North Country Community College

Nursing Student Handbook

2026-2027

Congratulations on your acceptance into the North Country Community College (NCCC) nursing program!

Becoming a nurse is a lifelong process—one that begins on your very first day of school, continues through classroom and clinical learning, grows stronger at graduation and in a first nursing role, and evolves throughout a career, never truly ending…

By choosing NCCC's nursing program, you are joining a community of experienced, dedicated faculty who are committed to your success. We use current evidence-based practices, foster a supportive and engaging learning environment, model professional expectations, and encourage exploration of the wide range of knowledge and skills nurses must master.

Nursing school is challenging in many ways that students don't always realize before they begin classes, but it's also incredibly rewarding and represents a period of personal growth and acquisition of knowledge that becomes part of who you are as a nurse.

NCCC's experienced faculty value the opportunity to help students undertake learning that results in the requisite knowledge, skill, and compassion that new licensed practical nurses and registered nurses must possess. Our partnership with students aims to aid in the necessary growth and learning it takes to be proficient practitioners, and is one that your faculty are fully committed to and take incredibly seriously.

This handbook serves as a reference to expectations, policies, and information to help you during your time in the nursing program. We apply our student policies consistently and in a non-discriminatory manner. These policies are also available to the public and mirror or exceed (based on the rigors, goals, and outcomes of the nursing department) general NCCC policies.

As you begin this journey, remember that nursing is more than a career—it is a calling. Society has never needed nurses more than it does today. You are preparing to step into a role that combines knowledge, skill, and compassion in service to others. The work is demanding, but it carries immeasurable value: to your patients, to your community, and to the future of healthcare. How you commit to the learning opportunities offered here at NCCC demonstrate your commitment towards ultimately strengthening healthcare for the people and places we serve.

Welcome and Congratulations. You're on your way and we're glad you're here!

Dr. Stephanie Cassell
Interim Director, School of Nursing
North Country Community College

Disclaimers

The College and the Associate Degree Nursing Program reserve the right to alter contents of the Student Handbook with notice to students as necessary. Students will be notified of the change in a timely manner, given an electronic copy of the change, and must sign they have received and understand the change. Changes may be necessary as the New York State Board of Nursing Office of the Professions regulations change. The most current information can be found at http://www.op.nysed.gov/prof/nurse/

The Certificate of Practical Nursing Program and Associates Degree in Applied Science; Nursing Program provide the academic foundation that qualifies a graduate to take the National Council State Licensure Exam (NCLEX) in their discipline. Graduating from either program does not guarantee that the student will pass the NCLEX exam, nor does it guarantee that a State or Territory will issue a license based on the outcome of the graduate's NCLEX exam. Further, all applicants must demonstrate that they are "**currently of good moral character**". Students who have a criminal conviction in their background, currently have charges pending, have previously been denied a professional license, dismissed from a health care facility, or had another other related issue (or issues) will be subject to additional levels of scrutiny during the process of applying for a professional license with any State or Territory. If there is an is legal issue in a student's background, it may cause lengthy delays between the time a student takes/passes the NCLEX and the release of a determination to deny or grant a license by the State.

Additional information can be obtained from NYS Office of the Professions via the following links:

https://www.op.nysed.gov/professions/licensed-practical-nurses/license-requirements

https://www.op.nysed.gov/professions/registered-professional-nursing/license-requirements

If a student believes that there is reason for concern in their background, the Program Director should be consulted confidentially for advisement.

Mandatory Professional Licensure Disclosures: SUNY's academic programs leading to licensure or certification are carefully designed to meet and exceed New York state requirements. Other states frequently have their own requirements, so if your goal is to practice in another state, we encourage you to check and see what each state requires.

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Program Mission and Goals

NCCC Mission and Values

North Country Community College (NCCC) provides an exceptional learning and community building experience for all who seek it — challenging and supporting all individuals in their educational and personal growth. We embrace the following values as guides to how we act individually, and collectively:

- Honest, open and timely communication
- Shared Governance
- Mutual respect for Diversity and Individuality
- Accountability and Integrity
- Openness to Change
- Transparency
- Intellectual Curiosity

Find your place and explore all that we have to offer…*a rich Olympic heritage, vibrant arts community, recreation and nature, The Power of SUNY, and quality hands-on education at a price you can afford.*

Nursing Program Mission Statement

North Country Community College's nursing program offers a relevant, evidence-based curriculum that builds a strong and transformative foundation rooted in compassion and patient-centered care. Our approach promotes inclusivity, encourages self-direction and growth, and supports students in developing the professional competence needed to deliver safe, effective care to diverse populations.

Professional Practice Model

Faculty believe in a dynamic approach to nursing education that embodies transformative learning, inclusivity, evolution, empowerment, and role-modeling. By demonstrating professionalism, ethical practice, and a commitment to lifelong learning, we endeavor to guide student to practice in pursuit of excellence across the entirety of their nursing careers.

This professional practice model draws upon the nursing theories of Benner (Novice to Expert) and Erickson, Tomlin, and Swain (Modeling and Role Modeling: A Theory and Paradigm for Nursing), as well as the educational theorist Mezirow (Transformative Learning).

PN Nursing Program Outcomes

1. Integrates knowledge from biological and behavioral sciences and fundamental nursing content to provide safe and competent patient care. **Critical Thinking (QSEN Competencies Patient Centered Care, EBP)**
2. Utilizes effective communication skills in interactions with patients, peers, and members of the health care team. **Communication (QSEN Competencies Patient Centered Care, Safety, Teamwork & Collaboration, Informatics)**
3. Identifies cultural sensitivity and diversity needs when making decisions regarding provision of patient-centered care. **Patient Centered Care (QSEN Competency Patient Centered Care)**
4. Effectively applies professional, legal, and ethical standards consistent with a Practical Nurse in conduct and care. **Professionalism (QSEN Competencies Patient Centered Care, Teamwork & Collaboration, Safety, Quality Improvement)**

ADN Nursing Program Outcomes

1. Integrates knowledge from biological and behavioral sciences and advanced nursing content to develop and implement a plan for safe and competent patient care. **Critical Thinking (QSEN Competencies Patient Centered Care, EBP)**
2. Utilizes effective communication skills, including delegation, in interactions with patients, peers, and members of the health care team. **Communication (QSEN Competencies Patient Centered Care, Safety, Teamwork & Collaboration, Informatics)**
3. Prioritizes cultural sensitivity and diversity needs when making decisions regarding provision of patient-centered care. **Patient Centered Care (QSEN Competency Patient Centered Care)**
4. Effectively analyzes and applies professional, legal, and ethical standards consistent with a Registered Nurse in conduct and care. **Professionalism (QSEN Competencies Patient Centered Care, Teamwork & Collaboration, Safety, Quality Improvement)**

Program of Study

Faculty plan, implement and evaluate both clinical and didactic learning experiences that are sequenced appropriately, kept current, and are attainable with a time frame of two semesters for ADN (RN) with a total 450-class hours and 480-clinical hours (includes the two semester PN program). The PN program is attainable in two semesters with 210-class hours and 240-clinical hours. The ADN (RN) program length of time and the credit hours required to program completion are congruent with the attainment of identified student learning outcomes and program outcomes and are consistent with the policies of NCCC and NY State Education Department Office of the Professions. The curriculum has been developed by the faculty and is regularly reviewed to ensure integrity, rigor, and currency.

The curriculum is based on sound educational principles and follows the philosophy/mission and objectives/outcomes identified for the program and for the students. The student learning outcomes are used to organize the curriculum, guide the delivery of instruction, and direct learning activities. The program of study prepares students to practice according to the NY State Department of Education Office of the Professions. The curriculum teaches students to use safe patient care and systematic clinical decision-making incorporating established professional standards, guidelines, and competencies. Student learning outcomes are clearly articulated and program outcomes consistent with contemporary practice.

> The Institute of Medicine (IOM, 2011) summarized the current problem facing nursing faculty with regards to nursing education: "The explosion of knowledge and decision-science technology also is changing the way health professionals access, process, and use information. No longer is rote memorization an option. There simply are not enough hours in the day or years in an undergraduate program to continue compressing all available information into the curriculum. There is too much knowledge, too little time, not enough clinical space, and a limited number of faculty to continue teaching nursing using the curriculum models of the past. New approaches must be developed for evaluating curricula and presenting fundamental concepts that can be applied in many different situations rather than requiring students to memorize different lists of facts and information for each situation".

To address this issue, the NCCC nursing faculty chose to join other colleges in incorporating a concept based curriculum. The concept-based curriculum approach helps nursing programs handle content saturation and provide a method for content management. Students focus on generalities of the concepts and then apply what they have learned to specific priority exemplars. Concepts can be applied in a variety of clinical settings that will help utilize the current limited clinical sites and prepare graduates for a greater variety of positions given the current job climate.

The course of study balances nursing and non-nursing courses including, physical, biological, behavioral, social and nursing sciences, and include body structure and function, pharmacology, microbiology, nutrition, human growth and development, and emotional health. The course of study includes nursing skills. Learning activities include lectures, audio/visual representations, interactive learning activities, simulation, skills laboratory, and patient care clinical learning experiences which are hands-on and supervised by faculty. The curriculum provides continuity, sequence, and integration of learning. The structure fosters promotion, prevention, rehabilitation, maintenance, and restoration of the health of individuals of all ages. Nursing courses use competencies and case

studies to prepare students to recognize and analyze health care needs, select and apply relevant knowledge and appropriate methods for meeting the health care needs of individuals and families, and evaluate the effectiveness of the nursing care. Course content is appropriate to the role expectations of the graduate. It includes professional values, ethics, safety, diversity, and confidentiality issues. Course content addresses the Nurse Practice Act, Standards of Nursing Practice, Unprofessional Conduct Rules, and Delegation Rules. In addition, the curriculum includes cultural, ethnic, and socially diverse concepts that are driven by local, national and global issues. The learning experiences are progressive; the didactic and clinical portions are concurrent. Students have clinical experiences that foster communication and interpersonal relationship skills. Students participate in clinical experiences that are evidence-based and reflect contemporary practice and nationally established patient health and safety goals. Students will be able to meet stated student and program outcomes, including safe practice in contemporary health care environments. Practice learning environments are appropriate for student learning and support the achievement of the program outcomes.

Students are oriented to technology and are supported by all methods of instructional delivery. The curriculum uses theory, interdisciplinary practice, research and best practices to provide students with contemporary models. Evaluation methods measure student progression in cognitive, affective, and psychomotor achievements. Evaluation methods are varied and measure program as well as student outcomes. Faculty chooses clinical sites based on the student need to achieve course and clinical outcomes and based on safety. Agreements address responsibilities of both parties – the agency and the program. The agreements are reviewed periodically. The partnership between the program and the clinical site functions as a venue to promote excellence in nursing education, enhances the profession, and benefits the community.

Programmatic Goals and Assessment

Program: Practical Nursing-Certificate/ADN A.A.S. Degree

Description: The Nursing Program adheres to a career-ladder concept in nursing education that provides upward mobility for students, without repetition of previous education and experience. Courses of study in Nursing consist of a two-semester, full-time Practical Nursing Program and a two semester, full-time Associate Degree Nursing Program for licensed Practical Nurses (LPN). Successful completion of the Practical Nursing course of study leads to a Certificate of Achievement, and eligibility to apply for the National Council of Licensure Examination (NCLEX) for licensure as a Licensed Practical Nurse. Completion of the Practical Nursing course of study DOES NOT ASSURE admission into the Associate Degree Nursing Program. Students must apply for entry into this program and compete with all other applicants of that year. Since the Practical Nursing Program and the Associate Degree Nursing Program are separate programs, all individuals, including graduates of the Practical Nursing program at NCCC, must make formal application for consideration for entry into the Associate Degree Program.

Assessment Tools & Methodology:

- National Council Licensure Examination for Nurses (NCLEX)
- Final Grades
- Group and Collaborative Assignments
- Clinical Competencies
- ATI Review and Testing

Additional Resources:

- Peer Review (Five-Year Cycle)
- New York State Department of Education Accreditation Self-Study
- Student / Alumni Evaluation

<u>Purpose & Goals</u>

The overall purpose of North Country Community College School of Nursing Program is to prepare graduate nurses who are qualified to sit for the New York NCLEX-PN and New York NCLEX-RN licensing examination and assume positions in the health care system as Licensed Practical nurses and Professional Registered Nurses. The goals of the program are:

1. To provide students with professional and technological education designed to prepare them to assume entry-level positions in a variety of settings in today's healthcare system
2. To incorporate the biological, social, behavioral sciences, and humanities into student education so they will be equipped to contribute to an increasingly diverse community and society
3. To promote critical thinking and creativity that challenges students to reach their personal, academic, and professional goals
4. To provide a learning environment that promotes tolerance and acceptance of diverse cultures, beliefs, experiences, approaches, and opinion.

Full Time Faculty Contact Information

Name / Campus	Phone	Email
Stephanie Cassell Saranac Lake Interim Director of Nursing	518 891 2915 Ext 1269	scassell@nccc.edu
Emma Atkinson Saranac Lake/Malone Clinical Coordinator	518 891 2915 Ext 1321	eatkinson@nccc.edu
Laura Cunningham Saranac Lake Nursing Instructor	518 891 2915 Ext Ext 1320	lcunningham@nccc.edu
Lisa Keegan Malone Nursing Instructor		lkeegan@nccc.edu
Lauren Tender Malone Nursing Instructor	518 891 2915 Ext Ext 1324	Lheath@nccc.edu
Chelsea Drake Ticonderoga Nursing Instructor	518 891 2915 Ext 2203	chelsea.drake@nccc.edu
Anita Baitinger Ticonderoga Nursing Instructor	518 891 2915 Ext	abaitinger@nccc.edu

Faculty members maintain 5 scheduled office hours each week, as posted on their office doors and printed in course syllabi. Additional appointments are available by mutual consent of the faculty and student. You are advised to e-mail or call the instructor with whom you would like to meet. Adjunct instructors are available via NCCC email. Adjunct instructors also maintain office hours and share office space on the campus where they teach. Instructors in our online ADN program also hold office hours virtually. Please consult your course documents for the timing of these hours and the platform (Zoom, Teams, etc.) and instructions for meeting.

