

**BUCKS COUNTY COMMUNITY COLLEGE  
DEPARTMENT OF HEALTH SCIENCES  
ASSOCIATE DEGREE NURSING**

**NURSING STUDENT HANDBOOK  
2019-2020**

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Reviewed: 9/99, 9/00, 9/01, 10/01, 8/03, 8/05, 8/06, 8/08, 08/09, 08/10, 08/11, 05/14: 08/15; 08/17		By: Director/Faculty
Revised: 05/13; 01/16 ; 05/16; 05/19		

## **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.

**Bucks County Community College  
Department of Health Science  
Associate Degree Nursing Program**

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.*

*Matthias, A.D. (2010). The intersection of the history of associate degree nursing and “BSN in 10”: three visible paths. Teaching and learning in Nursing, January, volume 5, Issue 1, 39-43*

*Orsolini-Hein, L. & Waters V. (2009). Education evolution: a historical perspective of associate degree nursing. Journal of Nursing Education May, Vol. 48, 5*

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

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**PHILOSOPHY**

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.<sup>1</sup>

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

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

**ASSOCIATE DEGREE GRADUATES** use critical thinking and clinical judgment in the practice of 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.

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<sup>1</sup> American Nurses Association [Social Policy Statement](#), ANA, 2010b,

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

Adopted: 5/99		Every 5 years: January
Reviewed: 09/04; 05/10; 05/13		Faculty



Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

## Organizing Structure

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

**NURSING** is a learned skill, requiring a high degree of AWARENESS that an individual has an alteration in their needs and assistance is required, a KNOWLEDGE of nursing principles, 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.

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

### **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.

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>

Year	2012	2013	2014	2015	2016	2017	2018
BCCC %	87.13	87.21	80.19	68.32	87.72	77.14	93.33
State %	90.77	86.22	82.82	87.17	87.93	91.10	92.84
National %	90.22	84.29	81.74	84.18	84.30	86.94	87.56

- 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

Year	2013	2014	2015	2016	2017	2018
Cohort Graduation Rate %	62	65.6	62.1	41.66	53	61

- Eighty percent (80%) of graduating students report program satisfaction.

**Current Student Program Satisfaction Rates:**

Year	2013	2014	2015	2016	2017	2018
Cohort Graduation Rate	N=73	N=62	N=102	N=28	N=75	N=62
Satisfaction %						
% Agree	87.5	79	85.5	100	80	100
% Undecided					15	0
% Disagree					5	0

Do you feel prepared to work as a new grad?	2013 N=	2014 N= 62	2015 N= 102	2016 N=26	2017 N=75	2018 N=62
% Agree		83.8	86.48	80	89.2	96.72
% Undecided		12		16	7	0
% Disagree		4.2		4	3.8	3.28

- 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:**

Class Year (9 – 12 mo. out)						
Year	2013	2014	2015	2016	2017	2018
Grad	90	94	100	57	74	62
Response #	75	89	77	28	34	31
Response %	83%	94%	77	49%	46%	50%
FT #	46	64	70	16	21	23
PT #	27	20	5	5	8	1
No work/looking	2*	4	2	7	5	7
Unknown	15	12	23	29	40	31
Total % Employed	83%	89%	75%	36.8%	39%	39%

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)

Adopted: 5/99	Frequency: Annual
Reviewed: 09/04, 5/08, 9/09, 05/12, 05/14;05/15; 05/16	Director/Faculty
Revised:	

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Functional Abilities List**

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

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.

Functional Ability	School of Nursing Essential Function	Limited Examples of Required Activities*
Physical/Motor	Physical mobility including flexibility, balance, strength, endurance, and small muscle dexterity sufficient to provide safe patient care as well as avoid student injury.	Squatting to empty foley catheter bags, plug in electrical outlets Providing care in confined space spaces Turning and lifting patients with mobility restrictions Lifting supplies or equipment up to 25 lbs. Pushing or pulling carts that may exceed 50 lbs. Reaching above the head to hang Intravenous Bags Ambulating clients down a hall or assisting into chair Key/Type using a computer Handling a small syringe Inserting a suction catheter into a nostril, or foley catheter into a urethra without contamination
Sensory Perceptual	Visual, Hearing, Tactile, and Smell to adequately access a patient, detect changes in a patient's condition as well as recognize potential dangerous situations for patients and students.	See changes of lip/skin color, color codes on supplies, skin rashes, fine print on labels, digital numbers on Electronic Display screens Hear patient alarms, fire alarms, patients crying, lung sounds Palpate arterial pulses, skin temperature, turgor, edema Smell smoke, wound drainage, stool

Interpersonal	Develop and maintain therapeutic and professional relationships during times of stress, and change and communicate to colleagues, staff, and patients in a civil, respectful, non-discriminatory manner to gather data, complete group assignments or request assistance.	Establish trusting relationships with patients and staff Communicate with patients and families to elicit health histories and planning of care Interpret non-verbal cues and behaviors of patients and peers Appropriate use of therapeutic touch Speak clearly and distinctly on the telephone Direct ancillary staff to complete tasks Collaborate with an interdisciplinary team to accomplish group goals Negotiate conflict
Behavioral/ Professional	Perform in an ethical manner with others, exhibiting behaviors that reflect the value and function of the profession of nursing.	Adhere to time requirements for class, clinical, and lab, completion of assigned tasks and assignments Practice in a manner that preserves the dignity, autonomy, confidentiality and rights of all patients Accepts responsibility and accountability for actions.
Cognitive	Utilize Analytical and Critical thinking to integrate data, process information from a variety of sources, develop plans, make reasoned decisions, establish priorities, and multi-task in an emergent situation.	Read and interpret graphs, measurements, scales, etc. Compute intake and output, dosage calculation and IV flow rates Recall patient information such as laboratory values, vital signs, output, mental status, compare to normal values and develop and adapt plans of care Multitask and problem solve simultaneously Integrate knowledge from a variety of course work Transfer knowledge from one situation to another, but allow for subtle differences Evaluate patient outcomes. Identify cause and effect relationships Analyze and interpret abstract and concrete data such as conflicting verbal communication and nonverbal signals
Emotional	Practice self- reflection, exhibit appropriate behaviors in reaction to strong emotional situations and stay task focused.	Stay focused on task and provide emotional support to patients in stressful situations Accept feedback from faculty, staff, and peers on performance

\* If a student is aware of a disability that may be affecting the ability to meet the functional abilities, the student is encouraged to self- identify to the Office of 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.

Approved/Adopted: 08/11		Target Date: May
Review:		Review: every 3 years
Revised : 05/16; 05/19		Director/Faculty

Bucks County Community College  
Department of Health Sciences  
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/> or in the college catalog. <http://www.bucks.edu/catalog/courses/>

Course	Credit	Rationale
<b><u>First Semester</u></b>		
<u>Human Anatomy &amp; Physiology I</u> BIOL181	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. <i>Satisfies Scientific Literacy Requirement</i>
<u>Chemistry A</u> CHEM 101	4 credits	Essential to fully comprehend acid-base and electrolyte balance <i>Satisfies Scientific Literacy Requirement</i> <i>Satisfies Critical Thinking Requirement</i> <i>Satisfies Quantitative Literacy Requirement</i>
<u>English Composition I</u> COMP110	3 credits	To increase the students ability to communicate effectively in writing and increase depth of reading comprehension. <i>Satisfies Critical Thinking Requirement</i> <i>Satisfies Information Literacy Requirement</i> <i>Satisfies Writing Requirement</i>
<b><u>Second Semester</u></b>		
<u>Human Anatomy &amp; Physiology II</u> BIOL 182	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
<u>Microbiology</u> BIOL228	4 credits	To study organisms with an emphasis on those that are pathogenic and to assist the student understand the fundamental concepts of asepsis.

Course	Credit	Rationale
<u>Nutrition</u> HLTH 120N	3 credits	To assist the students understand the complex processes of food metabolism and state underlying concepts that are the basis for therapeutic diets.
<b><u>Third Semester</u></b>		
<u>English Composition II</u> COMP 111	3 credits	Develops further writing skills, critical reading, and research skills. <i>Satisfies Critical Thinking Requirement</i> <i>Satisfies Writing Requirement</i>
<u>Introduction to Psychology</u> PSYC 110	3 credits	Familiarizes the student with concepts related to normal psychology and provide a basis to understand the complex alterations present in mental health. <i>Satisfies Diversity Requirement</i> <i>Satisfies Social Science Requirement</i>
<u>Introduction to Sociology</u> SOCI 110	3 credits	Population, culture, and family are presented so the student may develop an awareness of the impact of illness on people as well as understanding health care delivery in a variety of settings. <i>Satisfies Diversity Requirement</i> <i>Satisfies Social Science Requirement</i>
<b><u>Fourth Semester</u></b>		
<u>Effective Speaking</u> COMM110	3 credits	Designed to provide the student with opportunities to deliver informative speeches verbally. Provides background for students to give report and communicate in a professional manner. <i>Satisfies Information Literacy Requirement</i> <i>Satisfies Oral Communication Requirement</i>
<u>Arts &amp; Humanities</u>	3 credits	Allows the student to understand the influence of culture and art on human development. <i>Satisfies Arts and Humanities Requirement</i>



Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**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>

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.

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**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.

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**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  
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**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 re-demonstration by the student in the college laboratory, as well as clinical site and clinical pre and-post conferences.



## Functional Health Patterns

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.

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

## Nutrition Metabolic

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

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

## Elimination

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

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

## Activity Exercise

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

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

## 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.

Insomnia	Sleep, Readiness for Enhanced
Sleep Deprivation	

### 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.

Readiness for Childbearing Process, Enhanced	Rape Trauma Syndrome Compound Reaction
Risk for Maternal-Fetal Dyad, Disturbed	Rape Trauma Syndrome Silent Reaction
Rape Trauma Syndrome	Ineffective Childbearing Process
Sexual Dysfunction	Risk for Ineffective Childbearing Process
Ineffective Sexuality Patterns	

### 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.

Acute Confusion	Ineffective Activity (Task) Planning
Acute Pain	Knowledge Deficit
Chronic Pain	Readiness for Enhanced Comfort
Chronic Confusion	Impaired Memory
Readiness for Enhanced Decision Making	Risk for Acute Confusion
Impaired Environmental Interpretation Syndrome	Unilateral Neglect
Readiness for Enhanced Knowledge	Disturbed Thought Processes
Risk for Ineffective Activity (Task) Planning	Ineffective Impulse Control
Impaired Comfort	Decisional Conflict

### Self-Perception, Self-Concept

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

Anxiety	Enhanced Readiness for Hope:
Death Anxiety	Hopelessness
Disturbed Body Image	Risk for Loneliness
Fear	Disturbed Personal Identity
Risk for Disturbed Personal identity:	Risk for Powerlessness
Powerlessness	Situational Low Self-esteem:,
Readiness for Enhanced Self Concept,	Risk for Self-directed Violence,
Risk for Compromised Human Dignity	Chronic Low Self-Esteem:
Readiness for Enhanced power	Risk for Chronic Low Self-Esteem
Risk for Situational Low Self-Esteem	

### Value Belief

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

Moral Distress	Readiness for Enhanced Spiritual Well-Being
Risk for Impaired Religiosity	Risk for Spiritual Distress (Distress of the Human Spirit)
Impaired Religiosity	Spiritual Distress (Distress of the human spirit)
Readiness for Enhanced Religiosity	

### 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.

Caregiver Role Strain	Readiness for enhanced Communication,
Chronic Sorrow	Readiness for Enhanced Family Processes
Complicated Grieving	Relocation Stress Syndrome
Dysfunctional Family Processes	Risk for Caregiver Role Strain
Dysfunctional Grieving	Risk for Complicated Grieving
Grieving	Risk for Impaired Attachment
Impaired Parenting	Risk for Impaired Parenting
Impaired Verbal Communication	Risk for Relocation Stress Syndrome
Ineffective Role Performance	Risk for other Directed Violence
Interrupted Family Processes	Social Isolation
Parental Role Conflict	Ineffective Relationship
Readiness for Enhanced Parenting	Risk for Ineffective Relationship
	Readiness for Enhanced Relationship

### 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.

Defensive Coping	Readiness for Enhanced Resilience
Ineffective Coping	Post-Trauma Syndrome
Compromised Family Coping	Risk for Post-Trauma Syndrome:
Readiness for Enhanced Coping	Risk for Suicide
Disabled Family Coping	Self-Mutilation
Readiness for Enhanced Family Coping:	Stress Overload
Readiness for Enhanced Community Coping:	Risk for Self-Mutilation:
Ineffective Community Coping	Risk for Compromised Resilience
Ineffective Denial	Impaired Resilience

References:

- Ackley B. J. & Ladwig, G.B. (2017) *Nursing Diagnosis Handbook: An Evidence-Based Guide to Planning Care*, (11<sup>th</sup> ed.) Saint Louis, MO: Elsevier
- Cox H.C., Hinz, M. D., Lubno, M.A., Newfield N.A., Ridenour S. A., Slater M.M., & Sridaromont, K. (2007). *Clinical applications of nursing diagnosis: adult, child, women's psychiatric, gerontic, and home health considerations*. (5<sup>th</sup> ed.) Philadelphia, PA: F.A. Davis
- Gordon, M. (2016) *Manual of Nursing Diagnosis*. (13<sup>th</sup> ed.) Sudbury, MA: Jones & Bartlett
- Herdman, T.H. & Kamitsuru, S. (Eds.). (2014), *NANDA International Nursing Diagnosis: Definitions and Classification, 2015-2017*. Oxford: Wiley Blackwell

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**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.

**Procedure:**

**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 include:

4 Units of English

3 Units of Social Studies

2 Units of Science (one year of High School Chemistry with a grade of C or better or 70%; and one year of High School Biology with a grade of C or better or 70%).

2 Units of Mathematics with a grade of C or better or 70% (one unit must be algebra)

3. All students should be seen by an Academic Advisor during the fall/spring advising period.
4. GED students must meet the same requirements.

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

1. To satisfy the English requirement, a student must take the Writing Placement Test, and score a six or complete COMP107 Introduction to Rhetorical Skills with a grade of "C"

or better. (NOTE: Prerequisite courses, as determined by College Placement Tests, need to be taken prior to enrollment in this course).

2. To satisfy the Social Studies requirement, a student must complete PSYC110 Introduction to Psychology, OR SOC110 Introduction to Sociology, OR a course listed under Arts/Humanities (as listed in the College Catalog).
3. To satisfy the Science requirements, a student must complete BIOL181 Human Anatomy & Physiology I, with a B or better for a deficiency in Biology; CHEM101 Chemistry A for a chemistry deficiency. It is recommended that the student enroll in Biological Science 101 or 102 if seven years have lapsed since their last high school science course.
4. To satisfy the Mathematics requirements, a student must take the placement test in order to determine the appropriate placement. The student needs to complete MATH095 OR receive a score on the Math Placement Test of at least five.

Students who completed high school work in a **foreign country** must:

1. have a course-to-course evaluation performed by one of the 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.

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

### **Conditional Acceptance into the Clinical Component of Nursing**

**Students must:**

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

**PLEASE NOTE: All program of study courses, with a grade of less than required, taken prior to entry into the Clinical Component of the Nursing Program MUST BE REPEATED before acceptance into the clinical component.**

6. have taken BIOL181, BIOL182, BIOL228, HLTH120N, and PSYC110 within the seven years prior to the start into the Clinical Component of the Nursing Program, for those courses to be considered current and valid for admission. If any of these courses are older than seven



years, they are not considered complete and their grade does not count for admission consideration;

7. have a minimum cumulative grade point average (GPA) of 3.0 at BCCC;
8. have a pre-entrance exam, completed by the application deadline, that meets the requirements of the nursing program:
  - a. NLN-RN Pre RN entrance exam score of the 50<sup>th</sup> percentile or above (55<sup>th</sup> percentile preferred); 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 sent from The College Board or ACT to BCCC Admissions, 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 minimum 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, dated June 1<sup>st</sup> or later, 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 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 immediately 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

Adopted: 9/85		Target Date: Yearly
Reviewed: yearly; 05/18		
Revised: 03/16; 05/17; 05/19		

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**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.

**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 successfully completed and transcribed 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 students formerly enrolled in 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 Health Sciences Office, Founders 110.

**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 **B** or better in BIOL181 and **C** or better as applicable in all other non-BIOL courses attempted within the Program of Study except those described below;

- A GPA of 3.0 or better required 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. Standardized admission testing must be completed by the application deadline. All applicants who use the SAT or ACT must have an official score sent directly from The College Board or ACT, 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 minimum grade and maximum time limit as following before Nursing I can be transcribed 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 appointed advisor;
- 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 as advised by the Director of the Program.
- Sit for the Readmission Test required for the course applying to enter.

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

#### **NURS102:**

- A grade of **B** or better for BIOL182 and BIOL228 and **C** 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 required 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). Standardized admission testing must be completed by the application 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 or ACT 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 minimum grade and maximum time limit as following before entry into NURS201.

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 appointed advisor;
- 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 as advised by the Director of the Program;
- Sit for the Readmission Test required for the course applying to enter.

**All components of the examination must be successfully completed. If 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 eligible to enter NURS102 or NURS201:

- Health Examination;
- Immunization Record;
- Negative tuberculosis screening test (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);  
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 in student’s Student Planning Module

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 at BCCC in the AD Nursing Program of Study.

Approved/Adopted: 05/16		Target Date: February
Reviewed:		Review: every 3 years
Revised : 05/19		Director/Faculty

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

## **Attendance Policy**

### **Policy:**

Classroom, Nursing Skills Laboratory, and Clinical are critical elements of learning. Attendance is essential to satisfactory course completion and progression through the program. Therefore, attendance records will be maintained and students are required to make up missed college laboratory and clinical time.

This Policy has three components:

#### 1. Classroom:

The Classroom policy falls within the general guidelines of the college attendance policy published in the college catalog and on the website. Classroom attendance records are maintained for 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 and 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 required to bring in documentation of completed skills for review by faculty. Students must attend at least 90% of scheduled lab time.

#### 3. Clinical Experience:

Clinical attendance is mandatory. No clinical absences are permitted. Attendance will be monitored by faculty. If the student is unable to complete clinical skills in a safe manner, the student cannot attend clinical. Clinical time missed must be made up with a comparable or alternate assignment similar to the missed clinical experience and designed to meet the original objectives for the missed clinical experience. 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, end of program student learning outcomes, and to monitor excessive absences which may lead to course failure. Students who are in programs funded by the Veterans Administration, Social Security Administration, and other state, federal or privately secured funds may require attendance records be maintained.

### **Procedure:**

All Absences:

1. Following individual instructor guidelines, the student must notify the instructor of absence at least one hour prior to the clinical/lab class day;
2. Instructor will respond to notification within thirty six hours or one work day following the weekend. A conference email or note is completed and signed by faculty and student.

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

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

4. Absence Make Up Policy:

- A. Make up activities are not substitutes for scheduled learning experiences, therefore students are limited to 10% of make-up activities per course;
- B. The purpose of the make-up policy is to ensure consistency in student evaluation, ensure student opportunity to meet clinical objectives, and meet program outcomes related to clinical competency.

C. Missed College Laboratory Class:

- Instructor will develop plan via conference note and notify the lab coordinator.
  - Suggested activities for make-up labs include but are not limited to:
  - Faculty one-on-one demonstration of skills;
  - Multimedia viewing of recorded demonstrations available through authoritative resources;
  - Unsupervised practice with laboratory facilitator presence;
  - Final Review by lab facilitators, with written feedback if necessary.

D. Missed Clinical Time:

- Written Conference note or email by instructor and signed 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}, CLINICAL SIMULATION OR VIRTUAL SIMULATION, child care facility)
- Congruent with classroom content (i.e. Endocrine: nutrition, wound care, or diabetic care class)
- Students may be required to write and submit a paper about the experience. If so:
  - Content will be approved by the clinical instructor, a due date will be given, and the paper may include:
    - Professional Goals and how they were met
    - Description of the meeting /group/clinical
    - Correlate the theory and objectives
    - Functional health patterns
    - How the client was referred
    - Client response /feedback about the experience
    - Nurse's or nursing student's role
    - Caring concepts
    - Student's impressions
    - Format - APA
    - Minimum of three pages, excluding title and reference pages
    - Minimum of two references, dated within the past five years

Approved/Adopted: 10/04		Target Date: May
Reviewed: 09/08		Review: every 3 years
Revised : 08/13, 05/16, 05/19		Director/Faculty



Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Lateness Policy**

**Policy:**

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

**Purpose:**

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

**Procedure:**

- I. Students will be instructed about the importance of being on time. Clinical lateness is noted on the clinical evaluation tool. Class and College Laboratory lateness is noted on the respective attendance sheets.
- II. When the nursing student experiences a delay, the instructor is to be notified as soon as safely possible.
- III. Lateness time, in minutes or hours, will be noted on the class, college laboratory, clinical attendance sheet or a conference note or email. In clinical, cumulative times will be noted on the clinical evaluation tool. The nursing student who is late to class and/or college laboratory may disrupt learning and is displaying unprofessional behavior. A pattern of late behavior will require a conference note.
- IV. The nursing student who arrives at clinical late without prior instructor notification and the patient assignment has been re-assigned to a staff member may be sent home as unsatisfactory because patient safety has been jeopardized.
- V. 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.
- VI. 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; 05/19		

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

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

**Procedure:**

- AD Nursing Director, Nursing Lab Coordinator, and Faculty
  - Secure prior approval from the Director for any procedure that may create true biohazard waste.
  - Instruct students in the correct method of placing contaminated equipment in labeled trash bags, linen bags, or sharps containers for the clinical area as well the AD Nursing Laboratory.
  - Assure all potential biohazard waste (any sharps) disposal is in the properly identified red container and correctly secured and disposed of, on a continuing basis
    - Keep partially filled red containers in a location that is locked when not in use.
    - Properly secure the lid of full containers in a locked room until pick up by security for disposal.
    - Director of Associate Degree Nursing will forward Security and Safety's notification of contracted vendor pick up dates to the Nursing Lab Coordinator.
    - Nursing Lab Coordinator will double check the lids of the red containers and notify security for removal.
  - Nursing Lab Coordinator will inform the AD Nursing Director of new purchases that may contain hazardous chemicals, the AD Nursing Director will liaison with Physical Plant and Security and Safety to assure MSDS sheets are available.
  - Nursing Lab Coordinator 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 laboratory use.

- Nursing Lab Coordinator and the AD Nursing Director will meet yearly to assess the status of laboratory procedures and equipment in order to identify potentially hazardous situations.
- Students
  - Provide product enclosures to faculty and laboratory staff for anything brought into the lab.
  - Inform faculty of exposure or contaminated needle stick.
  - Demonstrate correct needle/syringe disposal after use.
  - Demonstrate correct handling of linen that in the hospital would be considered contaminated.

Approved/Adopted: 11/2010		Target Date: May
Review: 08/13		Review: every 3 years
Revised : 05/16, 05/19		Director/Faculty

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Confidentiality Policy**

**Policy:**

Bucks County Community College, AD 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 names, student names, and other pertinent information, as requested.
- 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 photocopying of any patient records. Printed portions of the Electronic Health Record will be disposed of according to agency policy.

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

VIII. Written assignments or worksheets in the nursing program may only use initials of the patient. A violation of patient privacy on a written assignment will result in a failure on the assignment and the assignment must be repeated.

Adopted: 10/08		Review every 3 years
Reviewed: 05/11, 03/15, 05/16		Director/Faculty
Revised: 08/13, 05/19		Forms: Confidentiality Statement

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**CONFIDENTIALITY STATEMENT**

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

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

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

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

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

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**Student Signature**

**Date**

445-40; 10/75		Target Date/Review
Adopted: 03/87		Every three years
Review/Revised: 08/00, 10/03, 03/15, 05/16. 05/19		By: Director/Faculty

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Evaluation Policy**

**Policy:**

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

**Purpose:**

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

**Procedure:**

**I. Grades**

A. According to the college catalog:

*Each instructor will explain the grading system used in a course. Students are responsible for obtaining a clear understanding of the system.*

B. Nursing Clinical Course Grading is as follows:

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

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

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

<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. If the course is repeated, all class and clinical work must be from the current repeated class; no prior work may be used.
- G. Final course grades are available to students on Web Advisor. Grades will not be issued if the student has any unmet College obligations.
- H. No grades will be given via telephone or email.

## **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 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 is expected 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 scheduled 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 an incomplete or a failure. Communication with the instructor is mandatory to finalize plans.
- E. Additional requirements for testing may be found in individual course formats.
- F. The student has the option to review the examination within two weeks. 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:  
<https://www.bucks.edu/catalog/info/records/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 disciplinary action.



### III. Clinical Evaluation of Students

Evaluation of Student Clinical Performance is an ongoing process. The faculty will determine the frequency of evaluation. Students must complete a self-examination of their performance, including a list of all clinical dates and hours completed for that semester. 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 student's 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, if not dismissed from the program.

5. A student who demonstrates a pattern of three unsafe/unsatisfactory occurrences, and/or 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 professional judgment and the language from the policies, will act accordingly in such situations. The student must return to the college laboratory, during the scheduled time for remediation to practice that procedure(s), and demonstrate competence at the expected level. The student cannot return to the clinical area until competence is demonstrated in the college laboratory and with the clinical faculty member's approval.
5. Students who are not prepared theoretically, technically, or who are not demonstrating caring attitudes, may be dismissed from the clinical area as unsatisfactory. All past theory and technical skills must be at the Expected Level.
6. Increasing proficiency on dosage calculation examinations that start at a minimum of eighty 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, AD 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's Academic Integrity Standards:  
<https://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 and clinical performance and attendance; and demonstration of increasing proficiency on dosage calculation examinations included in the nursing courses, that start at a minimum grade of eighty percent.
2. A grade of B or better in BIOL181, BIOL182, and BIOL228 and a C or better in all other required non-nursing courses in the 2015 program of study.
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 in the program of study. All incomplete grades must be replaced with the minimum passing grade in order to begin the next semester in the Nursing Program.

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

Refer to the College Web page:

Withdrawals: <https://www.bucks.edu/payment/aid/withdraw/>

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

Repeating Courses: with restrictions on Nursing Courses, as noted at:  
<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 AD Nursing 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.

Adopted: 1/86		Target Date: May
Review/Revised: 8/89, 6/90, 9/93, 8/94, 2/95, 5/99, 8/01, 10/03, 10/04, 08/08		Director/Faculty
Revised: 05/16, 05/19		

Bucks County Community College  
Department of Health Sciences  
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. \*\*Union representation as per contract, if requested
- VII. If a resolution is unable to be accomplished, the student will be directed to the appropriate college-wide committee or the Provost of Academic Affairs.

Approved/Adopted: 08/01		Target Date: May
Review: 10/04, 08/13		Review: Every 3 years
Revised: 09/08, 05/16, 05/19		Director/Faculty

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing

**Health Policy**

**Policy:**

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

**Purpose:**

The purpose of the Health Policy is to ensure students are capable 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. Tuberculosis Screening test
    2. Hepatitis B series completed
    3. MMR Titers or Proof of vaccination
    4. Current tetanus toxoid, adult pertussis, and chickenpox vaccines
    5. 10-Panel Drug Screen
    6. Flu Vaccine
  - c. Health Risk Waiver forms completed on admission to the program.
  - d. Student's statement of carrying health insurance policy or acknowledgement of financial responsibility for illness or injury completed on admission to the Program.
  - e. Latex Free information, if applicable.
  - f. 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 designee, examiners for the regulatory and accrediting bodies, i.e. Pennsylvania State Board of Nursing, Accreditation Commission for Education in Nursing (ACEN) Visitors and random audit by affiliating clinical agency with student privacy protected.

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

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

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

Adopted: 3/87 (forms) Formal Policy Adoption 09/09	Target Date for Review: March Yearly
Reviewed: 5/01, 8/03, 10/04, 08/09, 08/10, 08/11, 08/13; 05/16, 05/17, 6/18	By: Faculty/Director
Revised: 9/00, 8/03, 10/04, 06/07, 08/08, 6/18, 05/19	Associated Forms: Health Examination Form Immunization Record Tuberculosis Screening Test Flu Vaccine Proof 10-Panel Drug Screen Student Profile Health Risk Waiver Hepatitis B declination statement Health Insurance Statement

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Health Examination**

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

**INITIAL DATA:**

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

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

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

**Please refer to the 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?

- ☐ Yes
- ☐ 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

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**Signature** of Licensed Physician, Nurse Practitioner, or Physician Assistant  
**Name**

**Printed**

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Address	City	State	Zip Code	Telephone
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Approved 05/78	Target Date/Review: Every May
Reviewed 02/00; 10/03; 03/06, 03/07, 3/09, 3/12, 03/15; 05/16	By: Director/Faculty
Revised: 3/08, 3/12, 07/14, 05/19	

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Immunization Record**

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:** 1<sup>st</sup> \_\_\_\_\_  
Dates:  
2<sup>nd</sup> (wait 1 month) \_\_\_\_\_  
3<sup>rd</sup> (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<sup>st</sup> dose: \_\_\_\_\_ 2<sup>nd</sup> 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<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

**or** documented laboratory evidence of immunity by titers **attached**

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

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

\_\_\_\_\_  
Address

City

State

Zip Code

Note: Questions, please refer to CDC Healthcare Personnel Vaccination Recommendations

Approved 05/78		Target Date/Review: Every May
Reviewed 2/00; 10/03; 3/06, 05/16		By: Director/Faculty
Revised: 3/12, 3/14, 01/15, 5/19		

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Tuberculosis Screening Test**

**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:**

	<i>Step #1a Administer</i>	<i>Step #1b Interpret</i>		<i>Step #2a Administer</i>	<i>Step#2B Interpret</i>
Date					
Time					
Lot					
Expiration date					
Initials					
Reaction Description mm (induration only)					
Interpretation:					
Initials					

**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 2<sup>nd</sup> 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**

Initials	Signature and Credential		Initials	Signature and Credential

**Signature** of Licensed Physician, Nurse Practitioner, or Physician Assistant      **Printed Name**

Address	City	State	Zip Code
Approved: 2/07		Target Date/Review: Every May	
Reviewed: 03/13		Director/Faculty	
Revised: 03/16; 05/19			

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Annual Flu Vaccination**

**Date Due to AD Nursing Program Office:**

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

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**PRINT NAME OF STUDENT**      **Class of 20**\_\_\_\_

Type	
Manufacturer	
Lot #	
Expiration Date #	
Date administered	

For guidance:

<http://www.cdc.gov/flu/protect/vaccine/vaccines.htm>

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Signature of Person Administering the Vaccine

Date

Please include the information below:

Place Administered: i.e. Clinic, Pharmacy, Physician's Office, Place of Employment, Bucks County Pandemic Flu Drill, or Other. Address or stamp, or receipt
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Adopted: 09/05/12	Target Date/Review: Every September
Reviewed 09/05/13: 02/15/15; 08/17	By: Director/Faculty
Revised: 09/08/15, 05/19	

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Health Insurance**

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

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

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**STUDENT NAME**

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**STUDENT INSURANCE POLICY NAME AND POLICY NUMBER**

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**STUDENT SIGNATURE**

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**DATE**

445-7; 1/73		Target Date/Review
Adopted: 3/87		Every May
Review/: 8/00, 10/03, 05/16		By: Director, Faculty
Revised: 3/14, 05/19		

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Health Risk Waiver**

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

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

Adopted: 3/16/87		Target Review Date: May
Review/Revised: 8/00, 10/03, 3/15; 03/16		Every 3 years
Revised: 05/19		By: Director/Faculty

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Integrity Policy**

**Policy:**

The expectation of Bucks County Community College and the Associate Degree Nursing Faculty is that the principles of truth and honesty will be rigorously followed in all academic endeavors including the classroom, nursing laboratory, and clinical area. Nurses and 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.

**Procedure:**

**I. Learning Opportunities:**

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

**II. Testing:**

A nursing student must arrive on time for tests.

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

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

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

At the start of each test, the nursing student will read and 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 Submissions:**

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

### **IV. Class and Clinical Behavior:**

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.

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**

For the BCCC AD Nursing Program, the interpretation/definition of patients are defined as those people the student has contact with during the class and clinical component of the Nursing Program. This definition of patients is further expanded to include the college and college resources.

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

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

Approved/Adopted: 08.11		Target Date: May
Review:		Review: every 3 years
Revised : 05.12; 08/13; 05/16; 05/19		Director/Faculty
		Forms: Integrity Statement on Tests

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

### **Integrity Statement**

I understand that academic integrity encompasses a wide range of behaviors that includes honesty, integrity, diligence, and trust. I have prepared for 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 may not be eligible for readmission to the AD Nursing Program.

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

Approved/Adopted: 08.11		Target Date: May
Review:		Review: every 3 years
Revised : 05.12; 08/13; 05/16; 05/19		Director/Faculty

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Latex-Free Policy**

**Policy:**

To protect the nursing student and faculty from the potential health hazard from exposure to latex and provide an environment that is as latex-free as possible

**Purpose:**

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

**Procedure**

I. Associate Degree Nursing Administration and Faculty

- a. All new equipment purchases and disposables ordered for the nursing laboratory will be latex-free.
- b. Updates on latex allergies will be provided via email, conferences, and colleagues.
- c. Provide students with Latex Allergy information, <https://www.cdc.gov/niosh/topics/latex/>
- d. Assure lab equipment packs for students are latex-free

II. Students

- a. Provide product enclosures to faculty and lab staff for equipment brought into the lab.
- b. Review the latex allergy precautions available from the CDC, <https://www.cdc.gov/niosh/topics/latex/>
- c. Inform faculty of potential exposure issues.
- d. Option of wearing visible medic alert bracelet

Approved/Adopted: 03.08		Target Date: May
Review:03.11		Review: every 3 years
Revised : 05/16; 05/19		Director/Faculty

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Professional Attire Policy**

**Policy:**

Bucks County Community College Nursing students represent the college and nursing at large, therefore Nursing students are expected to project a professional image that meets or exceeds the requirements of all the affiliating clinical agencies, 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 closely trimmed beard
  - Neatly secured hair, off the collar
  - Proper undergarments that are not visible
  - Clean & wrinkle-free garments
  - Minimal make-up
  - Clean unpolished nails, no more than 1/8" past the tip of the finger
  - Covered tattoos
  
- II. The BCCC nursing uniform shall include:
  - BCCC Security-issued picture ID
  - BCCC lab coat or jacket to cover the uniform
  - Official BCCC Uniform
  - Three quarter 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 tie shoes **without logos. No canvas, cloth, or perforated surfaces allowed.**
- Watch with second hand and plain wedding ring
- Latex free stethoscope with dual bell, bandage scissors, hemostat, and penlight.

III. In clinical, the nursing students are specifically **not permitted** to:

- Wear smocks, sweaters, wrinkled, dirty, or smelly uniforms
- Wear Jeans at any school sponsored function or clinical agency
- Wear anklet or short sport socks or shoes without 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, or print t-shirts
  - No open toed shoes, clogs, crocs, flip flops, or sneakers
- VI. Individual instructors may issue a warning or, if the offense is serious enough, the Nursing student may be sent home. This dismissed day will be counted as an absence and make-up time will be required.

Approved/Adopted: 9/90		Target Date: May
Reviewed: 08/00, 06/01, 08/03, 10/03, 08/05, 08/12, 03/15, 05/17		Review: yearly
Revised : 09/08; 05/10; 05/11; 08/13; 05/16; 05/19		Director/Faculty

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:

<https://www.bucks.edu/catalog/info/records/conduct/> including policies about children on campus.  
<http://www.bucks.edu/catalog/info/regulations/>

**Policy:**

Bucks County Community College (BCCC) Associate Degree (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, due to contractual obligations with clinical agencies, the process will be completed after a conditional acceptance for admission is received by the student and before a clinical rotation. The student will submit, within the required timeframe, 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 student information will be maintained in the Associate Degree Nursing Director's Office. Students must sign a waiver for audit review by and sharing of information with clinical agencies, the Accreditation Commission for Education in Nursing (ACEN) and the PA-SBN.

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

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.

**A student must meet with the Director of the AD Nursing Program, if they have a criminal record.**

- 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 course objectives and end of program student learning outcomes of the Program.
- If the offense(s) is any misdemeanor, consideration will be given to the nature and seriousness of the offense(s) or event(s), the circumstances surrounding the offense(s) or event(s), the relationship between the duties to be performed as part of the educational program and the offense(s) committed, the age of the person when the offense(s) or event(s) occurred, whether the offense(s) or event(s) was an isolated or repeated incident, the length of time that has passed since the offense (s) or event(s), employment and evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student as long as the conviction does not violate clinical agency contracts.
- If the 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 or probation ending within the last five years prior to admission in the Program or be convicted while in the Program. The student will immediately be declined admission/continuation in the Program because a clinical agency cannot be assigned and therefore the student cannot meet the objectives of the Program.

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



## **II. Drug screens**

The nursing 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 on the day specified by the Director, 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 that could jeopardize patient safety with the instructor or staff member.

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.

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

### **Medication Administration may ONLY be done with the 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 skill only if the student has proper knowledge and instructor permission and supervision, if required.

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, college lab, or clinical during instructional time without the faculty member’s permission, including texting, recording, or .posting pictures or video. If access to such devices is observed, the instructor may consider the student as unsatisfactory for the day. 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 and this includes vaping. 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 college and clinical agencies. 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. If the nursing student violates the college and/or AD Nursing Program policy, the student will be referred for disciplinary review and the faculty will recommend the strongest sanction available.

The nursing student may not share passwords, security codes to secure areas, or chart under other students' or staff's log-on credentials. Further guidance can be found at:

<http://www.bucks.edu/catalog/info/records/ecomunications/>

### **Cell Phones/electronic devices**

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

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

Approved: 07/13		Target Date May
Review:		Review: 3 years Director/Faculty
Revised:05/16; 05/19		Forms: Clinical Responsibilities Malpractice Insurance

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Professional Liability 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:**

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**STUDENT SIGNATURE**

**DATE**

Adopted: 3/87		Target Date/review
Review: 08/00, 10/03, 03/15, 05/16		Every 3 years
Revised: 05/19		By: Director/Faculty

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**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 do so by the specified times.

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

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

Adopted: 3/16/87		Target Review Date: Every January
Review/Revised: 8/00; 10/03; 3/15		By: Director/Faculty
Revised: 05/19		

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Readmission Policy for the Associate Degree Nursing Clinical Component**

**Policy:**

Readmission to the clinical component of the nursing program is selective and 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 readmitted 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. The Associate Degree Nursing Program must be completed within five years of a student taking the first clinical nursing course. If applying for readmission means that program completion would be outside the five year timeframe, the student may apply to restart the entire program.

**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 dated after June 1st  
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 to be considered for readmission.

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.

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.

Approved/Adopted: 11/07	Target Date: May
Review: 11/10, 3/15;	Review: every 3 years
Revised : Addendum for math scores 04/14; 02/16; 05/16; 05/19	Director/Faculty Forms: Student self- assessment; application for readmission

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Associate Degree Nursing Student Records**

**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, possibly with student numbers (students are not to enter social security numbers on scantron 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 then sent to Admissions/Records.
- V. Student Folders consist of two separate categories.

**The Academic Folder** contains clinical evaluations, conference notes, nursing forms, and non-medical correspondence. They are kept in a locked file cabinet in a locked room with limited access.

**The Student Health and Clinical Requirement Folder** is kept in the central lock box (medical records, drug screens, criminal record checks) in the 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 Registrar and converted to document imaging system. Only the

AD Nursing Director and the program's Administrative Assistant may access files as appropriate. If a faculty member has questions about student records they should be directed to the Director or the Admissions Office.

- VII. Students will sign a statement permitting the PA State Board of Nursing, ACEN, and clinical agencies access to review their student records including but not limited to the FBI and PA Criminal Record check and Child Abuse Clearance.

Approved/Adopted: 10/04		Target Date: May
Review: 9/08; 08/13, 05/16		Review: every 3 years
Revised : 02/16; 03/16; 05/19		Director/Faculty Form: Permission to view student folders

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Student Permission for Sharing, Information, 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 as well as assuring patient safety by reviewing 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.**

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**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; 05/19		

Bucks County Community College  
Department of Health Science  
Associate Degree Nursing Program

**STUDENT PROFILE SHEET**

(Please Print)

**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 their BCCC student e-mail accounts regularly.

Created: 5/78		Target Date/Review: Every January
Reviewed: 2/00, 10/03, 3/06, 3/15; 05/16; 05/19		By: Director/Faculty

## **STUDENT SERVICES**

There are many student services available at BCCC. Please check the college catalog for <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](mailto: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 Center is a one stop service for students in the Linksz Pavilion where bills may be paid, financial aid information can be obtained, and admissions/registration paperwork can be completed.

### **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>

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 authorize 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>



**Bucks County Community College  
Associate Degree Nursing Program**

**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/>. The course specific fees for Nursing.

<b>Name of Fee</b>	<b>Amount</b>	<b>Frequency</b>	<b>Rationale</b>
Nursing Fee NURS101, NURS 102	TBD	2019-2020	Low student faculty ratio in clinical area. Mileage costs for instructional visitation
Nursing Fee NURS 201, 202	TBD	2019-2020	Same as above increased due to second clinical day
Malpractice Insurance	\$15	Per NURS course	Required by contract with clinical agencies.
Lab Fee	TBD	Per NURS course	Replacement of disposables and Hazardous Waste disposal
Standardized Testing	TBD	Per NURS course	Review textbooks and Objective standardized testing used for advisement and projection of NCLEX-RN performance.
Student Uniforms	TBD	One-time fee	Standard wear for clinical area
Licensure Examination Fee	TBD	One-time fee	Determined by PA SBON
Application for NCLEX-RN exam	TBD	One-time fee	Determined by Testing Agency
Criminal Record Check Child Abuse Check FBI Check	TBD	yearly	Safety of Patients Required by law for affiliation with selected clinical sites and clinical agency contracts
Drug & Alcohol Screen	TBD	yearly	Required by Clinical Agency Contract

\*\*subject to change

## **STUDENT ORIENTED ACTIVITIES**

### **Student Representation on Committees**

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

#### **A. Class Representatives**

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

#### **B. Selection Process**

Nursing I and Nursing II: Each class will select at least 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,

**AD Nursing Faculty Meeting** – Fourth Tuesday of every month 1:30- 2:30 pm. Founders 214; student representation welcomed. See AD Nursing Director for details.

**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 Program**

**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.
3. Will read Club's and Organization's Handbook.

#### Vice-President

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

#### Secretary

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

#### Treasurer

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

## Article VI

### Meetings

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

#### Order of Meetings:

Call to order

Reading of club and board minutes

Communications from President

Old business

New business

Committee Reports

Treasurer's report

Adjournment

## Article VII

### Provisions to Fulfill Vacancy

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

## Article VIII

### Committees

At the discretion of the Board

Bucks County Community College  
Department of Health Sciences  
Associate Degree Nursing Program

**Handbook Acknowledgment**

**FALL 2019**

I agree to read, review, understand, and follow all contents of the 2019-2020 Bucks County Community College (BCCC) Associate Degree Nursing Program Student Handbook, which I have received.

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

**Student:**

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Printed Name	Signature	Date
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**Witness:**

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Printed Name	Signature	Date
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