purchases of stethoscopes, etc.
   c. Updates on latex allergies will be provided via email, conferences, and colleagues.
   d. Provide students with Latex Allergy information.
   e. Provide reasonable accommodation such as assignments to latex free clinical agencies for identified students.
   f. Assure lab equipment packs for students are latex free.

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

Approved/Adopted: 03.08
Review: 03.11
Revised: 05.16
Target Date: May
Review: every 3 years
Director/Faculty
Forms: CDC/OSHA handout
How can I protect myself from latex allergy?

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

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

What if I think I have latex allergy?

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

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

ADDITIONAL INFORMATION

For additional information about latex allergy, or to request a copy of NIOSH Alert No. 97-125, Preventing Allergic Reactions to Natural Rubber Latex in the Workplace, call 1-800-35-NIOSH (1-800-356-4674).

You may also visit the NIOSH Homepage on the World Wide Web at http://www.cdc.gov/niosh

To access latex allergy websites, select latex Allergy through the NIOSH Homepage, or access the websites directly at the following locations:
- http://www.cdc.gov/niosh
- http://www.reg.wisc.edu/latex
- http://www.calliope.med.yale.edu/latex.html

Second printing, with minor changes for clarity.

DHHS (NIOSH) Publication No. 98-113

Latex gloves have proved effective in preventing transmission of many infectious diseases to health care workers. But for some workers, exposures to latex may result in allergic reactions. Reports of such reactions have increased in recent years—especially among health care workers.

What is latex?

In this pamphlet, the term “latex” refers to natural rubber latex, the product manufactured from a milky fluid derived from the rubber tree, Hevea brasiliensis. Several types of synthetic rubber are also referred to as “latex,” but these do not release the proteins that cause allergic reactions.

What is latex allergy?

Latex allergy is a reaction to certain proteins in latex rubber. The amount of latex exposure needed to produce sensitization or an allergic reaction is unknown. Increasing the exposure to latex proteins increases the risk of developing allergic symptoms. In sensitized persons, symptoms usually begin within minutes of exposure but can occur hours later and be quite varied. Mild reactions to latex involve skin redness, rash, hives, or itching. More severe reactions may involve respiratory symptoms such as runny nose, sneezing, itchy eyes, scratchy throat, and asthma (difficult breathing, coughing spells, and wheezing). Rarely, shock may occur; however, a life-threatening reaction is seldom the first sign of latex allergy.

Who is at risk of developing latex allergy?

Health care workers are at risk of developing latex allergy because they use latex gloves frequently. Workers with less glove use (such as homemakers, housekeepers, and workers in industries that manufacture latex products) are also at risk.

Is skin contact the only type of latex exposure?

No. Latex protein becomes fastened to the lubricant powder used in some gloves. When workers change gloves, the powder particles become airborne and can be inhaled.

Learn to recognize the symptoms of latex allergy: skin rash; hives; flushing; itching; nasal, eye, or sinus symptoms; asthma; and (rarely) shock.

How is latex allergy treated?

Detecting symptoms early, reducing exposure to latex, and obtaining medical advice are important to prevent long-term health effects. Once a worker becomes allergic to latex, special precautions are needed to prevent exposure. Certain medications may reduce the allergy symptoms, but complete latex avoidance, though quite difficult, is the most effective approach.

Are there other types of reactions to latex besides latex allergy?

Yes. The most common reaction to latex products is irritant contact dermatitis—the development of dry, itchy, irritated areas on the skin, usually the hands. This reaction is caused by irritation from wearing gloves and by exposure to the powders added to them. Irritant contact dermatitis is not a true allergy. Allergic contact dermatitis (sometimes called chemical sensitivity dermatitis) results from the chemicals added to latex during harvesting, processing, or manufacturing. These chemicals can cause a skin rash similar to that of poison ivy.
Bucks County Community College
Department of Health Sciences
Associate Degree Nursing

Professional Attire Policy

Policy:

Bucks County Community College Nursing students represent the college and nursing at large, therefore Nursing students are expected to project a professional image that meets or exceeds the requirements of all the affiliating clinical agencies, meets PA Department of Health Guidelines (ACT2010-110) for identification, 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 Nursing students are meeting the contractually required criteria as well as shaping professional expectations.

