



Nursing Student Handbook

August 2025- August 2026

for the Associate Degree in Nursing





Dear Jefferson Community College Nursing Students,

Welcome to the Jefferson Community College Nursing Program! It is with immense pride and enthusiasm that I extend a warm welcome to each of you as you begin or continue your journey toward becoming a professional nurse.

Nursing is more than a career, it is a calling rooted in compassion, critical thinking, and a commitment to lifelong learning. As you enter this rigorous and rewarding program, know that you are joining a community of dedicated faculty, staff, and peers who are here to support your academic and personal growth every step of the way.

Our program is designed to challenge and inspire you. Through a combination of classroom instruction, hands-on laboratory experiences, and clinical practice in diverse healthcare settings, you will develop the knowledge, skills, and confidence needed to provide safe, ethical, and patient-centered care.

We understand that the path to becoming a nurse is demanding, but it is also incredibly fulfilling. I encourage you to take full advantage of the resources available: your instructors, the Nursing Success Coach, simulation labs, and your fellow students. Remember, you are not alone on this journey.

As you don your white coat and step into your role as a student nurse, embrace the responsibility and privilege that comes with it. Uphold the values of integrity, respect, and professionalism in all that you do. Your dedication today will shape the nurse you become tomorrow.

On behalf of the entire nursing faculty and staff, we wish you a successful and transformative academic year. We are honored to be part of your journey and look forward to celebrating your achievements along the way.

With warm regards,

-JCC Nursing Faculty and Staff

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Registration And Accreditation

Registered by the New York State Board for Nursing

New York State Education Department, Office of the Professions

State Education Building – 2nd Floor, Albany, New York 12234

(518) 474-3817

www.op.nysed.gov/home.html



Accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

<https://www.acenursing.org>



Jefferson Community College is accredited by the Middle States Commission on Higher Education

1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801

(267) 284-5011

www.msche.org



This handbook is prepared by the faculty and staff in the JCC Nursing Program for students who are currently enrolled in the Nursing, AAS degree program. It is designed to accompany the Jefferson Community College Catalog, and the Jefferson Community College Student Handbook. Students are responsible for the information, requirements, and policies contained within this Nursing Student Handbook, as well as for the information contained within the College Catalog and Student Handbook.

Jefferson Community College Nursing Program Purpose and Philosophy

Purpose

The purpose of the Associate Degree Nursing Program at Jefferson Community College is to provide a curriculum that includes liberal arts, science, and nursing education courses which will prepare graduate nurses to practice as associate degree nurses upon successful completion of the National Council Licensing Examination (NCLEX) for Registered Nurses.

Mission

The Nursing Department of Jefferson Community College is committed to providing communities with excellent, caring, professional nurses at the associate degree level. Our graduates will be prepared to engage in critical thinking, interdisciplinary collaboration, and building community relationships. The graduate nurses of JCC will be recognized for their high-quality dedication to the profession of nursing.

Vision

The Nursing Department of Jefferson Community College will be an exemplar of excellence among Associate Degree Nursing Programs.

Philosophy

The philosophy of the Nursing Program reflects the overall mission and goals of Jefferson Community College. The nursing faculty seeks to prepare its students to practice holistic, evidence-based nursing care for patients across the life span in an increasingly complex and rapidly changing health care environment. The nursing graduate will be prepared to function collaboratively as a member of the interdisciplinary health care team.

The faculty believe nursing is the art and science of caring for individuals, their families, and the community. To be prepared to deliver quality care, the nurse must possess a strong scientific background, engage in critical thinking, have knowledge of sociocultural theory, and practice therapeutic communication. Because the profession of nursing is an evolving, dynamic environment, students and graduates will need to engage in lifelong learning.

Nursing Program Contact List

Donna Stevenson AVP of the School of STEM, Health Professions & Business

• 2-120B 315-786-2323 dstevenson@sunyjefferson.edu

Kady Hoistion Director of Nursing

• 5-211B 315-786-2322 khoistion@sunyjefferson.edu

Jodi Pierce Associate Professor of Nursing

• 5-211C 315-786-2324 jpierce1@sunyjefferson.edu

Jane Rounds Assistant Professor of Nursing

• 5-211E 315-786-6540 jrounds@sunyjefferson.edu

Amy Ernst Lecturer of Nursing

• 5-211E 315-775-0391 aernst@sunyjefferson.edu

Nora Kruger Lecturer of Nursing

• 5-211D 315-786 -2516 nkruger@sunyjefferson.edu

Sandra Middlestate Clinical and Simulation Lab Coordinator

• 5-211D 315-786-6578 smiddlestate@sunyjefferson.edu

Bili jo Gokey Nursing Success Coach

• 5-205 315-786-2340 bgokey@sunyjefferson.edu

Valerie Slate Nursing Lab Coordinator

• 5-208 315-786-6536 vslate@sunyjefferson.edu

Nursing Office

• 5-211 315-786-2319 nursing@sunyjefferson.edu

Campus Security Safety & Security

• 15-140 315-786-2222 security@sunyjefferson.edu

Student Accommodations and Testing Center

• 15-137 315-786-2288 Studentsuccessservices@sunyjefferson.edu accommodations@sunyjefferson.edu

Non-Discrimination and Equal Opportunity Policies

Jefferson Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants, or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

Reviewed and updated: 3/90, 6/90, 6/93, 8/94, 8/95, 8/96, 6/97, 6/08, 5/12, 4/13, 4/14, 5/15, 4/16, 12/16, 12/17, 7/18, 7/19, 8/20, 5/21, 7/22, 8/23, 6/24, 7/25

Equal Opportunity is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis: Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participate in an WIA Title I-financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted or have access to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program activity.

What to Do If You Believe You Have Experience Discrimination

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Margaret LaVancha

Executive Director of Human Resources

Affirmative Action Officer

(315) 786-2279

Jefferson Community College 1220 Coffeen Street, Watertown, NY 13601

Civil Rights Center

U.S. Department of Labor

200 Constitution Avenue, NW, Room N-4123, Washington, DC 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action. Reference: 29 CFR Part 37.30

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits faculty or advisors from giving the following information about students in person to anyone other than the student, or over the telephone to anyone, including the student: GPA, grades, student schedules or attendance, information on probationary status, financial information, and number of transfer hours.

Title IX and Sexual Misconduct Policies - Student Complaint and Grievance Procedures

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Programs and activities which may be included are: admissions, recruitment, financial aid, academic programs, athletics, housing, and employment. Title IX also protects male and female students from unlawful sexual harassment in college programs and activities.

Contact Information

For information, counseling, or to file a complaint of discrimination or harassment on the basis of sex, which includes sexual violence, sexual assault, and sexual harassment, contact our Title IX Coordinator:

Gabrielle M. Thompson

McVean, Office 4-100

(315) 786-6561

Statement of Civility and Procedure

Per the Jefferson Community College Catalog, Jefferson Community College believes that all persons should be extended civility and respect, regardless of factors such as opinion/view, institutional role, race, religion, ethnicity, disability, gender, sexual orientation, or age. Teaching and learning are the focus of Jefferson Community College. Accordingly, the College is committed to creating and maintaining positive learning and working environments both in and out of the academic classroom. While it is understood that disagreement will and should occur in a college setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption/ disorder and a climate of civility are important institutional values.

The student will demonstrate respect in both words and actions toward the patients, patients' families, instructors, peers, and staff, in classroom, clinical, and community settings, including social media sites. The student will verbalize positive statements about the profession of nursing and the JCC Nursing Program. Any statement which may cause harm or injury to another or to the College, will be grounds for dismissal. Students are entitled to due process as outlined in Jefferson Community College's Code of Conduct. Reviewed 4/2014, 7/19, 8/20, 5/21, 7/22, 8/23, 8/25; Revised 5/15

Student Government Activities, Military Obligations and Jury Duty

Students attending Student Government sanctioned functions, Student Nurses Association, Military Obligations, and/or Jury Duty will be allowed to make up clinical, and laboratory time without penalty. It is the responsibility of the student to arrange the make-up time. The make-up time must be completed before the event or within one (1) week of returning from the event.

Nursing Department: May 2014; Revised: 10/17, 7/22; Reviewed: 7/19, 8/20, 5/21, 8/23, 8/25

Professional Accountability

Being accountable means a student must accept responsibility for his/her actions. It also means that a student must accept the consequences that occur as a result of those actions. As a healthcare professional, the student is accountable to themselves, their patients, the Nursing Program, their peers, and to the nursing profession. Accountability as a professional nurse makes the nursing student more effective and respected. Therefore, Jefferson Community College nursing students are expected to always demonstrate professional accountability.

Academic Honesty

Nursing students are expected to follow an ethical code of conduct consistent with policies of the College and Nursing Program as well as the nursing profession. Each student is responsible for his/her own learning. The awarding of a college degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to the society. Any type of dishonesty in securing those credentials therefore invites serious sanctions.

Academic dishonesty includes but it is not limited to plagiarism, cheating, and theft. Students must also follow the Copyright Act. Taking photos/screenshots of electronic resources and/or textbook materials violates copyright laws. Disciplinary action against those who have violated the College's Academic Honesty Policy is included in the College's Academic Honesty Policy.

Confidentiality Statement

The student understands and agrees that any information that the student sees, reads, or hears concerning a patient's diagnosis, treatment, or condition while in the student role at Jefferson Community College is to be strictly confidential. They also understand that any information the student obtains regarding accounting,

payroll, billing, or personal issues is to be kept in strict confidence. The student is not to discuss any confidential patient or family information except in private conferences with their instructor, or in pre- and post- clinical conference, class, and laboratory settings. The student is not to talk about anything the student saw or heard in clinical that another person could infer who is being talked about. The student is not to divulge this restricted information to anyone not employed at their assigned clinical site or to any employee who is not authorized to receive this information. The student understands that a breach of this confidence will result in dismissal from the Nursing Program at Jefferson Community College.

Inclement Weather Policy

The College President is responsible for announcing class cancellations or delays via local media in a timely fashion. Students should listen for such announcements on local TV and radio stations, as well as the college website and social media sites and via the SUNY NY Alert system. The SUNY NY Alert system automatically alerts students of closings due to weather or unforeseen circumstances. All students are automatically enrolled in this system. Additionally, if there is any doubt about the cancellation or delay of classes, students can call the College's Weatherline at 315-786-6565 for a pre-recorded message on the status of the College.

Any scheduled nursing courses (lecture, lab, or clinical) that may be affected by inclement weather or other College closures or delays will be rescheduled by the respective instructor or course coordinator in a timely manner. Communication of the required make-up schedule(s) will be delivered via LMS and/or College email within one week of the cancellation.

Smoking Policy

The purpose of the smoking policy is to establish guidelines for smoking by students enrolled in the Nursing Program while in class, lab, and clinical agencies. Tobacco use/vaping by students is not permitted on or around the premises of any clinical site at any time. While on campus, students are expected to adhere to the Jefferson Community College Smoking Policy.

Criminal Conviction Policy

Any student charged with or convicted of a crime before or after admittance to the Nursing AAS degree program must discuss his/her situation individually and confidentially with the Director of Nursing to assess his/her chances of eventual licensure as a registered nurse/nurse practitioner and the proper procedure to report his/her situation to the State Education Department.

In addition, some clinical agencies affiliated with the Nursing AAS degree program require background checks before allowing them to participate in clinical activities. Agency requirements are subject to change without notice. If a background check prohibits participation at certain clinical sites, the student may be unable to successfully complete clinical course requirements. Inability to successfully complete clinical course requirements will result in failure of the clinical course and dismissal from the Nursing Program.

Licensure- Moral Character

Eligibility for licensure for those students in nursing who have been convicted of a crime (felony or misdemeanor) or have charges pending in any state or country will be determined by the following process in New York State:

When a nursing student completes an application for licensure and first registration as a licensed practical nurse or registered professional nurse, questions are asked about conviction of a crime and pending charges. These questions appear on the application form. If the answers to these questions are in the affirmative, there is an automatic referral to the New York State Education Office of Professional Discipline and the case is assigned to an investigator. Depending upon the results of the investigation the case may not require a hearing.

Nursing Department 5/19/90; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23, 8/25

Communication with the Nursing Program

Nursing faculty may be contacted by telephone or JCC email. Please include the following information when corresponding with faculty via JCC email or telephone: your name, your J#, current course enrollment, and a professional written or verbal message. Responses to emails and voicemails will be made as timely as possible, at least within 72 hours, with exceptions of when the campus is closed. Often, faculty may be able to respond more quickly, but due to other teaching responsibilities, it may take up to 72 hours. Students should wait until the completion of the 72 hours prior to contacting another instructor.

Students should expect communication by Brightspace JCC Nursing Program Homepage and through Jefferson Community College email for class announcements, study materials, and communication needing student follow-up. Students are responsible for checking their Brightspace and JCC email.

Nursing Course Descriptions

NUR 111: Nursing 1- Basic Needs

Nursing 111 is an introduction to nursing practice where novice nursing students are taught objective attributes. This course provides rules to guide the performance of the students in beginning data collection. The student will begin to recognize the patterns of data collection through situational experiences. The nursing process is introduced, and patient care situations focus on the assessment phase and nursing diagnosis. Communication theory and the development of the nurse-patient relationship are introduced. This foundation will provide novice nursing students with both the cognitive and psychomotor skills required for subsequent nursing courses.

NUR 112A: Maternal and Newborn Health

Nursing 112A builds upon the nursing theory and skills learned in Nursing 111. Performance improves after the novice has experience coping with real situations. More sophisticated rules guide the student as they focus on the childbearing family. The advanced beginner is encouraged to consider more objective facts as they concentrate on wellness in addition to psychosocial needs. The nursing process is used to assist families to an optimal level of wellness. Communication skills are demonstrated through purposeful interactions and principles of health teaching are put into practice.

NUR 112B: Medical-Surgical 1

Nursing 112B builds on the nursing theory and skills learned in Nursing 111. Performance improves after the novice has experience coping with real situations. More sophisticated rules guide the students as they focus on patients undergoing surgery, patients with problems with mobility, as well as multiple health concerns. The advanced beginner is encouraged to consider more objective facts as they focus on health restoration and promotion. The nursing process is used to assist individuals and families to an optimal level of health. Communication skills are demonstrated through purposeful interactions and principles of health teaching are put into practice.

