

North Country Community College
Nursing Programs



Student Handbook
2017-2018



***North Country Community College
Nursing Program***

Mission Statement

The primary mission of the North Country Community College nursing program for Licensed Practical Nurses and Registered Professional Nurses is to promote excellence in education through the integration of both the art and science of nursing. As faculty, we view learning as a shared undertaking in which students become actively involved, are diligent to duty, and are accountable and responsible in their knowledge of nursing theory, nursing skill, and nursing process. The focus of the North Country Community College nursing program is to prepare professional nurses who will provide safe and effective health care to diverse populations living in the 21st century global community.

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INTRODUCTION

DISCLAIMER

The student handbook has been designed to give students in the Nursing Programs at North Country Community College an overview of the program and clinical requirements.

The handbook is reviewed and revised on an annual basis.

The Program Faculty reserve the right to make any additions or changes in program policies as deemed necessary at any time throughout the course of the program. Students will be notified of new policies and / or changes in policies in writing and will sign an acknowledgement thereof.

Additional guidelines regarding North Country Community College's policies and procedures can be found in the NCCC Code of Conduct, located in the College catalog. Copies may be obtained through the NCCC website or the Office of Campus and Student Life.

THIS HANDBOOK IS NOT A CONTRACT AND SHOULD NOT BE VIEWED AS SUCH.

PROGRAMMATIC GOALS AND ASSESSMENT

Program: Practical Nursing-Certificate/AND AAS 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 PNs and GPNs. Successful completion of the Practical Nursing course of study leads to a Certificate of Achievement, and eligibility to make application to take the examination 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.

Program Objectives: LPN-Certificate

At the end of the program the student will:

1. Be clinically competent to work as Licensed Practical Nurse.
2. Qualify to sit for the National Practical Licensure Examination.
3. Demonstrate critical thinking skills and problem solving skills.
4. Demonstrate competence in oral and written communication using proficient English language.
5. Apply practical knowledge of human biology and micro biology.
6. Apply practical knowledge related to concepts of psychology and basic human development.
7. Demonstrate competent math skills.

Program Objectives: ADN – Registered Nursing Program

In addition to Objectives 1-7, at the end of the program the student will:

8. Demonstrate clinical competence, provide safe and effective care as a Registered Professional Nurse.
9. Be qualified to sit for the NCLEX-RN; the Computer Adaptive National Council Licensure Examination.
10. Understand the obligation of the Registered Professional Nurse to engage in prevention of illness as well as treatment of disease.
11. Apply and incorporate practical knowledge of Anatomy and Physiology.
12. Demonstrate an awareness of a variety of disciplinary perspectives in health care and the relevance of these perspectives to nursing career and profession.
13. Develop a foundation of cultural competence by demonstrating civility, empathy, social responsibility.
14. Upon graduation and licensure, exercise responsibility in decisions and actions as an ethical professional nurse.
15. Promote and participate in activities of professional development and personal growth.

Assessment Tools & Methodology:

1. Certification Testing
2. External Advisory Board
3. Placement Rate
4. Midterm/Final Grades
5. Clinical Competencies
6. Retention Rates
7. Graduation Rate
8. Peer Review (Five-Year Cycle)
9. New York State Department of Education Accreditation Self Study
10. Student/Alumni Evaluation

FACULTY CONTACT INFORMATION

NAME / CAMPUS	PHONE	EMAIL
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Faculty members maintain scheduled office hours each week, as posted on their office doors. 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.

A list of adjunct instructors and their respective contact information will be maintained on campus in addition to being distributed to students at the beginning of each semester.

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 nursing certificate and A.A.S. degree plans follow. These curricula have been created based upon the NYS guidelines. Successful completion of the Certificate program allows a graduate to sit for the NCLEX-PN, while successful completion of the A.A.S. in Nursing 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, have a friend quiz you, get extra help from your instructors (all instructors have posted office hours) or take advantage of the learning assistance center (LAC). Remember, learn and understand each concept well because your patients will be placing their trust, and possibly 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.
- **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



Policy: NURSING PROGRAMS 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 checking your College e-mail account on a regular basis.**

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

Full-time nursing faculty use the student portal as a means to effectively convey information, post pertinent resources and documents, and to post grades. It is your responsibility to effectively monitor both your e-mail and student portal.

Students are responsible for understanding how to access the student portal for purposes of: submission of assignments; accessing for document retrieval; and maintaining the privacy of their assigned username and password.

Students should be fully logged out of a work station before leaving the area, or allowing another student to log on. This will protect your privacy and discourage others from doing things in your name.

Policy: PROFESSIONAL BEHAVIORS

Appropriate professional behaviors are expected of all students. Experience shows that behaviors demonstrated in the classroom do have an impact on clinical practice. When you meet with your advisor, these professional behaviors will be reviewed and assessed.

Four professional behaviors have been identified. These are expectations of you 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 and punctuality.***

- ✓ Attend all classes, labs, 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.
- ✓ 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 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.

Policy: PROFESSIONAL BEHAVIORS (cont.)

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.
- ✓ Share fully with project partners in accomplishing any assigned task.
- ✓ Use correct grammar and expression in verbal communication.
- ✓ 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.

Policy: NURSING CODE OF ETHICS

Code of Ethics for Nurses ANA, 2001

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.

Policy: GRADE POINT AVERAGE (G.P.A.)

Students in the nursing programs must maintain 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 and all requisite program courses in order to progress in 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 North Country Community College website.

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.

All tests are timed. A rough guideline for 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.

Make up exams are administered within 3 days of the original exam. Make up exams are to be taken in the LAC, under supervision. Due to the increased number of questions, more time may be allotted to complete the exam. The grade is calculated as follows: 50% of grade is the multiple choice portion, and the remaining 50% may be derived from short answer / essay / fill in the blank questions. Students will have one opportunity for a makeup exam. Should a student miss a scheduled make up exam they will receive a grade of 0 (zero).

Mid-term and Final exams are cumulative.

1. Students will leave **all** personal possessions (books, papers, bags, purses, and electronic equipment, including cell phones, mp3 players, etc.) in the front of the room. **Cell phones are to be turned off.**
2. Bring only a #2 pencil, 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. No food or drink is allowed in the testing environment.
5. Students may not leave the testing environment for any reason until all exams are complete.
6. Students violating this policy will receive a zero on the exam.

Grades will be posted on the class portal approximately one week after the exam. Interested students may attend a scheduled faculty-led exam review. 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 grades as posted on the portal. 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.

Policy: DISMISSAL FROM THE PROGRAM

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

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

- If a student scores below a C (73) in any course required in the program's curriculum.
- If a clinical site or instructor requests that a student does not pass a clinical rotation, the situation will be reviewed and a determination will be made as to continuing in the program.

Counseling Forms can be completed by program faculty as soon as any of the following misconducts are known and reported to the appropriate course instructor. Student may be counseled in both the clinical and college settings. Instructors have the right to dismiss student from clinical for the day due to health, safety, or performance.

Policy: DISMISSAL(cont.)

GROUP I OFFENSES

ANY OF THESE ACTIONS CAN RESULT IN IMMEDIATE DISMISSAL FROM THE PROGRAM

1. Possessing or being under the influence of illegal drugs or alcohol while at the clinical site or on College property. Presenting to the clinical site smelling of alcohol. Presenting to the clinical site with extremely poor hygiene such that the clinical site refuses your attendance due to the lack of professionalism demonstrated.
2. Theft, abuse, misuse or destruction of the property or equipment of any patient, visitor, student, hospital or hospital employee, the College or College employee.
3. Disclosing confidential information about any patient. This includes the use of social networks, verbal and written communication, and any electronic devices.
4. Immoral, indecent, illegal, or unethical conduct at a clinical site or on College property.
5. Possession of weapons, or wielding or threatening to use any type of weapon at a clinical site or on College property.
6. Assault on any patient, visitor, student, clinical site or College personnel.
7. Misuse or falsification of patient, student, clinical site or College records.
8. Removal of patient, student, clinical site or College records without authorization.
9. Plagiarism or any identified academic dishonesty. Academic Honesty: It is imperative that the highest standards of behavior in regards to academic honesty be observed. Academic integrity regarding doing one's own work must be regarded as a cornerstone of what we are all about in higher education. Cheating, in any form, is NOT a behavior which 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.
10. Engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient visitor, student, and 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.

Policy: DISMISSAL(cont.)

GROUP II OFFENSES

It should be understood that there will be sufficient and proper documentation maintained at all levels for either Group I or Group II offenses. Group II offenses are sequential. The first report, regardless of the infraction, counts as one offense. In the event that a student commits a subsequent infraction, that is a second offense.

1. Lack of appropriate level of performance following documented discussion with faculty and/or clinical staff 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. Any clinical or class absence. Failure to personally notify your clinical instructor (or clinical site designee) or course instructor prior to the absence. There will be no changing of clinical sites.
6. Failure to be ready for your clinical assignment at the starting time.
7. Smoking in restricted areas.
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 policies regarding direct or indirect supervision while providing nursing care.

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. Bereavement leave up to 3 days.

Policy: DISMISSAL(cont.)

Group II infractions will result in the following actions:

- 1st Report: Written warning and counseling.
- 2nd Report: Written warning and counseling; 5 point deduction from final course grade.
- 3rd Report: Failing final course grade and program dismissal.

For example, the student is appropriately counseled for “Leaving the clinical area without proper authorization,” resulting in their first report. If the student commits the same infraction or any other infraction, it will be treated as a second offense.

A formal academic appeals process is available to the student and can be found in the North Country Community College Catalog and will be reviewed with the student. The Catalog is available at www.nccc.edu. In the section “College Policies,” you will find the Code of Conduct, which includes detailed information in Section IV: Formal Procedures regarding the appropriate course of action to follow.

Policy: 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.

Policy: HEALTH PHYSICAL

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 a clinical site. The exam is performed by the student's family physician and at the student's own expense. This applies to both first and second year nursing students.

Students entering the program are required to have their health physical prior to the start of the semester classes. The completed health physical form must be in the office of the health Records Officer prior to the beginning of the fall semester. Failure to comply will result in the student being withdrawn from the program.

Second year students are required to have their yearly physical completed prior to the expiration of the previous year's physical. The completed health physical form must be in the office of the health Records Officer prior to current expiration date. Failure to comply will result in the student being removed from all current nursing courses.

Please note:

- It is YOUR responsibility to contact the health records officer to determine that all of your health information is current, as per program guidelines. You must contact the health records officer for the appropriate forms for health information.
- We strongly urge you to maintain personal copies of all health information submitted to the college. You have copies of these documents available during your clinical experiences for possible examination by appropriate clinical site personnel.

Policy: IMMUNIZATIONS and TB SKIN TEST

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 yearly Mantoux TB skin test. 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 skin 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 health records officer 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 clinicals. (These absences will count against you and will be documented as Group II infractions).

Please note:

- It is YOUR responsibility to contact the health records officer to determine that all of your health information is current, as per program guidelines. You must contact the health records officer for the appropriate forms for health information.
- We strongly urge you to maintain personal copies of all health information submitted to the college. You should have copies of these documents available during your clinical experiences for possible examination by appropriate clinical site personnel.

Policy: COMMUNICABLE DISEASE POLICY

Due to the nature of the clinical work that the nursing student performs, it is evident that she/he may find her or himself 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 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.

Policy: HEPATITIS-B VACCINE POLICY

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.

Policy: INFLUENZA

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 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 health officer at the College, 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 found to be in compliance with a medical exemption, it is their responsibility to purchase and consistently wear a procedure or surgical mask at all times during their clinical rotation during flu season.

Please note that flu season, historically, has been declared for a 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.

Clinical Education Policies and Procedures



CLINICAL POLICIES AND PROCEDURES

Policy: 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. This is done under the supervision of a Clinical Instructor, who is a Registered Nurse, at each clinical site.

Policy: 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 pages carefully. If you feel that you cannot perform any of the tasks listed, please contact the Nursing Program for clarification and further discussion.

- Lift and carry light objects such as charts and equipment items without assistance.
- Transfer/position up to 300 pounds with assist while lifting, positioning, and transferring patients.
- Push/pull equipment requiring force of 10-30 pounds on linoleum and carpeted floors.
- 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 protective equipment.
- Demonstrate skills to continuously comprehend and communicate with patients, physician, staff and faculty.
- Identify individuals, call lights and unusual circumstances on a unit at a distance of 100 feet.
- Read small print, discriminate color and perspective depth.
- Show corrected vision and hearing to normal range.
- 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.
- Concentrate on moderate and/or fine detail with frequent interruptions necessary to perform a variety of tasks.
- 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.
- Gown, glove, and mask appropriately.

Policy: CLINICAL EDUCATION REQUIREMENTS

All Nursing students will be completing an extensive amount of clinical education, which includes lab time.

Students with 3 missed clinical days in one semester, will be dismissed from the program at the discretion of the nursing director.

For two clinical absences, 5 points will be deducted from the corresponding course's final grade. For example, if the student misses the first clinical during an OB rotation, then the second one during a psychiatric rotation, the points will be deducted from the Psychiatric Nursing class.

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 for 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.

Policy: COMPETENCY REQUIREMENTS

All clinical education courses in nursing are competency-based, as per the course syllabus.

Policy: APPEARANCE CODE

The general intent of this code is to present a professional and hygienic appearance to our patients and co-workers. Each student will have as a standard part of his / her uniform:

1. North Country Community College patch, sewn 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; and an NCCC student name pin (purchased from the college bookstore)
3. Pen and pocket size notebook.

All first year 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 **white scrub pants**. Second year students are required to wear **white scrubs top and bottom** with the **North Country Community College patch** on the left upper sleeve. 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 high percentage of white color, as sneakers come in a variety of colors and styles. 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**.

Hair styles 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. No long necklaces or dangling earrings should be worn as patients may inadvertently grab at them if they feel unsteady, or if they are disorientated. Ornate earrings, rings, and bracelets are out of place in a professional medical setting. **NO VISIBLE** body piercings, with the exception of the ears, **including but not limited to:** tongue; lip; eyebrow; cheeks. piercing. Tattoos must be covered.

Fingernails must be short and well-trimmed as to not cause damage to the patient or equipment. No nail polish whatsoever. **ACRYLIC NAILS ARE NOT PERMITTED IN THE CLINICAL SETTING.** They can harbor pathogens, and pose a risk to vulnerable patients.

Policy: NAME TAGS – STUDENT IDENTIFICATION

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. In addition to the school photo ID students need to purchase from the College Bookstore a NCCC student name pin and wear it to each clinical assignment.

Policy: CONFIDENTIALITY

Under applicable state and federal laws (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.

Policy: PROFESSIONAL RESPONSIBILITY and ATTENDANCE

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. Students who miss 2 clinical sessions in a semester will have a 5% reduction in their final grade for that course.

Punctual attendance during all assigned clinical education courses is mandatory for continued progression in the program. Clinical time is required to demonstrate and ensure competency. Excessive absenteeism will hinder clinical competency and, thus, must be considered in the student's grade and may result in dismissal from the program. Students must attend assigned clinical rotations. **NO EXCEPTIONS.** When unable to report for a clinical assignment, students are to personally notify their clinical instructor (not a secretary, night nurse or other nurse or student) unless instructed otherwise. Failure to do so may lead to disciplinary counseling.

Policy: BEREAVEMENT LEAVE

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

Policy: DRUG AND ALCOHOL USE / 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 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 an illegal 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 will be encountered in the professional arena.

Purpose:

This policy is in addition to the College Policy on Alcohol and Other Drugs, located in the college catalog. 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 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: marijuana, hashish, cocaine, heroin, methamphetamine, or phencyclidine (PCP).

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.

Policy: DRUG AND ALCOHOL USE / TESTING (cont.)

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: INCLEMENT WEATHER

Students attending a clinical rotation must attend clinical unless the college is closed. Keep in touch with your clinical instructor as to 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:

Internet:

www.nccc.edu
www.wptz.com

Television:

WPTZ Channel 5

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)

Policy: STUDENT LIABILITY INSURANCE

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

One affordable option for professional liability insurance is the Nurses Service Organization, www.nso.com; OR type in "student nurse professional liability insurance" into a search engine, and choose from one of the companies listed.

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 Health Records Officer.

Please note:

- You should maintain personal copies of all 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.

Policy: CPR FOR HEALTHCARE PROVIDER

All students enrolled in the Nursing programs must be certified in CPR or BLS For Healthcare Providers in the areas of adult, child and infant and use of AED. Proof of certification must be provided to the Records Office.

It is important for the student to understand that CPR certification is **mandatory** when in the clinical setting. CPR certification must be continuously maintained, meaning, a new CPR card with the new expiration date must be submitted to the Records Office 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 clinicals. Students are responsible for maintaining validity.

Please note:

- It is YOUR responsibility to contact the records officer 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. We further suggest that you have these documents available during your clinical experiences for possible examination by appropriate clinical site personnel.

Policy: INCIDENT / INJURY REPORTS

During the clinical assignment, 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 is to be followed in the event of any injury or incident.

If a clinical site incident / injury report is filed, a copy is to be forwarded to the program director.

Please note:

- We strongly urge you to maintain personal copies of all 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.

Policy: CLINICAL GRADE

Clinical grades are pass / fail. They are based on clinical assignments, attendance, timeliness and competency of skills. See the clinical evaluation form for further detail. If you do not pass clinical, you will be dismissed from the program.

**NORTH COUNTRY COMMUNITY COLLEGE – NURSING PROGRAM
COUNSELING FORM**

Name _____ Campus / Clinical Site _____ Date _____

This report should be completed by the clinical instructor as soon as any of the following misconduct(s) is (are) known and the program's clinical coordinator should be notified.

Group 1

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

_____ Plagiarism or any identified academic dishonesty.

_____ 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.

Group 2

_____ Lack of appropriate level of performance following documented discussion with faculty and/or clinical staff 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.

_____ Any clinical **and/or** class absence. Failure to personally notify your clinical instructor (or clinical site designee) **and/or** course instructor prior to the absence. There will be no changing of clinical sites.

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

_____ Smoking in restricted areas.

_____ 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.

_____ Failure to follow program policies regarding direct or indirect supervision while providing nursing care.

_____ 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).

_____ Bereavement leave up to 3 days.

Instructor: Please indicate which type of report this is:

Group 1

_____ Dismissal from program

Group 2

_____ 1st Report: Written warning and counseling.

_____ 2nd Report: Written warning and counseling; 5 point deduction from final course grade.

_____ 3rd Report: Failing final course grade and program dismissal.

APPENDIX A

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:

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 All breaches of confidentiality should be reported to the local supervisor

BREACH: (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

APPENDIX B:

Pinning Ceremonies



Pinning Ceremonies

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.

Each campus will have their own pinning ceremony that will include both LPN and RN students. The ceremonies will be held after the completion of final exams and prior to graduation. Each ceremony will be designed by student representatives and faculty on each campus.

The dress code for the ceremony follows the requirements for dress in the clinical area with the notable exception that all students will wear white tops and bottoms.

The pinning of each student will be pinned by performed by a full-time faculty member or adjunct nursing instructor.

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

Costs associated with the ceremonies are to be met with funds from each campuses nursing club(s).

APPENDIX C:

Travel Acknowledgment



NORTH COUNTRY COMMUNITY COLLEGE
NURSING PROGRAMS

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 75 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.

Statement of Understanding

Print Name

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, 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 which 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.

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 ID

STUDENT'S SIGNATURE