Procedure:

I. The nursing student will display professional grooming standards as evidenced by:
   - Showering, deodorant use, shaved or-trimmed beard
   - Neatly secured hair, off the collar
   - Proper undergarments that are not visible
   - Clean & ironed garments
   - Moderate make-up
   - Clean unpolished nails, no more than 1/8” past the tip of the finger
   - Covered tattoos

II. The BCCC nursing uniform should include:
   - BCCC picture ID from Security not library
   - BCCC lab coat or jacket to cover the uniform
   - Official BCCC Uniform
   - Long Sleeve white shirt or turtle-neck under top at instructor discretion or to cover tattoos
   - White mid-calf trouser socks or stockings without logos
   - Clean white leather no logo tie shoes
   - Watch with second hand and plain wedding ring
   - Latex free stethoscope with dual bell, bandage scissors, and hemostats

III. In clinical, the nursing students are specifically not permitted to:
   - Wear smocks, sweaters, wrinkled, or dirty uniforms
   - Wear Jeans at any school sponsored function or clinical agency
   - Wear anklet or short sport socks or shoes without foot covering
   - Wear any type of logo laden, canvas, platform, clogs, or open toe or back shoes
   - Have hair that is extreme in color, length, or style and is in the face or on the collar
   - Wear jewelry - none is permitted other than the plain wedding band mentioned above
• Have long, painted or artificial nails
• Emit strong odors such as animal scents, cologne, aftershave, or tobacco
• Chew gum
• Display visible piercings (including tongue) with posts, studs, hoops, chains or expanders: *If the skin does not meet and a visible gap is present, the hole must be filled in with a flesh colored plug*
• Have visible tattoos

IV. In the college lab, the nursing student must wear a lab jacket and dress in an appropriate manner to demonstrate skills. This includes the ability to:

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

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

• Appropriate grooming, nametag, watch, plain wedding ring, and lab coat as directed
• Business Attire
• No cleavage, jeans, sweats, bare midriffs, print t-shirts
• No open toed shoes, clogs, crocs, flip flops or sneakers

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

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<tr>
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<th>Target Date: May</th>
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<tbody>
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<td>Revised: 09/08, 05/10, 05/11, 08/13, 05/16</td>
<td>Director/Faculty</td>
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Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program  

PROFESSIONAL BEHAVIORS POLICY  

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

Policy:  

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

Purpose:  

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

Procedures:  

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

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

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

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

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

If a student has a criminal record, the student must meet with the Director of the AD Nursing Program.
• If the offense is a felony, the student will immediately be declined admission/continuation in the AD Program because a clinical agency cannot be assigned and therefore the student cannot meet the objectives of the Program.

• If the offense(s) is any misdemeanor, consideration will be given to the nature and seriousness of the offense(s) or event(s), the circumstances surrounding the offense(s) or event(s), the relationship between the duties to be performed as part of the educational program and the offense(s) committed, the age of the person when the offense(s) or event(s) occurred, whether the offense(s) or event(s) was an isolated or repeated incident, the length of time that has passed since the offense(s) or event(s), employment and evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student as long as the conviction does not violate clinical agency contracts.

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

The nursing student must not have a Driving Under the Influence (DUI) conviction or a violation of the Cosmetic and Substance Abuse Act or any conviction 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.

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

II. Drug screens

The nursing student, at their own expense, will utilize the clinical lab selected by the College that meets the criteria of the Department of Health and Human Services as an approved/certified lab and be a forensic study for a 10 panel screen in the timeframe specified each academic year. The student must be free of non-prescribed and illegal substances in order to attend clinical.

A reported positive drug screen will be handled in the following manner:
• Upon reporting of the results, the student will meet with the Director of the AD Program and submit to a repeat drug screen within 14 days at the student’s expense at the designated Laboratory service.

• The student will see a counselor and provide documentation to the Director that the meeting occurred.

• At the student’s expense, submit to random drug screens in the course of the semester as determined by the Director.
• The clinical seat will not be held for the student if a break in the above timeframe occurs or if the second drug screen is positive.

III. Patient/Student Relationships

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

The nursing student is not permitted to:

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

IV. Documentation and Maintenance of Accurate Records.

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

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

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

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

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

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

V. Protecting Patients’ Rights and Nurses’ Responsibilities

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

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

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

The student may not leave the clinical area without proper notification and permission of the instructor.
The student must properly report and notify the appropriate department head or personnel prior to leaving an assignment.