Students with questions regarding clinical and clinical faculty, please contact: Mrs. Emma Atkinson, Clinical Coordinator (518) 891-2915 x 1321 or eatkinson@nccc.edu

Master Plan Of Education/Curriculum

Master Plan of Education

The Standards require all accredited programs to maintain a Master Plan of Education, which contains information such as didactic and clinical curricula, program policies and procedures and strategies for assessing program effectiveness. The Master Plan is available for student and faculty review and is located in the Program Director's office.

Curricula for Certificate and Degree Programs

The Practical Nurse certificate and ADN (RN) degree plans follow curricula criteria based upon the NY State guidelines. Successful completion of the Certificate PN program allows a graduate to sit for the NCLEXPN. Successful completion of the ADN (RN) program meets the requirements for challenging the NCLEX-RN examination.

The Nursing Programs are very intensive, and the following suggestions can help you succeed:

- **Study:** Acquire the habit of "study first, play later." For every hour of classroom time, you should expect to study 2-3 hours outside of class. Think of your schooling as a day at work. When you're not in class, go to the library, study with peers, get extra help from your instructors (all full time instructors have posted office hours) or take advantage of the learning assistance center (LAC) on each campus. Remember to learn, and understand each concept comprehensively because your patients will be placing their trust, and their lives, in your hands. Once you're in the clinical setting, you'll be applying the knowledge you've gained every day.

- **Learning Assistance Center:** The College maintains a learning assistance center on each campus. The center has much to offer such as studying and test taking assistance. In addition, free tutoring is available through the LAC.

- **Student Success Coach:** On each campus, there is an individual dedicated to working with students who may need an extra hand to assist them in their journey from both an academic and general perspective. In Saranac Lake, the Student Success Coach (formerly Academic and Career Advisor) is Nate Eury, in Malone, Emma Lane, and in Ticonderoga, Portia Burke.

- **Counseling:** Personal and academic counseling is available to all students. Professional counselors are happy to help you with any issues, big or small. You can set up counseling appointments through your advisor, student services, or directly with the counselors.

- **Math exams:** Each semester that you are enrolled in the nursing program, a dosage calculation exam will be administered. It will be commensurate with your education and the expectations of the clinical area. **YOU MUST PASS THIS TEST WITH A SCORE OF 90 OR BETTER IN ORDER TO REMAIN IN THE PROGRAM.** There is a maximum of three attempts to pass the test.

Policies and Procedures

NORTH COUNTRY COMMUNITY COLLEGE POLICIES

Associate Degree and Practical Nursing students are expected to abide by the rules and regulations and policies of North Country Community College as set forth in the NCCC Catalog.

Please refer to https://nccc.edu/campus-safety/index.html where you will find the following policy links:

- The Student Code of Conduct https://nccc.edu/campus-safety/STUDENT%20CODE%20OF%20CONDUCT_%20FINAL%209%2030%202020.pdf
- Incident Reports https://nccc.edu/campus-safety/incident-reporting
- Title IX Information and Resources https://nccc.edu/title-ix/index.html
- Emergency Management & Notification
- Response Plans and Procedures
- Safety Resources – Prevention and Response video

College Non-Discrimination Statement

North Country Community College does not discriminate. We embrace and encourage the celebration of differences and affirm the rights of individuals guaranteed by state and federal laws and the U.S. Constitution. We reject all manifestations of discrimination or harassment on the basis of race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S. veteran status, domestic violence victim status, prior criminal conviction, socioeconomic status, or any other differences among people which have been excuses for misunderstandings, divisiveness, or hatred. When such rights are infringed upon by violence, threats, or unlawful harassment, the College will follow due process and use every necessary resource to decisively identify perpetrators for administrative action, civil action, and/or criminal prosecution.

For information regarding non-discrimination policies, please contact the College's Civil Rights Compliance Officers below:

Ms. Lisa Williams
ADA/504 Coordinator
McCormick Hall, C-12
23 Santanoni Avenue
Saranac Lake, NY 12983
accommodations@nccc.edu

Ms. Tara Evans
Title VI Coordinator
Hodson Hall, 125
23 Santanoni Avenue
Saranac Lake, NY 12983
titlevicoordinator@nccc.edu

Ms. Jackie VanBrunt
Title IX Coordinator
Hodson Hall, 156
23 Santanoni Avenue
Saranac Lake, NY 12983
titleixcoordinator@nccc.edu

Anyone believing they have been subjected to any kind of discrimination that conflicts with the College's Non-Discrimination Statement and initiatives should seek assistance from a supervisor, Human Resources representative, or from the College's Civil Rights Compliance Officers listed above.

Title IX Statement

North Country Community College is committed to maintaining a safe and inclusive environment for all students.

Because of this commitment and because of federal and state regulations, College faculty are required to report incidents of gender-based misconduct and/or sexual misconduct, involving a member of the campus community, to the school's Title IX Coordinator, titleixcoordinator@nccc.edu. College faculty must provide relevant details including the names of those involved in the incident. Requests for confidentiality will be respected but cannot be guaranteed. The information will remain private and the Title IX Coordinator will follow up with the reporting student. "Gender based misconduct" includes sexual assault, stalking, sexual harassment, dating violence, intimate partner violence, domestic violence, sexual exploitation, and gender-based harassment. All students have a right to their body and their safety. If you would like to make a report, please contact titleixcoordinator@nccc.edu.

Pregnant or parenting (up to baby's first birthday) students in the nursing program will work with their faculty, the clinical coordinator, and the Title IX coordinator. These efforts are aimed at ensuring that there is clear understanding of what accommodations are available and how they may be used as well as to document the agreed upon plan that supports the students needs, while still meeting the program requirements. We expect that each student's needs will differ and are committed to developing an individualized plan in a collaborative fashion.

Title IX Coordinator: Jackie VanBrunt jackie.vanbrunt@nccc.edu titleixcoordinator@nccc.edu
518-891-2915

Planned Parenthood:

24-hour Sexual Assault Hotline – 877-212-2323
Sexual Assault Supportive Counseling
Saranac Lake – 518-891-0046
Malone – 518-483-7150
Essex County – 518-984-0094
Clinton County – 518-561-0605

College Diversity, Equity, and Inclusion

NCCC does not discriminate.

We live in a very diverse society and none of us is infallible nor unbiased. However, intolerance and insensitive speech will not be tolerated in this educational setting. I expect you to respect differing opinions and give others the respect of your attention and civility so that we may share with each other in a safe space. As stated in our Student Code of Conduct, "North Country Community College is above all an institution of learning and teaching. As an institution of higher education we are committed to the following principles:

"We affirm the right of freedom of expression within our community and our commitment to the highest standards of civility and decency toward all. We recognize the right of every individual to think and speak as dictated by personal belief, to express ideas, and to disagree with or counter another's point of view, limited only by College regulations governing time, place, and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, and respect.

"We embrace and encourage the celebration of differences and affirm the rights of individuals guaranteed by state and federal laws and the U.S. Constitution. We reject all manifestations of discrimination or harassment on the basis of race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S. veteran status, domestic violence victim status, prior criminal conviction, socioeconomic status, or any other differences among people which have been excuses for misunderstandings, divisiveness, or hatred."

ADA-504 Accommodations

If you are a student with a documented disability that requires academic accommodations, please notify NCCC's Accommodative Services Coordinator via email at accommodations@nccc.edu. Lisa Williams is the college's ADA-504 Coordinator. To maximize your learning experience in this course, be sure to provide your faculty with the appropriate paperwork from the ADA-504 officer **during the first week of class.** Even if you have taken a course in the nursing program previously, academic accommodations cannot be granted until paperwork has been fully processed each semester by Accommodative Services. Academic accommodations are not enacted retroactively. Any course work, including exams, completed prior to your presenting the paperwork cannot be redone –grades stand as earned.

You can also visit the Learning Assistance Center on your campus with any questions or concerns regarding disabilities and academic accommodations.

Student Support

A variety of student supports exist, coordinated through the Student Life Office, including supports for emergent circumstances, counseling, and food insecurity. https://www.nccc.edu/student-support/

NCCC has a food pantry service on each of our campuses, and provides grab and go snacks on each campus in a location that is easily accessible to nursing students.

We want to ensure that those who need access to the Food Pantry can place and pick up orders at any point in the semester as need arises. Through a partnership with the Student Government Association, a food pantry service is in place and there are two easy steps to use it:

1. Place an order by scanning the QR code below or by CLICKING HERE, orders are accepted Thursday - Monday
2. Pick Up your order on a campus of your choice - We will reach out to you with specifics of where to pick up.

If you are in immediate need – please email studentlife@nccc.edu directly to see next day availability for order pick up

Classroom Attendance and Participation

Regular and punctual attendance is expected of all students, and each instructor maintains a complete record of attendance for the entire length of each course. Students who are not present, will be counted absent from class beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined by presence on camera in addition to any other specifics as described in the individual Course Syllabus and Outline.

Tardiness is defined as arriving for class 5 minutes after the instructor has already begun the activities for the day including but not limited to announcements, lecture, quizzes, tests, lab instruction/practice, and/or daily activities in the clinical setting. This includes the time after a break during a class time longer than 50 minutes. Episodes of tardiness are subject to the counseling/disciplinary process, which could lead to termination from the program. Communication with your instructor is vital. If tardiness occurs the day of a schedule exam, the student will be allowed to begin the exam provided they arrive within 10 minutes of the start of the exam and they will have the remaining time from arrival to compete the exam. If the student is more than 10 minutes late to a chapter exam, they will be required to take the make-up exam, or be given a zero for the test. Students are not allowed to make up quizzes, midterm or final exams. Professional responsibility is determined by the student's attendance and dependability in the clinical and classroom areas. A student's final grade and / or program status will be adversely affected by absenteeism and tardiness. College policy is that if a student misses more than 20% of scheduled classes they will receive an "F" grade for the course.

Absence from 20% of scheduled lecture will be taken as evidence that a student does not intend to complete the course and the student will be withdrawn from the course with a grade of W. If the student's 20% absences are reached after the official drop date (the 75% point in the semester or term), the instructor may assign a W if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 20% point after the official drop date, the student will receive an F. Each absence will count toward attendance requirements in each course.

Students may be permitted to make up class work, assignments, and tests (but not quizzes) missed due to absences caused by:

(1) Authorized participation in official college functions (i.e. SGA)
(2) Circumstances that fall under Title IX
(3) An illness or a death in the immediate family
(4) The observance of a religious holy day.

provided that the student notifies the instructor **prior** to their absence or missed deadline. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. Students must be present and in clinical uniform for schedule simulations occurring during class (lecture) and lab time. Failure to be present and prepared will result in a counseling form. A student present during the taking of attendance at the beginning of class has the responsibility to notify the faculty/instructor BEFORE leaving the scheduled class period. If the student fails to notify the faculty/instructor BEFORE leaving the class period, the absence will

remain and will count as part of the 20% of theory absence. The student is the only one that may verify that he/she is present. At **NO TIME** may one student sign in for another student.

Our program and instructors frequently utilize active learning strategies, such as simulation, small group work, class presentations, case studies, games, and other strategies. Student participation is required, regardless of whether there is a specific grade associated with the activity, In order to receive credit for attending the class. Participation is defined as professional and active collaboration with peers and instructors, and completion of any written, verbal, or physical task assigned.

Health Clearance Policy

If a student is hospitalized, gives birth, or requires surgery during their enrollment in the NCCC nursing program, they must notify both the appropriate Clinical Coordinator and Program Director as soon as possible.

Students experiencing any of these health conditions are required to provide documentation from their healthcare provider confirming that they are cleared to participate in both class and clinical without restrictions. The nursing program and its affiliated clinical sites cannot accommodate students with limitations such as mobility restrictions, lifting restrictions, or other forms of "light duty."

See **Appendix A for the NCCC Nursing Health Clearance Form** This form must be completed by the provider and submitted before the student will be permitted to return to clinical rotations. Clearance must indicate full physical function with no restrictions.

Simulation in Nursing Education

Simulation is an essential component of nursing education and is treated as equivalent to clinical learning. Students are expected to participate fully in all simulation activities, which may account for up to 3% of the final course grade. Simulation experiences require students to be in full uniform, maintain professionalism, and treat the environment as a parallel to the clinical setting. Cell phones are not permitted, and confidentiality, respect, and active engagement are required at all times. Simulation activities include prebriefing (preparation), active participation, and debriefing, and are designed to develop critical thinking, teamwork, and clinical decision-making skills. The simulation program follows the NLN Jeffries Simulation Theory, incorporates INACSL Standards of Best Practice, and is committed to continuous growth and development of both the simulation lab and learning experiences. Simulation is always a safe space for students to learn, make mistakes, and grow as future nurses.

The simulation lab follows the same standards as the clinical environment, and the College of Nursing Student Handbook applies fully in this space. Failure to adhere to simulation expectations may result in a counseling form, just as it would in other settings. Students are accountable for professionalism, preparation, participation, and behavior in all simulation activities, including the ability to give and receive constructive feedback. Simulation recording with SimCapture or other program occurs as part of the learning and debriefing continuum. Simulation activities may involve students on other campuses.

Counseling Form Triggers in Simulation

- Arriving late or leaving simulation early without approval
- Failure to attend scheduled simulation without prior notification
- Arriving out of uniform or without required equipment
- Use of cell phones or unauthorized technology during simulation
- Lack of preparation or failure to engage in prebriefing
- Unprofessional conduct (tone, attitude, teamwork, respect)
- Breach of confidentiality regarding simulation content or peer performance
- Failure to actively participate or contribute as an observer/participant
- Refusal or inability to give and receive constructive feedback

Additional information on simulation can be found in individual course syllabi, and the Student Simulation Handbook (under development).

Classroom Etiquette

Students must remember that the classroom is a learning environment, and they are expected to behave in a mature manner. Students must be prepared for class and to have access to the required instructional materials. If attending an online session during class time it is expected that students will have their camera on, but keep the microphone muted unless speaking. Students attending a virtual lecture will be counted as absent if they are engaged in another activity (such as cooking, shopping, driving a car, housework, etc.) during lecture time.

It is expected that students will conduct themselves in a manner that is respectful of the instructor and the class as a whole. Behaviors that are perceived to be disruptive, disrespectful, offensive and/or threatening will not be tolerated. Children and pets are not permitted in the learning environment.