NUR 212: Pharmacology

The course focuses on major drug categories, their action, pharmacokinetics, use, and compatibility. It incorporates the physiology of body systems necessary to understanding how drugs work in the body. Nursing implications for drug therapy will be stressed.

NUR 231A: Medical-Surgical 2

NUR 231A builds on the nursing theory and skills previously learned. Performance improves after the advanced beginner has experience coping with more complex real situations. Previously learned concepts are expanded and guide the student as they focus on patients with endocrine, nutrition, elimination, and psychosocial responses leading to illness of an acute/chronic nature. The competent student begins to develop a plan of care based on the considerable conscious, abstract, analytic contemplations of the problem and begins to achieve efficiency and organization. The student develops long term goals for

patients expanding the attributes of current to future situations. Principles of health teaching are integrated, and more complex technical skills are developed.

NUR 231B: Psychosocial Nursing

NUR 231B Psychosocial Nursing provides students with an expansion of application in the use of the nursing process to treat people with actual or potential mental health problems or psychiatric disorders. Students continue to promote and foster health and safety; assist people to regain or improve their coping abilities, maximize strengths, and prevent further disability. Focus on nursing care which promotes and supports the emotional, mental, and social well-being of the patient and family while experiencing stressful events as well as patients with acute or chronic mental illness. Nursing 231B builds on theory and skills previously learned. The performance of the competent nursing student is to establish a perspective, and the plan of care is based on considerable conscious, abstract, analytical contemplation of the problem. Emphasis is placed on the use of communication skills to aid in establishing a therapeutic relationship in purposeful interactions and basic group processes. The nursing process, with its related skills of observation, communication, and health teaching as the basis of nursing practice, continues to be presented. Psychological changes and stages of psycho-social development of children, adolescents, mature and aging adults are taught.

NUR 232: Medical-Surgical 3

NUR 232: Medical/Surgical III provides the proficient nursing students with more complex patients. This allows the student to utilize previously learned aspects and apply those to more critically ill patients. NUR 232 focuses on nursing care requirements in response to patients with complex respiratory, cardiac, mobility, neurological, genitourinary, sensory perception, and communication issues from infancy to senescence. The proficient student nurse learns from experience what typical events to expect in a given situation and how plans need to be modified in response to these events. Students are able to prioritize, analyze, plan, and evaluate patient responses. The use of case studies enhances their ability to grasp situations and share situations where they felt successful and thought their interventions made a difference. Principles of rehabilitation and health teaching are integrated throughout the course. The student has the opportunity to function in a leadership role, collaborate with the health care team, and use the nursing process in providing care to individuals and groups of patients. Beginning management and organizational skills learned in Nursing 234 are applied in the management component of clinical.

NUR 234: Seminar in Nursing

Nursing 234 Seminar in Nursing, is a capstone course which allows nursing students to qualitatively explore issues related to morality, ethics, legal responsibilities, legislative concerns, nursing research, and educational development. Students write their own contracts which allow them to explore aspects of the profession. An expert student nurse no longer relies on concrete rules to complete his or her understanding of the situation to an appropriate action.

Refer to the Nursing curriculum plan for additional degree requirements and refer to individual course syllabi for additional course information.

End Of Program Student Learning Outcomes

Upon completion of the Associate Degree Program in Nursing, the graduate will be able to:

1. Practice concepts of learned attributes to care for patients at all developmental levels.
2. Utilize the nursing process to meet the caring needs of individuals experiencing an illness or loss/dysfunction.
3. Utilize effective communication skills when interacting with health team members, patients, families, and peers.
4. Demonstrate competency in performing technical skills for patients.
5. Practice as a team member in collaboration with other health team members.
6. Create an environment for health teaching for individuals seeking to restore balance.
7. Maintain ethical, legal, and professional responsibilities within the Registered Nurse scope of practice.
8. Utilize theories and concepts of science, liberal arts, and nursing to provide holistic care.

Nursing Program 4/22; Reviewed 8/23, 8/25

Technology

Laptop and Technology Requirements

Students entering this program are required to purchase or lease a computer laptop for in-classroom and home use. Computers are an integral part of all course instruction within the Nursing A.A.S. program. Please review the College's recommendations for computer purchases or check with the Helpdesk to ensure you purchase a computer that will be able to run any specialized software or textbook add-ons. Class materials are offered in multiple formats: Microsoft Word, PowerPoint, and Excel. Google Chrome is the recommended browser for ATI Learning System.

Note: some technology such as Chromebook, iPads, and tablets are good for Internet access or to access cloud applications and storage but are not able to run specialized software required for classes, some textbook add-ons, and will not meet the needs of a nursing student. Both a camera and a microphone (internal or external) are required.

All courses will use the College's Learning Management Portal. Courses that each student is registered for will be populated in Brightspace at the beginning of the semester. You will be required to log into the computerized course management system from the SUNY Jefferson Website (www.sunyjefferson.edu – Brightspace Learn) with your Cannoneer user code and personal password to view course requirements, access announcements, access learning materials, submit assignments and evaluations, and view your grades. You can access the computerized course management system from anywhere as long as you have a computer and Internet connection that meets the technical requirements. If you do not have a personal computer at home, you can use one of the free access computer labs at SUNY Jefferson. All students are responsible for information posted on the computerized course management system and should review announcements, assignments, and email on a regular basis.

Cell Phone and Electronic Devices Policy

The purpose of the Cell Phone and Electronic Devices Policy is to establish guidelines for the use of cell phones and other electronic devices by students enrolled in the Nursing Program while in class, lab, and clinical agencies. Tape recorders, smart phones, cameras, and other recording devices are not to be used in the clinical setting for recording identifiable patient data. Additionally, recording devices are not permitted in preconference, post conference, or other patient care conferences. Violation of the cell phone and electric devices policy will result in disciplinary action by faculty, up to, and including, dismissal from the program.

Recording of classes, labs, and simulations are NOT permitted without receiving permission from each individual instructor. If permitted, these recordings can only be for personal use and cannot be shared or placed on the internet or any social network, etc. Failure to follow this policy may lead to dismissal from the program.

1. All cell phones and smart watches utilized by students must be turned off during classroom and lab settings.
2. Cell phones or any electronic device that allows communication between students and others will not be used or visible during quizzes or exams in classroom and lab settings. Use of a cell phone or any device that allows communication between students and others during exams or quizzes will be dealt with

according to the Jefferson Community College and Nursing Program Academic Honesty Policy regarding cheating.

3. Students may use cell phones during their break, in designated areas, in compliance set forth by each clinical agency.

4. Faculty may be contacted by phone or email when classes are in session, during faculty work hours, and during clinical hours, to notify faculty of an emergency, and when given explicit permission by the individual faculty member. Individual faculty will provide instructions to nursing students regarding specific contact information. Students are not allowed to text faculty.

Students will be responsible for reading and understanding the above Jefferson Community College Nursing Department Cell Phone and Electronic Devices Policy. The student realizes that failure to adhere to the above policies will result in disciplinary action in accordance with stated policies of the Nursing Program and Jefferson Community College.

Nursing Department 4/2018; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23, 8/25

Nursing Ceremonies and Traditions

White Coat Ceremony

The White Coat Ceremony is for the welcoming of new students to the Nursing Program. During the White Coat Ceremony, students are robed with their first white lab coats, the traditional dress of nursing professionals. Student participation in the White Coat Ceremony affirms their commitment to a profession of caring and compassion using the knowledge and skills necessary to care for all in need.

Pinning Ceremony

The Nursing Program holds a Pinning Ceremony after the Spring semesters. Students who are successful at completing all program requirements are eligible to attend the Pinning Ceremony. The Pinning Ceremony is a tradition in nursing as a rite of passage from student to professional nurses. The Ceremony is held before graduation and before the last day of submitting grades. Students are encouraged to attend the Ceremony; however, participation does not indicate that the student has passed all nursing Courses.

Student Clubs and Organizations

Nursing Student Opportunities

All JCC nursing students have the opportunity to become involved in numerous clubs and activities offered on campus. The nursing faculty strongly encourages nursing students to actively participate in the Student Nurses Association (SNA) and in the Student Government Association (SGA).

Student Nurses Association (SNA)

The club's mission is to promote/expand visibility and growth of the nursing profession, as well as to promote high personal standards among nursing students.

Class Representative

Each cohort will elect a class representative(s). The purpose of student representatives(s) is to enhance communication of class concerns, issues, and requests to the Nursing department Faculty. Qualifications

include sufficient interest and time to handle the demands of the position. The class representative(s) position includes:

- › Working with nursing faculty in program development and evaluation via input from cohort members
- › Attending faculty meetings to present class concerns and discuss current issues.
- › Representing the Nursing Program at college events

Library

The JCC Library exists to empower members of the JCC community to succeed in their academic pursuits and personal aspirations. In an inclusive, comfortable environment, the library offers high quality resources and assistance from a supportive, student-centered staff. Instruction, both formal and informal, empowers our student patrons to think critically about information and to access it easily and ethically.

Scholarships

All students are encouraged to apply for academic scholarships through the Jefferson Community College Foundation and Alumni Association. There are several nursing specific scholarships available. To apply, visit the college's Scholarship homepage and click on the orange button that reads "Apply for Foundation Scholarships." This is a general scholarship application. The Foundation and Alumni Association works with other offices on campus to align students with the scholarships that best meet their needs. The nursing scholarship opportunities (included in the general application) can be viewed at the Jefferson Faculty Student Association

Parking

The following Campus parking rules apply:

- › Students should not park in those areas reserved for staff and visitors at any time. It is of particular importance that the visitors' parking area be kept clear of vehicles.
- › There shall be no parking in those areas designated as service and freight entrances.
- › All traffic signs and markings located on the campus are to be followed.
- › All vehicles will be parked within the marked spaces.

Enforcement Policy

Tickets may be issued for violations of campus regulations. Offenders are subject to a fine of \$25.00 or \$50.00 for handicapped parking violations. Student violators may be subject to disciplinary action for repeated violations.

Tickets must be presented at the Financial Services and Student Records Office within five working days with payment. In addition, a \$2.00 late fee will be charged for failure to appear within the time limit. Students have the right to appeal tickets before the director of Campus Safety & Security and the V.P. for Administration and Finance, if necessary.

Clinical Site Parking

- › Students must park in designated parking spaces assigned by the clinical site for students.
- › Some clinical sites do not have designated parking; students may have to park in visitor parking; students may have to pay a fee for parking.

Safety and Security

AVAILABLE 24 HOURS A DAY Contact: (315) 786-2222

The Campus Safety and Security is comprised of officers who are trained and licensed security professionals. Security officers are responsible for assisting with first aid, personal safety, CPR, AED, fire & traffic safety, crime prevention, emergency notification, lectures on assorted topics, and documenting incidents that occur on campus.

JCC security officers and college officials have the authority to ask people for identification and to determine whether individuals have lawful business on campus. Additionally, they have the authority to issue parking tickets, which are payable to Jefferson Community College Financial Services. Criminal incidents are referred to the police agencies that have authority on campus:

New York State Police: (315) 782-2112

Jefferson County Sheriff's Department: (315) 786-2700 or 9-1-1

Watertown Police Department: (315) 786-2601 or 9-1-1

Abilities and Skills Required for Nursing

The following abilities and skills are essential for a student to be successful in the Nursing Program and to become employed as a registered nurse. The student is required to meet these essential functions/skills with or without reasonable accommodation.

The student must:

- › Lift and carry a minimum of 25 pounds unassisted.
 - › Sit, bend, reach and/or walk and stand for the workday with one 30-minute meal break.
 - › Push and pull a patient using appropriate body mechanics and/or with moving devices.
 - › Illustrate visual and auditory acuity with or without adaptive devices to complete such assessments including heart and lung sounds and inspection.
 - › Possess dexterity to successfully manipulate and utilize supplies and equipment such as syringes, dressings, suctioning equipment, oxygen equipment, and assistive devices.
 - › Safely lift and transfer patients from stretcher to bed (vice versa) or bed to wheelchair (vice versa) using minimum and maximum assistive techniques.
 - › Possess the ability to express oneself verbally and in the written word and illustrate good interpersonal skills.
 - › Possess the ability to successfully calculate mathematical medication problems relevant to clinical situations and appropriately prepare and administer these medications safely.
 - › Be able to work in a fast-paced, potentially stressful environment: (a) School: handle stresses of an intense nature in the classroom, laboratory, or clinical setting, (b) Work: possess the flexibility to adjust and react to rapid changes in patient status.
 - › Maintain a grade of "C" (69.5) or better in nursing courses and science courses.
- Nursing Department 5/22/97; Reviewed 4/22/20, 8/20, 5/21 7/22, 8/23, 8/25; Revised 5/9/16, 6/19.

Program Materials and Supplies Required for Purchase

- › ATI Course Materials- These must be purchased from the bookstore on campus.
- › Electronic Device for Coursework- A laptop, iPad, or tablet. Chromebooks are not compatible with all of the Nursing Program learning systems.
- › Clinical Uniform Requirement- Brand: Healing Hands Color: Wine
 - Female: Top: #2500; Pants: #9560
 - Male: Top: #2590; Pants: #95910
 - A short white lab coat
- › Skills Laboratory Uniform Requirement- Scrubs of any color or style
- › Two JCC Nursing Student patches. The 2 patches must be purchased from the bookstore.
- › Footwear- White ONLY Shoes. Shoes must have white rubber soles, closed heel, and closed toe. White socks that must cover the ankle.
- › Clinical Name Tag- Must be white with black letters and a plain name tag holder for JCC ID.
 - Name tag Line 1: First name + last initial (e.g., George J.); Line 2: JCC Nursing Student.
- › A wristwatch with a second hand
- › Bandage scissors
- › Pen light
- › Quality Stethoscope
- › Manual blood pressure cuff
- › Black permanent marker
- › Black ink pen
- › Small notebook (fits in scrub pocket
- › Small supply bag (Max size: 15" x 11" x 6.3").