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

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

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

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

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

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

**VI. CPR for Healthcare Providers**

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

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

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

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

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

VIII. Specific Clinical Agency Policies

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

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

Smoking

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

Parking

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

Computer/IT Access

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

The nursing student may not share passwords, security codes to secure areas, or chart under someone else’s log-on. Further guidance can be found at: http://www.bucks.edu/catalog/info/records/ecommunications/
**Cell Phones/electronic devices**

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

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

<table>
<thead>
<tr>
<th>Approved: 07/13</th>
<th>Target Date May</th>
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<tbody>
<tr>
<td>Review:</td>
<td>Review: 3 years Director/Faculty</td>
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<td>Revised: 05/16</td>
<td>Forms:</td>
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<td></td>
<td>Clinical Responsibilities</td>
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<td>Malpractice Insurance</td>
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</tbody>
</table>
Bucks County Community College  
Department Of Health Sciences  
Associate Degree Nursing

PROFESSIONAL LIABILITY INSURANCE

LIABILITY/MALPRACTICE INSURANCE

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

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

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

<table>
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<tr>
<th>STUDENT SIGNATURE</th>
<th>DATE</th>
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Adopted: 3/87 | Target Date/review
Review: 08/00, 10/03, 03/15, 05/16 | Every 3 years
Revised | By: Director/Faculty
Bucks County Community College
Department of Health Sciences
Associate Degree Nursing

CLINICAL RESPONSIBILITIES

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

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

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Adopted: 3/16/87</td>
<td>Target Review Date: Every January</td>
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<tr>
<td>Review/Revised: 8/00, 10/03, 3/15</td>
<td>By: Director/Faculty</td>
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Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing

READMISSION POLICY TO THE AD NURSING CLINICAL COMPONENT

Policy:

Readmission to the clinical component of the nursing program is selective and based on a space available basis. Students must demonstrate a sound academic history and current knowledge to be readmitted to the clinical component of the nursing program. Therefore, a student who fails or withdraws from the clinical component in Nursing (NURS 101, 102, 201, 202) must reapply for admission. A student may only be re-admitted to the AD Nursing Program one time to repeat a 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.

Purpose:

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

Procedure

I. The student must make an appointment with either the Director of the Associate Degree Nursing Program, nursing advisor, or AD nursing faculty member, to turn in an application with a self-assessment and a plan for improvement by the dates published each semester.

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

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

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

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

- Students must have an overall GPA of 2.75.
- All other courses in the Nursing Program of Study must be completed. Students who were unsuccessful in dosage calculations must take NURS 120 or an equivalent Math course if there is not space in NURS 120. Students are strongly encouraged to take NURS 220 or NURS121.
- Enrollment is required prior to the semester of the planned return.
Based on the last successful course completed, achieve a minimum of 75% on a Standard Theory Based Readmission Examination as well minimum scores for math/dosage calculation of NURS 101/NURS 102 of 80% without calculators, and NURS 201/NURS 202 90% with calculator assistance. For NURS 101 readmission students must achieve a grade of 80% on a math assessment exam without the use of a calculator.

V. Selection for Readmission will be a weighted score based on the following criteria, if there are spaces available: Overall GPA + “Z” score on NLN Pre-RN Test, or SAT, or ACT admission score + Standard Readmission Examination Score + (-1) each science course repeated + (-2) for each nursing course repeated + (-3) for each nursing course repeated with less than C+, + (-1) for each semester past eligible semester to return.

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<tr>
<th>Approved/Adopted: 11/07</th>
<th>Target Date: May</th>
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<tbody>
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<td>Review: 11/10, 3/15;</td>
<td>Review: every 3 years</td>
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<tr>
<td>Revised : Addendum for math scores 04/14; 02/16; 05/16</td>
<td>Director/Faculty</td>
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<tr>
<td></td>
<td>Forms: Student self-assessment; application for readmission</td>
</tr>
</tbody>
</table>
Policy:

All student records will be handled 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 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.

II. Tests may be destroyed within two weeks of administration at the instructor’s discretion. Student answer sheets are saved.

III. Answer sheets with student numbers (students are not to enter social security numbers on scan-tron sheets) are to be kept in a locked office. Scan and answer sheets are to be kept for three years after the student graduates from the program. Scan and answer sheets are to be destroyed by shredding.

IV. Student’s folders who have not graduated or withdrawn from the program should be kept for three years after the date of last attendance and sent to Admissions/Records.