Grading Practices

Where possible, faculty use rubrics to standardize grading activities. Although a rubric may be used, the instructor reserves the right to dock points for issues such as unprofessional communication and behavior. Late assignments are subject to a grade penalty, if they are accepted at all.

Grades for quizzes, tests, and written assignments are not immediately available to students as review of test questions and trends occurs following due dates/test dates. Consistent with NCCC policy, we aim to post grades within 7 days.

Clinical Attendance (Includes on-campus clinical, off-campus clinical, skills lab, simulation, and other assignments)

Clinical experiences are treated like a professional job and are provided according to the Board of Nursing Rules and Regulations. Clinical expectations are in compliance with the New York State accrediting body. The student is expected to have regular and punctual attendance to all clinical experiences as scheduled and is responsible for travel to the clinical location. Lunch time may not be counted as clinical hours, according to regulatory policy.

As in a professional job and per the Board of Nursing and accreditation protocol, the student is expected to be in the clinical agency prepared to begin their assignment at the designated time. Students must complete the designated hours in order to be successful in each course and progress to the next semester. If a student does not complete all the designated clinical hours for which they are enrolled, the student will fail the course.

Students are assigned to rotations by the clinical coordinator and switching of sites or groups is not permitted. All students should be prepared to be assigned to evening rotations and our ADN students will be assigned to weekend rotations over the course of program.

Clinical Absences

All nursing students will be granted **24 hours** of time in a "sick/hour bank". These 24 hours equal 3 full clinical days, and are for the entirety of the school year. Any clinical or lab absence time will be categorized as excused or unexcused and removed from the bank of hours. Snow days and instructor cancellation are not counted in the 24 hours and will not be removed from the sick bank.

- Any student who misses more than 24 hours from their sick bank will be required to make up that clinical time before the end of the school year.
- Absences from clinical or lab in excess of 24 hours will be issued a counseling form as well as being required to make up hours. The exception is any student with accommodation through the college; the time will need to be made up, but absences related to the accommodation will not carry any penalty.
- Students have **one absence due to snow day/weather** or instructor cancellation that **does not need to be made up.** If any student accrues more than one NCCC responsible absence in the year, the time will need to be made up, with no penalty issued to the student.

Special consideration: if a student has used no time from their allotted sick bank by the end of the year or semester but has accrued more than one absence from the college weather or instructor cancellation, they are not required to make up that clinical time. No matter the circumstance, more than 4 clinical misses will put students below the threshold of hours to sit for their nursing board per New York State and will be required to make up clinical hours. If clinical hours are not made up by the end of the school year, students will not be eligible to sit for their boards. Make up days, times, and locations will be scheduled by NCCC and **it is the students responsibility to adjust scheduling to attend****

See below for a chart of what constitutes an excused absence and what would be unexcused:

Excused-No counseling form, hours taken from hour bank	**Unexcused-Results in a Counseling form, hours removed from hour bank**
Illness or contagious period quarantine*	Tardiness in excess of 30 minutes unrelated to health, weather, or emergency (slept in, forgot, etc.)
Acute injury/medical procedure impairing ability to participate in clinical*	Transportation issues
Family care of illness/injury*	Vacation
Religious Observance (eligible for additional time per policy)	Absence with no notification given to clinical coordinator or clinical instructor in appropriate time or manner
Bereavement (eligible for additional time per policy)	Personal appointments on a case-by-case basis*
Title IX related absence (eligible for additional time, see additional information in Nursing Handbook under Title IX)	Recurrent Tardiness
Military Obligation (eligible for additional time per policy)	Lack of childcare on a case-by-case basis
Personal appointments on a case-by-case basis*	
School sponsored or SGA event	

*The Nursing Program Director or Clinical Coordinator reserves the right to request documentation to determine if an absence is excused vs unexcused.

The student must notify their clinical instructor and clinical coordinator at least one hour prior to the scheduled clinical start time if they will not be in attendance. The student may not ask a family member or friend to report the absence (unless the student is incapacitated) and the nursing faculty and clinical coordinator will determine what qualifies as an "extenuating circumstance." (Examples of extenuating circumstances are acute illness of self or death of immediate family and will be considered on a one-to-one basis). **Documentation of extenuating circumstances is required.**

Students are strongly encouraged to create plans within their support systems for needs relating to childcare and family illnesses as absences for these types of events are treated no differently from absences for personal illness.

Per the New York State Board of Nursing, Office of the Professions "Nurses, who voluntarily work beyond their normally scheduled hours in a situation that is not a declared emergency, must be able to demonstrate that they are competent to perform their professional responsibilities. Voluntarily working beyond 16 hours in a 24 hour time period will be considered by the New York State Board for Nursing as a factor in determining the willful disregard of patient safety by nurses and will be subject to a potential charge of unprofessional conduct.

Clinical Assignments

Students are expected to provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served. Students are required to meet the workforce standard of providing care to any and all clients assigned to their level of responsibility and scope of practice.

Clinical Evaluation Guidelines and Final Grade Criteria

Students are expected to demonstrate safe, professional, and competent nursing practice throughout each clinical experience. Clinical performance is an ongoing process that supports student growth, identifies strengths and areas for improvement, and guides progression toward expected levels of competency.

Clinical performance is evaluated using **weekly performance rubrics and an end-of-course clinical evaluation**. The cumulative scores from these evaluations are used to determine the student's clinical grade. Students must achieve a **minimum grade of C (73%)** in the clinical component, based on the college grading scale, to pass.

Students are encouraged to communicate regularly with their clinical instructor, seek feedback, and actively participate in identifying areas for improvement. Students will have the opportunity to review their clinical performance with their instructor at the end of each rotation. Refer to the clinical evaluation rubrics for specific performance criteria.

Failure to achieve a minimum grade of 73% in either the theory or clinical component constitutes failure of the course. A student who fails the course is ineligible to continue in the nursing program.

Clinical Related Problems

Inappropriate behavior and unsafe practice are grounds for requesting that the student leave the clinical facility. If the problem is not resolved, the student can receive a clinical failure grade in the nursing course. Also, the student may be dismissed from the program during the semester if repeated inappropriate behavior and unsafe practice occur.

Students who exhibit problematic, inappropriate, or unprofessional behavior are subject to the nursing program disciplinary process outlined in this handbook under: **Student Counseling Forms pg. .34**

An applicant or a student who is denied rotation privileges by any of the clinical affiliated agencies is not eligible for continuation in the program. Denial of rotation privileges must be in writing from issuing facility.

Clinical Release Forms

Students must abide by rules and policies of clinical agencies where assignments are provided. Since clinical facilities are not liable for injuries or communicable diseases, students may be requested to sign and acknowledge liability release forms of area hospitals.

Background Checks

Students in rotations at facilities that require background checks will be provided direction on obtaining a background check from an appropriate service provider by the clinical coordinator. Students will also be given a deadline for completion of the process that will allow submission of proof to the facility in advance of the start of the rotation. Failure to complete and submit the background check by the deadline will subject the student to the department's disciplinary process and may result in removal.

Clinical Visitation

Students are not allowed to visit clients in the hospital or Long-Term Care Facility on other units during clinical time. Students are not allowed to wear their uniform, lab coat or other emblems identifying them as a nursing student of NCCC or become involved in performing client care when making a personal visit to a client in the hospital or other clinical agency at any time.

BLS Certification

All students must complete a Basic Life Support for the Healthcare Provider (BLS) course that covers adult, child, and infant BLS as well as use of the AED, prior to enrollment in the nursing programs. Certification is MANDATORY for anyone in the clinical setting and must be maintained this specific BLS certification during enrollment. This means a new CPR card with the new expiration date must be submitted to the Clinical Coordinator PRIOR to the current expiration date. If certification lapses, a student will not be able to attend clinical and will be subject to sanctions for missed clinical. Students are responsible for maintaining validity. Students will not be allowed into the clinical setting without proof of BLS completion and will be counted as absent or may be dropped from the course. BLS may also be referred to as Cardiopulmonary Resuscitation (CPR) in other program documents.

The courses which are accepted are:

-**American Heart Association**: BLS for the Healthcare Provider or BLS RQI

-**American Red Cross**: BLS or CPR for the Healthcare Provider, Adult CPR and AED

-**Health and Safety Institute**: Adult CPR and AED or BLS

Please note that **NCCC does not accept any online CPR courses**, only courses that are completed in-person with hands-on demonstration.

If you are unsure if a class you have found qualifies for the nursing program, please reach out to the clinical coordinator to verify the course.

Nursing Program Communication

North Country Community College provides an e-mail account to each student. ***This is the only e-mail address that will be used to send you important notifications and information from the College and faculty.*** You are responsible for the messages you receive at your college email and on D2L course access and must check both your College e-mail account, the student portal and D2L daily (at a minimum). Failure to do so may cause you to miss critical messages relating to clinical, exams, coursework, assignments, or other school related information.

In addition, all students are required to ensure that their physical contact information is current, such as an accurate mailing address and telephone number and correct name. The programs are not responsible for the potential loss or mishandling of documentation due to incorrect information.

Students are responsible for understanding how to access the student portal and D2L (Brightspace) for purposes of submission of assignments and document retrieval. Maintaining the privacy of their assigned username and password is critical for safety.

Students should be fully logged out of a workstation before leaving the area or allowing another student to log on. This will protect your privacy and discourage others from using your name when completing online tasks.

Recommendations for Students:

Build a relationship with your faculty –faculty are one of the most valuable resources available to you, so don't be afraid to ask them questions. Here are some tips to help you get the answers you need:

- Be positive. When you ask your instructor a question, set the right tone by being formal and polite – you are in a professional study program.
- Be specific. Generalities make it difficult for your instructor to respond to your concerns.
- Be prepared. Look at your syllabus at the beginning of the week and ask questions long before an assignment is due.

Above all else, remember that your faculty members are your advocates and by design, will be giving you feedback to help you become a better student and professional nurse. While interpreting constructive criticism can be difficult, it will increase your ability to complete the program successfully.
Your program is a journey – follow the tips above to help your instructor to help you.

Best practices for good online interactions – The tone of your writing – how you come across to the reader is important. When drafting any discussion post or email, remember the acronym **WRITE**:

- **Warmth**. Always consider the intent and tone of your writing.
- **Responsiveness**. Your classmates may be on email or online at different times. By responding to a in a timely manner, you can build positive relationships with your peers.
- **Inquisitiveness**. See to learn from classmates and your instructor. By asking questions, you show that you care about what they think.
- **Tentativeness**. When you express an opinion, use phrases like "from my point of view" or "my understanding is" to show other students and instructors that your opinion is yours – and not the final word on the topic.

- **Empathy.** Remember the golden rule – treat classmates and others the way you would like to be treated.

Email communication tips – Whenever you write an email or communicate with classmates and faculty, consider these five pieces of advice:

1. If you find yourself in a heated class debate, make sure you only respond when you are calm and collected.
2. Say what you really mean – sarcasm does not translate to professionalism
3. Type in sentence case – using all capital letters appears as yelling.
4. Stick to two paragraphs, keeping the most important information first.
5. Forward email messages only when they relate to coursework. Jokes, virus warnings, and chain letters are spam that will annoy recipients.

Example of an unprofessional email communication to a faculty member:

> Hey, How could I possibly get a C on this week's assignment? I followed all of the directions to a T, and you still marked me down ☹. UNFAIR! I want you to look at it again and grade it fairly this time!

Example of a professional email communication to a faculty member:

> Hi Dr./Professor Smith,
>
> I have a question about my grade on this week's assignment. I received a C, and I thought I followed all of the directions very well. I would appreciate some clarification so I can improve my work next time. Could we schedule a time to talk about this?
>
> Thank you, (etc.)

Should your communications (written, verbal, non-verbal) not comply with program standards and expectations, faculty will provide feedback, including information on how to adapt in order to achieve expected standards. Failure to implement this feedback and evolve practice will lead to progressive discipline. In extreme cases, this initial step may be pretermitted.

Professional Behavior

Appropriate professional behaviors are expected of all students. Experience shows that behaviors demonstrated in the classroom do have an impact on clinical practice. Faculty members will provide feedback to you on observed professional/unprofessional behaviors as needed. It is your responsibility to reflect on the feedback and take steps to adjust behaviors accordingly.

Four classes of professional behaviors have been identified. These are expectations that apply equally in the classroom and clinic. Each is clarified with a list of supporting behaviors. This list is not intended to be all inclusive or exhaustive.

1. ***Demonstrate dependability, punctuality, and accountability.***
   - Attend all classes, labs, simulations, and scheduled appointments with advisor.
   - Arrive for class, lab, and clinical with ample time to be prepared to participate at the designated starting time.
   - Leave class, lab, and clinical at the stated time or when dismissed.
   - Contact instructor by phone or e-mail ***prior*** to absence from class.
   - Complete and turn assignments in on time.
   - Accept responsibility for actions and outcomes. Be prepared to make a plan to correct unacceptable behaviors.
   - Make choices that demonstrate your commitment to completing your academic program successfully.
   - Take full advantage of time available in labs by staying on task and involved. Use time effectively.

2. ***Work effectively and respectfully in the clinical setting***
   - Stay in assigned areas unless permission is granted by College staff or Clinical Instructor.
   - Accept assignments from Clinical Instructor.
   - Maintain the comfort and safety of all patients at all times.
   - **Continually maintain patient confidentiality**
   - Refrain from personal business while in the clinical setting.
   - Demonstrate a positive attitude toward feedback and develop a plan of action in response to critical feedback.
   - Critique your own performance and share that self-assessment.
   - Maintain professional demeanor at all times.

3. ***Work effectively and respectfully with peers and instructors, demonstrating mature communication skills***
   - Avoid interrupting others.
   - Respond during interactions using appropriate verbal and non-verbal styles.
   - Communicate in a respectful manner. Address instructors as Mrs., Ms.,Mr.. Ma'am, Sir, or Professor, along with their last name.
   - Share fully with project partners in accomplishing any assigned task.
   - Use correct grammar, expression, and preferred pronouns in all communications.
   - Do not use offensive statements, language or actions.
   - Write legibly and complete assignments with acceptable quality.
   - Listen actively.
   - Accept that your own knowledge has limits and be prepared to defer to those who are more knowledgeable.
   - Consult with an instructor when a student's behavior endangers another person, or in the event of an ethical breach of conduct.

4. ***Assume responsibility for personal and professional growth***
   - Recognize problem or need.
   - Assume responsibility for own actions.

- Demonstrate a positive attitude toward feedback.
- Maintain an open line of communication with the individual(s) offering critique.
- Develop a plan of action in response to feedback.
- Assume responsibility for your own learning.

Electronic Communications and Social Media Policy

Nursing students are expected to use social media responsibly and with professional awareness. While platforms such as Facebook, Instagram, TikTok, and X (Twitter) can be valuable tools for connection and communication, they also pose significant risks to students preparing for a career in healthcare.

- **Patient Privacy:** Posting, sharing, or discussing any patient information—whether identifiable or not—is a violation of HIPAA and professional ethics. Breaches of confidentiality may result in disciplinary action, dismissal from the program, and legal consequences.
- **Professional Image:** Content shared on personal accounts can reflect on the individual as well as the nursing profession. Posts containing unprofessional language, inappropriate images, or disrespectful commentary undermine the trust and credibility of an individual, the program, and our profession.
- **Program and Employment Risks:** Employers routinely review applicants' online presence. Negative or unprofessional activity on social media can jeopardize placement in the NCCC program as well as job opportunities in nursing.
- **Boundaries:** Accepting patients, family members, or faculty as "friends" or "followers" on personal accounts can blur professional boundaries and is not allowed.
- **Communication with Faculty:** Text messaging faculty is not permitted under any circumstances. All communication with faculty must occur through official college email or designated college-supported platforms (e.g., Brightspace).

Expectation: Nursing students must exercise good judgment, maintain professionalism, and protect patient privacy when using social media. Violations of this policy will be addressed through the program's disciplinary process and may also be subject to sanctions under the **SUNY Student Code of Conduct**.

Academic Integrity

Academic integrity is the commitment, even in the face of adversity, to the five values fundamental to the academic process: honesty, trust, fairness, respect, and responsibility (University of San Diego, 2000).

➢ **Honesty** involves ethical behavior and abstaining from deceit in all academic work.

➢ **Trust** involves having confidence in the integrity, ability, character, and truth of a student's work (assignment, paper, project, test, etc.).

➢ **Fairness** involves all students having an equal chance at learning and participating in educational endeavors and includes abiding by standards that are applied to everyone in an equitable manner.

➢ **Respect** involves courteous regard, principled obedience, and proper concern for the welfare of other students, instructors, and oneself.

➢ **Responsibility** involves taking charge of and being accountable for one's own honesty, reliability, trustworthiness, and integrity.

Nursing students are expected to maintain the highest standards of honesty and integrity in all academic matters. Expected behaviors which illustrate honesty, trust, fairness, respect, and responsibility include, but are not limited to:

➢ Acknowledging indebtedness and providing proper credit when using another's ideas, discoveries, words, pictures, graphics, etc. (if unsure, seek guidance from instructors, librarians or the LAC on how to acknowledge the contributions of others within your writing.) ➢ Doing one's own work to receive an honest grade.
➢ Coming to a quiz or exam prepared and only using material and aids authorized by the instructor.
➢ Participating fully in group projects in which everyone receives a single grade for the work of the whole.
➢ Completing graded assignments and take-home tests without unauthorized collaboration.
➢ Reporting knowledge of intended cheating or actual witnessed cheating.

Cheating, allowing others to cheat, plagiarizing, and lying are serious academic offenses that are subject to disciplinary action. Lack of awareness or understanding of what constitutes academic dishonesty will not be excused. (If you are unsure of anything in this document, please contact your instructor or advisor immediately for clarification.)

Example behaviors of academic dishonesty include, but are not limited to:

➢ Utilizing generative AI to formulate assigned work.

➢ Plagiarizing by claiming parts or entire works of another as one's own without providing proper credit. This includes downloading, buying, or having another write your papers, reports, speeches, homework, etc.

➢ Plagiarizing by submitting a paper or assignment when someone else made extensive corrections or rewrote it without informing the instructor of the extent of that help.

➢ Self-Plagiarizing by submitting a paper written in an earlier course or using the same paper for two courses.

➢ Cheating by obtaining specific test content beforehand or by bringing information not preapproved by the instructor into the testing area.

➢ Cheating by getting answers from another or from a cell phone, Internet, or other device not allowed by the instructor.

➢ Lying about attendance, missed exams, late papers, etc. to receive time extensions to study, hand in papers, receive credit for late work, etc.; thereby asking for unfair advantage over fellow students.

➢ Attempting to dissuade fair, equitable, and appropriate grading.

➢ Lying and blaming others for one's own lack of effort, preparedness, and choices.
➢ Cheating by allowing another to copy your answers or to use your work as their own.
➢ Cheating by providing the answers or by doing the work for another on a graded assignment.
➢ Cheating by telling what is on a test to someone who should not have that information.

- ➢ Collaborating on a take-home test or assignment with others without permission from the instructor.
- ➢ Cheating by falsifying experimental data in a laboratory in order to get a better result or to feign an experiment that was not actually conducted.

Artificial Intelligence

Use of artificial intelligence tools such as ChatGPT (or other similar tools that generate text) may be allowed in this program for specific assignments only. When use of the tool is allowed, it will be explicitly noted in the assignment directions. If you utilize ChatGPT for any part of the assignment (from idea generation to text creation to text editing), you must properly cite ChatGPT. Failure to cite ChatGPT is considered a violation of the plagiarism standard of the NCCC Policy of Academic Integrity – page 52 of College Catalog. Violations could result in failure of the assignment or failure of the course and a notation on your transcript**.**

Example of a statement that you may be required to attest to ChatGPT/similar content in an assignment:

> "I, _____, used only my notes and the readings for this assignment. I did not consult other students' notes, the Internet, ChatGPT or any AI chatbot that could generate answers."
>
> [Note: the quoted language is attributed to Texas Tech University Teaching, Learning, & Professional Development Center and University of Vermont: https://www.uvm.edu/wid/examples-ai-chatgpt-syllabi-statements]

Proctorio

All evening/weekend program students will take their exam utilizing the rigorous live proctoring service from ATI called Proctorio. At the beginning of the school year, all students should take a practice assessment prior to their first in-class exam to ensure that they are able to navigate the interface successfully and don't encounter any issues which must be addressed prior to the first assigned exam. This service may also be used for students covered under Title IX or and students who are absent from the classroom on the day of an exam because they have tested positive for COVID-19.

Nursing Code of Ethics

Code of Ethics for Nurses
American Nurses Association (ANA, 2015)

http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethicsfor-Nurses.html

The Code of Ethics for Nurses serves the following purposes:

- It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession
- It is the profession's nonnegotiable ethical standard

- It is an expression of nursing's own understanding of its commitment to society

Code of Ethics for Nurses

The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

The nurse's primary commitment is to the patient, whether an individual, family, group or community.

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

NCCC Process for Academic Integrity Violations

Step 1: The instructor will raise the concern quickly and directly with the student to determine if the action was knowing and intentional.

Step 2: The instructor will determine and implement the appropriate sanction for the offense and communicate those directly to the student. The instructor may consult with their Departmental Chair/Director to discuss appropriate sanctions.

Step 3: Regardless of sanctions determined, the instructor will file an academic incident report and copy the Departmental Chair/ Director, the Vice-President for Academic Affairs (VPAA) and the Dean of Student Life. The student will also receive a copy of that incident report.

Step 4: **Failure of Exam/Assignment.** If the instructor determines that the student fails the exam or assignment, the instructor will meet with the student prior to the next class period to discuss the incident, the sanction (i.e., failure of exam/assignment) and the behavioral expectations and guidelines the student must follow to remain in the course. At that time, the instructor is to offer the student the opportunity to accept or deny responsibility and explain the student's right to appeal. If disputing the charges, then the student would meet with the Nursing Director.

Failure of Course. If the instructor determines that actions of the student were egregious enough to warrant failure of the course and/ or there are repeat offenses of the academic integrity expectations by the student in that class, the instructor may issue a failing grade (F) for the course and the student will be fully liable for any costs and unable to withdraw from the course. If not already completed, the instructor will file an incident report outlining the academic integrity violation(s) and the sanction, which is to be shared with the student and copy the Department Chair/Director, the Associate Dean of Academic Affairs, the Vice President for Academic Affairs and the Dean of Student Life and the Registrar's Office. Before being issued a failing grade (F) for the course, the student is to meet with the instructor to discuss the charges against them, the reason for the failure, offer the student the opportunity to accept or deny responsibility and explain the student's right to appeal. If disputing the charges, then the student would meet with the Nursing Director. Further appeal will go to the Academic Affairs Office (or designee) for an Administrative Hearing.

Step 5: If the student receives two academic integrity reports, the Vice President for Academic Affairs (or designee) will arrange an appointment with the student to discuss possible sanctions as outlined above.

Student Rights and the Appeals Process: In addition to the rights afforded students under the Student Code of Conduct, the student accused of an academic integrity violation will receive a copy of the incident report filed by the instructor and has the right to request a hearing on the decision with the Nursing Director ideally within 3 business days after request. Students are entitled to appeal that decision to the Vice President for Academic Affairs (or designee) and have up to four (4) business days to appeal after receipt of the decision by the hearing officer. Their decision will be final and is not subject to further appeal. Students who are removed from the course by the instructor due to an academic integrity violation have the right to a hearing with the Associate Dean of Academic Affairs (or designee), ideally within 3 business days after request. The student will not be allowed to attend the class during that time. Permanent removal will be determined after the hearing process and appeal process has been completed. Students are entitled to an appeal of that decision to the Vice President for Academic Affairs (or designee) and have up to four (4) business days to appeal. Their decision will be final and is not subject to further appeal.

Suspension/Expulsion from the College: Students who are suspended or expelled from the College by the Vice President for Academic Affairs due to repeat academic integrity violations have the right to a hearing with the Dean of Student Life (or designee) ideally within 3 business days after request. The student will not be allowed to attend any classes during that time. Permanent removal from the College will be determined after the hearing process and the appeals process has been completed. Students are also entitled to appeal that decision to the College's Appellate Officer, the Dean of Admissions (or designee) and have up to four (4) business days to appeal. Their decision will be final and is not subject to further appeal. Should students be permanently removed from the College during a semester due to violation of the policy, they will be fully liable for all costs and unable to academically withdraw from courses.

For more information regarding the appeals process, see pg. 61 of the NCCC Student Code of Conduct: https://nccc.edu/campus-safety/STUDENT%20CODE%20OF%20CONDUCT_%20FINAL%209%2030%202020.pdf

Grade Point Average (G.P.A.)

Students in the nursing programs must be in good academic standing with a cumulative GPA of at least 2.5 and are required to achieve a final course grade of at least 73 in the nursing courses, clinical, and all requisite program courses in order to progress and graduate from the program. For more information on the NCCC grading system and computation of cumulative averages, please refer to individual course syllabi and the College catalogue located on the NCCC website www.nccc.edu

Testing Policy

The following policy applies to all testing environments. Testing accommodations are made on a prescribed basis. We are testing nursing concepts and in order to be thorough and fair, our test questions come from multiple sources and reflect the types of questions you can expect on your NCLEX examination, including "NGN" (next generation nursing), and Alternate Format questions.

All tests and quizzes are timed. A rough guideline for chapter exams is 50 questions in 60 minutes.

Your prompt attendance is imperative. In cases where you are up to 10 minutes late, you may take the exam, but your time is finished with the rest of class. Example: The exam begins at 9:00 and ends at 10:00. You arrive at 9:10 and take the exam – you must turn it in at 10:00 with your classmates. If you are more than 10 minutes late to an exam, you will be required to take the make-up exam.

If a student provides appropriate notice to their instructor **before** the scheduled day and time of a chapter exam (unless incapacitation prevents them from doing so), they may be eligible for a make-up exam.

- **Scheduling:** Make-up exams must be completed within **three (3) days** of the student's return to class/clinical.
- **Location & Supervision:** All make-up exams are administered in the **Learning Assistance Center (LAC)** under supervision.
- **Format & Timing:** Make-up exams may include additional questions and may allow more time for completion.
- **Grading:**
  - 50% of the grade is allotted for the original exam.
  - 50% is based on short-answer, essay, or alternate-format questions.
- **Limitations:** Students are allowed **one opportunity** to complete a make-up exam. Failure to attend the scheduled make-up will result in a grade of **zero (0)**.
- **Quizzes:** Missed quizzes cannot be made up.

There is a maximum of one opportunity for a make-up exam, per student and course each semester. Mid-term and Final exams are not eligible for make-up exams. Students MUST be present to take Mid-term and Final exams as scheduled on the Week at a Glance document, which is provided to all students at the beginning of the semester.

Generally speaking, chapter exams are usually 50 questions and midterm and final exams, 100 questions. Both midterm and final exams are cumulative.

1. Students will leave any personal possessions brought to the testing environment (i.e. books, papers, bags, purses, and electronic equipment including iWatch or similar technology, cell phones, mp3 players, etc.) in the front of the room or the designated location. **Cell phones are to be turned off.**

2. Bring only a #2 pencil, a blank piece of scrap paper, an eraser, a calculator and a scantron (if applicable) to your seat.

3. No hats or caps of any kind are to be worn.

4. Students may have a bottle of water at their desk.

5. Students are to remain seated at their designated space except with the permission of the proctor.

6. Students violating this policy will receive a zero on the exam.

Grades will be posted in D2L (Brightspace) **no later than one week** after the quiz or exam. Faculty must have adequate time to review and interrogate answers to individual question statistics and data to ensure that it is an academically sound exam. Exams will not be reviewed in class. Students will have the opportunity to meet with faculty either one-on-one, or in small groups (4 students or less) to review exam or quiz questions during office hours. Questions are no longer up for discussion after 2 weeks have elapsed, or until the next exam is administered – whichever comes first.

We urge you to pay attention to your weighted average as posted in D2L (Brightspace). It is your responsibility to be aware of your grades and their implication for your education. It is to your benefit to be proactive in seeking help with understanding the course content.

ATI Nursing

North Country Community College has partnered with Assessment Technologies Institute (ATI) for Nursing for student success for both the PN and ADN (RN) nursing programs. The major services offered by ATI are 1) resources for nursing class content, 2) assisting each student with testing preparation, and 4) reporting and analysis.

In the first semester you will be introduced to the ATI product. The elements of the ATI learning that are a part of your curriculum are included in your syllabus. It is important to recognize early the help ATI Nursing can offer you in a wide range of learning modalities from video, live lecture, practice testing, case studies, and much more. Completion of assigned ATI work and practice exams are a part of your grade.

You will receive a code for ATI access in the book bundle you purchase from the NCCC bookstore. This is a required resource at both the PN and ADN level.

The second semester of both the PN and ADN (RN) will include preparation for the National Certification Licensure Exam (NCLEX). This preparation includes a three-day PN or ADN live review with an instructor from ATI. This review will take place virtually for all cohorts of students. We will provide advanced notice of the scheduling of the review. Attendance is required for all students, and sequential counseling forms will be issued for students who miss part of a day, or an entire day.

Please speak with faculty if you have questions about accessing ATI's website. The resources ATI provides will help you learn throughout your nursing education in theory and clinical application.

Dismissal from the Program

Students in the nursing programs may be dismissed for a variety of reasons. The majority of these are clearly defined on the Counseling Report (on the following pages).

In addition, students may be dismissed for the following reasons:

- Scoring below a C (73) as a final course grade in any course required in the program's curriculum.
- Inability to meet minimum program requirements, such as attendance at clinical without restrictions, even if secondary to illness, hospitalization, injury, and/or surgery.
- If a clinical site requests or instructor evaluates that a student does not pass a clinical rotation, there will be a review of the situation and evaluation by the Clinical Coordinator and Program director. **Failure of a clinical rotation is equivalent to failure of the course.**
- Jeopardizing the use of a clinical site, placement, or facility
- Failing to demonstrate competency in the lab for a required skill by their second return demonstration.
- Failing to pass the dosage calculation exam with a score of 90% or greater by their third attempt.
- Substantiated violation of Nursing Program Policies and/or the Student Code of Conduct.

Program faculty will complete counseling forms when misconduct is known and reported to the appropriate course instructor and/or clinical coordinator. Students may be counseled in both the clinical and college settings. Instructors have the right to dismiss a student from clinical for the day due to health, safety, or performance issues. **Dismissal from clinical is equivalent to failing the day**.

Student Counseling Forms

It should be understood that there will be sufficient and proper documentation maintained at all levels for either Group I or Group II offenses that generate a counseling form. Offenses are sequential consisting of 3 steps outlined in **Appendices B, C, and D**. The first infraction of a group 2 offense will result in a verbal informal warning. The second infraction will result in a written warning with a behavioral action plan. The third

infraction will result in a recommendation for removal from the nursing program. All group one infractions will result in recommended removal from the nursing program.

If the student commits the same infraction **or any other infraction**, it will be treated as a subsequent offense.

Counseling forms are ideally issued to students at the time of the occurrence, but must be issued within 24 hours of the applicable event.

A formal academic appeals process is available to the student and can be found in the Student Code of Conduct on the NCCC Webpage in the following link: STUDENT CODE OF CONDUCT_ FINAL 9 30 2020.pdf and will be reviewed with the student. ****Any student wishing to appeal a Nursing Program Issued Counseling form should fill out an appeal request and submit it the Nursing Program Director (Appendix E) Students have within 3 days of the issuance of the counseling form to file an appeal.**

Offences separated into Group 1 and Group 2 are listed and explained below:

GROUP I OFFENSES

ANY OF THESE ACTIONS CAN RESULT IN DISMISSAL FROM THE PROGRAM IF SUBSTANTIATED VIA AN INVESTIGATION AND DUE PROCESS

1. Possessing or being under the influence of illegal or recreational drugs or alcohol while at the clinical site or on College property. Presenting to the campus or clinical site smelling of alcohol or marijuana.

2. Presenting to the clinical site with poor hygiene such that the clinical site refuses your attendance due to the lack of professionalism demonstrated.

3. Theft, abuse, misuse or destruction of the property or equipment of any patient, visitor, student, hospital or hospital employee, the College or College employee.

4. Disclosing confidential information about any patient. This includes the use of social networks, verbal, written communication, any photo or electronic devices.

5. Immoral, indecent, illegal, or unethical conduct at a clinical site or on College property.

6. Possession of weapons or wielding or threatening to use any type of weapon at a clinical site or on College property.

7. Assault on any patient, visitor, student, clinical site or College personnel.

8. Misuse or falsification of patient, student, clinical site or College records.

9. Removal of patient, student, clinical site or College records without authorization.

10. Engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient, visitor, student, clinical site, or College personnel.

11. Insubordination and refusal to follow instruction.

12. Inconsiderate treatment of patients, visitors, students, clinical site, or College personnel.

13. Failure to perform responsibilities, or failure to exercise reasonable care in the performance of responsibilities.

14. Violation of safety rules and regulations or failure to use safety equipment provided.

15. Unauthorized use of equipment.

16. Threatening, intimidating, and coercing other students, patients, visitors, clinical site or College personnel.

17. Class absences totaling = 20%

18. Failure to submit documentation of all health and professional requirements as described in the handbook by established dates. These deadlines are the dates found in program acceptance letters (for new students), or the first day of the semester (for continuing students).

19. Repeated occurrences of plagiarism, use of generative AI, or other identified academic dishonesty.

20. Other serious offense (Faculty to describe in detail on student form)

GROUP II OFFENSES

1. Lack of appropriate level of performance to include, but not limited to the following: negative attitude; perceived lack of motivation; inappropriate communication; failure to accept constructive criticism; overall unprofessional conduct.

2. Leaving the clinical area without proper authorization.

3. Sleeping during scheduled clinical or class hours.

4. Restricting or impeding clinical or class output.

5. Clinical absence with no prior notification to faculty or instructor

6. Failure to be ready for your clinical assignment at the starting time.

7. Smoking, vaping, using chewing tobacco, or using nicotine or tobacco-like substances in restricted areas, including in class, on campus or during clinical.

8. Unauthorized soliciting, vending, or distribution of written or printed matter.

9. Individual acceptance of gratuities from patients or others.

10. Inappropriate dress or appearance. Acceptable attire is described in this handbook.

11. Failure to follow program or facility policies while providing nursing care.

12. Failure to follow program or college policies as written in Nursing Handbook or NCCC Student Handbook.

12. Unauthorized possession and utilization of personal electronic devices (i.e., laptops, e-readers, cell phones, mp3 players, etc.) while in the clinical setting with the exception of break or lunch (if allowed by the clinical site).

13. Failure to turn in required clinical paper on time (initial work OR faculty requested revisions).

14. Plagiarism, use of generative AI, or any identified academic dishonesty.

15. Other issue (Faculty to describe in detail on student form)

Records Access

It is the policy of the program that all program-related records kept on any individual student are available for inspection by that student within two business days after receipt of written/signed inquiry. Records will not be removed from the program office for any reason other than at the request of the Vice President of Academic Affairs, or President of the College, in regard to an academic issue.

Students who wish to see their records should draft a formal written request and submit it to program faculty. A mutually acceptable appointment will be made between program faculty and the student within two business days. Student records are treated as confidential to third parties. Information will only be released to others with the student's written permission. Records release forms can be obtained from the Records Office.

Health Physical

Failing to disclose relevant health information prior to the start of the program—using the program's Physical Form—or at the time of diagnosis (if it occurs after the program begins) constitutes a violation of safe practice. Such violations may result in disciplinary action, as outlined in the department's Counseling Form. Similarly, students with a relevant medical condition who engage in activities identified in this policy as "restricted" will be subject to the same disciplinary process.

The College, program, and clinical education settings require that students have a health physical at least yearly, and possibly every 6 months, if required by the clinical site. The exam is performed by the student's family physician and at the student's own expense and is documented on the college's Physical Health Report Form. This applies to both first and second-year nursing students.

Students entering either the PN or AAS program are required to have their health physical prior to the start of the fall semester classes. The completed health physical form must be in the office of the Clinical Coordinator in the School of Nursing prior to the beginning of the fall semester. Failure to comply will result in the student being withdrawn from the program.

Please note:

- It is YOUR responsibility to contact the Clinical Coordinator to determine that all of your health information is current, as per program guidelines.
- We strongly urge you to maintain personal copies of all health information submitted to the College as the College cannot release these records back to you.

Immunizations and TB Skin Test (Mantoux or PPD)

The College, program, and clinical education centers require that all students in the program have the following immunizations: **Rubeola (measles), Rubella (German measles), and mumps**. Nursing students exempt from the immunization due to birth date prior to 1/1/57 must provide information only concerning rubella immunization or rubella antibody titer.

All clinical education centers affiliated with the program require that students have a baseline 2 step PPD test

and subsequent annual Mantoux TB skin test. A QuantiFERON gold blood test may be substituted for a TB skin test if preferred. In addition, each clinical setting may require additional health related documentation that must be completed dependent upon facility protocol. In the event of a positive test, separate protocols exist for chest x-rays.

All forms concerning immunizations and TB skin tests (or chest x-rays) are required to be on file with the Clinical Coordinator prior to the start of the semester for first year students and prior to the current expiration date for second year students.

Failure to comply will result in the student being barred from attending classes or clinical. These absences will count against the student and will be subject to the counseling process.

Communicable Disease

Due to the nature of the clinical work that the nursing students perform, it is inevitable that they may find themselves caring for a patient with a communicable disease, or one who has little or no immunity to a communicable disease. Therefore, it is the policy of this program that each student will follow the exposure/infection control policies of the clinical education affiliate in which they are assigned.

Students developing signs or symptoms of communicable diseases that pose a hazard to the patients they serve or other clinical personnel, shall report this immediately to the clinical instructor. If warranted a clinical site incident / injury form must be completed and a copy sent to the health records officer of the college.

"**Communicable disease**" **means** an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host. https://www.cdc.gov/ . All students ill with Covid-19 must follow CDC and Department of Health requirements.

Hepatitis-B Vaccine

The Nursing Program at North Country Community College provides the following information to advise its students as to the risks associated with their chosen occupation. This will enable each student to determine whether they wish to be vaccinated at their own expense.

Certain groups of health care workers are at risk of contracting Hepatitis-B through exposure to blood or accidental inoculation. An inactivated hepatitis-B vaccine has been developed to prevent hepatitis-B virus infection, a potentially fatal disease, in health care personnel. Studies on the safety and efficacy of the vaccine have shown it to be without serious side effects.

Vaccination consists of three separate doses of the vaccine, given at time zero, 1 month and 6 months. Optimal protection is not conferred until after the third dose. For more information, contact the Program Director.

Covid-19 Vaccine

The State University of New York has revised its COVID guidance, effective March 2023. **COVID-19 vaccination is no longer required for all in-person students; however, it is strongly recommended for all nursing students.** This step aims to protect students, faculty, and staff on campus, and patients and healthcare workers in our clinical settings.
Clinical facilities set their policies regarding required vaccinations, including COVID-19 initial series and boosters. As guests in these facilities, students who are participating in a clinical or internship held at a third party location (such as nursing) must continue to comply with all health and safety guidelines, including any vaccination or testing protocols that are in place at the third-party location. Being COVID-19 unvaccinated

may result in clinical placement limitations, which may further impact a student's ability to remain in the nursing program.
Boosters may be required, and students will be expected to comply with the masking and personal protective equipment (PPE) policy at their assigned clinical locations including fit testing where applicable.

Influenza Vaccine

Per the Public Health and Health Planning Council (PHHPC), Public Health Law Sections 225, 2800,

2803, 3612, and 4010; which are now located in a new Section 2.59 of the State Sanitary Code within Title 10 of the New York Code Rules and Regulations (10 NYCRR) entitled; "Prevention of influenza transmission by healthcare and residential facility and agency personnel:"

All students must receive an annual seasonal influenza vaccine. If they are unable to, due to a medical exemption (as defined in the above-mentioned document which will be provided to students upon request), a medical professional must sign off on a New York State Department of Health Medical Exemption Statement for Health Care Personnel for Influenza Vaccine. The student will then provide the **original signed document** to the Clinical Coordinator in the School of Nursing, which will then be transmitted to the clinical site. *Again, we urge you to maintain personal copies of all health information submitted to the college. We further suggest that you have these documents available during your clinical experiences for possible examination by appropriate clinical site personnel.*

If a student is medically exempt, <u>it is their responsibility to purchase and consistently wear a procedure or surgical mask at all times during their clinical rotation during flu season.</u> The NY State Department of Health Commissioner determines the beginning and end of flu season; it is not on the authority of the college or clinical site.

Please note that flu season, historically, has been declared for as few as eleven weeks, or as long as twenty-two weeks. The NYSDOH Commissioner might designate influenza "prevalent" in specific areas, thereby effectively increasing the amount of time a mask would be required to be worn.

Students can be dismissed from clinical due to non-compliance, per NYSDOH.

A note about submission of health and professional documents:

- It is <u>YOUR</u> responsibility to contact the Clinical Coordinator to determine that all of your information is current, as per program guidelines.
- **We strongly urge you to maintain personal copies of all information submitted to the college** as we are not able to return documents to students following the conclusion of the program.
- We further suggest that you have these documents available during your clinical experiences for possible examination by appropriate clinical site personnel.
- Failure to submit required documents by established deadlines will result in progressive counseling and can jeopardize a student's place in the nursing program.

Clinical Education

Policies and Procedures

PURPOSE

Clinical Education is an integral part of the curriculum of the Nursing Programs at North Country Community College. It is during the clinical education component that the student is given the opportunity to apply knowledge and skills learned in the classroom and laboratory settings to actual patients under the supervision of a Registered Nurse assigned the Clinical Instructor role at each clinical site.

Technical Standards

As you begin your education and career in Nursing, it is important for you to know what will be expected of you in terms of required physical demands and general skills and abilities in the clinical setting. Please read through the following list carefully. If you feel that you cannot perform any of the tasks, contact the Nursing Program for clarification and further discussion.

- Lift and carry light objects such as charts and equipment items without assistance.
- Push/pull equipment requiring force of 10-30 pounds on linoleum and carpeted floors.
- Use assist devices for lifting or transferring patients over 300 lbs.
- Push/pull patients in chairs.
- Manipulate equipment through doorways and into close fitting areas.
- Stand, walk up to 75% of a twelve-hour day.
- Stoop, bend, squat, reach overhead as required to reach equipment.
- Demonstrate coordination in patient treatments/procedures.
- Demonstrate eye hand coordination, manual and finger dexterity and sensation.
- Tolerate wearing gloves and other personal protective equipment.
- Demonstrate skills to continuously comprehend and communicate with patients, physician, staff and faculty.
- Distinguish sounds with background noise ranging from conversational levels to high-pitched sounding alarms. Must be able to hear verbal communication as well as sounds that indicate changes in a patient's condition, i.e. breath and heart sounds, blood pressure.
- Operate equipment required in health care delivery.
- Maintain attention spans requiring from 10-60 minutes to perform minimal to fine detailed tasks related to nursing functions.
- Remember multiple messages and information.
- Elicit a health history from patient/family.
- Use correct body mechanics.
- Use appropriate hand washing technique.
- Correctly don and doff personal protective equipment

Clinical Education Requirements

All Nursing students will be completing an extensive amount of clinical education, which includes laboratory time at the College. Clinical experiences may necessitate a variety of shifts and days of the week as we share locations with other programs.

Clinical time is a requirement of the NY State Office of the Professions and the Federal Education Department and is mandatory. Clinical or skills lab time that is missed (see Clinical Attendance Policy) will require make-up sessions.

Prior to caring for patients in the clinical setting students must demonstrate a basic competency of the required nursing skills, these include but are not limited to, bed changing, bed baths, dressing change, Foley catheter insertion, tracheostomy care, vital signs and medication administration.

Students will have the opportunity to learn and practice the required skill in the nursing laboratory. Each student must demonstrate a basic competency of the required skill on a designated day and time by a nursing instructor. Should a student fail to demonstrate basic competency on their first testing attempt they will have a second attempt. **Second attempts must be after a period of remediation and practice and will be conducted by an alternative faculty member.** Students unable to pass after two attempts will not be cleared for clinical practice and dismissed from the program.

Should a student struggle with lab skills during a clinical experience they will be referred to the nursing lab for practice and remediation prior to returning for their next clinical experience. If a student is unable to demonstrate competency with the skill despite remediation, they will be subject to the counseling process, as we have a mandate to ensure all student nurses can perform skills safely in order to protect the patients in their care.

All clinical education courses in nursing are competency-based, as per the course syllabus. **Please see Appendix F for the lab skill referral form.**

Appearance Code

The general intent of this code is to present a professional and hygienic appearance to our patients and coworkers. Each student will have as a standard part of their uniform :

1. North Country Community College patch, **sewn** (not pinned or taped) to the uniform on the left upper sleeve;

2. North Country Community College student picture ID name tag to be worn on the uniform and easily visible.

All nursing students are required to dress in a **hunter green scrub top**, with a **North Country Community College patch** sewn to the left upper sleeve, and **black scrub pants.**

Certain clinical rotations may have alternative requirements, which you will be informed of prior to the beginning of that rotation.

Uniforms are purchased independently and should meet the above guidelines. Please see program faculty if you have questions.

Students' footwear should consist of a black shoe or sneaker. Colors are not permitted. For safety reasons, shoes must totally enclose the foot so clogs must be worn with the back strap in place. **Sandals or open-toed shoes are not acceptable.**

Hairstyles and hair color are to be conservative, as determined by program faculty. Male students will be clean shaven or have neatly trimmed beards / mustaches. For health and safety reasons, any student with shoulder length or longer hair will be required to keep their hair tied back, up, and off the shoulders.

Jewelry for students should be conservative, meet safety standards and meet infection prevention. Because performing adequate hand hygiene is difficult if jewelry is worn, a limited number of low profile rings may be worn when providing patient care. Ring(s) may be required to be removed in some instances. Bracelets or necklaces are not allowed with the exception of medically required jewelry. No visible body piercings are

allowed, except for one stud or small (≤4mm) plain earring per ear lobe. Tongue, lip, eyebrow, nose, and cheek piercings may only be fitted with clear spacers or gauges that are colorless or flesh-toned. Tattoos must be covered in compliance with school and clinical facility policies.

Fingernails must be short and well-trimmed as to not cause damage to the patient or equipment. Nail polish is not permitted. **ACRYLIC NAILS ARE NOT PERMITTED IN THE CLINICAL SETTING** as they harbor pathogens and pose a risk to vulnerable patients.

Colognes, perfumes, scented lotions (or other scented personal care products) are not to be used due to patient allergies, sensitivities, or other reactions.

Student Identification – Name Tag

Each student will be provided with NCCC student photo identification. Students must be properly identified when on a clinical rotation with a NCCC student badge. Failure to bring and wear the NCCC ID at clinical constitutes being unprepared for the day and will result in students being sent home. Badge "buddies" are not permitted. Black badge reels or clips will be provided by the program.

Skills and Simulation Lab

Students must follow the unform code any time they are going to be in lab, including simulation activities that take place as part of a didactic class. Failure to be prepared in uniform will result in students being prohibited from participating and faculty will issue a counseling form.

Simulation recording with SimCapture or other program occurs as part of the learning and debriefing continuum. Simulation activities may involve students on other campuses.

Confidentiality

Under applicable state and federal laws of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), it is important that all students in the Nursing programs understand that **confidentiality is a critical element in the healthcare setting.**

Students are **not** to discuss any patient, condition, treatment or clinical site-related issue outside the line of duty. Social networking (Facebook, Twitter, etc.), text messaging, personal blogging, photographs, social media and casual conversation that alludes to or divulges any clinical-related information is cause for immediate review and dismissal from the Nursing programs at North Country Community College if the student is found to be in violation of the law, or the College policy.

See North Country Community College's policy on confidentiality of health information. A copy of this form is to be signed by all students attending clinical and is to be kept on file in the Records Office.

Bereavement Leave

Students who experience a death in their "family" (*faculty to review with student*) will be given up to 3 consecutive days without penalty. Time used in addition to the 3 days will be based on individual circumstance.

Drug and Alcohol Use and Testing

North Country Community College Nursing Programs have a vital interest in maintaining a safe and healthy environment for our students, faculty and those we care for in the clinical areas of our programs. Being under the influence of illegal or recreational drugs or alcohol poses serious safety and health risks to the user and others in their environment.

The use, sale, purchase, transfer, possession, or being under the influence of alcohol or drugs poses unacceptable risks. North Country Community College Nursing programs have the right and obligation to maintain a drug- and alcohol-free environment. If there is reasonable belief that a student is under the influence of alcohol, illegal or misused drugs, the student will be referred to the Office of Campus and Student Life.

While drug and alcohol abuse is a medical problem, and often a legal problem, it is **ALWAYS** unacceptable in our nursing program. Most employers of nurses conduct pre-employment, random and for-cause testing, and we are simply following that professional practice as it will be encountered in the professional arena.

Purpose:
This policy is in addition to the College Policy on Alcohol and Other Drugs (https://www.nccc.edu/policies/hr_policies/drugandalcohol.html). It outlines the goals and objectives of the North Country Community College Nursing Program's drug and alcohol use and testing program and provides guidance to staff and students concerning their responsibilities.

Scope:
This policy applies to all students in the Nursing Programs at North Country Community College, at all campuses.

Definitions:
Alcohol – means any beverage that contains ethyl alcohol (ethanol), including but not limited to, beer, wine and distilled spirits.

Drug Testing – means the scientific analysis of urine, blood, saliva, hair, breath or other specimens of the human body for the purpose of detecting a drug or alcohol.

Illegal or Illicit Drug – means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not being used for the prescribed purpose; any over the counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal substances: hashish, cocaine, heroin, methamphetamine, or phencyclidine (PCP). This category is to include recreational use of marijuana in regards to its use during class or clinical time.

Legal Drug – means any prescribed drug or over the counter drug that has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.

Reasonable belief – means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular student is unable to satisfactorily perform his or her duties due to drug or alcohol impairment. Such inability to perform may include, but is not limited to: decrease in the quality and quantity of production, judgment, reasoning, concentration and psychomotor control or marked changes in behavior. Deviations from safe working practices, sleeping in the class or clinical environment, and erratic conduct indicative of impairment are examples of "reasonable belief" situations.

Policy on Infant Transport and Holding for Nursing Students

Purpose:
To ensure the safety of infants and nursing students during clinical rotations.

Policy Statement:
Nursing students with a documented history of hypotension, syncopal episodes, or any other medical condition that may result in loss of consciousness are restricted from the following activities:

Transporting Infants:
- Students may not carry infants outside of their bassinets or in the hands of the mother in their patient bed.
- Transportation of infants must be conducted using approved equipment such as bassinets or cribs and must comply with hospital policies.

Holding Infants While Standing:
- Students may only hold infants while seated and in a stable position.
- Standing or walking with an infant in hand is strictly prohibited for these students.

Implementation:
- Students must disclose relevant medical conditions during clinical clearance processes.
- The clinical coordinator (or their agent) will disclose pertinent information to the student's assigned clinical instructor.
- Faculty and clinical site supervisors will ensure compliance with this policy.

Rationale:
This policy aims to prioritize infant safety and reduce the risk of injury due to unexpected medical events affecting nursing students.

Consequences:

Failing to disclose relevant health information prior to the start of the program—using the program's Physical Form—or at the time of diagnosis (if it occurs after the program begins) constitutes a violation of safe practice.

Such violations may result in removal from clinical activity for the day, and disciplinary action, as outlined in the department's Counseling Form. Similarly, students with a relevant medical condition who engage in activities identified in this policy as "restricted" will be subject to the same disciplinary process.

Inclement Weather

Students attending a clinical rotation must attend clinical unless the college is closed. At times notification of college closure will occur AFTER clinical begins or after you begin travel to the clinical site. **Keep in touch with your clinical instructor** as to weather related issues, clinical cancellations beyond the campus closing, or a delayed start to clinical for that day.

YOUR SAFETY IS OUR PRIMARY CONCERN. Therefore, use your best judgment.
Students traveling to attend class on campus will be required to attend if classes have not been canceled. It is the student's responsibility to plan ahead for inclement weather.

In the event that the college is closed due to weather or safety related incidents, the following communication resources can be assessed for information:

Television
WPTZ Channel 5

Internet
North Country's webpage www.nccc.edu
WPTZ Channel 5 www.wptz.com

Radio:

WNBZ	1240 AM (Saranac Lake)
WSLK	106.3 FM (Saranac Lake)
WLPW	105.5 FM (Lake Placid)
WIRD	920 AM (Lake Placid)
WSLP	93.3 FM (Lake Placid/Tupper Lake/Saranac Lake)
NCPR	90.5 FM (Saranac Lake ~ North Country Public Radio)
WICY	1490 AM (Malone)
WIPS	1250 AM (Ticonderoga)

Student Liability Insurance

All students within the Nursing programs are required to provide proof of Student Nurse Liability Insurance and maintain coverage throughout the length of the program. It is the student's responsibility to bear the cost of the insurance.

Options for professional liability insurance exist with companies such as **Nurses Service Organization** (NSO), www.nso.com or **Proliability** https://www.proliability.com/ .

For those students under the age of 18 please inquire with the clinical coordinator for coverage options.

Please make sure that you purchase at least $1,000,000 (one million dollars) for each claim and up to $6,000,000 (six million dollars) aggregate for your coverage.

A copy of the Certificate of Insurance is required as proof of insurance and should be submitted to the Clinical Coordinator.

Incident and Injury Report

During the clinical assignment, as well as during time on campus, the student must report any incident of injury to him/herself or to a patient to the clinical instructor, supervisor or department administrator. Clinical site policy must also be followed in the event of any injury or incident.

All events must be completed using the secure web form for **Incident Reporting** published on the Campus Safety webpage: https://nccc.edu/campus-safety/incident-reporting

The North Country Community College Nursing Club

Mission

The North Country Community College Nursing Club will exist to celebrate and enrich the experience of being a nursing student at North Country Community College

Students will be encouraged to demonstrate professionalism and leadership skills while exemplifying the caring compassionate characteristics of the professional nurse through participation in civic, community, and college events. Club social events may also be planned to promote fellowship and a sense of comradery between class members and between students in the practical nursing and student nursing programs.

The Role of the Faculty Advisors

The faculty advisors serve as resource people supporting and assisting representatives and nursing students in attaining their identified club goals. The faculty advisors supervise club activities, maintain ledgers for club accounts, deposit monies raised into the Club account, and will facilitate and request withdrawals to satisfy club expenses.

The Role of the Class Representatives

Class representatives participate in the PN/ADN monthly meetings to plan and share ideas. They collect ideas from students that promote club activity and share ideas during monthly meetings. It is the responsibility of the class representatives to inform members of club events and fundraising outcomes. With input from class members, the Club will determine goals for the academic year determine how much money the Club would like to raise, where these monies will be spent, and what community events the Club would like to participate.
Class representatives will create a sense of fellowship and unity within the class and between the programs (PN/ADN). They will encourage participation in community affairs and activities towards attainment of identified goals for the year. The class representatives will assist with planning and organizing the pinning ceremony and promote fundraising for the pinning ceremony on their respective campus. In addition, ADN Class Representatives will assist with mentorship of PN students whenever the opportunity exists. A nursing

representative from each class (PN/ADN) will sit on the Nursing Advisory Board and attend the annual fall meeting.

Nursing Club is not a forum to voice problems with exams, instructors, curriculum or problems with other students. Representatives should refer the student to take these concerns to their instructor for resolution. If there is no resolution to the concern, the student and instructor should ask for assistance from the Nursing Director.

Appropriate Goals and Activities:

1. Creating health information bulletin boards to post in public spaces on and off campus (such as the public library)
2. Organize and hold a professional development event (such as providing chronic and/or communicable disease information, stress management tips for students, guest speaker that appeals to allied health students etc.)
3. Coordinating/Hosting Social Events or Gatherings (i.e. Christmas potluck)
4. Participating in Community Service Days (such as beautification efforts on campus, volunteer at a campus blood drive in conjunction with student life staff, local park clean up days)
5. Create a give-back plan to benefit future nursing students (consider providing a scholarship donation to the foundation or partnering to donate a specific piece of equipment for the nursing labs).
6. Purchasing a modest class gift for graduating students (i.e. class t-shirts, scrub jackets)
7. Purchasing small gift or flowers for clinical and classroom instructors to be given at pinning.

Inappropriate Goals and Activities:

1. Organizing any type of fundraiser or accepting donations without the knowledge and consent of the faculty advisors and SGA administrators.
2. Making general donations to for-profit agencies.
3. Planning or hosting any type of event that involves alcohol, drugs, smoking, gambling, or other elements that are inconsistent with the values nursing profession.
4. Planning mandatory events that conflict fully with academic activities (i.e. class or clinical time).

Pinning Ceremony

The Nursing Pinning Ceremony is a rite of passage for all nurses and officially notes the end of their academic training and their readiness to sit for their licensure examination. All students who have successfully completed the required nursing courses may participate in the ceremony.

Pinning is an especially meaningful ceremony that differs significantly from the formal commencement or graduation ceremony. It is a time where nurses welcome the new graduates into the profession, marking the transition from student to novice, and as a ceremony is much more personal for students and faculty alike. It can be considered the "emotional highlight" of a student's time in nursing school. Students wear their scrubs at pinning because of its symbolic link to recognizing the readiness to step into the role of nurse. By giving a pin, the faculty are acknowledging that students are about to become licensed and will be competent, independent

practitioners of this profession. In contrast, graduation ceremonies much larger and more formal, including all programs, and requiring academic regalia. These ceremonies center on the academic achievement of degree (or certificate) attainment and the conferring of that status by the College Trustees and College President.

Each campus will have their own pinning ceremony that will include both PN and ADN (RN) students. The ceremonies will be held after the completion of final exams in May for the traditional student cohort and December for the online student cohort. Student representatives and faculty on each campus will work together to assist with tasks related to pinning, such as compiling a slide show or decorating the stage. Faculty members are responsible for the paperwork to secure pinning locations (if required), invitations, and the pinning program. Faculty will also provide guidance regarding a keynote speaker. If there is to be a guest speaker, the individual should be a notable professional from nursing who has had an influence on the profession (i.e. someone who has organized health missionary work for those in need, or is a healthcare leader, or has worked to advance the profession through policy).

Clubs may need to plan for honorarium fees or travel and lodging for speakers. Other costs associated with the ceremonies that are to be met with funds from each campus nursing club(s), include the purchase of stoles, club cords, decorations, etc.

The dress code for the ceremony follows the requirements for dress in the clinical area, with all students wearing matching scrubs.

A full-time faculty member or adjunct nursing instructor (at the Director's discretion if full-time faculty members are not available) will present the stoles and pin the students. One faculty member will pin the PN students and another, the ADN (RN) students.

The number of invited guests of each student may be limited by the size of the facility in which the ceremony is held.

Review and Updates: This handbook is reviewed annually and updated as needed to reflect current best practices and clinical safety standards. AI has been used to formulate portions of this document.

Appendix

A. NCCC Nursing Medical Clearance
B. Step 1 Counseling Form
C. Step 2 Counseling Form
D. Step 3 Counseling Form
E. Appeal of Nursing Program Behavioral Counseling Form
F. Lab Skill Referral Form
G. Confidentiality Policy Acknowledgement
H. Travel Acknowledgement
I. Nursing Handbook Acknowledgement

Appendix A

NCCC Nursing Program Medical Clearance after Illness, Pregnancy, or Surgery

I certify that, _____ is cleared to return to clinical at North Country Community College Nursing Program and to participate in all clinical/lab experiences which are a part of every course. The clinical/lab experiences are up to 8 hours in length. I understand that I am approving a medical clearance for this student to:

- Carry a regular assignment and to respond to an emergent situation
- Assist in transferring and lifting a patient
- Run
- Bend
- Twist
- Protect self or move out of the way if the patient is agitated
- Stand on his/her feet for the whole clinical day.
- Carry/lift/push/pull 10-30lbs

Date: _____
Provider Signature: _____

Please Note: This form MUST be signed by a health care provider PRIOR to a student being allowed to return to clinical or the nursing lab.

Appendix B

SUNY North Country Community College
Nursing Department
Step One Counseling Form: Informal counseling/Verbal Warning

Student Name:		**Program/Cohort:**
Course/Clinical Site:		**Semester/Rotation:**
Date of Incident:	**Date of Counseling Conference:**	**Time:**
Faculty Member Conducting Counseling:		

Purpose of This Form

This form documents an informal counseling conversation and serves as the first step of the NCCC Nursing Program's progressive behavioral counseling process. It is intended to identify a concern early, clarify program expectations, and support the student in making needed adjustments before the behavior escalates to a formal written warning.

Category of Concern:

***Group 1 Offences proceed immediately to a Step 3 Counseling Form**

- Possessing or being under the influence of illegal or recreational drugs or alcohol while at the clinical site or on College property. Presenting to the clinical site smelling of alcohol or marijuana.
- Presenting to the clinical site with extremely poor hygiene such that the clinical site refuses your attendance due to the lack of professionalism demonstrated.
- Theft, abuse, misuse or destruction of the property or equipment of any patient, visitor, student, hospital or hospital employee, the College or College employee.
- Disclosing confidential information about any patient. This includes the use of social networks, verbal and written communication, and any electronic devices.
- Immoral, indecent, illegal, or unethical conduct at a clinical site or on College property.
- Possession of weapons or wielding or threatening to use any type of weapon at a clinical site or on College property.
- Assault on any patient, visitor, student, clinical site or College personnel.
- Misuse or falsification of patient, student, clinical site or College records.
- Removal of patient, student, clinical site or College records without authorization.
- Engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient visitor, student, and clinical site or College personnel.
- Insubordination and refusal to follow instruction.
- Inconsiderate treatment of patients, visitors, students, clinical site or College personnel.
- Failure to perform responsibilities, or failure to exercise reasonable care in the performance of responsibilities.
- Violation of safety rules and regulations or failure to use safety equipment provided.
- Unauthorized use of equipment.
- Threatening, intimidating, and coercing other students, patients, visitors, clinical site or College personnel.
- Class absences totaling = 20%
- Repeated plagiarism or any identified academic dishonesty.
- Failure to submit documentation of all health and professional requirements as described in the handbook by established dates. These deadlines are the dates are found in program acceptance letters (for new students) or the first day of the semester (for continuing students).
- Other serious issue (Faculty to describe in detail below)

Group 2 Offences per the Nursing Student Handbook (Check each applicable):

- Lack of appropriate level of performance to include, but not limited to the following: negative attitude; perceived lack of motivation; inappropriate communication; failure to accept constructive criticism; overall unprofessional conduct.
- Leaving the clinical area without proper authorization.
- Sleeping during scheduled clinical or class hours.
- Restricting or impeding clinical or class output.
- Clinical absence with no prior notification
- Failure to be ready for your clinical assignment at the starting time.
- Smoking, vaping, using chewing tobacco, or using nicotine or tobacco-like substances in restricted areas including in class, on campus, or during clinical.
- Unauthorized soliciting, vending, or distribution of written or printed matter.
- Individual acceptance of gratuities from patients or others.
- Inappropriate dress or appearance. Acceptable attire is described in this handbook.
- Plagiarism or any identified academic dishonesty.
- Failure to follow program or facility policies while providing nursing care.
- Failure to follow program or college policies as written in Nursing Handbook or NCCC Student Handbook
- Unauthorized possession and utilization of personal electronic devices (i.e., laptops, ereaders, cell phones, mp3 players, etc.) while in the clinical setting except for break or lunch (if allowed by the clinical site).
- Failure to turn in required clinical paper on time (initial work OR faculty requested revisions)
- Other issue (Faculty to describe in detail below)

Description of the behavior or concern (Faculty)

_____
_____
_____
_____
_____

Additional notes or comments (Student)

_____
_____
_____
_____
_____

Acknowledgment

I acknowledge that this concern was discussed with me on the date indicated above and that I understand the expectations described. My signature indicates receipt of this information and does not necessarily indicate agreement with the content. I understand that this is Step One of the Nursing Program's progressive behavioral counseling processes, and that continued or additional concerns may result in a formal Written Warning with a Behavioral Action Plan (Step Two) and, if unresolved, may ultimately result in removal from the Nursing Program (Step Three). I understand that I may request an appeal procedure at any time.

X_____(Receiving Student)

X_____(Administering Faculty Member)

Appendix C

SUNY North Country Community College
Nursing Department
Step Two Counseling Form: Written Warning and Behavioral Action Plan

Student Name:		**Program/Cohort:**
Course/Clinical Site:		**Semester/Rotation:**
Date of Incident:	**Date of Counseling Conference:**	**Time:**
Faculty Member Conducting Counseling:		

Purpose of This Form

This form documents a formal written warning and serves as the second step of the NCCC Nursing Program's progressive behavioral counseling process. A Written Warning is issued when a behavioral concern is serious, has continued despite an earlier informal counseling conversation, or otherwise warrants formal documentation. This form includes a Behavioral Action Plan that establishes specific, measurable expectations the student must meet going forward.

Step 2 forms or related safety concerns require instructors to file a Guardian report: Guardian | North Country Community College

Category of Concern:

***Group 1 Offences proceed immediately to a Step 3 Counseling Form**

- Possessing or being under the influence of illegal or recreational drugs or alcohol while at the clinical site or on College property. Presenting to the clinical site smelling of alcohol or marijuana.
- Presenting to the clinical site with extremely poor hygiene such that the clinical site refuses your attendance due to the lack of professionalism demonstrated.
- Theft, abuse, misuse or destruction of the property or equipment of any patient, visitor, student, hospital or hospital employee, the College or College employee.
- Disclosing confidential information about any patient. This includes the use of social networks, verbal and written communication, and any electronic devices.
- Immoral, indecent, illegal, or unethical conduct at a clinical site or on College property.
- Possession of weapons or wielding or threatening to use any type of weapon at a clinical site or on College property.
- Assault on any patient, visitor, student, clinical site or College personnel.
- Misuse or falsification of patient, student, clinical site or College records.
- Removal of patient, student, clinical site or College records without authorization.
- Engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient visitor, student, and clinical site or College personnel.
- Insubordination and refusal to follow instruction.
- Inconsiderate treatment of patients, visitors, students, clinical site or College personnel.
- Failure to perform responsibilities, or failure to exercise reasonable care in the performance of responsibilities.
- Violation of safety rules and regulations or failure to use safety equipment provided.
- Unauthorized use of equipment.
- Threatening, intimidating, and coercing other students, patients, visitors, clinical site or College personnel.
- Class absences totaling = 20%
- Repeated plagiarism or any identified academic dishonesty.
- Failure to submit documentation of all health and professional requirements as described in the handbook by established dates. These deadlines are the dates are found in program acceptance letters (for new students) or the first day of the semester (for continuing students).
- Other serious issue (Faculty to describe in detail below)

Group 2 Offences per the Nursing Student Handbook (Check each applicable):

- Lack of appropriate level of performance to include, but not limited to the following: negative attitude; perceived lack of motivation; inappropriate communication; failure to accept constructive criticism; overall unprofessional conduct.
- Leaving the clinical area without proper authorization.
- Sleeping during scheduled clinical or class hours.
- Restricting or impeding clinical or class output.
- Clinical absence with no prior notification
- Failure to be ready for your clinical assignment at the starting time.
- Smoking, vaping, using chewing tobacco, or using nicotine or tobacco-like substances in restricted areas including in class, on campus, or during clinical.
- Unauthorized soliciting, vending, or distribution of written or printed matter.
- Individual acceptance of gratuities from patients or others.
- Inappropriate dress or appearance. Acceptable attire is described in this handbook.
- Plagiarism or any identified academic dishonesty.
- Failure to follow program or facility policies while providing nursing care.
- Failure to follow program or college policies as written in Nursing Handbook or NCCC Student Handbook
- Unauthorized possession and utilization of personal electronic devices (i.e., laptops, ereaders, cell phones, mp3 players, etc.) while in the clinical setting except for break or lunch (if allowed by the clinical site).
- Failure to turn in required clinical paper on time (initial work OR faculty requested revisions)
- Other issue (Faculty to describe in detail below)

Description of the behavior or concern (Faculty)

_____

_____

_____

_____

_____

Additional notes or comments (Student)

_____

_____

_____

_____

_____

Prior Counseling/History

_____

_____

_____

_____

Behavioral Action Plan

Identified Concern	Specific Action Steps Required of Student	Resources / Support Provided	Target Date	Follow-up Date

Acknowledgment

I acknowledge that this concern and action plan was discussed with me on the date indicated above and that I understand the expectations described. My signature indicates receipt of this information and does not necessarily indicate agreement with the content. I understand the expectations outlined in the Behavioral Action Plan and the consequence of failing to meet them, ultimately removal from the Nursing Program (Step Three). I understand that I may request an appeal procedure at any time.

X_____(Receiving Student)

X_____(Administering Faculty Member)

X_____ (Director of Nursing)

Appendix D

SUNY North Country Community College

Nursing Department

Step Three Counseling Form: Final Notice and Recommended Removal from the Nursing Program

Student Name:		**Program/Cohort:**
Course/Clinical Site:		**Semester/Rotation:**
Date of Incident:	**Date of Counseling Conference:**	**Time:**
Faculty Member Conducting Counseling:		

Purpose of This Form

This form documents the third occurrence of a behavioral concern addressed through the Nursing Program's progressive behavioral counseling process, and/or a single occurrence determined by the program to be serious enough to warrant immediate referral to this step (e.g., a direct threat to patient safety, academic or clinical dishonesty, or a serious violation of professional/ethical standards). Consistent with the Nursing Student Handbook, a third documented occurrence, or an occurrence of comparable severity, results in a recommendation that the student be removed from the Nursing Program.

Step 3 forms or related safety concerns require instructors to file a Guardian report: Guardian | North Country Community College

Notice to Student

This document serves as formal notice that the Nursing Program is recommending your removal from the program effective on the date indicated below. This recommendation will be forwarded in accordance with college policy for any required institutional review or approval prior to becoming final. **You will be notified in writing of the final outcome**.

You have the right to appeal this decision. To do so, you must complete the Nursing Program Counseling Form Appeal Request and submit it to the Nursing Program Director within 3 business days. Filing an appeal does not guarantee a change in outcome but ensures your concerns will be formally reviewed by the Appeals Committee as described in the Handbook.

Information regarding the College's readmission/petition process, if applicable, is available from the Nursing Program Director and is described in the Student Handbook.

Basis for Recommendation

☐ This is the third documented occurrence within the progressive behavioral counseling process (see history table above).

☐ This occurrence, while a first or second documented concern, is of a nature/severity (e.g., direct threat to patient safety, dishonesty, or serious ethical violation) that the Nursing Program has determined warrants immediate referral to this step, as described in the Nursing Student Handbook.

Progressive Counseling History

Step	**Date Issued**	**Brief Description of Event**
Step 1		
Step 2		
Step 3 (This Form)		

Category of Concern:

***Group 1 Offences per the Nursing Student Handbook (Check each applicable)**

- Possessing or being under the influence of illegal or recreational drugs or alcohol while at the clinical site or on College property. Presenting to the clinical site smelling of alcohol or marijuana.
- Presenting to the clinical site with extremely poor hygiene such that the clinical site refuses your attendance due to the lack of professionalism demonstrated.
- Theft, abuse, misuse or destruction of the property or equipment of any patient, visitor, student, hospital or hospital employee, the College or College employee.
- Disclosing confidential information about any patient. This includes the use of social networks, verbal and written communication, and any electronic devices.
- Immoral, indecent, illegal, or unethical conduct at a clinical site or on College property.
- Possession of weapons or wielding or threatening to use any type of weapon at a clinical site or on College property.
- Assault on any patient, visitor, student, clinical site or College personnel.
- Misuse or falsification of patient, student, clinical site or College records.
- Removal of patient, student, clinical site or College records without authorization.
- Engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient visitor, student, and clinical site or College personnel.
- Insubordination and refusal to follow instruction.
- Inconsiderate treatment of patients, visitors, students, clinical site or College personnel.
- Failure to perform responsibilities, or failure to exercise reasonable care in the performance of responsibilities.
- Violation of safety rules and regulations or failure to use safety equipment provided.
- Unauthorized use of equipment.
- Threatening, intimidating, and coercing other students, patients, visitors, clinical site or College personnel.
- Class absences totaling = 20%
- Repeated plagiarism or any identified academic dishonesty.
- Failure to submit documentation of all health and professional requirements as described in the handbook by established dates. These deadlines are the dates are found in program acceptance letters (for new students) or the first day of the semester (for continuing students).
- Other serious issue (Faculty to describe in detail below)

Group 2 Offences per the Nursing Student Handbook (Check each applicable):

- Lack of appropriate level of performance to include, but not limited to the following: negative attitude; perceived lack of motivation; inappropriate communication; failure to accept constructive criticism; overall unprofessional conduct.
- Leaving the clinical area without proper authorization.
- Sleeping during scheduled clinical or class hours.
- Restricting or impeding clinical or class output.
- Clinical absence with no prior notification
- Failure to be ready for your clinical assignment at the starting time.
- Smoking, vaping, using chewing tobacco, or using nicotine or tobacco-like substances in restricted areas including in class, on campus, or during clinical.
- Unauthorized soliciting, vending, or distribution of written or printed matter.
- Individual acceptance of gratuities from patients or others.
- Inappropriate dress or appearance. Acceptable attire is described in this handbook.
- Plagiarism or any identified academic dishonesty.
- Failure to follow program or facility policies while providing nursing care.

- Failure to follow program or college policies as written in Nursing Handbook or NCCC Student Handbook
- Unauthorized possession and utilization of personal electronic devices (i.e., laptops, ereaders, cell phones, mp3 players, etc.) while in the clinical setting except for break or lunch (if allowed by the clinical site).
- Failure to turn in required clinical paper on time (initial work OR faculty requested revisions)
- Other issue (Faculty to describe in detail below)

Description of the behavior or concern (Faculty)

_____
_____
_____
_____
_____

Additional notes or comments (Student)

_____
_____
_____
_____
_____

Comprehensive Program Review

Date of Review:
Names and Titles of Reviewers

- Removal Recommended- Effective Date of Removal:_____
- Removal NOT Recommended (If removal is not recommended after comprehensive review, please attach an applicable behavioral action plan to be followed and signed by the student)

Acknowledgment

I acknowledge that I have received this notice on the date indicated. My signature indicates receipt of this document and does not necessarily indicate agreement with its content. I understand my right to appeal as described above.

X_____(Receiving Student)

X_____(Administering Faculty Member)

X_____(Director of Nursing)

Appendix E

SUNY North Country Community College
Nursing Department
Appeal of Behavioral Counseling Form

Student Name:	**Program/Cohort:**
Course/Clinical Site:	**Semester/Rotation:**
Date of Appeal Request:	

Important: Filing Deadline

This appeal must be submitted in writing within 3 days from the date the counseling form being appealed was issued to the student. Appeals submitted after the deadline may not be considered except where the Handbook provides for an exception.

Counseling Form Being Appealed

☐ Form 1 – Step One: Informal Counseling / Verbal Warning Record

☐ Form 2 – Step Two: Written Warning & Behavioral Action Plan

☐ Form 3 – Step Three: Final Notice / Recommendation for Removal from the Nursing Program

Date the Counseling Form Was Issued:	**Faculty Who Issued the Form:**

Grounds for Appeal (check all that apply)

☐ A procedural error occurred in the issuance of the counseling form (e.g., required steps in the Nursing Student Handbook were not followed).

☐ The decision was not supported by the information available at the time (e.g., facts were inaccurate or incomplete).

☐ New information or evidence is available that was not considered at the time the form was issued.

☐ The consequence issued is not consistent with the Nursing program's progressive behavioral counseling policy.

☐ Other (explain below).

Statement of Appeal

Explain, in your own words, the reason(s) for this appeal. Reference the specific grounds checked above and provide any relevant dates, facts, or context. Attach additional pages if needed.

_____
_____
_____
_____
_____
_____
_____

Requested Outcome

Describe the outcome you are requesting (e.g., removal of the counseling form from your file, modification of the Behavioral Action Plan, reconsideration of the recommendation for removal from the program).

_____
_____
_____
_____
_____

For Admin Use Only

Date Appeal Received:	**Received By:**
Date of Appeals Committee Review:	

Appeals Committee Decision

☐ Appeal granted – counseling form/consequence rescinded or modified as described below.

☐ Appeal granted in part – modification described below.

☐ Appeal denied – counseling form/consequence remains in effect as originally issued.

Rationale for decision:

_____
_____
_____
_____
_____
_____
_____

Date Student Notified of Decision:	**Method of Notification:**

X _____(Student) Date: _____

X _____(Director of Nursing) Date: _____

Appendix F

SUNY North Country Community College
Nursing Department
Lab Skill Referral Form

Student Name:	**Program/Cohort:**
Issuing Faculty:	**Date of Referral:**

This form is to be used to document a student's referral for remediation in the nursing lab after either a failed first return demonstration of a lab skill or an identified deficiency in a nursing skill in the clinical setting. The goal is to record the concern, provide guidance and resources, to best support students in achieving competency development in their hands on nursing skills. *Per the Nursing Handbook, remediation is to be completed prior to attempting a second return demonstration or prior to the next regularly assigned clinical rotation.*

Reason for Referral:

- ☐ Not found competent on the 1st attempt of an LPN skill return demonstration
- ☐ Found to be deficient in a hands-on nursing skill identified during a clinical rotation

Description of event (if applicable):

_____
_____
_____
_____
_____
_____

Remediation

Skill Assigned:_____

Date of attendance in open/supervised lab time:_____

- ☐ Competency achieved in practice
- ☐ Competency not achieved in practice, additional lab time required
- ☐ Failure of student to appear for open/supervised lab time prior to the next return demonstration or clinical date (Progressive counseling may be required, see counseling forms/student behavior in the Nursing Handbook)

Signature of supervising faculty: _____Date:_____

Appendix G
CONFIDENTIALITY

North Country Community College
Workforce/Student Confidentiality Agreement
Individually Identifiable Health Information

IMPORTANT: Please read all sections. If you have any questions, please seek clarification before signing.

1. Confidentiality of Employee/Student/Patient/Clinical Client Individually Identifiable Health Information:

I understand and acknowledge that:

a) Services and information provided to employees/students/patients/clinical clients are private and confidential;

6. Remedies

I understand and acknowledge that:

a) the restrictions and obligations I have accepted under this Agreement are reasonable and necessary in order to protect the interests of employees, students, patients, clinical clients, North Country Community College, and my employer (if different than North Country Community College); and

b) my failure to comply with this Agreement in any respect could cause irreparable harm to employees. students, patients, clinical clients, North Country Community College and my employer.

I therefore understand that North Country Community College or my employer may prevent me from violating this Agreement by any legal means available, in addition to disciplinary measures which may result in sanctions in accordance with applicable polices and collective bargaining agreements.

Signature:_____ Date:_____

Printed Name:

North Country Community College Policy and Procedure

Subject: **Confidentiality of Health Information**

STATEMENT OF

North Country Community College is committed to protecting the privacy and confidentiality of health information of the population it serves. Health Information is strictly confidential and should never be disclosed, nor confirmed to anyone who is not specifically authorized under the institution's policies or applicable law to receive the information.

Failure to adhere to state and federal law or local North Country Community College policies and procedures regarding the confidentiality of protected information will be considered a breach of confidentiality and will result in the imposition of appropriate sanctions and disciplinary procedures.

SCOPE:

This policy applies to all members of the institution's workforce, whether directly employed by the institution or serving under an alternative arrangement, and to students in appropriate programs of study. It shall include, but not be limited to:

- Employees
- Volunteers
- All students participating in a health related program or in any programs of study in which individually identifiable health information may be disclosed or used, e.g., the Wilderness Recreation Leadership program
- Contracted staff (including temporary staff)
- Consultants
- Contractors and subcontractors
- Faculty and credentialed staff

EDUCATION AND TRAINING:

North Country Community College is responsible for providing job appropriate training to its workforce regarding:

a) the need for confidentiality;
b) types of information that are considered confidential;
c) sanctions associated with a breach of confidentiality; and
d) the institution's confidentiality agreement.

CONFIDENTIALITY AGREEMENT

Each member of North Country Community College's affected workforce and students in appropriate programs of study will be expected to review and sign North Country Community College's confidentiality agreement. Upon adoption of the policy, this will occur upon an initial or annual hire/affiliation/start of a health-related or other appropriate program of study and shall remain in full force and effect during the member's future employment or program participation thereafter. This signed statement will be maintained in the appropriate employee personnel or student health file. Periodic signature and certification will be requested by the College.

SUSPECTED BREACH: All breaches of confidentiality should be reported to the local supervisor (program director, department or division chair) **OR** the area chair (dean, business manager, president or other individual as appropriate) **OR** the equity officer **OR** the campus privacy official. Failure of the local supervisor, area chair or equity officer to report a breach to the campus privacy official will be considered a violation of this policy. Investigation of a suspected breach of confidentiality will be done in concert with the campus privacy official. Results of such investigation will be reported to the College President for final action, if any.

SANCTIONS: Upon a finding of a breach of confidentiality by any employee/student/ consultant/contractor/volunteer, the College shall initiate action pursuant to the applicable collective bargaining agreements and/or the NCCC Code of Conduct to implement an appropriate sanction or disciplinary action. Such action may include, but is not limited to, the following:

- Letter of reprimand
- Suspension
- Termination

For employees not represented by a collective bargaining unit, sanctions may include actions up to and including termination of employment.

EFFECTIVE DATE: August 26, 2003
Revised October 6, 2003
Final: April 2004
Reviewed: July 2018
Reviewed: July 2019
Reviewed: August 2020
Reviewed: August 2024

Appendix H

NORTH COUNTRY COMMUNITY COLLEGE
NURSING PROGRAMS
TRAVEL ACKNOWLEDGMENT: STATEMENT OF UNDERSTANDING

I understand that clinical experience is a very critical component of the Nursing Programs. I understand that I will be required to travel to **two or more** clinical sites to fulfill my clinical education requirements. Furthermore, I understand that traveling to and from clinical is fully my responsibility and that it is possible that the distance to a particular site could be 100 miles or more (one way). It is further understood that NCCC IS NOT responsible for any expenses incurred as a result of my traveling to and from clinical.
Although every attempt will be made to accommodate each student and to keep travel distance to a minimum, I understand that there is no guarantee that I will be assigned to the clinical site(s) nearest to my residence or of my choice.

I understand that there may be required evening or weekend clinical experiences as part of my program requirements.

_____
Print Name

_____ _____
Signature **Date**

Reviewed 8/2026

Appendix I
Handbook Acknowledgement

A. RECEIPT AND ACCEPTANCE OF RESPONSIBILITY

One quality we expect in each student is accountability – being responsible for your own actions. We request that you use this handbook along with the college catalog and student handbook to assist you in your accountability. Your advisor or instructor will be able to clarify any items or answer any questions regarding the policies within this handbook.

North Country Community College Nursing Statement of Understanding

I understand the requirements of the NCCC Nursing Program as stated in this handbook, the college catalog and the student handbook. When I begin a nursing course, it is my responsibility to clarify what I do not understand regarding the requirements of the course with the instructor.

****

B. HONOR CODE

To prepare students for the high ethical standards of Health Professionals, the College expects absolute academic integrity both in the classroom and in clinical practice. Therefore, acts of cheating, attempted cheating, plagiarism, using generative artificial intelligence (AI), lying, stealing of academic work, which includes secured tests or related materials, papers purchased or written by others, or the failure to report an occurrence of academic dishonesty or any violation of this honor code may subject you to the College's disciplinary procedures as defined in the North Country Community College Handbook.

Academic Honesty

Cheating, in any form, is NOT a behavior that will be tolerated. You are expected to do your own work concerning examinations, homework assignments, and papers. Plagiarism in any form is dishonest. Any incident of academic dishonesty will be dealt with in accordance with College Procedures and may result in your failure of the class and/or dismissal from the college.

Affirmation

I have read the above statement and affirm that all the work that I submit in this course will be work that I have completed on my own. I understand that I may not work with anyone else in completing assignments nor may I help others with their assignments. I have read the above and agree to follow the Honor Code and NCCC Nursing Statement of Understanding

_____	_____
DATE	NAME (please print)
_____	_____
STUDENT NCCC ID	STUDENT'S SIGNATURE

Update: 07/2019, 8/2020
Reviewed: 01/21, 07/22 07/23, 8/24, 8/26