Student Services

Academic Support

The Nursing Department at Jefferson Community College has established interventions to support students in need of additional academic support and appropriately remediate knowledge deficits. JCC is committed to providing support to students' academic success while enrolled in the Nursing Program and will utilize a Nursing Success Coach. Students who are experiencing academic difficulty or have a handbook infraction must complete an Academic Success Plan (ASP) and review it with the Success Coach and others depending on participation. This plan can be initiated by either the student or a faculty member.

Cannoneer Nursing Success Center (CNSC)

The center is for students to practice skills that they have already learned during the skills lab. The CNSC will be open with hours that accommodate nursing student needs with supervision from the Nursing Success Coach, Faculty, staff, or student workers. Students do not need to schedule an appointment. A supervisor will always be present within the center to assist students to succeed with any topic related topic.

Please note: The availability of the center may change at any time. Students are responsible for checking the JCC Nursing Homepage on Brightspace and their JCC email for announcements regarding the center.

Simulation Center

The simulation center is a learning center where nursing students gain real-world experience in a controlled clinical setting. The simulation center houses low to high-fidelity manikins that allow the students to practice their knowledge and skills with life-like manikins in a controlled and safe environment.

Nursing Success Coach

Role of the Nursing Success Coach (NSC)

The role of a Nursing Success Coach (NSC) is to provide personalized academic and professional support to nursing students, helping them succeed in a rigorous and demanding program. The reasons for meeting with the NSC are varied and may include some of the following: stress management tools, study and organizational skills, food and life insecurity, difficulties with communication, lab/clinical skill development, test-taking strategies, low grades or poor assignments, late assignments, specific nursing skills, and others.

Benefits of Having a Nursing Success Coach

Academic Support

- › Study Plans
- › Time Management
- › Test Preparation

Emotional Support

- › Encouragement
- › Stress Management
- › Accountability Partner

Career Development

- › Goal Setting
- › Professional Skills
- › Networking

Program Navigation

- › Goal Setting
- › Policy Guidance
- › Early Intervention

Referral Process

- › Self-referral procedures for students: Students are encouraged to take the initiative in seeking support from the Nursing Success Coach through self-referrals. Students can reach out to the NSC directly via email or visit during office hours.
- › Faculty referral procedure: Faculty members play a crucial role in identifying students who may benefit from the support of the NSC. Upon identifying at-risk or struggling students, faculty members will schedule a meeting with the at-risk student to explain the referral's purpose and benefits and complete the referral form. After the referral form is completed, the student must contact the NSC within 1 week to schedule a time to meet. If the NSC does not hear from the students within 1 week the NSC will notify the faculty.

Documenting, Reporting, and Confidentiality

- › All interactions and interventions are documented while upholding the principles of confidentiality. These records are maintained to monitor progress, track interventions, and provide data for role improvement. The NSC ensures that these records are securely stored and accessible only to authorized individuals.
- › All interactions between the NSC, students, and faculty members are treated with confidentiality. If the student has made a self-referral to the NSC, then they must provide consent for the NSC to share the information with the faculty members. If the faculty member has provided the referral, then the NSC will be providing some reports to the faculty member who referred the student for services.
- › The NSC may need to break confidentiality if there is reason to believe that the student is at risk of harming themselves or others. In this circumstance, the NSC will be responding accordingly given the interventions needed, whether it be reaching out to the students' emergency contact, other personnel at JCC, or outside resources.

The Nursing Program offers the student supportive services that are provided by the Nursing Success Coach for program and academic success. Our mission is to improve and enhance the lives of nursing

students by offering a caring and supportive team of nursing professionals to assist in overcoming barriers to successful program completion.

The Nursing Success Coach is responsible for the help of nursing students, of all levels, in the curriculum, reach their individualized goals in their nursing careers. The Nursing Success Coach is committed to help caring and concerned individuals. They offer positive and supportive outreach to nursing students in various areas of academic, personal, or social development. The JCC Nursing Program provides an academic development program aimed at supporting students as they matriculate through the Nursing Program.

Coaching includes but is not limited to: role modeling to enhance social and ethical standing, acting as a resource and upholding JCC Nursing Department policies, understanding strategies to increase academic performance, individual discussions to provide a supportive atmosphere and keep the line of communication open, providing constructive feedback.

Attendance Policy and Requirements

Students are expected to attend all scheduled lectures, labs, and clinicals, as scheduled. Only extenuating circumstances will be considered for absences. All extenuating circumstances require supportive documentation (i.e., medical notes) and are required to be made up. Examples of acceptable extenuating circumstances include illness, unexpected childcare conflicts, death in the family, family emergency, unsafe travel conditions outside of the NY Alert area. Submission of supportive documentation is due within 48 hours of absence related to the extenuating circumstance.

Students are required to complete assignments at the appointed time in order to meet the student learning outcomes of the course.

Mandatory Orientation for Freshmen Students

The Jefferson Community College Nursing Program sets mandatory orientation for first-year nursing students to obtain all necessary information such as, but not limited to, program expectations, schedules, clinical clearance, financial aid information, uniforms, purchase of electronic software, course materials, etc. The student must attend the mandatory orientation.

Lecture

Attendance will be taken in every lecture and records maintained to comply with institutional requirements. As a demonstration of professionalism, students are expected to be on time for every class. Students are expected to return on time from scheduled class breaks and to remain in class as scheduled for the entirety. It is the student's responsibility to notify the instructor of tardiness or absence from lecture. If a student misses a lecture session, it is the student's responsibility to get the class notes. A student who misses three days of lecture will be placed on an Academic Success Plan (ASP). Failure to meet goals outlined in the success plan will result in withdrawal or failure of the course.

Skills Lab

A tardy student will be given a verbal warning for the first offense. Any subsequent offenses will follow the nursing department's remediation policy.

If a student misses a skills lab, the student is responsible for making up the lab through pre-arrangement with the nursing Lab Coordinator. It is the responsibility of the student to make arrangements within one week for a skills lab make-up. Failure to make up a lab will result in the student receiving an "incomplete" grade in that nursing course. The incomplete work must be completed before the student can progress to the next nursing course.

The "Lab Make-up Documentation" form is the only acceptable evidence that an excused lab session has been made up. Lecture grades will be withheld until the form is received by the appropriate indicated person. If this document is not submitted to the appropriate indicated person (Lab Coordinator) by the date indicated on the form, the student will not meet the requirements of the course.

Simulation Lab and Clinical

A tardy student will be given a verbal warning for the first offense. Any subsequent offenses will follow the nursing department's remediation policy.

Students must contact the clinical instructor if they are tardy or absent from clinical at least 60 minutes PRIOR to the start of the clinical. Students must contact the pre-brief facilitator and the Lab Coordinator if they are tardy or absent from simulation lab prior to the start of the scheduled pre-brief time. If a student fails to notify the clinical instructor for a missed clinical or pre-brief facilitator and Lab Coordinator for a missed simulation lab, the student will receive a verbal warning for professional accountability and be placed on an ASP. If the behavior continues, remediation will follow in accordance with the nursing department's remediation policy.

In the case of tardiness or absence due to an extenuating circumstance, the student is responsible for arranging clinical make-up hours with the Clinical and Simulation Coordinator. The "Clinical Make-up Documentation" form is the only acceptable evidence that an excused clinical has been made up. In the case of tardiness or absence due to an extenuating circumstance, the student is responsible for arranging simulation make-up hours with the Lab Coordinator. The "Lab Make-up Documentation" form is the only acceptable evidence that an excused simulation lab has been made up. Lecture grades will be withheld until the form is received by the appropriate indicated person. If this document is not submitted to the appropriate indicated person (Clinical and Simulation Coordinator or Lab Coordinator) by the date indicated on the form, the student will not meet the requirements of the course.

There will be ONE designated mandatory date for all make-up clinicals per course. The date will be scheduled on the course calendar and/or master nursing calendar.

If a student is unable to attend clinical or simulation lab due to physical injury, the student must contact the Clinical and Simulation Coordinator prior to the scheduled clinical day. Upon return the student must present a medical clearance form completed by his/her primary care provider.

Students are responsible for their own transportation to and from clinical facilities. Failure to complete the required clinical hours will result in clinical failure of the course. The student will receive an F grade for the course.

Nursing Department: 5/93, 12/96, Reviewed 04/22/2014, 7/19, 8/20, 5/21, 7/22, 8/23, 1/25, 8/25

Grading Policy

JCC Grading Policy

All students are encouraged to achieve their highest potential by acquiring knowledge and developing skills that lead to success both in the classroom and in the workplace. Academic progress is measured by the students' mastery of the course as demonstrated by their ability to write clearly and accurately, discuss, compute, analyze, and draw logical conclusions among concepts. All students are expected to abide by the College Attendance Policy, complete all assignments and examinations thoroughly and on time, and participate thoughtfully and constructively in class discussions. Please refer to the College's Grading Policy and Academic Progress Policy.

Nursing Department Grading Policy

1. The course grade is a composite of lecture and lab/clinical components. For each required nursing course (NUR 111, 112A, NUR 112B, NUR 212, NUR 231A, NUR 231B, NUR 232, NUR 234) grades will be calculated to the nearest tenth throughout the semester. The final grade is determined by the evaluation criteria established in the Departmental Standards Course Outline (syllabus); recorded to the nearest hundredth. This is consistent with the College's Grading Policy:

- 89.5 – 100 equals a grade of A
- 84.5 – 89.4 equals a grade of B+
- 79.5 – 84.4 equals a grade of B
- 74.5 – 79.4 equals a grade of C+
- 69.5 – 74.4 equals a grade of C
- 64.5 – 69.4 equals a grade of D+
- 59.5 – 64.4 equals a grade of D
- 58.5 and below equals a grade of F.

Nursing Department 1/94, 10/29/07, 5/10; Nursing Curriculum 2/94, 10/29/07, 5/3/10; Academic Affairs 4/18; Reviewed: 5/19, 8/20 7/22, 8/23, 8/25; Revised 5/21

2. Clinical and lab components are satisfactory/unsatisfactory. A clinical failure results in a failure of the course. Students must pass lecture, lab, and clinical to progress. If a student repeats a course, lecture, lab, and clinical must be taken.

Clinical Evaluation

Students can expect to be coached through the clinical judgement process by their instructor each clinical and lab session. Students are expected to arrive at the clinical and lab sites on time and prepared. Preparation will be determined according to the course learning outcomes. The lecture, lab, and clinical course components work together to maximize the learning environment and provide opportunities for application and synthesis of skills and knowledge. Clinical evaluation includes skills and simulation lab evaluations and is based upon written behavioral objectives, rubrics, and skills testing.

Students will be evaluated weekly, at mid-term, and at the end of the course. Weekly evaluations include an individual meeting with the clinical instructor, utilizing a rubric to evaluate clinical judgement. The mid-term and final clinical evaluation include individual assessment utilizing the clinical progress assessment tool. Each criterion on the clinical progress assessment is evaluated as satisfactory (S) or unsatisfactory (U).

On the mid-term clinical evaluation, if a student receives a U grade in any area, the student will receive a midterm grade of D regardless of the level of achievement in lecture. If the student receives a NI, needs improvement, mid-term it is to identify an area the student needs to improve on, so they end the semester with a satisfactory grade. To achieve satisfactory in clinical performance, the student must satisfactorily meet all stated clinical criteria by the final evaluation in order to progress to the next nursing course and/or to graduate.

Final clinical grades will be satisfactory or unsatisfactory. Students must achieve a satisfactory final clinical evaluation to receive a passing grade in each nursing course. An unsatisfactory final clinical evaluation indicates a final course grade of F regardless of the level of achievement in lecture.

Nursing Department: Revised 4/18/16, 11/17, 8/20, 8/23, 8/25; Reviewed: 7/19, 5/21, 7/22

Nursing Course Requirements

A minimum grade of C (69.5) is required in each nursing course (NUR 111, 112A, NUR 112B, NUR 212, NUR 231A, NUR 231B, NUR 232, NUR 234) in order to progress in the nursing curriculum or to graduate.

Nursing Department: 6/17/92; Revised: 6/97, 5/21; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23, 8/25

Nursing students are also required to achieve a C or better in each required science and math course (BIO 202, 251, BIO 252, MTH 174).

Nursing Department: Revised: 8/25; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23

Transfer Students

Students wishing to transfer from another Nursing Program to Jefferson Community College's Nursing Program must complete all pre-requisites, complete the application process, and be accepted/matriculated into the program. The JCC Nursing Program does not accept Nursing courses for transfer credit from other institutions.

Nursing Department: 4/24/06; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23, 8/25

Time Limit on Coursework

Once matriculated into the Nursing Program, a student has four (4) years to complete the program requirements.

There is a seven (7) year limit for required science courses. For science courses taken more than seven (7) years prior to the start date of the Nursing Program, the student must demonstrate current competency (if applicable) or repeat the course.

Nursing Curriculum Committee 12/92, 5/5/10; Nursing Department 2/93, 3/93, 5/14/10, 7/19; Science Division 2/92, 3/93, 8/10; Academic Affairs 4/93, 10/10; Reviewed: 8/20, 5/21, 7/22, 8/23, 8/25

Nursing Lecture Guidelines and Procedures

Recording of Lectures

Recording of classes or labs is NOT permitted without receiving permission from each individual instructor. Students must ask permission to record prior to the start of the class. With approval, these recordings can only be for personal use and cannot be shared or placed on the internet or any social network, etc. Failure to follow this policy may lead to dismissal from the program. ADA accommodation will be honored. Revised: 8/20; Reviewed: 5/21, 7/22, 8/23, 8/25

Artificial Intelligence

The use of artificial intelligence (AI) in the lecture, lab, and clinical setting will be at the discretion of the instructor. If AI will be utilized in the course setting, expectations about the use of it will be indicated in the course syllabus.

Testing And Test Administration Guidelines

Examination Requirements

All nursing students are expected to take examinations as scheduled. If the student arrives late, the nursing student will be allowed to take the examination, providing no student has finished the examination and has left the room. Extra time will NOT be granted, and the student will be expected to hand in the examination at the termination of the scheduled time.

- › All belongings-including books, papers, reference or study materials, student calculators, cell phones, hats/baseball caps, smart devices including watches, food, and drink-must be deposited at the front of the room before the exam. Students in possession of any of these items during the exam will receive a zero on the exam.
- › Electronic devices must be turned OFF.
- › Students requiring assistance must obtain it from the instructor. Communication between students during an exam is strictly prohibited. If this occurs both students will receive a zero on the exam and be reported to administration for violation of the Academic Integrity Policy.
- › No earphones, ear buds, or headsets may be worn during the exam. Disposable foam ear plugs are allowed to be worn to reduce noise distraction.
- › Students will be seated at a minimum of every other seat from each other, if possible.
- › There may be more than one version of the exam given. The content and question format will remain the same for all versions.
- › It will be at the instructor/proctor discretion if a student needs to leave the room.

Timing of Exams

Exams will be timed to assist students with time management and to prepare for the standardized and licensing exams, which are also timed.

Exams may be reviewed for two weeks after exam grades are given to students. Students must make an appointment with faculty to review their exam during office hours. After that time, exams will not be available for review.

Final exams may only be reviewed with permission from individual faculty. The nursing course materials are required for each student for each course in each semester. Each student will be allowed to use “scrap

paper” during quizzes and exams that will be provided for them. The student must apply their name to the top of the paper and at the completion of the exam, the “scrap paper” must be returned to the faculty.

Revised: 8/20, 8/23, 8/25; Reviewed: 5/21,7/22

Final Examination Requirement

All nursing students are expected to take final examinations as scheduled.

Exam Make-up Requirement

The student must request a make-up exam in writing and state the reason, including documentation for the need to use a make-up exam. The lecture instructor will approve or disapprove a student’s written, documented request for a make-up examination. The lecture instructor will provide additional information to the student regarding the proctoring of the make-up examination. The examination must be completed prior to the student returning to clinical.

Students absent due to Student Government Activities, Student Nurses Association activities, Military Obligations or Jury Duty will be provided with the opportunity to make-up exams. It is the responsibility of the student to arrange the make-up times, which must be completed before the next class, clinical or laboratory.

Item Analysis Procedure

The faculty designs exam questions to the content objective being taught. The faculty will review the results of all exams statistically to determine the appropriateness of each question. All completed exams undergo an item analysis. Final assessment grades will not be posted to the LMS until this process is completed.

Test Policy

At the beginning of the course, students will receive clear criteria in the syllabus/department standard for the grading and weight of each test. Students are to be informed at the beginning of the semester of all testing dates and times and notified in writing or via LMS of any changes to the exam schedule. Students will utilize ATI for the administration of all assessments (quizzes and exams). Students must utilize their own laptop. Students with testing accommodation may take their exam in the Collaborative Learning Center under the supervision of the Testing Center.

- › Unit exams and final exams will total 100 points.
- › Official assessment grades will be posted in the LMS grade center.
- › All multiple-choice questions will have four answer options (a, b, c, d). Multiple choice questions on unit exams are worth 2 points each and, multiple choice questions on final exams are worth 1 point each.
- › All exams will include item-types (question styles) and partial scoring that is in accordance with NCSBN (National Council of State Boards of Nursing) for the NCLEX exam.
- › All questions will be weighed at zero. The item types will be scored as follows:
 - › 0/1 scoring: multiple choice (MC), matrix MC, multiple response selects, drop-down close, drag and drop close, bowtie item, dosage calc, ordered response.
 - › +/- scoring: select all that apply, highlight items, highlight table, matrix multiple response, multiple response grouping.
 - › Rationale scoring: drop-down rationale, drag and drop rationale.

Quiz Policy

- Quizzes will be announced, and the dates included in the course syllabus.
- The faculty of the course have the flexibility to make the decision of how many quizzes will be given during the course and the format of those quizzes. The number of quizzes to be given and the number of dropped quizzes will be at the discretion of the instructor and clearly stated in the course syllabus for each course. There may be more than one version of the quiz given. The content and question format will remain the same for all versions.
- Students who miss a quiz due to extenuating circumstances may take the quiz with appropriate documentation supporting the absence. Students away on Military, Student Nurses Association, Student Government business, or Jury Duty may take the quiz as scheduled with faculty. No other absences will be acceptable for making up missed quizzes.

Nursing Program Reviewed 4/22, 8/25; Revised 8/23

Assessment Technologies Institute (ATI)

ATI is a comprehensive package designed to assist students in learning and applying the complex information needed to provide safe, effective patient care. The comprehensive ATI review program offers students a comprehensive, assessment-driven review program designed to enhance student NCLEX success. ATI provides multiple assessments and remediation activities. These include assessment indicators for academic success, critical thinking ability, and learning styles. Additionally, online tutorials, practice assessments, and proctored assessments are provided and span major content areas in nursing. These ATI tools, in combination with the Nursing Program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement coursework and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

ATI offers unique tutorials designed to teach nursing students how to think like a nurse, take a nursing assessment and make sound clinical decisions. Learning System 3.0 offers practice quizzes in specific nursing content areas, allowing students to apply valuable learning tools from Nurse Logic. With Learning System 3.0, students can assess their knowledge through pre-set quizzes, build customized quizzes that focus on specific categories, or test their category-specific comprehension in an adaptive quizzing environment.

The Content Mastery Series Assessments (CMS) provide essential data regarding a student's mastery of concepts concerning specific nursing content areas. Students can use Practice and standardized proctored assessments, and these may be scheduled during Course. These assessments will help students identify what they know and areas requiring remediation.

All matriculated nursing students are required to purchase the Jefferson Community College Nursing Department's custom ATI bundle each semester. This bundle contains all of the course materials for the Nursing Program (with the exception of program supplies).

Integrated Assessment Policy

Each NUR course will include both practice and proctored assessments delivered through the ATI platform.

Practice Assessments

- › ATI Practice Assessments will open at the beginning of the course (8-hour lockout in between attempts).
- › The grade report of the Focused Review Post Assessment is the ticket into the ATI Proctored Assessment. This report is due by the date indicated by the instructor for all students in the course. This date is to be at least one week prior to the Scheduled ATI Proctored Assessment. Therefore, the ATI Practice Assessment(s) and focused review are to be completed prior to sitting for the scheduled ATI Proctored Assessment.
- › Rationales will be turned off prior to the Practice Assessment completion deadline. Rationales will be turned on one week prior to the scheduled Proctored Assessment date.
- › A minimum of one hour of focused review is required (remediation).
- › NUR 111, 212, 232, 234 will require two ATI Practice Assessments (Practice A and Practice B), with subsequent remediation and Focused Review Post Assessment.
- › NUR 112A, 112B, 231A, 231B will require one ATI Practice Assessment (Practice B), with subsequent remediation and Focused Review Post Assessment.

Proctored Assessments

ATI Proctored assessments will be given during the scheduled lecture time. Students must bring their own laptop to the lecture. The ATI Proctored Assessment will be scheduled during lecture after 90% of the lecture material has been covered. The Proctored assessment will be scheduled in the course calendar.

Remediation

Required for all Practice Assessments. The students will:

- › Complete a minimum of one hour of focused review.
- › Complete the Focused Review Post Assessment
- › The Focused Review Post Assessment grade report must be submitted by the deadline indicated by the lecture instructor in order to be permitted to take the Proctored Assessment.

Course evaluation of the Proctored Assessment is included in the course departmental standard, located in the course manual/ and or Brightspace course page.

Nursing Department: 5/19; Revised: 8/19, 12/20; Reviewed: 5/21, 7/22, 8/23, 8/25

Integrated Assessment Grading Rubric

ATI PRACTICE ASSESSMENT	
0 points	
Complete Practice Assessment A Remediation: Minimum 1-hour Focused Review on initial attempt* Completion of Focused Review Post Assessment-provided grade report as ticket into proctored test	Complete Practice Assessment B (for 14-week courses) Remediation: • Minimum 1-hour Focused Review on initial attempt* Completion of Focused Review Post Assessment-provided grade report as ticket into proctored test

STANDARDIZED ATI PROCTORED ASSESSMENT			
Level 3 = 10 points	Level 2 = 8.5 points	Level 1 = 7 points	Below Level 1 = 5.5 points
	<ul style="list-style-type: none"> No Remediation Required 	<ul style="list-style-type: none"> No Remediation Required 	<ul style="list-style-type: none"> No Remediation Required
10/10 points (100%)	8.5/10 points (85%)	7/10 points (70%)	5.5/10 points (55%)

** The student's focused review materials are created based upon the questions the student missed. Students' test scores are considered when assigning time to spend in remediation, as a higher score means less focused review materials will be available. **

Nursing Mathematics/ Dosage Calculations

Accurate dosage calculation is a requirement of professional nursing practice and essential for safe and competent nursing care. To ensure progressive learning in nursing courses, dosage calculation questions are included in each laboratory assignment, selected tests and quizzes, and final exams.

Clinical Guidelines and Expectations

Protection of Patient and Student Safety

Electronic Devices Tape recorders, smart phones, cameras, and other recording devices are not to be used in the clinical setting for recording identifiable patient data. Additionally, recording devices are not permitted in preconference, post conference, or other patient care conferences.

Students may access patient records only as directed by the clinical faculty. While participating in clinicals, students must only use their student ID/credentials; students who are also employed at the clinical facility they are participating in clinicals; must not use their employee ID/credentials to access any locked doors or computer systems or to access patient records may result in immediate dismissal from the program. Any unauthorized use as stated above will be considered a violation and is subject to disciplinary action and up to dismissal from the program.

Students must practice within their scope (the level of knowledge and skills permitted by the student's current level in the program), and under the direct supervision of an RN. Students must always maintain patient confidentiality. Students must have direct supervision of all nursing procedures and medication administration. Clinical instructors/assigned RN will supervise all medication administration and nursing skills. Violation of basic medication administration principles, including but not limited to checking identification/ allergies and applying the rights of medication administration, may initiate immediate removal from the clinical setting and subsequent discipline.

Clinical Behavior Requirements

The students will:

1. Demonstrate continuity of care through the responsible preparation, implementation, and documentation of the nursing care of patients.
2. Be respectful of all individuals (patient, patient's family, health team *members*, and self) according to the Patient's Bill of Rights, the American Nurses Association (ANA) Standards of Care, standards of nursing performance, and the ANA Code of Ethics for Nurses.
3. Behave in a professional manner at all times.
4. Follow the dress code, presenting professional attire and behavior during clinical and when obtaining clinical assignments.
5. Refrain from smoking while in uniform. NO smoking on or around the clinical agency premises.
7. Be punctual in reporting to or leaving the clinical agency; contacts the clinical instructor promptly upon any tardiness or absence due to extenuating circumstances.
8. Adhere to time allotted for lunch (30 minutes) and breaks. Report to the faculty and appropriate personnel when leaving for lunch/breaks or at the end of the clinical.
9. Not chew gum while on clinical unit.
10. Refrain from congregating at the desk area and in the hallways.
11. Park only in designated areas at the clinical agency.
12. Not carry a cell phone or any electronic recording device while on the clinical units.
13. Report to the Nursing Program Director of Nursing prior to the next scheduled class, lab, or clinical if arrested or convicted of a felony or a misdemeanor.

14. Report any changes in health status to the Nursing Program Nursing Success Coach to the next scheduled class, lab, or clinical.
15. Apply the clinical judgement measurement model for assigned patients according to clinical agency requirements, unit procedures, and nursing protocol.
16. Demonstrate caring for the patient's well-being.
17. Maintain a quiet, therapeutic environment.
18. Be adaptable to changing circumstances in the clinical area.
19. Provide safe and effective nursing care.
 - a. Check for updated orders at the beginning of day and throughout the day and implement accordingly.
 - b. Organize time, work in an organized manner, and get care completed on time. (Any student who does not complete patient care in a timely manner jeopardizes the patient's safety.)
 - c. Continually check patient safety and comfort needs throughout the clinical day.
 - d. Question situations in which principles of nursing are violated.
20. Safely and effectively implement all procedures and treatments.
 - a. Practice and review procedures and treatments prior to clinical.
 - b. Determine basic care needs and safely perform all procedures without being reminded (examples: turning, I&O, ROM, VS, or skin care).
 - c. Follow clinical agencies and departmental policies with all procedures and treatments. Perform patient care within the requirements of the Nursing Program, and the clinical agency.
 - d. Display confidence and composure when carrying out procedures and treatments.
 - e. Show respect for privacy needs.
21. Safely and effectively administer medications following the JCC Medication Administration Procedure.
22. Arrive to clinical prepared with all required clinical supplies (i.e. stethoscope).
23. Document information accurately, concisely, completely, legibly, and in a timely manner.
 - a. Document on appropriate forms without being reminded.
 - b. Consult faculty when charting abnormal assessment findings.
 - c. Demonstrate neatness and organization of charting: using correct terminology, phraseology, and spelling.
 - d. Follow agency requirements regarding documentation, both written and electronic, and correct errors in charting according to agency requirement.
24. Use effective communication skills which demonstrate respect for human dignity toward peers, faculty, and health team members.
 - a. Demonstrate appropriate verbal and non-verbal behaviors in patient/family care.
 - b. Avoid saying or doing anything that could cause undue anxiety for the patient or family.
 - c. Communicate as needed with other health care providers in planning or carrying out the plan of care.
 - d. Inform the faculty and staff nurse immediately regarding any changes in patients' condition or when any problem is encountered.
 - e. Be pleasant and courteous during all interactions, using therapeutic communication techniques.
25. Evaluate self-performance.
 - a. Objectively assess self-performance.
 - b. Set your own goals and objectives and strive to attain them.
 - c. Identify your own strengths and weaknesses.
 - d. Immediately acknowledge and report mistakes and take actions to correct them with guidance of clinical instructor.
 - e. Accept constructive criticism without making excuses for behaviors.

- f. Assume responsibility for your own actions; know limitations and when to seek guidance.
- 26. Demonstrate appropriate action when notified of emergency signals in accordance with each clinical agency.
- 27. Update CPR, immunizations, and TB test yearly per Nursing Department requirements. Initiate and perform CPR correctly and safely when necessary.
- 28. Practice within the legal and ethical framework of nursing and be accountable for his/her nursing practice.
- 29. Maintain confidentiality related to patient information and follow HIPAA laws and the ANA Code of Ethics for Nurses.
- 30. Show respect for patient and family at all times.
- 31. Practice within the boundaries of the Nurse Practice Act of the State of New York, the clinical course competencies, ADN Program requirements, Jefferson Community College requirements, and the requirements and procedures of the health care agencies.

**** Compliance with this Clinical Behavior Requirement is required throughout the entire enrollment in the Nursing Program. Non-compliance with this requirement will result in disciplinary action up to, and including, dismissal from the Nursing Program. ****

The Nursing Program reserves the right to dismiss a student for any clinical performance that is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient's family, or health team members in jeopardy.

Nursing Curriculum/Department January 17, 2014; Revised: 8/25; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23

Professional Conduct

The nursing faculty believe that standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the Nursing Program to always adhere to the standards. Students will practice within the boundaries of the Nursing Student Handbook and the policies and regulations of the assigned clinical healthcare agency.

There will be ZERO TOLERANCE for inappropriate and unprofessional behavior including but not limited to, outbursts of anger, use of vulgar or obscene language in any educational setting or menacing/threatening behavior will result in disciplinary action up to and including dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing. In the event of unprofessional conduct/ behavior, an ASP will be initiated to address the behavior and document the actions to be taken.

Specialty Clinical Scheduling

Clinical schedules will be made available to students as soon as possible. Please be aware that rotations are assigned to accommodate the required number of clinical hours. The student's personal convenience cannot always be accommodated, and schedules are subject to change at any time and with little notice.

It may be possible that clinical agencies cancel a clinical shift and/or rotation. If this occurs, every effort will be made to schedule a similar number of hours and clinical experience. A set minimum number of clinical hours are determined for each semester and must be completed to meet the clinical course requirement. Students must be prepared for all clinical experiences. If a student arrives to clinical unprepared, the clinical instructor may initiate the remediation process and/or an ASP.

Clinical Observation Experiences

Students assigned to clinical observation experiences may not provide any direct patient care without the supervision of an assigned resource nurse. Objectives and guidelines for each experience will be shared with students and nurses in the clinical setting.

Each student will have a clinical resource nurse assigned at the site who is a Registered Nurse for the observation experience. The resource nurse will:

1. Provide students with direction and guidance, and an orientation to the environment.
2. Act as a facilitator to assist students to meet objectives for the experience.
3. Serve as a resource for student questions.
4. Supervise patient care, medication administration, nursing skills.

Clinical Requirements

Health Insurance

Since JCC cannot assume responsibility for medical expenses incurred by students, students are financially responsible for any and all medical expenses incurred as a result of their participation in their course of study. This is true of all students; however, in a clinical setting, the opportunity for injury is greater.

It is very strongly recommended that all students purchase and maintain accident insurance. Uninsured students are encouraged to meet with a Health Insurance Navigator. Navigator information is available on the JCC website. Many students are eligible for free or low-cost health insurance. Students will be asked to sign a waiver acknowledging their fiscal responsibility for medical expenses incurred as a result of their participation in clinical and stating that they have been informed of the recommendation to purchase insurance. For further questions about health insurance, please contact the North Country Family Health Center.

Physical Examination

The New York State Department of Health, Regulation 405.3, requires a physical examination with annual reassessment for all people who have patient contact. All nursing students are required to have their physical examinations completed and on file with the Secretary to the Vice President for Academic Affairs no later than two weeks prior to their first clinical assignment. The office is located in Building 1. All students MUST be fully cleared with the secretary to the VP for Academic Affairs before the start of clinical rotations.

The JCC nursing student physical exam must include medical history and either a skin test OR an IGRA blood test for tuberculosis (TB). If the student has had one PPD and tested negative with no other indications, the students must complete the TB Screening Form and return to the Secretary to the VP for Academic Affairs.

If not previously placed on file with the health office, nursing student health exam records must also include proof of immunity to: MMR (measles, mumps, rubella); Tdap (tetanus, diphtheria, pertussis); Varicella; Hepatitis B (or signed declination); covid-19 vaccinations; and yearly influenza vaccination.

Immunization Requirements

New York State regulations require health care students to show proof of immunity to rubella (regardless of age), to measles, mumps, covid-19, and seasonal flu. Students must also comply with CDC recommendations and facility specific requirements for immunity to pertussis, Hepatitis B, and Varicella.

- › MMR immunity can be shown by two measles immunizations, one mumps immunization, and one rubella immunization, or by blood testing which shows antibody levels demonstrate full immunity to these diseases.
- › Hepatitis B immunity can be shown via complete three (3) part vaccine series or lab testing which shows immunity (or signed declination).
- › Varicella immunity can be shown via (2) varicella vaccinations (or lab test).
- › Immunity to pertussis can be shown by Tdap vaccination within 10 years.
- › NYS requires official documentation. Examples of official immunization records include military records, school health records, physician or clinical records, an immunization registry record, etc.
- › If the student is unable to provide proof of the immunizations above, they must obtain these immunizations and file the documents with the Secretary to the VP for Academic Affairs. Jefferson County Public Health Service(s), 531 Meade Street, Watertown, holds a weekly immunization clinic. Appointments must be scheduled online at www.jcphs.org.

Nursing Curriculum: 5/16/89, 7/19; Nursing Department: 5/19/89, 5/12, 7/19; Revised: 10/2/89, 6/91, 5/10, 7/19, 8/20; Reviewed: 5/21, 8/23, 8/25

Travel Requirements

Students are responsible for their own transportation to and from clinical facilities. Travel includes, but is not limited to: Watertown, Carthage, Lowville, Syracuse, Ogdensburg, Gouverneur, Cape Vincent. Car-pooling among students is strongly encouraged. The College does not provide transportation to clinical sites.

Role Identification

Students are permitted in the hospital in the role of "Nursing Student" only during the designated clinical rotation times. When not in the role of "Nursing Student," students assume the role of visitor and abide by hospital regulations. Uniforms, lab coats, or name tags should not be worn while the student is in the role of visitor.

Background Check Requirement

Jefferson Community College is obligated to comply with requirements set forth by agencies for on-site clinical training by those respective clinical agencies. Background checks will be completed by the agency utilizing the appropriate Statewide Central Register Database Check Form. The course faculty will initiate this.

Obtaining Clearance to Return to Clinical Area

It is part of the student's professional responsibility to make sure that they are in good health whenever in the clinical area. This is for the students' own protection as well as for others. If the student has had any illness, regardless of how minor it may seem, they must obtain clearance before going into the clinical area. Clearance can be obtained through the following steps:

- › If the student has seen their own physician, the physician must sign a statement indicating the student can return to the clinical area.
- › The student must bring the signed statement to the clinical nursing instructor.

Basic Life Support Competency

All students enrolled in the Nursing Program are required to successfully complete a basic life support course prior to entering NUR 111 and renew it annually. The Professional Rescuer CPR (BLS) course according to the criteria of the American Heart Association will meet this competency. Students are responsible for providing a copy of their current card to the Nursing Success Coach. The student is expected to demonstrate competency in basic life support by completing the American Heart Association course on an **annual** basis. The second course the student takes may be a renewal course.

Nursing Curriculum: 9/91, 5/19, Nursing Department: 9/91, 1994, 5/19, Revised: 6/97, 4/18/16, 5/19, 8/20; Reviewed: 5/21, 7/22, 8/23, 8/25

Clinical Dress Code/Clinical Uniform Requirements

Clinical Uniform Requirement

- › Any style scrub clothing is permitted. Uniform is to be laundered, clean, and pressed. Scrub pants must be hemmed 1 inch off the floor. Students may wear long sleeve shirts of solid color under their scrub top. No sweaters or hoodies will be allowed.
- › Students can wear lab coats or scrub jackets if needed.
- › Shoes and socks: Clean duty-type shoes and socks. No open-toed shoes, sandals, moccasins, or flip flops, clogs, or boots allowed.
- › Name pin and JCC student photo ID worn on the left.
- › A watch with a second hand, bandage scissors, an excellent quality stethoscope, penlight, black and red pens. Smart watches are not permitted.
- › Jewelry: Limited to a watch with a second hand and flat band ring. All other visible jewelry from piercings (tongue, nose, eyebrow, etc.) must be removed while in the laboratory setting and during professional sponsored activities.
- › Hair: Clean, neatly confined, out of face, and up off the uniform without ornaments. Only natural hair color permitted.
- › Beards and mustaches must be clean and neatly trimmed, no longer than 2 inches in length.
- › Makeup: Moderate makeup is acceptable.
- › Bathing and use of unscented deodorant is required. Strong odors such as perfume or after-shave lotion are not permitted.
- › Nails: Must be kept clean and short. Nail polish, including clear polish and artificial nails is not permitted.

Clinical Uniform Requirements and Participation as a Student Representative

- › JCC Nursing Uniform with JCC Student Nurse patch on the left sleeve. Uniform is to be laundered, clean, and pressed. Scrub pants must be hemmed 1 inch from the floor. Students may wear a white short sleeved V-neck or crew neck undershirt, and a white lab coat with JCC Student Nurse patch on left sleeve.
- › Shoes must be clean and plain white work-type shoes. No colored trim is allowed on footwear. Ankle-height white stockings or crew-type socks are to be worn at all times with footwear.
- › Name pin and JCC student photo ID worn on the left side of scrub top. Name pin: white background with black letters. First line: student name (first name, last initial). Second line: JCC Nursing Student. SUNY JCC card worn below name badge. Embellishments to name tag are not permitted.
- › An analog wristwatch with a second hand, bandage scissors, an excellent quality stethoscope, penlight, black pens, and a sharpie. NO Smart watches permitted.

- › Bathing and use of unscented deodorant is required. Strong odors such as perfume or scented lotion are not permitted.
- › Cell phone use is strictly prohibited in the clinical setting except in private areas designated by the facility.
- › Jewelry is limited to a flat band ring. All other visible jewelry from piercings (tongue, nose, eyebrow, etc.) must be removed while in the clinical setting and during professional sponsored activities.
- › Hair must be clean, neatly confined, out of face, and up off the uniform without ornaments. Only natural hair color permitted.
- › Beards and mustaches must be clean and neatly trimmed, no longer than 2 inches.
- › Moderate makeup is acceptable.
- › Nails: Must be kept clean and short. Nail polish, including clear polish and artificial nails is not permitted.
- › Students must abide by the clinical agency's requirement regarding body tattoos.

Failure to comply with the above uniform requirements will result in the initiation of the nursing department's remediation policy.

St. Lawrence Psychiatric Center

Students are required to wear street clothes that are appropriately comfortable and professional. No jeans, tight pants, or suggestive blouses are allowed. You are required to wear your name tag and SUNY JCC photo ID.

Operating room (NUR 112B, 112A, 232)

Students are required to wear the JCC uniform to the hospital and will then change into hospital attire (scrubs) as required by the clinical agency. The name badge and JCC student SUNY JCC photo ID are to be worn on the left side of scrubs.

Nursing Department: 9/94, 5/97, 8/04, 5/06, 5/07, 5/10, Reviewed 4/22/2014, 8/23; Revised 4/18/16, 12/16, 12/17, 6/19, 8/20, 5/21, 7/22, 8/23, 8/25

Skills Laboratory Experience

Nursing Laboratory Agreement

I understand that nursing labs are a component of my clinical and my attendance is mandatory. Failure to complete all nursing labs will result in a grade of unsatisfactory for clinical. I will be held to the same standards for nursing lab as in clinical.

- › If I am unable to attend my scheduled lab I will notify the Nursing Lab Coordinator as soon as possible via e-mail or phone to make arrangements to attend a different lab if one is available.
- › If there is no other lab available, I will contact the Nursing Lab Coordinator as soon as possible prior to the beginning of the lab to notify him/her of the absence. It is my responsibility to set up a time to meet with the Lab Coordinator to formulate a plan to make up the lab and meet the objectives of the missed lab.
- › There will be no children allowed in a scheduled lab class due to the need for active participation and the sensitive nature of some lab topics that may not be appropriate for children.
- › As a component of my professional accountability, I will come to lab with all supplies/texts as designated in each lab assignment in the lab manual and will have all written assignments ready to hand in at the beginning of lab.
- › Scrubs (any color/style) and clean, duty-type shoes are required for all scheduled skills lab classes (toe and heel coverage is required on the shoe). No clogs, open-toed shoes, sandals, high heels/wedges, moccasins, boots, or flip flops. Sneakers are preferred. Scrubs do not have to be the scrubs required for clinical. Solid colored long sleeve shirts may be worn under scrub top. A scrub/lab coat may be worn. NO hoodies or sweaters permitted.
- › Student utilizing open labs is highly recommended to ensure student success.
- › I have received contact information from my nursing lab instructor.
- › Failure to adhere to the Nursing Lab Outcomes will result in the initiation of the Nursing Remediation Policy.

Nursing Program 4/22; Reviewed 8/23; Revised 3/2024, 8/25

Skills Validation Policy

Clinical Nursing skills instruction helps students master more than 180 essential nursing skills to allow them to enter lab time more prepared and enter clinicals more confidently. Alignment with curriculum ensures consistency in skills techniques taught throughout the Nursing Program.

Skills Validation

The skills validation process will identify areas where students may need additional instruction or practice. Validation will prepare students for real-world clinical environments and licensure examinations. Each student will receive a checklist of clinical nursing skills that need to be completed per course and kept up to date to participate in clinical experiences.

Skills Validation Process

The purpose of this process is to provide consistency in the skills validation process across the Nursing curriculum.

Definitions-

Skills validation: the process of validating the competency of a specific skill or set of skills performed by a nursing student.

Skills checklist: step-by-step instructions provided by ATI for the successful completion of each skill. The checklist is a tool to guide student practice and to evaluate student performance.

Components:

- The specific skills that require validation for a nursing course are determined by the Clinical and Simulation Skills Lab Coordinator. These skills will be identified at the start of the course and posted on the course LMS page.
- The skills checklist will be posted on the course LMS page at the start of the course. The checklists may also be printed and distributed to students in the lab session(s).
- The skills will be assigned, introduced, practiced, and applied in scheduled skills lab and simulation lab sessions throughout the course. Following the scheduled session in which the skills are introduced, students are responsible for practicing the skills in the CNSC.
- When the student has sufficiently practiced a skill, they will take the following steps to validation.
 - The student will demonstrate competency of the skill first with another peer in their course. Using the skills checklist, the peer is responsible for determining that the student has demonstrated proficiency in the skill. If the peer determines that the student is proficient in the skill, the peer will sign the students' skills checklist.
 - Once validated with a peer, the student will schedule an appointment for skills validation in the CNSC with a nursing faculty, staff, or peer tutor. The student needs to present the peer-validated skills checklist to the faculty, staff, or peer tutor when validating.
 - If the student does not demonstrate proficiency during skills validation, both the student and the peer will receive a lab referral for additional skill practice.
- All required skills need to be validated by the deadline provided by the Clinical and Simulation Skills Lab Coordinator. Failure to validate skills by the deadline indicated will result in initiation of the Remediation Process.

Responsibilities-

Course Coordinator or Clinical and Simulation Skills Lab Coordinator: are responsible for posting the skills and skill checklists for each course, at the start of the course.

Nursing Success Coach: is responsible for creating and maintaining a spreadsheet for skills validation (and access to such) for each course. The Nursing Success Coach is also responsible for maintaining the Cannoneer Nursing Success Center hours, scheduling and training peer tutors in Cannoneer Nursing Success Center, tracking skills validation completion, and communicating this information to lab faculty.

Nursing faculty, staff, and peer tutors: are responsible for validating skills.

Students: are responsible for preparing for skills practice in skills lab, practicing skills in the Cannoneer Nursing Success Center following skills lab sessions, and scheduling skills validations by the indicated deadline. Students are also responsible for bringing their checklists with them to validate skills.

Students Peers: are responsible for demonstrating skills proficiency by evaluating other peers' skills. If a

student does not demonstrate proficiency, the peer is responsible for encouraging and/or assisting the student to continue practicing. Peers should not validate skills that have not demonstrated proficiency. Director of Nursing: is responsible for overseeing implementation and ensuring consistency across the program.

Skills Laboratory Policies and Procedures

Access to the laboratories is restricted to students registered in the course, and instructors/staff. No casual visitors or children are allowed in the laboratories without the permission of the faculty/staff.

Medication and Fluid Lab Safety:

1. Students will be instructed to practice and demonstrate only those skills for which they have had prior instruction and gained familiarity with content and proper procedure.
2. Students are expected to come to the laboratory prepared according to instruction from faculty.
3. At all times students should practice Standard precautions and safe techniques while learning in the skills labs.
4. When breaking ampules for practice, students should protect their fingers by using an ampule breaker then break the ampule in the opposite direction of their face.
5. Faculty/ Student Lab workers are to be present for assistance when needles are provided for practice of injections in the skills laboratories ONLY. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Negligent use of needles will result in disciplinary action. Students are to practice injections ONLY on the manikins or injection pads provided in the skills lab.
6. Students are never to recap used needles and must discard needles in the sharps disposal container provided in the skills lab. If you must recap (i.e., after preparation of medications to be administered) use the one-handed scoop technique.
7. Placebos (candy pieces, commercially prepared practi-med, and water) will be used for simulation or oral/topical medications. Old medicine bottles are labeled to use when simulating preparation of an actual medication order.
8. IV fluids and medications with expired dates may be used for practice and demonstration unless they are obviously contaminated. These fluids are NOT for internal use and for practice with manikins only.
9. Some products used in the Nursing lab contain latex. Report any suspected allergy to the instructor at the first lab meeting.

Electrical Safety:

1. Wet materials may not be used around electrical outlets or equipment.
2. Students should report any frayed electrical cords, cracked plugs, missing outlet covers, and any problems encountered while using electrical equipment to faculty/staff.
3. Electric beds shall be maintained in the lowest position.
4. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills lab.

Physical Safety:

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills. Students should use caution when practicing lifting skills and should not lift another student who is too heavy without aid.
2. Students practicing lifting techniques will not perform these procedures in an unsafe manner. Negligent behavior will result in disciplinary action.
3. Students should report any broken equipment parts immediately to faculty/staff.
4. The wheels of all equipment (wheelchairs, stretchers, and beds) are to be locked during practice and demonstration.

Injuries or Incidents:

1. Any incident occurring in the skills lab during school hours must be immediately reported to the faculty so that an accident report can be completed.
2. Emergency Reference Charts are located in every lab for reference in case of an emergency.
3. MSDS (Material Safety Data Sheets) are maintained and available upon request.
4. In case of a needle stick with possible exposure to blood or bodily fluids, refer to the
5. Campus Exposure Plan is located in the office of the Laboratory coordinator.

Spill Procedures:

1. Any breakage of thermometers resulting in spillage of mercury will be handled while wearing gloves and by placing the mercury in a closed bottle and then notifying the science lab supervisor or assistant.

Chemical Disposal:

1. Batteries used in skills lab equipment will be disposed of through the facilities office.

Revised 10/21; Reviewed 8/23, 8/25

Simulation Lab Policy

Simulation Center

The simulation center is a learning center where nursing students gain real-world experience in a controlled clinical setting. The simulation center houses low to high-fidelity manikins that allow students to practice their knowledge and skills with life-like manikins and standardized patients in a controlled and safe environment. Due to the value that simulation plays in promoting critical thinking and clinical reasoning, it is incorporated into every clinical course. Clinical judgment of students is harnessed. The center is equipped with realistic medical equipment to support student learning.

There are fully functioning patient rooms, electronic patient monitors, medication carts, crash carts, and a nurse's station to simulate a real hospital setting. Simulation is integrated throughout the nursing curriculum to complement classroom and clinical experiences, and aid in preparing students for competent practice. Each simulation scenario is designed to provide specific learning opportunities based on student learning outcomes for each course. During simulation experiences, nursing students take charge of patient care and work through scenarios to practice critical thinking, communication, assessment, delegation, and teamwork.

The JCC Nursing Department adopts The Basic Assumption:

"We believe that everyone participating in activities at Jefferson Community College is intelligent, capable, cares about doing their best and wants to improve."

Personnel Glossary- Simulation Lab

Facilitator- Trained faculty and staff that lead the pre-brief, scenario, and debrief

Clinical & Simulation Coordinator- Maintains Simulation Lab curriculum including learning outcomes, student lab assignments and materials, simulation schedule, simulation policies, faculty and student preparation and orientation

Lab Coordinator- Manages all equipment and supplies, maintains simulation center space, prepares simulation rooms, maintains patient charts and med carts, coordinates all sim lab make-ups

Simulation Process

There are three components to each simulation lab: pre-briefing, scenario, and debriefing.

Pre-briefing

Pre-briefing sets the stage for the simulated clinical experience. It is critical that students come to the pre-briefing session having completed all of the pre-simulation assignments as assigned. Pre-briefing provides the opportunity for an orientation to the simulation setting, manikins/simulators, roles, expected learning outcomes, and specifics of the scenario. Students are given time to ask questions and receive clarification on any aspect of the environment or the scenario.

Scenario

Students are expected to engage in the simulation scenario within the scope of practice appropriate to their level as student nurses, as if they were in a real clinical setting. They are encouraged to apply clinical judgment, collaborate effectively as a healthcare team, and make informed decisions to provide safe and compassionate patient care throughout the scenario.

Debriefing

In accordance with the INACSL Standards of Best Practice: Simulation Debriefing, all simulation-based learning experiences will include a planned debriefing session using reflective practices to ensure the best possible learning outcomes and improve future performance. It is the belief of the Nursing Program that debriefing is a critical component of the simulation lab. Debriefing provides immediate feedback after the simulated experience and is a reflective critical thinking analysis and communication tool for participants of the simulation exercise. Participants have time to reflect on their performance and receive constructive feedback from the facilitator and/or peers. Debriefings will be facilitated in a psychologically safe learning environment by facilitators who possess debriefing skills.

Confidentiality

The premise of simulation is to establish a safe learning environment where mistakes are seen as an opportunity for reflection and growth to improve patient care and outcomes in clinical practice. As such, each student is expected to maintain confidentiality and be respectful of their peers. Any and all activities including conversations that occur during the scenario or debriefing should not be discussed beyond the simulation environment with persons other than those present during the scenario. Please refer to the Simulation Contract, Confidentiality Agreement, and Fiction Contract.

Recordings

The simulation center uses video recordings of simulation activities for the purposes of instruction, reflection, and evaluation. Recordings of simulation activities will be used for educational purposes and will not be published without learner consent.

Conduct

Professional conduct and communication are always expected in the simulation center. Students will be participating in and observing others during simulation experiences. It is expected that all participants maintain a respectful learning environment. The simulation center should always be treated as a real clinical setting. We recognize the manikins are not real. However, all manikins and standardized patients should be treated as if they are actual patients. Cellular phones are not permitted to be used during simulation lab sessions. Please refer to the Simulation Lab Guidelines and the Simulation Contract, Confidentiality Agreement, and Fiction Contract.

Psychological Safety

The Nursing Program is committed to ensuring a psychologically safe and engaging learning environment. In the event of psychological concern or distress during any part of simulation lab experience, facilitators offer first-line support or assistance to students.

Scheduling

Each simulation lab session will be scheduled as such:

- Pre-brief: 60 minutes
- Scenario: 30 minutes
- Debrief: 90 minutes

Students will register for a pre-brief session for each course via SOAR. Students will then self-schedule for the scenario and debrief time (2-hour block) via Connect4Success (C4S). Instructions for C4S self-scheduling are posted on the Nursing Student Homepage on Brightspace. Students must only schedule for a scenario and debrief time (2-hour block) on the day that they are registered on SOAR for a pre-brief session. Failure to complete the entire pre-brief, scenario, and debrief as scheduled will result in a makeup simulation session that will include all three components. Scenario and debrief self-scheduling (2-hour time block) on C4S must be completed prior to the start of the scheduled pre-brief time.

Attendance

Attendance for all simulation labs is mandatory. Students are to report to the lab classroom (for pre-briefing) and the simulation center (for scenario) on time, as scheduled. Students will not be permitted into the pre-brief or the scenario after the session has begun. If a student arrives late for any component of the simulation experience, they will be required to make up all components of the simulation (pre-brief, scenario, and debrief) and the remediation process will be initiated or continued.

If a student misses a clinical simulation lab session due to an extenuating circumstance, the student is responsible for making up the lab through pre-arrangement with the nursing Lab Coordinator. It is the responsibility of the student to make arrangements within one week for a simulation lab make-up. Failure to make up a lab will result in the student receiving an “incomplete” grade in that nursing course. The incomplete work must be completed before the student can progress to the next nursing course.

The “Lab Make-up Documentation” form is the only acceptable evidence that an excused lab session or has been made up. Lecture grades will be withheld until the form is received by the appropriate indicated person. If this document is not submitted to the appropriate indicated person (Lab Coordinator) by the date indicated on the form, the student will not meet the requirements of the course.

If a student is tardy or absent from a simulation lab due to extenuating circumstances, the student must email the Lab Coordinator and pre-brief facilitator as soon as possible for notification.

Student Expectations- Simulation Lab

All students are required to review, receive clarification on, sign, and abide by the Simulation Laboratory Guidelines and Simulation Contract, Confidentiality Agreement, and Fiction Contract at the start of each course simulation lab session. As described in these documents, students are held accountable to the general guidelines, equipment care and maintenance, dress code, and code of conduct, as well as the contracts and agreements for each sim lab session. Failure to comply with the guidelines, contracts, and agreements will result in the inability to participate in required simulation labs and therefore, the inability to meet the course requirements.

Simulation lab expected behaviors are outlined in the Simulation Laboratory Guidelines and include:

- All pre-simulation assignments are completed prior to the start of the pre-brief session.

- Students will arrive on time for all scheduled simulation lab sessions. Students arriving late to any simulation lab session will not be allowed to continue with the lab and the remediation process and procedure described below will be followed.
- For simulation lab sessions, students are expected to follow clinical uniform requirements.
- All students will participate actively in simulation lab. Participation in the simulation center should replicate clinical behavior and actions. Participation in pre-brief and debrief should be reflective, thoughtful, respectful, honest, and should provide constructive feedback.
- Cell phone use is prohibited during all simulation lab sessions.
- Facilitators reserve the right to refuse admittance to any individuals that are 1) unprepared for simulation 2) are disruptive to the learning environment.
- Students are expected to follow universal precautions while participating in the simulation center.
- Students are required to bring a charged laptop to all simulation lab sessions.

Preparation

The required pre-simulation assignments will be posted on the corresponding Brightspace course site. Students must have the pre-simulation assignments completed prior to the pre-brief. Pre-simulation assignments will include, but are not limited to:

- Review of the “learner brief” or “patient report”
- Review of the patient chart (chart or EHR)
- Review of the simulation orientation materials (videos, written instructions, etc.)
- Review the simulation lab expectations as indicated in the Nursing Student Handbook
- Completion of the simulation database

Students are expected to utilize the simulation database to engage in the pre-brief discussion, to reference during the scenario, to reflect on during the debrief, and to submit to the facilitator at the conclusion of the debriefing. If a student would like to reference their simulation database after the simulation lab, they will schedule an appointment with the facilitator to review it with them during office hours.

Dress Code

Students will follow the requirements for the clinical uniform and dress code for all scheduled simulation lab sessions.

Evaluation- Simulation Lab

Each student will be evaluated following each scheduled simulation lab session utilizing the Creighton Competency Evaluation Instrument (CCEI). The session facilitator will complete the CCEI evaluation and email it to the student and Clinical and Simulation Coordinator within 48 hours following the simulation lab debrief.

At the conclusion of all simulation lab requirements for a course, the average of the total scores for each simulation session will be determined. If the average falls above a 69.5%, the student receives a

satisfactory grade for simulation lab. If the average falls below a 69.5%, an ASP will be initiated for the student by the Clinical and Simulation Coordinator. Once the ASP outcomes are met, the student will receive a satisfactory grade for simulation lab. If the ASP outcomes are not met by the end of the term and the student has passed all other components of the course, the student will receive an incomplete grade for the course. If the outcomes of the ASP are not met within 90 days of the incomplete and the student has passed all other components of the course, the student may not progress in the program and will receive an overall grade of D in the course.

Students will be notified of their final simulation lab evaluation at their final clinical evaluation conference meeting with their clinical instructor.

Students will complete the Simulation Environment Evaluation (SEE) tool at the conclusion of each debrief and submit it to the Nursing Department secretary following completion. These evaluations are anonymous and will be used for quality improvement only.

Remediation- Simulation Lab

The CNSC and the Nursing Department have resources available to assist with remediation of students related to the simulation lab learning experience. Students may require remediation based on academic performance or due to conduct/behavior.

Academic remediation related to simulation lab, begins with a referral for an ASP by the facilitator or self-referral by the student. The Nursing Success Coach will follow up with the student in accordance with the ASP policy.

Students may be dismissed from simulation lab due to unpreparedness and/or poor conduct that affects the learning experience. Remediation related to dismissal, conduct, or behavior in simulation lab begins with the initiation or continuation of the Nursing Department remediation process. The facilitator will also initiate a referral for an ASP. The Nursing Success Coach will follow up with the student in accordance with the ASP policy. Additionally, the student will coordinate with the Lab Coordinator to schedule a make-up simulation lab.

Equipment Use in Laboratory Spaces

The equipment in the nursing Simulation Center, Skills Lab, and Cannoneer Nursing Success Center has been selected to increase student learning so care of equipment is expected. To maintain the proper function of the manikins/simulators and equipment, there are certain procedures to follow:

- › Do not mark on manikins/simulators with writing instruments (ex. sharpie, pen, pencil, etc.).
- › Do not poke manikins /simulators with sharp objects to prevent marking or tears of the skin. The manikins have designated areas that can be used for injections if needed.
- › If staining occurs, please contact the appropriate nursing faculty/staff immediately.
- › Before inserting chest tubes, urinary catheters, and airway tubes be sure to lubricate the path of the tubes following instructions from the lab faculty/staff.
- › No individuals are to be on or in the hospital bed.
- › Manikins/simulators are not to be moved unless done by trained personnel.
- › Do not use betadine on the manikins/simulators or task trainers.

Nursing Academic Success Plan Policy

Purpose

The purpose of this policy is to provide a structured framework to support nursing students who are experiencing academic challenges or at risk for such. The Academic Success Plan (ASP) aims to identify at-risk students early, provide targeted interventions, and promote academic achievement and progression in the Nursing Program.

Definitions

At-Risk Student: A student who has demonstrated academic difficulty in a course (i.e. course average, recognition of difficulty by the student, unsatisfactory performance, etc.), on an individual assessment(s) (i.e. exam, proctored assessment, etc.), and/or identified by an instructor as at-risk for successful completion of a course.

Academic Success Plan (ASP): A personalized plan developed collaboratively between the student, the Nursing Success Coach, and faculty/staff to address academic challenges and promote success.

Identification of At-Risk Students

Students may be identified as at-risk through:

- | | | |
|--|--|--|
| › Proctored Assessment Proficiency Level at or below Level 1 | › Staff/ Faculty referral based on performance/ behavior in lecture, lab classes or clinical | › Course grade average at 75 or below required by lecture faculty to review at mid-term. |
| › Exam grade at or below 70 | › Student self-referral | › Course failure or withdrawal. |
| › Cumulative GPA below "C" (69.5) | › Unsatisfactory performance in clinical or laboratory classes | |
| › Simulation Lab remediation | | |

Development of the Academic Success Plan

Once identified, the student will: Meet with the Nursing Success Coach within one week of identification.

Together they will collaboratively develop an ASP that includes:

- | | |
|---|--|
| › Academic goals | › Specific strategies for improvement (i.e., tutoring, time management deliverable/ assignment, open lab referral, Completion of ATI resources: study skills module, active learning templates, dynamic quizzing assignment, dosage calculation tutorial, Achieve modules, focused review, etc.) |
| › Required resources (i.e., counseling services, accommodations consultation, wrap around tutoring [non-nursing], etc.) | |
| › Timeline for progress evaluation | |
| › Follow-up meeting(s) with Nursing Success Coach | |

Components of the ASP

To ensure comprehensive support, students will be referred to one or more of the following services based on their individual needs:

- | | |
|---------------------------------------|---|
| › Academic Tutoring | › Accessibility and Disability Services |
| › Study Skills and Time Management | › Financial Aid and Scholarship |
| › Mental Health and Wellness Services | › Peer Mentoring |
| › Academic Advising | › Faculty Office Hours and Open Lab |
| › Simulation and Skills | |

Responsibilities of the Student

The student must actively participate in the ASP, attend all scheduled meetings, and utilize recommended resources. Participation in the ASP is collaborative and mandatory.

- › If a student does not complete the collaborative ASP as presented in the indicated timeline without communication with the Nursing Success Coach, the student will receive a Verbal Warning.
- › If the student has already received one or more Verbal Warnings, the student will receive a Coaching Plan in accordance with the Remediation Policy.
- › If the student is already in a Coaching Plan, the student will receive a Performance Improvement Plan in accordance with the Remediation Policy.

Nursing Remediation Policy

Student Remediation: Behavior Improvement Plans

It is the goal of the nursing faculty and staff to work closely with the students throughout the course of study in the Nursing Program and to provide ample opportunities to develop adequate levels of safe clinical skills, clinical knowledge, and clinical professionalism.

Occasionally, it is necessary for the nursing faculty and staff to apprise the students of specific areas for improvement which must be addressed and corrected. In these instances, an improvement plan will be initiated. Coaching and improvement plans will remain in effect for the length of the program. The specific plan for improvement will be based on the type of deficiency. Deficiencies in the areas of knowledge, clinical skills, and professional accountability will be remediated as follows:

First and Second occasions—Verbal Warning

- › This will include a verbal conversation with the faculty/staff and the students regarding the behavior. This will be documented in memo style and placed in the student's file. The student's other direct instructors will also be notified of the behavior and verbal warning.
- › If the behavior continues after the second verbal warning, a specific improvement plan (coaching plan) will be initiated.

Third occasion—Coaching Plan

- › If the behavior identified in the verbal warning continues, the faculty/staff in collaboration with the student will initiate a formal plan for improvement via a coaching plan. This plan will focus on improving the behavior. The plan will include: a description of the behavior to be improved and a specific plan for improvement with time sensitive, measurable action items for the student (and faculty, if applicable). A timeframe for evaluation of the plan will also be indicated. Faculty will follow up with the student, according to the plan at the identified time.

Final occasion—Performance Improvement Plan (PIP)

- › If the student does not meet the criteria indicated in the coaching plan or if the behavior continues after the initiation of the coaching plan, a performance improvement plan (PIP) will be initiated.
- › Like the coaching plan, the PIP will focus on improving the behavior. The PIP will include: a description of the behavior to be improved and a specific plan for improvement with time sensitive, measurable action items for the student (and faculty, if applicable). A timeframe for evaluation of the plan will also be indicated. Faculty will follow up with the student, according to the plan at the identified time.
- › If the criteria are not met in accordance with the PIP, the student will meet with the Director of Nursing for conversation about continuance in the program. A student may choose to withdraw only if this occurs before the withdrawal date published in the college catalog.

Deficiency in the area of safety (including medications and quality of care) will be remediated as follows:

Performance Improvement Plan (PIP)

- › The faculty/staff and students will collaborate to develop a PIP focusing on improving the behavior. The PIP will include: a description of the behavior to be improved and a specific plan for improvement with time sensitive, measurable action items for the student (and faculty, if applicable). A timeframe for evaluation of the plan will also be indicated. Faculty will follow up with the student, according to the plan at the identified time.

- If the criteria are not met in accordance with the PIP, the student will meet with the Director of Nursing for conversation and determination regarding continuance in the program. A student may choose to withdraw only if this occurs before the withdrawal date published in the college catalog.

Any nursing team member who has a concern about any of the above areas may initiate remediation. While a plan is in effect, the student will still remain responsible for meeting all of the clinical objectives for the course.

Revised 8/23; Reviewed 8/25

Discontinuation In the Nursing Program

Faculty Initiated Student Withdrawal

The faculty and/or clinical agency reserves the rights to recommend the withdrawal, at any time, of a student whose health, conduct, scholastic standing, absenteeism, or lack of aptitude for nursing make it appear inadvisable for the student to remain in the Nursing Program.

Nursing Program Readmission Policy

Students who fail or withdraw from any nursing course will be dismissed from the Nursing Program. Such students may be permitted to apply for readmission and repeat the course only once. Such students must submit a supplemental nursing application including a letter of intent and a faculty letter of recommendation, be reviewed by the Nursing Admission Review Committee, and be offered a seat. The student must meet all admission requirements (with a cumulative GPA of at least a 2.0). A seat is not guaranteed for the semester in which the student applies for readmission. A student who fails or withdraws from a course twice will be dismissed from the Nursing Program and is not eligible to be readmitted.

Nursing Department: 10/01/2007; Science Division: 11/20/07; Academic Affairs: 12/20/07; Reviewed: 7/19, 5/21, 7/22, 8/25; Revised 8/23

Nursing Student Concern/Complaint Policy

The purpose of this policy and its related form is to provide an avenue for students to address concerns/complaints on a programmatic level. The student should fully understand the components of this policy prior to completing and submitting the form. Examples of concerns/complaints that this policy and associated form address include, but are not limited to issues arising related to:

- › Exam or assignment grades and/or procedures
- › Course/class policies
- › Course content
- › Teaching methodology
- › Academic Alerts (occurrences or referrals)
- › Clinical Evaluation

The concept of this process is best fulfilled when the student first approaches the individual with whom they have a concern/complaint and seeks an amicable resolution. If such resolution is not reached to the student's satisfaction, he/she may initiate the Nursing Student Concern/Complaint Form (form listed under "Nursing Policies"). The student must complete and submit the form within 3 days after the incident on which the complaint is based.

After submitting the completed Nursing Student Concern/Complaint Form, the student should make an appointment with the Director of Nursing, unless the concern/complaint is against the Director of Nursing, in which case the student should make an appointment to meet with the Associate Vice President (AVP) of the School of STEM and Health Professions. If the concern/ complaint is not resolved at this level, then the process is forwarded to a Nursing Program Board of Review for action. This Board is composed of 4-5 faculty members and at most two nursing students who are not attending classes with the student lodging the complaint. If the student's academic complaint is not resolved through this programmatic process, they may then follow the formal college appeal process found in the JCC Student Handbook. These procedures ensure that all student complaints and grievances receive due process.

If a student does not want to personally or directly contact an instructor or staff member to discuss a complaint or grievance (prior to initiating the Nursing Student Concern/Complaint Form), the student should begin with the next highest level of responsibility, which normally would be the Director of Nursing, unless the concern/complaint is against the Director of Nursing, in which case the student should make an appointment to meet with the Associate Vice President of the School of STEM and Health Professions. The student can also request a confidential appointment to meet with the Director of Nursing/ AVP by checking the box labeled "Please keep my identity confidential." That request will be honored unless there are over-riding reasons to do otherwise. For example, if a student alleges sexual harassment by a faculty or staff member, the Director of Nursing must forward that information and include the identity of the complainant to the Title IX Coordinator.

Please note the following:

- › It is the Nursing Program and JCC policies that allow all students, at all times, to have the right to lodge a complaint or grievance which they deem important, without fear of retaliation of any sort or any other adverse consequence as a result of doing so.
- › Concerns/complaints related to student safety should be reported to the Director of Nursing
- › Nursing students should be aware that the Director of Nursing cannot require an instructor to change a properly assigned course grade. Issues of disagreement about whether, for example, a

given assignment was worth, say, a “B” or an “A” is decided solely by the individual instructor in charge.

- › Nursing students should follow the chain of command as outlined in the JCC Nursing Student Handbook (Faculty/Staff Member > Director of Nursing > AVP of the School of STEM and Health Professions).
- › This policy is for informal complaints and does not supersede the formal college appeal process located in the JCC Student Handbook.

Chain of Command for Conflict Resolution

Following the chain of command is important for students to learn to use a timely and professional process to resolve concern/conflict in a professional manner. Problems must be addressed PROMPTLY at the time the concern becomes evident. Most issues are able to be resolved when two individuals of goodwill sit down to discuss issues. As an issue moves up the Chain of Command, all people involved will be included in the decision-making process.

Steps for Conflict Resolution

Steps	Student to Student	Student to Staff	Student to Faculty
Step 1	Talk to the student	Talk to the staff	Talk to the Faculty
Step 2	Talk to the Course Faculty	Talk to the Director of Nursing	Talk to the Director of Nursing
Step 3	Talk to the Director of Nursing	Talk to the AVP	Talk to the AVP
Step 4	Talk to the AVP		

Appendix: Acknowledgements, Statements, Agreements

Hepatitis B Vaccination Declination Statement

I decline because:

_____ I have already received the complete HBV vaccination series. I will provide documentation of such to the Health Office.

_____ I understand that due to my occupational exposure to blood or other potential infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection.

_____ I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

_____ I further understand that in addition to the acute illness, Hepatitis B virus infection can lead to a chronic carrier state, chronic hepatitis, cirrhosis, and is associated with a higher risk of liver cancer.

Sign Name: _____ Date: _____

Date Reviewed 6/17, 7/19, 8/20, 5/21, 7/22, 8/23, 8/25

Student Handbook Statement of Understanding

As a student in the Jefferson Community College Nursing Program, I understand that it is my responsibility to familiarize myself with the information contained in the JCC Nursing Department Student Handbook. My signature on this statement verifies that:

- I have a copy of the JCC Nursing Program Student Handbook.
- I have read and understand the information and policies it contains.
- I am responsible for adhering to these policies and agree to do so.

Sign Name: _____ Date: _____

Jefferson Community College Nursing Department Waiver of Liability

I am a student in the Jefferson Community College Nursing Program and accept full monetary responsibility for any and all medical expenses incurred as a result of my participation in the program. I also acknowledge that I have been advised to maintain or purchase full health insurance coverage, and that insurance application information is available at www.sunyjefferson.edu/insurance.

Sign Name: _____ Date: _____

Use of Social Media

Social media such as Facebook can provide valuable communication; however, it can also be harmful. Remember that anything you post online could be seen by everyone, including potential employers. Please do not post information about our clinical partners or anything that does not reflect well on you, the College, your classmates, Nursing faculty, or our clinical facilities.

_____ I understand the JCC Nursing Student Handbook's non-disclosure and social media policies and will adhere to them.

_____ I also recognize that potential harm can occur from inappropriate use of all social media such as Facebook/Twitter/Instagram and will use professional judgment anytime I post information.

ATI Integrated Assessment Student Acknowledgement

_____ I have received a copy of and have read and understand Jefferson Community College's Integrated Assessment Policy located in the Nursing Student Handbook.

_____ I understand that it is my responsibility to utilize all of the books, tutorials, and online resources available from ATI, as designated by Jefferson Community College.

Sign Name: _____ Date: _____

Cell Phone and Electronic Device Policy

The purpose of the Cell Phone and Electronic Devices Policy is to establish guidelines for the use of cell phones and other electronic devices by students enrolled in the Nursing Program while in class, lab, and clinical agencies. Violation of the Cell phone and Electronic Devices Policy will result in disciplinary action by faculty, up to, and including, dismissal from the program*.

1. All cell phones utilized by students must be turned off during classroom and lab settings.
2. Cell phones or any electronic device that allows communication between students and others will not be used or visible during quizzes or exams in classroom and lab settings. Use of a cell phone or any device that allows communication between students and others during exams or quizzes will be dealt with according to the Jefferson Community College and Nursing Program Academic Honesty Policy in regard to cheating.
3. Cell phones will not be on any unit or carried on the student while on the assigned units at the clinical agencies. Students may use cell phones during their break, in designated areas, in compliance with policies set forth by each clinical agency.
4. Faculty may be contacted by phone or email when classes are in session, during faculty work hours, and during clinical hours, to notify faculty of an emergency, and when given explicit permission by the individual faculty member. Individual faculty will provide instructions to nursing students regarding specific contact information.

I have read and understand the above Jefferson Community College Nursing Department Cell Phone and Electronic Devices Policy. I realize that failure to adhere to the above policy will result in disciplinary action in accordance with stated policies of the Nursing Department and Jefferson Community College.

Sign Name: _____ Date: _____

Confidentiality Statement

The student understands and agrees that any information that the student sees, reads, or hears concerning a patient's diagnosis, treatment, or condition while in the student role at Jefferson Community College is to be strictly confidential. They also understand that any information the student obtains regarding accounting, payroll, billing, or personal issues is to be kept in strict confidence. The student is not to discuss any confidential patient or family information except in private conferences with their instructor, or in pre- and post- clinical conference, class, and laboratory settings. The student is not to talk about anything the student saw or heard in clinical that another person could infer who is being talked about. The student is not to divulge this restricted information to anyone not employed at their assigned clinical site or to any employee who is not authorized to receive this information. The student understands that a breach of this confidence will result in dismissal from the Nursing Program at Jefferson Community College.

Simulation Laboratory Guidelines

General Guidelines

1. All students, faculty, staff, and simulation center users must read and agree to abide by the Nursing Department's Simulation Contract, Confidentiality Agreement, and Fiction Contract prior to being admitted to the lab. This is completed prior to the first lab encounter. Agreements will be maintained with the Clinical and Simulation Coordinator.
2. The simulation laboratory is a required clinical/lab experience. Students are expected to abide by all clinical policies: arrive on time, be prepared to participate, and be dressed appropriately. Faculty/staff have the right to dismiss students who are unprepared.
3. Students are expected to follow universal precautions while participating in the simulation center.
4. No food, drinks, or gum in the simulation center or the debriefing rooms.
5. Students are expected to bring only the necessary equipment into the simulation center. All student belongings, not required for the simulation experience, will be stored in the simulation center dedicated shelf space.
6. Cell phones are not permitted during pre-brief, the simulation scenario, or debrief.

Equipment Care and Maintenance

1. Ink will permanently stain the manikin's skin. No felt-tipped markers, ink pens, acetone, iodine, or other staining liquids near manikins.
2. Photocopied papers should not be placed on, under, or near the manikins to prevent the risk of ink transfer.
3. Iodine (betadine) or other staining liquids should not come into contact with the manikins.
4. The manikin and linens must be kept dry; care should be used when simulation involves fluid.
5. Do not introduce any fluids into the manikin's esophagus or trachea.
6. Sharps and syringes ONLY are to be disposed of in appropriate sharps containers.
7. Accidental sticks should be reported immediately to the facilitator, and an incident report must be completed.
8. Simulation lab users should report any damage to equipment or operating problems to the Lab Coordinator as soon as possible.
9. Simulators and manikin parts, lab equipment, charts or lab reference books are NOT to be removed from the lab by students at any time for any reason.

Dress Code and Required Equipment

To enhance the development of the professional nurse's role and to increase the realism of clinical simulation, it is important for students to dress appropriately; therefore, the following guidelines will be adhered to:

1. Professional Appearance: Appearance must be neat and clean. Students should adhere to the same requirements as in the clinical setting.
2. Required Dress: In accordance with clinical uniform and clinical dress code requirements.
3. Required Equipment
 - a. Stethoscope
 - b. Penlight
 - c. Scissors
 - d. Any other item that would be needed for clinical
4. A drug reference book, lab reference book, procedure book, and calculator will be provided for you.

Simulation Lab and Debriefing Room Code of Conduct

1. Come prepared to participate in the scenario by completing all pre-simulation assignments assigned to you. Students may be dismissed from the lab area for being unprepared.
2. Treat manikins appropriately and respectfully as you would treat an actual patient.
3. "What happens in simulation stays in simulation." Discussing details of scenarios with other groups takes away from equal learning opportunities. Disclosing information to others regarding scenarios is considered academic dishonesty and will be penalized according to current college policies.
4. Simulation is a team learning experience in a safe, non-threatening environment. Actively participate in the simulation and provide support and encouragement for those around you.
5. Expect to receive positive feedback regarding your performance as well as a constructive critique. Understand that you are to exhibit competence in the scenario but are not expected to perform the scenario flawlessly.
6. Once a simulation begins, the realism of that scenario takes over. Do not look to instructors for feedback during the scenario.
7. Any behavior that negatively affects the learning environment will not be tolerated and students will be dismissed from the lab.

Recording Simulation and Debriefing Activities

Simulated scenarios and debriefing activities will be recorded. Recordings will be used for:

- Providing feedback to participants during debriefing
- Assessing performance
- Internal review and quality improvement purposes
- Evaluation and improvement of teaching and assessment processes

Video recordings will be deleted at the end of the academic year, unless retained for one of the above-mentioned reasons. By agreeing to these guidelines, I give consent to the recording of simulation experiences. All audio/video recordings will be stored under password protection on a secured server. Any copying, duplication, or other forms of distribution of audio or video footage released by faculty, staff, students, or participants is prohibited. Violation of this policy may result

in student dismissal and exclusion of participation in future simulation opportunities at Jefferson Community College.

If I chose to decline consent to retain simulation recordings beyond the academic year, there will be no adverse action.

_____ I consent to the retention of simulation video recordings beyond the academic year, if needed, for one or more of the above-mentioned reasons.

_____ I do not consent to the retention of simulation video recordings beyond the academic year, if needed, for one or more of the above-mentioned reasons.

Printed name: _____

Signature: _____

Date: _____

Simulation Contract, Confidentiality Agreement, Fiction Contract

Simulation Contract: The Jefferson Community College Nursing Department provides simulation opportunities to matriculated nursing students and community professionals to enhance their skills and competencies. The roles of patients, family, and the interprofessional team are carried out by faculty, staff, community participants, and/or manikins. I will be expected to conduct myself during this experience as if I am in a real clinical situation and treat everyone involved, including the manikins and standardized patients, in a professional and realistic manner. I will follow the Simulation Lab Guidelines and adhere to the Simulation Lab and Debriefing Room Code of Conduct.

Confidentiality Agreement: I understand the significance of confidentiality as it pertains to information concerning standardized patients and participants. I also understand that the content of these simulations is to be kept confidential to maintain the integrity of the learning experience for myself and other participants. I will be witnessing other participants' performances and I understand that it is unethical for me to share information in any format (verbal, written, electronic, social media) regarding participant performance with persons outside the laboratory. I acknowledge that I fully understand that the unauthorized sharing, distribution, or mishandling of confidential information is prohibited, and could result in serious consequences including dismissal from the nursing program. I understand that if simulation is used as a means to evaluate performance, evaluation data may be reported to the appropriate personnel. I will practice nursing standards of professional behavior. I will uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality.

I agree to adhere to the following:

- I understand that the simulation manikins and standardized patients are to be considered live patients and treated professionally and with respect.
- I understand that all patient information, either simulated or real, is confidential, and discussion or disclosure of this information outside of the simulation experience is a violation of Jefferson Community College Nursing Department policy. This may also constitute a violation of HIPAA.
- I understand that simulation and debriefing sessions may be recorded, and I agree to keep all information secure and confidential. Refer to the Simulation Laboratory Guidelines.
- I understand that I am not to remove, release, share, or discuss any observed, written, or electronic information that may be provided to me as part of my educational experience in simulation center.
- I will follow the Simulation Lab Guidelines and adhere to the Simulation Lab and Debriefing Room Code of Conduct.

I understand that I must uphold all the guidelines and stipulations outlined in the Jefferson Community College Nursing Department Simulation Contract, Confidentiality Agreement, and Fiction Contract. I understand and consent to the recording of my participation in the simulation center. I understand that this will be used for educational and instructional purposes only within the Jefferson Community College Nursing Department, per the Simulation Laboratory Guidelines.

Fiction Contract: The simulation lab experience is designed to be a safe and supportive space for learning. While we strive to create a realistic clinical environment, not all aspects of the experience can perfectly replicate real-world conditions. Equipment may be simplified, responses may be simulated, and some cues may be symbolic. To fully benefit from this experience, we ask that you:

- Suspend disbelief and treat the scenario as if it were real.
- Engage authentically, using your clinical judgment and communication skills.
- Act professionally, just as you would in an actual healthcare setting.

Our Commitment to You

We are committed to fostering a psychologically safe learning environment where:

- You are encouraged to make decisions and learn from the outcomes.
- Mistakes are viewed as opportunities for growth.
- Respect, inclusivity, and professionalism are upheld at all times.

Your Agreement

By participating in simulation lab, you agree to:

- Participate fully and professionally throughout the scenario.
- Support a respectful and constructive learning environment for yourself and others.

If you are ever uncertain about what is or isn't simulated, or if something interferes with your learning experience, please speak with your facilitator. We are committed to working together to create a meaningful, respectful, and engaging simulation lab experience.

Printed name: _____

Signature: _____

Date: _____

Skills Laboratory Regulations and Safety

Policies

Access to the laboratories is restricted to students registered in the course, and instructors/staff. No casual visitors or children are allowed in the laboratories without the permission of the faculty/staff.

Medication and Fluid Lab Safety

1. Students will be instructed to practice and demonstrate only those skills for which they have had prior instruction and gained familiarity with content and proper procedure. Students are expected to come to the laboratory prepared according to the prior instruction on the procedure.
2. Students should, at all times, practice safe techniques while learning in the skills labs. Standard precautions should be followed at all times.
3. When breaking ampules for practice, students should protect their fingers by using an ampule breaker and should break the ampule in the opposite direction of their face.
4. Needles provided for practice of injections are used in the skills laboratories ONLY when faculty/student lab workers are present for assistance.
5. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Negligent use of needles will result in disciplinary action,
6. Students are to practice injections ONLY on the manikins or injection pads provided in the skills lab.
7. Students are never to recap used needles and must discard needles in the sharps disposal container provided in the skills lab. If you must recap (i.e. after preparation of medications to be administered) use one handed scoop technique.
8. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
9. Placebos (candy pieces, commercially prepared practi-med and water) will be used for simulation or oral/topical medications. Old medicine bottles are labeled to use when simulating preparation of an actual medication order.
10. IV fluids and medications with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are NOT for internal use, but for practice with manikins only.
11. Covered beverages ONLY are allowed in the lab classroom ONLY. Food may be consumed when it is part of the assigned lab activity.
12. Some products used in the Nursing lab contain latex. Report any suspected allergy to the instructor at the first lab meeting.

Electrical Safety

1. Wet materials may not be used around electrical outlets or equipment.
2. Students should report any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment to faculty/staff.
3. Electric beds shall be maintained in the lowest position.
4. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills lab.

Physical Safety

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
2. Students should use caution when practicing lifting skills, and should not lift another student who is too heavy without assistance.
3. Students practicing lifting techniques will not perform these procedures in a unsafe manner. Negligent behavior will result in disciplinary action.
4. Students should report any broken equipment parts immediately to faculty/staff.
5. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.

Injuries or Incidents

1. Any incident occurring in the skills lab during school hours must be reported to the faculty immediately.
2. An accident report must be filled out for the injury or incident.
3. In case of an emergency, refer to the Emergency Reference Chart located in every lab.
4. MSDS (Material Safety Data Sheets) are maintained and available upon request.
5. In case of a needle stick with possible exposure to blood or bodily fluids, refer to the Campus Exposure Plan located in the Health Office.

Spill Procedures

1. Any breakage of thermometers resulting in spillage of mercury will be handled while wearing gloves and by placing the mercury in a closed bottle and then notifying the science lab supervisor or assistant.

Chemical Disposal

1. Batteries used in skills lab equipment will be disposed of through the facilities office.

I am aware of the nursing laboratory policies and procedures, and I agree to adhere to these requirements. I comprehend the importance of arriving to lab on time to receive instructions and safety precautions specific for that lab. I recognize that failure to observe laboratory rules could result in my injury or injury to another student. I understand that nursing lab is a component of my clinical and attendance is mandatory. If I am unable to attend my scheduled lab I will notify my lab instructor and make arrangements to attend a different lab. I understand that I may be dismissed from the lab for failure to adhere to these rules.

Printed name: _____

Signature: _____

Date: _____