V. Student Folders consist of two separate categories.

The Academic Folder contents (clinical evaluations, conference notes, nursing forms, non-medical correspondence) 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 Director’s Office with access granted only to the Director or Program Administrative Assistant.

VI. 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 for a minimum of 3 years after the date of graduation or last attendance. Records are sent to Admissions and converted to optical disk. Only faculty and the administrative assistant may access files as appropriate.

VII. If a faculty member has questions about student records they should direct those questions to the Director or the admissions office.

VIII. 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.

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<th>Approved/Adopted: 10/04</th>
<th>Target Date: June</th>
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<td>Review: every 3 years</td>
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<tr>
<td>Revised: 02/16; 03/16</td>
<td>Director/Faculty Form: Permission to view student folders</td>
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STUDENT PERMISSION FOR RECORD REVIEW AND AUDIT

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

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

STUDENT SIGNATURE       DATE

Adopted: 10/85    Target date/ review q 3yr
Review 10/05, 10/09, 08/13,    Every January By: Director
Revised: 8/00, 10/03, 05/16
DATE: ______________________

Student Number ___________________________ Student e-mail: ____________________________

Last Name, __________ First, ____________ Middle Initial ______________

(Maiden Name) ________________________________

Address _______________________________________________________________________

City __________________ State ___________ Zip Code _____________________________

Home phone number __________________ Work phone number _______________________

Cell: ______________________________

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

Name: __________________ Relationship: ________ Phone Number ______________

Address __________________ City ___________ Zip ___________

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

Students are responsible to check student e-mail accounts

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<tr>
<th>Created: 5/78</th>
<th>Target Date/Review: Every January</th>
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<td>Reviewed: 2/00, 10/03, 3/06, 3/15; 05/16</td>
<td>By: Director/Faculty</td>
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STUDENT SERVICES

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

Advising

Student Advisement By Nursing Faculty

- Full-time faculty are available to the nursing student during their office hours. Each faculty member has five office hours per week. Students have the opportunity to discuss any of their perceived needs or problems at these times.
- Faculty office hours are posted on each office door at the college. You may expect a rapid reply with via email during posted Electronic Office hours.
- Faculty may have one half hour of office hours in the clinical area (1/2 hour each day). Before or after the specific clinical time. Please check with your clinical instructor, for the time they have designated, for an office hour in the clinical area.
- Part Time faculty may have scheduled office hours in the clinical area. All part-time faculty will have an office assigned to them at the college. Please check with them as to when they will be available on campus.

RN-BSN Planning

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

Counseling Center:

- The college has a staff of full-time professional counselors that provides group, and individual psychological counseling. Some of the areas students have discussed with counselors are loneliness, marital, and family adjustments, depression, addiction concerns, and feelings about self. To make an appointment with any of BCCC counseling staff, please call 215-968-8182 or email counseling@bucks.edu. The counseling center is open Monday through Friday 8 am to 4:30 pm; and Monday through Thursday evenings from 5:30pm to 9:00pm.
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 is located in the Rollins Center first floor, student services center. The center offers job fairs that are open to students every fall and spring.

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. The Bookstore has a limited number of uniform items and other related nursing student supplies such as pens, and non-required review books.

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 data bases, FAQs, policies, hours, go to: http://www.bucks.edu/library/ Nursing Courses may have an embedded librarian, students are encouraged to check the Canvas space for assistance.

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

On-Line Learning Specific Information for On-Line learning is available at: http://www.bucks.edu/e-resources/bucks-online/
**THE HUB**

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

**Admissions, Registration and Records**

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

**Financial Aid & Scholarships**

Financial Aid Office hours are 8:00 a.m. to 4:30 p.m. Monday through Thursday 8:00-4:00 Friday during the fall and spring semesters. The Office is also open in the evening during the first week of classes. The telephone number of the Financial Aid Office is 215-968-8200 (Fax: 215-504-8522). All available scholarship for students can be found at the following link: [http://www.bucks.edu/about/foundation/scholarships/#d.en.7813](http://www.bucks.edu/about/foundation/scholarships/#d.en.7813)

Students who are awarded scholarships are 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 the College, you must have a zero balance by the published deadlines. Failure to receive a statement will not be accepted as a reason for missing the payment deadline. You will not be able to register for the next semester until your balance is zero. It is important to note that by registering for classes or having the nursing program representative register you, you are agreeing to pay tuition and fees by the published date. Written notice must be submitted to the Admissions Office by the published deadline to cancel registration and have charges removed or reduced. Students that have an account balance will not be eligible for graduation; therefore, the student will not be eligible to sit for the National Council Licensure Exam until the account is reconciled. BCCC nursing students authorizes the college to use balances in their account to pay off encumbrances. The student may rescind this authorization at anytime by notifying the Financial Aid Office. If this authorization is rescinded, the student understands they are responsible for the costs associated with the program. Nursing Students are encouraged to establish payment plans at [http://www.bucks.edu/admissions/accounts/pay/#deferred](http://www.bucks.edu/admissions/accounts/pay/#deferred)
COURSE SPECIFIC FEES FOR NURSING**

General expenses for Bucks County Community College can be found in the College Catalog or at [http://www.bucks.edu/payment/tuition/](http://www.bucks.edu/payment/tuition/). The course specific fees for Nursing.

<table>
<thead>
<tr>
<th>Name of Fee</th>
<th>Amount</th>
<th>Frequency</th>
<th>Rationale</th>
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<tbody>
<tr>
<td>Nursing Fee NURS101, NURS 102</td>
<td>TBD</td>
<td>2018-2019</td>
<td>Low student faculty ratio in clinical area. Mileage costs for instructional visitation</td>
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<tr>
<td>Nursing Fee NURS 201, 202</td>
<td>TBD</td>
<td>2018-2019</td>
<td>Same as above increased due to second clinical day</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>$15</td>
<td>Per NURS course</td>
<td>Required by contract with clinical agencies.</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>$20</td>
<td>Per NURS course</td>
<td>Replacement of disposables and Hazardous Waste disposal</td>
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<tr>
<td>Standardized Testing</td>
<td>TBD</td>
<td>Per NURS course</td>
<td>Review textbooks and Objective standardized testing used for advisement and projection of NCLEX-RN performance.</td>
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<tr>
<td>Student Uniforms</td>
<td>TBD</td>
<td>One-time fee</td>
<td>Standard wear for clinical area</td>
</tr>
<tr>
<td>Licensure Examination Fee</td>
<td>$35</td>
<td>One-time fee</td>
<td>Required by PA SBRR</td>
</tr>
<tr>
<td>Temporary Practice Permit</td>
<td>$35</td>
<td>One-time fee</td>
<td>Required by PA SBRR</td>
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<tr>
<td>Application for NCLEX-RN exam</td>
<td>$200</td>
<td>One-time fee</td>
<td>Required by NCLEX</td>
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<tr>
<td>Criminal Record Check</td>
<td>$10</td>
<td>yearly</td>
<td>Safety of Patients</td>
</tr>
<tr>
<td>Child Abuse Check</td>
<td>$8</td>
<td></td>
<td>Required by law for affiliation with selected clinical sites and clinical agency contracts</td>
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<td>FBI Check</td>
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<td>Drug &amp; Alcohol Screen</td>
<td>$40</td>
<td>yearly</td>
<td>Required by Clinical Agency Contract</td>
</tr>
</tbody>
</table>

**subject to change
STUDENT ORIENTED ACTIVITIES

Student Representation on Committees

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

A. Class Representatives

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

B. Selection Process

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

Nursing III and Nursing IV: Same as above.

Alternates are recommended.

C. Meetings

**Department Meetings:** Fourth Tuesday every month, 12:30 to 1:30 pm, location varies

**AD Nursing Faculty Meeting** – Fourth Tuesday of every month 1:30-2:30 pm. Location varies.

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

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

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

**Nursing Club:**

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

**Nursing Recognition:** The Pinning Ceremony

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

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

Article II  
Membership  
1. Membership to all students interested in Nursing.  
2. Only full members can hold office and vote.  
3. There will be a voluntary $5.00 fee annually.  

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

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

Duties of the Officers

President
1. Shall preside over all membership meetings and board meetings.
2. Will be responsible for informing advisors of club meetings.

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

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

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

Article VI

Meetings

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

Order of Meetings:

Call to order

Reading of club and board minutes

Communications from President

Old business

New business
Committee Reports

Treasurer’s report

Adjournment

Article VII

Provisions to Fulfill Vacancy

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

Article VIII

Committees

At the discretion of the Board
I have read, reviewed, understand, and agree to follow all contents of the Bucks County Community College Associate Degree Nursing Program Student Handbook 2018-2019.

________________________________________  ______________________________________
Signature                                    Printed Name

________________________________________  ______________________________________
Date:                                        Witness: