



Northampton Community College

Associate Degree Nursing Student Handbook

2018-2019

Reviewed/Revised Annually

This handbook is designed as a supplement to the Northampton Community College Student Handbook. For information not contained here, please refer to the College Student Handbook.

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Nursing Department Staff Directory

Program Director

Dr. Mary Jean Osborne	Penn Hall 120J	610-861-5376
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Full-Time Faculty Bethlehem Campus

Dr. Mali Bartges, Professor	Penn Hall 120B	610-861-4106
Ms. Andrea Corrado, Assoc. Professor	Penn Hall 122D	610-332-6574
Dr. Jacqueline Crocetti, Professor	Penn Hall 113B	610-861-5382
Ms. Marian Doyle, Assoc. Professor	Penn Hall 113A	610-861-5595
Ms. Marie Everhart, Assoc. Professor	Penn Hall 109A	610-861-5379
Ms. Karol Yundt, Assist. Professor	Penn Hall 109B	610-861-5384

Full-Time Faculty Monroe Campus

Ms. Kristi Kardos, Assist. Professor	Kapp Hall 100C	570-369-1866
Ms. Antoinette McCreary, Assist. Professor	Kapp Hall 120L	570-369-1932
Ms. Laura Zdancewicz, Assist. Professor	Kapp Hall 120L	570-369-1827

Professional Lab Assistant

Ms. Mary Vogl	Penn Hall 112	610-861-5346
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Administrative Assistant

Ms. Mary Ellen Hicks	Penn Hall 120H	610-861-5376
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Clinical Coordinator

Ms. Lori Briskie	Penn Hall 122C	610-861-5549
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Nursing Support Specialist

Ms. Margery Lafferty	Penn Hall 120A	610-861-5528
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WEATHER INFORMATION/COLLEGE CLOSING

Changes to the College daily schedule due to inclement weather can be accessed via:

- Radio Announcement
- College's Weather Information line:
 - Bethlehem Campus: 610-861-4595
 - Monroe Campus: 570-369-1900
- College Website: www.northampton.edu
- NCC Alerts: registration required; see <http://webapp.northampton.edu/alerts/>

The NCC Alerts system is a notification system that enables the school to send urgent news to your cell phone or email address.

If the College is closed, there will be no clinical experience on that day. If the College opens late, there **will** be clinical experience on that day starting at the same time that the College opens. Classes on campus will begin when the college opens.

ACCREDITATION

Northampton Community College is approved and registered by the Pennsylvania Department of Education and accredited by the Middle States Commission on Higher Education. The Commission can be contacted at 267-284-5000 or at 3624 Market Street, Philadelphia, PA 19104.

The Associate Degree Nursing program is approved by the Pennsylvania State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). ACEN can be contacted at (404) 975-5000 or 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or on the web at <http://www.acenursing.org>.

NORTHAMPTON COMMUNITY COLLEGE NURSING DEPARTMENT

PHILOSOPHY

The faculty hold certain beliefs and concepts essential for the education of the associate degree nurse. These beliefs and concepts are the foundation of the curriculum and organize its design, implementation and evaluation and are in accord with the mission and goals of the College.

The faculty view people as unique individuals who are members of a diverse community. Each person possesses unique physical, emotional, intellectual, spiritual, and social dimensions. These dimensions affect behavior and change across the life span. People are deserving of respect and dignity and are entitled to achieve their maximal level of health and wellness.

People exist as part of a global society and a community-at-large with common interests and goals. Biological, social, psychological, political and cultural forces influence their interaction with the social environment. The health care system is an integral part of this global society.

Health is dynamic, interactive state of optimal, holistic well-being, which is affected by multiple dimensions and the individual's perception of his basic needs for a safe environment, physical integrity, psychosocial integrity, and health promotion. A state of illness exists when an individual is unable to obtain optimal wellness. Individuals strive to attain wellness across the lifespan.

Nursing is an art and science, which uses caring as the foundation for practice to assist individuals to meet their basic human needs and achieve optimal wellness. Nursing uses the nursing process, communication and critical thinking as a framework for decision-making and delivery of outcome based nursing care. Nursing is an integral part of the collaborative health care system that provides assistance to empower individuals, families and diverse communities.

The faculty believe that learning is a dynamic, student-centered, interactive process in which knowledge is acquired in the cognitive, psychomotor, and affective domains resulting in behavioral changes. Learning is maximized when knowledge can be acquired progressively with increasing levels of complexity. In nursing education, behavioral changes are observable through the demonstration of clinical skills and application of classroom theory and acquisition of values relevant to nursing.

Teaching is a process of providing direction for learning. The faculty, through the use of a variety of teaching modalities, provides opportunities for knowledge to be shared between teacher and learner directed toward attaining established competencies and course and program outcomes. Teaching occurs in a variety of settings and entails facilitation and evaluation of learning and the provision of feedback.

The faculty believes that nursing education should take place in an institution of higher learning and in a variety of settings. Nursing education is a systematic, participatory process in which the student combines a broad base of general education courses, theoretical and clinical nursing knowledge to develop competencies essential to safe, effective nursing practice. Learners are served best through a mutual caring commitment between teacher and learner, and education that is accessible, flexible, and designed to meet the educational goals of students with a diversity of backgrounds, abilities and needs. The nursing curriculum correlates theory and clinical application to prepare students to practice competently within the parameters of the Nurse Practice Act in Pennsylvania.

The faculty recognizes the NLN Educational Outcomes of the Associate Degree Nurse on Entry into Practice and the roles of provider of care, manager of care, and member within the discipline of nursing as the definition for associate degree nursing. Associate degree nursing prepares the graduate nurse to provide safe, competent, holistic care in a variety of settings to individuals with common well-defined health problems across the life span. The practice of the graduate is characterized by critical thinking, accountability, and a commitment to the value of caring. The associate degree graduate uses the nursing process, a code of ethics, and legal framework as a basis for decision making in practice. The graduate is prepared to participate as a member of the interdisciplinary team committed to a collaborative approach to patient centered care. As a manager of care, the graduate provides and coordinates care for patients who have health care needs. The graduate of the associate degree nursing program is committed to professional growth, life-long learning and self-development.

Original Approval: May 20, 1976

New Approval: May, 1986

Revised: May 1988, June 1992, May 1993, 1998, 2000, 2002, 2010, 2014

Reviewed: May 1987, 1989, 1990, 1991, 1997, 1998, 2000, 2006, 2007, 2009, 2016, 2018

ORGANIZING FRAMEWORK

Based on the philosophy and objectives of the nursing program, the organizing framework for the curriculum consists of four (4) factors:

1. human needs
2. the nursing process
3. sequential progression of courses from simple to complex
4. general education courses

Human needs are life-sustaining factors that are basic components of life and include a safe environment, physiologic integrity and psychosocial integrity. A safe environment is one in which external and internal influences surrounding the individual provide safety and security. Physiologic integrity is the achievement of optimal physical functioning through basic care, physiologic adaptation, nutrition, and pharmacologic therapies. Psychosocial integrity encompasses spiritual, cultural and emotional components which contribute to an optimal state of mental health that an individual can achieve through coping and adaptation.

Management of care, professional behaviors, communication, health promotion and growth and development are strands woven through the curriculum.

Sequential steps of the nursing process are used through the curriculum to provide structure and process methodology. The nursing process provides a framework for the nurse to assess, analyze, diagnose, plan, implement and evaluate care.

Employing critical thinking and problem solving skills, nursing courses are sequenced to facilitate progressive acquisition of nursing knowledge necessary to provide care. Initial coursework prepares students with basic fundamental principles. Subsequent courses incorporate new knowledge which enables students to meet patient needs of increased complexity.

General education courses provide breadth and depth to the nursing curricula. Students in the PN certificate program complete general education courses which provide foundational knowledge in arts and sciences. Students in the ADN program must meet the core requirements of the college to earn the Associate in Applied Science degree. The core college curriculum is comprised of courses in humanities, social science, and math/science. The core enables the student to develop powers of reasoning and judgment, acquire desirable traits of character, and acquaint the student with broad scientific and humanities knowledge.

Approved: May 1986

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Reviewed: May 1990, 1991, 1992, 1993, 1994, 1998, 2001, 2002, 2006, 2007, 2009

**NORTHAMPTON COMMUNITY COLLEGE
NURSING PROGRAMS
ESSENTIAL FUNCTIONS**

The student is expected to perform the same "essential functions of the employment position" as a licensed nurse. "A student must be able to practice nursing as it is defined in the law. He/she must have adequate cognitive, sensory and psychomotor functioning to effectively implement nursing care" (PA State Board of Nursing memo, 2/28/01, "Factors which Impact on Nursing Education Program Policies"). A student with sensory or motor-skill/strength limitations must be able to demonstrate the ability to meet those standards for performance, using adaptive equipment where necessary. "A student must be able to tolerate physically taxing activities and exercise restraint during stressful situations in order to meet the demands of the profession" (PA SBN memo).

Accordingly, the standards for classroom and clinical participation will be interpreted by the Nursing Department to reflect the essential functions of a nurse's employment. The student must display physical and emotional stability such that his/her behavior will not lead to excessive absence from the classroom or clinical setting or render him/her unable to meet established reasonable standards of performance in the classroom or clinical setting.

The *essential functions* are the basic cognitive, psychomotor, and affective activities that are essential to successful completion of the NCC nursing curriculum in leading to initial licensure as a nurse. Essential functions are categorized as: Sensory (tactile, visual, hearing and smell) communication, psychomotor (gross motor skills, fine motor skills, physical endurance, physical strength, mobility), intellectual and cognitive abilities (reading, arithmetic competence, analytic thinking, and critical thinking), professional and social attributes (interpersonal skills, and communication and application of legal/ethical principles and professional standards).

The following are examples of essential functional abilities needed to be successful in the Nursing Program. All students are required to meet these essential functions. Allowing for individual differences, and encouraging program completion for students with a documented disability, the Nursing Program will work with the student and Disability Services to provide any reasonable accommodation to meet these essential functions. Contact the Nursing Department at 610-861-5376 if you have questions regarding these requirements.

Sensory

Nursing students must be able to accurately observe both close at hand and at a distance to learn skills and to gather data. Students must possess functional use of the senses that permit such observation.

<p><u>Visual:</u></p> <ul style="list-style-type: none"> • See objects up to 20 inches away (e.g., information on a computer screen, skin conditions) • See objects up to 20 feet away (e.g., client in a room) • See objects more than 20 feet away (e.g., client at end of hall) • Use depth perception • Use peripheral vision • Distinguish color (e.g. color codes on supplies, charts, bed) • Distinguish color intensity (e.g. flushed skins, skin paleness) 	<p><u>Visual acuity sufficient to:</u></p> <ul style="list-style-type: none"> • Observe changes in skin condition including distinguishing change in skin integrity, breathing patterns (including absence of respiratory movement) and color intensity such as the ability to identify cyanosis • Identification of allergic responses such as skin rashes • Access patient information on computer screens • Read very fine print on medication labels, monitor strips, equipment calibrations • Draw up correct quantity of medication into syringe
<p><u>Hearing:</u></p> <ul style="list-style-type: none"> • Hear normal speaking level sounds (e.g. person-to-person report) • Hear faint voices • Hear faint body sounds (e.g. blood pressure sounds, assessment placement of tubes) • Hear in situations when not able to see lips (e.g., when masks are used) • Hear auditory alarms (e.g. monitors, fire alarms, call bells) 	<p><u>Hearing acuity sufficient to:</u></p> <ul style="list-style-type: none"> • Assess changes in heart, breath, abdominal, vascular sounds • Take blood pressure
<p><u>Smell:</u></p> <ul style="list-style-type: none"> • Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.) • Detect smoke • Detect gases or noxious smells 	<p><u>Smell sufficient to:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Detect odors exhibited by body fluids which may be indicative of disease processes

Tactile

Ability sufficient to perform physical assessments, examinations and perform procedures.

Nursing Department Essential Functions	Clinical Examples
<ul style="list-style-type: none">• Feel vibrations• Feel differences in sizes, shapes• Detect temperature• Feel differences in surface characteristics• Detect environmental temperature	<ul style="list-style-type: none"><input type="checkbox"/> Palpate pulses<input type="checkbox"/> Identify body landmarks<input type="checkbox"/> Assess skin temperature<input type="checkbox"/> Assess skin turgor<input type="checkbox"/> Check for drafts

Communication

Nursing students must be able to communicate effectively (verbally and in writing) and efficiently in English.

Nursing Department Essential Functions	Clinical Examples
<ul style="list-style-type: none">• Teach (e.g. client/family about health care• Explain procedures• Give oral reports (e.g., report on client's condition to others)• Interact with others (e.g., health care workers)• Speak on the telephone• Influence people• Direct activities of others• Convey information through writing (e.g., progress notes)	<ul style="list-style-type: none"><input type="checkbox"/> Communicate with patients/clients, family members and health care providers regarding the individual's plan of care.<input type="checkbox"/> Read and comprehend printed materials and documents.<input type="checkbox"/> Document clearly and correctly on patient's medical record for legal documentation.<input type="checkbox"/> Transmit information through written documents that use good grammar, syntax, spelling and punctuation.<input type="checkbox"/> Access laboratory data via automated information system.<input type="checkbox"/> Clarify the meaning of non-verbal communication.<input type="checkbox"/> Use physical touch as a therapeutic non-verbal intervention.<input type="checkbox"/> Present oral reports.<input type="checkbox"/> Clarify physician orders.

Psychomotor Skills

Nursing students must have sufficient motor capacities and mobility to execute the various tasks and physical maneuvers that are required within the program. Candidates must be able to display motor functioning sufficient to fulfill the roles toward which the program educates.

Nursing Department Essential Functions	Clinical Examples
<p><u>Gross Motor Skills</u></p> <ul style="list-style-type: none"> • Move within confined spaces • Sit and maintain balance • Stand and maintain balance • Reach above shoulders (e.g., IV poles) • Reach below waist (e.g., plug electrical appliance into wall outlets) • Stoop and squat 	<ul style="list-style-type: none"> <input type="checkbox"/> Administer medication via a variety of routes <input type="checkbox"/> Institute appropriate nursing interventions to stabilize a patient’s condition and/or prevent complications
<p><u>Fine motor skills</u></p> <ul style="list-style-type: none"> • Pick up objects with hands • Grasp small objects with hands (e.g., IV tubing, pencil) • Write with pen or pencil • Key/type (e.g., use a computer) • Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) • Squeeze with fingers (e.g., eye dropper) 	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate eyes and hands/fingers with speed and accuracy to make precise movements when providing patient care <input type="checkbox"/> Calibrate equipment <input type="checkbox"/> Draw up solution/medication in a syringe <input type="checkbox"/> Twist objects with hands <input type="checkbox"/> Take vital signs, including blood pressure, pulse, temperature, respiratory rates, pulse oximetry <input type="checkbox"/> Insert catheters <input type="checkbox"/> Pick up or grasp small objects <input type="checkbox"/> Transmit information via electronic means
<p><u>Physical endurance</u></p> <ul style="list-style-type: none"> • Stand (e.g., at client side during surgical or therapeutic procedure) • Sustain repetitive movements (e.g., CPR) • Maintain physical tolerance (e.g., work entire shift) 	<ul style="list-style-type: none"> <input type="checkbox"/> Perform cardiopulmonary resuscitation (e.g., move above patient to compress chest and manually ventilate patient) <input type="checkbox"/> Stand/walk to complete clinical day (e.g., 8 ½ hour shift) <input type="checkbox"/> Complete assigned clinical practice within an acceptable time period

<p><u>Physical strength</u></p> <ul style="list-style-type: none"> • Push and pull 25 pounds • Support 25 pounds of weight • Lift 25 pounds • Move light objects weighing up to 10 lb. • Use upper body strength 	<ul style="list-style-type: none"> <input type="checkbox"/> Position patients <input type="checkbox"/> Assist with ambulation <input type="checkbox"/> Move, transfer and lift patients <input type="checkbox"/> Assemble IV equipment <input type="checkbox"/> Perform CPR, physically restrain a client
<p><u>Mobility</u></p> <ul style="list-style-type: none"> • Twist • Bend • Stoop/squat • Move quickly (e.g., response to an emergency) • Climb (e.g., ladders/stools/stairs) • Walk 	<ul style="list-style-type: none"> <input type="checkbox"/> Maneuver in small spaces* <input type="checkbox"/> Move independently from room to room <input type="checkbox"/> Twist, bend, stoop, engage in procedures and direct patient care <p>*While health care agencies must meet ADA physical access standards, potential clients and equipment may limit the amount of available space in which to move.</p>

Intellectual and Cognitive Abilities

Nursing students must be able to measure, calculate, reason, analyze, integrate, remember and apply information. Creative problem-solving and clinical reasoning require all of these intellectual abilities.

Nursing Department Essential Functions	Clinical Examples
<p><u>Reading:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Read and understand written documents 	<ul style="list-style-type: none"> <input type="checkbox"/> Read and understand English printed documents (e.g., policies, protocols, standards of care) <input type="checkbox"/> Read measurement marks

<p><u>Arithmetic Competence:</u></p> <ul style="list-style-type: none"> • Read and understand columns of writing (e.g., flow sheet, charts) • Read digital displays • Read graphic printouts (e.g., EKG) • Calibrate equipment • Convert numbers to and/or from metric system • Read graphs (e.g., vital sign sheets) • Tell time • Measure time (e.g., count duration of contractions, etc.) • Count rates (e.g., drips/minute, pulse) • Use measuring tools (e.g., thermometer) 	<ul style="list-style-type: none"> <input type="checkbox"/> Use measurement tools recognized as central to the care of patients/clients <input type="checkbox"/> Perform dosage calculations in a time frame to deliver safe care
<ul style="list-style-type: none"> • Read measurement marks (e.g., measurement tapes, scales, etc.) • Add, subtract, multiply, and/or divide whole numbers • Compute fractions (e.g., medication dosages) • Use a calculator • Write numbers in records 	<ul style="list-style-type: none"> <input type="checkbox"/> Use measurement tools recognized as central to the care of patients/clients. <input type="checkbox"/> Perform dosage calculations in a time frame to deliver safe care
<p><u>Analytical Thinking</u></p> <ul style="list-style-type: none"> • Transfer knowledge from one situation to another • Process information • Evaluate outcomes • Problem solve • Prioritize tasks • Use long-term memory • Use short-term memory 	<ul style="list-style-type: none"> <input type="checkbox"/> Handle multiple tasks and problem solve simultaneously <input type="checkbox"/> Assimilate and apply knowledge acquired from multiple learning experiences Seek supervision and consultation in a timely manner
<p><u>Critical Thinking</u></p> <ul style="list-style-type: none"> • Identify cause-effect relationships • Integrate knowledge and skills • Sequence information 	<ul style="list-style-type: none"> <input type="checkbox"/> Utilize assessment data in determining nursing diagnoses <input type="checkbox"/> Prioritize tasks <input type="checkbox"/> Comprehend and apply abstract concepts

Professional and Social Attributes

Nursing students must exercise good judgment and promptly complete all responsibilities required of each program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence and motivation are requisite for the programs.

School of Nursing Essential Functions	Clinical Examples
<p><u>Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Negotiate interpersonal conflict • Respect differences in clients • Establish rapport with clients • Establish rapport with co-workers 	<ul style="list-style-type: none"> <input type="checkbox"/> Show respect for the differences in patients/clients and co-workers <input type="checkbox"/> Function as a member of an interdisciplinary team (e.g., consult, negotiate, share) <input type="checkbox"/> Establish rapport with patients/clients <input type="checkbox"/> Participate in partnered and group efforts in classroom and clinical learning activities <input type="checkbox"/> Practice in a manner that is nonjudgmental and non-discriminatory <input type="checkbox"/> Interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds
<p><u>Emotional Stability:</u></p> <ul style="list-style-type: none"> • Establish therapeutic boundaries • Provide client with emotional support • Adapt to changing environment/stress • Deal with the unexpected (e.g., client going bad, crisis) • Focus attention on tasks • Monitor own emotions • Perform multiple responsibilities concurrently • Handle strong emotions (e.g., grief) 	<ul style="list-style-type: none"> <input type="checkbox"/> Function effectively under stress <input type="checkbox"/> Assume responsibility/accountability for own actions <input type="checkbox"/> Provide patient/family with emotional support <input type="checkbox"/> Adapt effectively to changing environments and increasing tension levels in a variety of situations (e.g., learning, patient care, emergencies)

Application of Legal/Ethical Principles and Professional Standards

Nursing students must demonstrate professional attitudes and behaviors and must perform in an ethical manner in dealing with others. The nursing programs require personal integrity and the adherence to standards that reflect the values and functions of the profession. These requirements align with the NCC Policy on Student Professional Conduct available at <http://catalog.northampton.edu/Policies-CollegeAcademic/Policy-on-Student-ProfessionalConduct.htm>

Department of Nursing Essential Functions	Clinical Examples
<ul style="list-style-type: none"> • Demonstrate the application of the professional nursing Code of Ethics to clinical practice • Adhere to the practice standards of the nursing profession • Adhere to the legal/ethical standards set forth by the Board of Nurse Examiners for the State of Pennsylvania • Apply negotiation and mediation skills in ethical decision making • Reflect the values of the profession in their practice • Demonstrate accountability for one’s own practice • Take action to protect the public from the unsafe, illegal or unethical practice of others • Participate in the legal/regulatory/ social policy processes that influence health care and nursing practice • Act as a moral agent in the practice of nursing 	<ul style="list-style-type: none"> <input type="checkbox"/> Abide by professional standards of practice <input type="checkbox"/> Demonstrate ethical and professional attitudes and conduct <input type="checkbox"/> Assist individuals and families in making end-of-life decision <input type="checkbox"/> Participate in ethics committee activities relative to patients/ clients receiving nursing care <input type="checkbox"/> Participate in professional nursing organizations <input type="checkbox"/> Advocate for the welfare of individuals and groups <input type="checkbox"/> Practice in a manner that preserves/protects client autonomy, dignity and rights <input type="checkbox"/> Act as a nurse advocate Maintain client confidentiality

Data adapted from “A Validation Study: Functional Abilities Essential for Nursing Practice” by Carolyn J. Yocom, National Council of State Boards of Nursing, Inc., 1996

PROGRAM OUTCOMES ASSOCIATE DEGREE NURSING PROGRAM

The graduate of the program will:

- 1) Demonstrate completion of the program objectives and associated competencies:
 - a. Use the nursing process to manage and provide care to individuals across the lifespan through efficient and effective management of resources in a variety of health care settings.
 - b. Communicate effectively with patients, their support systems, and the health care team through the use of interpersonal skills and technology.
 - c. Perform ongoing comprehensive assessments of patients' health status and changing needs.
 - d. Employ clinical decision making based on critical thinking skills and evidence based practice to deliver safe effective nursing care through the nursing process.
 - e. Demonstrate caring interventions based on physiologic and psychosocial needs of the patient.
 - f. Collaborate with patients, support persons, members of the health care team and community agencies to provide patient-centered quality care.
 - g. Initiate the teaching-learning processes to promote, maintain, and restore health to individuals within their communities.
 - h. Demonstrate professional accountability and commitment to standards of professional practice while practicing nursing within legal, ethical and regulatory frameworks.
- 2) Students will be prepared to successfully complete the National Council Licensure Examination – RN (NCLEX-RN®).
- 3) Students will be satisfied with their nursing education.
- 4) Students will be prepared for and gain employment in a variety of settings.

Approved: May 1986

Revised: May 1988, 1994, 2006, 2011

Reviewed: May 1987, 1989, 1990, 1991, 1992, 1993, 1994, 1998, 2000, 2002, 2006, 2007 and 2009

**PROGRAM OF STUDY: ASSOCIATE DEGREE NURSING
DEGREE AWARDED: ASSOCIATE IN APPLIED SCIENCE DEGREE**

First Semester		
Course Code	Course Title	Credits
BIOS 204	Human Anatomy and Physiology I	4
ENGL 101C	English I	3
NURS 101	Introduction to Nursing	8
PSYC 103	Introduction to Psychology	3
	Total Semester Credits	18
Second Semester		
BIOS 254	Human Anatomy and Physiology II	4
ENGL 151	English II	3
MATH 140 or	College Algebra or	
MATH 150	Introductory Statistics	3
NURS 215	Nursing Care of Patients with M/S Problems	8
	Total Semester Credits	18
Third Semester		
BIOS 202	Microbiology for Allied Health	4
NURS 223	Maternal Child Health Nursing	4
NURS 224	Care of Mental Health Patients	4
PSYC 258	Developmental Psychology	3
SOCA__	Sociology/Anthropology Elective+	3
	Total Semester Credits	18
Fourth Semester		
CMTH 102	Speech Communication	3
NURS 231	Nursing Seminar	2
NURS 260	Integrated Concepts for Nursing Practice	6
NURS 261	Nursing Practicum	2
PHIL 202G	Ethics and Moral Problems	3
	Total Semester Credits	16
	Total Credits	70

+ For the SOCA elective, students must select a SOCA course from the list of approved General Education courses – SOCA 102 or 103 is recommended.

- One course should be designated as Diversity (D).
- Completion of PHIL 202G satisfies the Writing Intensive (WI) requirement.
- Computer competencies are included in various courses in this program. Thus, completing the program automatically satisfies the computing requirement for this program.
- The Social Science (SIT) requirement and the free elective requirement have been waived for this program.



Northampton Community College

Classroom and Clinical Behavioral Expectations for the Student of Professional Nursing

The rigorous discipline of nursing demands that nursing students fully engage in the learning and role formation necessary to become a professional nurse. Classroom and clinical education is of paramount importance for this transformation. Because the focus of our study is the human person, our nursing behaviors, even as learners, must demonstrate values of academic honesty, accountability, compassion, commitment, and adherence to legal, ethical, and professional standards both in the classroom and the clinical agency. Inherent to these professional behaviors is the simple expectation that each student's work, except where documented, is wholly their own; and, that each student's assignments, assessments, quizzes and examinations are performed without unfair or illegal advantage. The nursing student will have access to numerous outlines and study guides created by the instructor specifically for this course. Use of any materials not distributed by nursing faculty during the time frame of student's enrollment in the course may be a violation of the college's *Academic Honesty Policy*. It is the student's responsibility to obtain verification from the instructor whether or not these materials may be used without penalty. Nursing students enter into trust-based relationships with patients, peers, faculty and agency staff for the purpose of providing care to vulnerable persons. Therefore, nursing students have a high duty to ensure the integrity of their own academic preparation, as well as the integrity of the Nursing Program. Specific examples of personal violations of academic honesty are listed below. Penalties for personal violations many include course failure. If the student has knowledge that professional trust has been broken and/ or that the integrity of an experience, assignment, assessment, test, or examination has been violated, the nursing student is expected to notify the faculty or Dean of Students.

Examples of student violations:

- Use of unauthorized materials during an assessment, quiz, test or examination.
- Providing or receiving unauthorized assistance during an assessment, quiz, test or examination.
- Practicing any form of deceit in an assessment, quiz, test, examination or paper.
- Posing as another student or allowing another student to pose as one's self during an assessment, test, examination or clinical assignment. This violation includes on- line assignments, assessments, tests and examinations.
- Recording, transcribing, using or distributing any part of a previously administered assessment, quiz, test or examination.
- Buying, selling, improperly obtaining or using any assessment, test or examination in advance of its administration.

The NCC nursing student is expected to abide by the requirements and policies contained in the *Practical Nursing or Associate Degree Nursing Student Handbook*. Specifically, the nursing student will abide by the following expectations:

- The student will attend all classroom, laboratory, and clinical experiences.
- The student will be prepared for all classroom, laboratory and clinical experiences.
- It is expected that the student prepare prior to arriving at all classroom and laboratory experiences. The student will understand that faculty will not permit a student to leave class or lab to print handouts, outlines or articles provided by faculty.
- It is expected that the student prepare prior to arriving at every clinical experience. Students should be well prepared to discuss each assigned patient's case history, pathophysiology, plan of care and medication regimen. Any student arriving unprepared may be dismissed from clinical and subsequently given an unexcused absence for the experience. The student will be required to make up the experience at the discretion of Faculty and/or the Director of Nursing.

- The student will communicate and interact with others in a respectful, professional manner.
- Students are expected to respect one another and the faculty. Students understand that only one person speaks at a time during classroom and laboratory experiences. Students also understand that talking amongst one another during class or lab will not be tolerated.
- The student understands that foul language or sexually explicit language or comments will not be tolerated in the classroom, laboratory or clinical setting.
- The student will also agree to avoid the use of foul or sexually explicit language or comments in conversation or in the form of written communication (email).
- Any student engaging in aggressive, disrespectful, unethical or sexual harassing behavior toward any person encountered through this course of study, including patients, peers, staff persons, visitors or faculty will be directed to leave or be escorted off the clinical unit or NCC campus by security. This behavior will also require a conference with faculty and the Director of Nursing, as well as the Dean of Students.
- The use of cell phones in the classroom, laboratory or clinical setting is not permitted. The use of cell phones includes making calls, checking voice mail and text messaging. Cell phones are expected to be turned off (not on vibration mode) for all classroom, laboratory and clinical experiences.

The student will assume responsibility for their own learning.

- Students are expected to check blackboard and their Northampton e-mail on a daily basis. Important announcements may be posted on blackboard at any given time and it is the expectation that students take responsibility for their education and periodically check the course blackboard site and/or their Northampton e-mail account.
- The student understands that the course faculty cannot cover every detail of theoretical knowledge in the classroom or laboratory setting. The student is responsible for reading and understanding theory discussed in the course textbook and supplemental readings provided by the faculty.
- The student understands that all written work be submitted as a hard copy. Electronic submission is not permitted and will not be accepted.
- The student understands that extensions for assignments will not be granted.

This document has been prepared so that every student enrolled in the nursing programs at Northampton Community College will understand what is expected in regard to classroom and clinical conduct. The student must understand that failure to comply with these stated expectations will have a negative impact on his or her overall course grade, and may also affect progression in the Nursing Program.

Reviewed annually.

TESTING

The following are departmental guidelines for test taking in the department of nursing.

- Simple calculators are permitted during quizzes and examinations. Scientific or advanced calculators, PDA's or cell phones are not permitted. Nursing students must come prepared with a simple calculator. Students who arrive to test without a simple calculator are not allowed to borrow from another student.
- Backpacks and other belongings must be placed at the front of the room prior to the beginning of the exam. The only items students should have at their desk is a simple calculator and a pencil or two.
- Scrap paper (if allowed) will be handed out by the instructor and collected with the test copy. Students are NOT allowed to use their own scrap paper.
- Students may NOT wear hats with a brim during testing.
- Students may NOT have beverages with a label on the container during an examination or test. Any beverage must have the label removed prior to the beginning of an exam.
- Tests will be printed as double sided documents.

GRADUATION

Graduation requirements are outlined in the college catalog and available at <http://catalog.northampton.edu/Policies-CollegeAcademic/Graduation.htm> for your review. Students must complete an Application for Graduation at the Main Campus Records Office, the Monroe Campus Enrollment Office or on the web to receive their degree, certificate or diploma. See the College Calendar for the due date for each semester. Commencement exercises are held twice a year in Bethlehem following the fall and spring semesters; August and December graduates should attend the winter ceremony in January.

STUDENT COMPLAINT PROCEDURE

Students, faculty or community members with complaints related to the nursing department should attempt to resolve the issue with the individual(s) most directly involved. If a resolution is not reached, a written complaint may be submitted to the Director of Nursing programs. Written complaints will be handled according to the process and time frames outlined in the college Academic Appeal Policy. This policy is available for your review at <http://catalog.northampton.edu/policies-collegeacademic/appeals.htm>



Northampton Community College

NURSING DEPARTMENT

CONFIDENTIALITY POLICY

Confidentiality is a patient's right and the responsibility of the nurse, nursing student, and health care team members. Any information in written, oral, or electronic form about a patient's physical, emotional, or mental health or treatment is considered confidential and should be shared only in a private area among healthcare providers involved in the care and treatment of the patient. This information must be handled discretely and privately and protected against theft, loss, or inappropriate disclosure.

Nursing students, by virtue of the educational process, will routinely have access to protected health information (PHI) of patients under their care at a variety of clinical agencies. In accordance with the requirements of the Health Insurance Portability and Accountability Act of 1996, nursing students will participate in annual educational review sessions regarding confidentiality and HIPAA regulations. Documentation of participation in the review sessions will be retained in the students file. Students sign a confidentiality agreement upon entrance into the nursing program which is retained in their file. Students will comply with the Confidentiality Policies and HIPAA regulations at the clinical agency where they are assigned for clinical lab.

Assignments that include patient-related information must be handled securely to avoid unnecessary or inadvertent disclosure and will not include patient identifying information.

Students suspected of violating patient confidentiality will be suspended from clinical and an investigation will be conducted by the Director. A student found to have violated patient confidentiality will be subject to disciplinary action, up to and including dismissal from the program.

GRADING

Grades represent the individual student's mastery of course and clinical objectives. Grades for all nursing courses in the Associate Degree Nursing Program except NURS 261* are assigned both a numerical value and letter grade based on the scale below.

A	93-100
A-	90-92
B+	87-89
B	84-86
B-	81-83
C+	78-80
F	Less than 78

**Grades are assigned as pass (P) or fail (F) in NURS 261 (Clinical Practicum).*

1. A minimum grade of **78% (C+)** is required to satisfactorily complete the theoretical component of each nursing course in the Associate Degree Nursing Program.
2. A course grade less than 78% or C+ constitutes a course failure and will be assigned a grade of F.
3. Achievement of clinical objectives is evaluated via course specific clinical evaluation tools on a pass/fail basis.
4. In courses with concurrent clinical experiences, students must pass both the theoretical and clinical portions of the course to receive a satisfactory grade for the course, enabling progression in the program.
5. Failure to achieve a satisfactory grade in all nursing courses within each level prohibits progression in the nursing sequence to the next level.

Grade appeals will follow the process as outlined in the College catalog. The policy can be accessed on the web at: <http://catalog.northampton.edu/policies-collegeacademic/appeals.htm>

PROGRESSION POLICY

RN Program

1. A course grade of C+ or better is required in nursing courses* to progress to the next level of the program.
2. All pre and co requisite courses must be taken prior to or in sequence as outlined in the nursing program of study (curriculum).
3. The student who has withdrawn from the program or who has failed a nursing course will be readmitted to the nursing program only on a space available basis as the time of readmission. Course requirements will be stipulated by the current curriculum at the time of readmission.
4. Advanced placement candidates must complete all courses in the curriculum sequences which are required prior to their point of entry prior to admission.
5. The safety of patients is a primary focus of competent nursing care. Students are expected to maintain patient safety during all clinical experiences. Violation of safety may result in disciplinary action up to and including program dismissal.
6. Students are expected to uphold the professional standards outlined in the American Nurses Association Code of Ethics (see ANA Code-of-Ethics.pdf) and the Classroom and Clinical Behavioral Expectations (see Classroom and Clinical Behavioral Expectations.docx) for the Student of Professional Nursing document.

Failure to comply with these expectations may result in disciplinary action up to and including program dismissal.

*any course with the prefix NURS.

REMEDICATION FOR IMPROVING CLINICAL PERFORMANCE

1. If a student's clinical performance is not progressing satisfactorily toward meeting the course objectives, the clinical faculty member will prepare a written remedial plan in collaboration with the lead faculty member. The plan will be presented to the student at a meeting to include student, lead faculty and adjunct clinical faculty involved. The plan will define specific area(s) of remediation, proposed learning options/methods, expected outcomes and a time frame for evaluation of student progress.
2. A copy of the plan will be retained by the full-time faculty and a copy placed in the student's file in the Nursing Department Office.
3. Progress will be documented by the faculty and communicated to the student in a timely manner. Adjunct faculty are responsible for informing full-time faculty of the student's progress.
4. For students requiring additional practice in the nursing laboratory, faculty will complete a Skill Lab Remediation form and make a phone referral to the Lab Assistant.

**NORTHAMPTON COMMUNITY COLLEGE NURSING DEPARTMENT
SKILL LAB REMEDIATION FORM**

DIRECTIONS:

1. Clinical Faculty will complete the form.
2. Student will bring form (and all of its copies) and present to the Lab Assistant in the Nursing Resource Center.
3. Lab assistant will complete appropriate area of form. Student is responsible for returning yellow copy to clinical faculty who advised them.
 White copy to course faculty
 Yellow copy to clinical faculty.
 Pink copy is student copy.

Student _____	Date _____
Course Faculty _____	Clinical Faculty _____
Skill(s) to be reviewed _____	
Skill(s) to be reviewed by (date) _____	

Methods used for review: ___ video ___ reading
___ 1:1 demonstration ___ skill checklist review

Lab Assistant Recommendations

Return demonstration by student: ----- satisfactory _____ unsatisfactory

needs additional work _____ referred to course faculty _____

Additional Comments:

Lab Assistant Signature _____

Date _____

Student Signature _____

Clinical Faculty Signature _____

Reviewed annually.

ATTENDANCE POLICY

The Nursing department follows the guidelines for attendance outlined in the college catalog at <http://catalog.northampton.edu/policies-collegeacademic/attendance-policy.htm>

“Class attendance and engagement in the learning process are critical factors in determining students’ success in their courses. NCC students are expected to attend all class sessions of courses in which they are enrolled, and are responsible for all material presented in class sessions of these courses.

However, a student who misses class more than twice the number of weekly meetings of the class* (or the equivalent in short term courses) may be withdrawn from the course by the Instructor. Students who are withdrawn for poor attendance will receive a grade of W. Faculty may issue a withdrawal through the first 90% of the semester (14th week or equivalent in short term classes*). After the 90% period, a student may not withdraw or be withdrawn”. Nursing students are expected to attend all class, lab and clinical sessions of courses in which they are enrolled and are responsible for all material presented therein. Regular attendance is essential for successful completion of the program. No clinical absences are permitted. Absences will be monitored by faculty. Time missed will be made up via methods at the discretion of the faculty. Students absent without a valid excuse for more than twice the number of weekly meetings or who cannot meet the course objectives because of excessive absences will be withdrawn from the class. Unexcused absences may include, but are not limited to tardiness, unreported absence, scheduled vacation or events, excessive undocumented illness.

If it is determined that the student will be unable to meet the course objectives within the assigned time frame, a meeting will be conducted with the student to explore academic options.

- a. Absence from Clinical Laboratory
 - 1) Students are required to attend all scheduled clinical laboratory sessions. All clinical absences will require student make-up according to methods outlined by the faculty and/or Director to ensure course/clinical objectives are met.

Absences are to be reported to the designated faculty as soon as absence is apparent. Each unexcused absence will result in a two-point deduction from the student’s course theory grade.

If a student is absent from clinical two or more days (excused or unexcused), the student’s performance will be reviewed by the faculty and/or Director to determine whether clinical objectives can be met. If it is determined that the student can meet the objectives, a make-up plan will be developed. If successful completion of the objectives is unlikely or unreasonable, the student will be withdrawn from the course.

b. Absences from Class/Lab/Clinical

If a student is absent from class/lab/clinical for two or more consecutive days, s/he must present a physician's note to the College Health Center stating:

- Dates of Treatment
- Release date to return to class and/or clinical

- 2) Late Starts: If the College delays opening, students are to report to the clinical agencies at the time designated when the College will open.
- 3) Labor Disputes: Students are required to make up theory and/or clinical practice which have been canceled due to labor disputes. The College will make every effort to place students where course objectives can be met. In case of labor disputes at the College, NCC policy will be followed as to cancellations or refunds.
- 4) Tardiness: Students are expected to report to class and clinical on time to be mentally and physically prepared to participate in clinical at their scheduled time. Tardiness is disruptive to faculty and clinical agency staff and will not be tolerated.
- 5) Notification: In the event that tardiness or absence is necessary, the student must contact the clinical agency where s/he was assigned as soon as possible. The student should attempt to notify the responsible faculty member as well. Failure to directly notify faculty and/or clinical unit when absent or tardy will result in a one-point theory grade reduction per incident.

ACADEMIC RECOGNITION

Dean's Honors List - students who complete a minimum of six credit hours per semester, and who achieve a semester grade point average of not less than 3.50, will be carried on the Dean's Honor List as a mark of academic distinction.

Graduation Honors - students who complete a minimum of 30 credits hours of coursework in the graduation major at Northampton, and have a graduation grade point average of 3.50 or higher in any degree, certificate or specialized diploma will be graduated with honors. The graduation grade point average includes only those courses used toward the graduation major.

ATI TESTING, REMEDIATION, and PROGRAM EVALUATION POLICY

What is ATI?

Assessment Technologies Institute (ATI) offers an Assessment-Driven Review (ADR) program designed to support mastery of essential nursing content, increase student pass rates on the nursing licensing exam and lower program attrition. NCC uses ATI throughout the Associate Degree Nursing Program.

Used as a comprehensive program, ATI tools can help students prepare more efficiently, as well as increase confidence and familiarity with content. The ATI program includes post admission assessment of essential academic skills using the TEAS V test, Nurse Logic, Learning Systems, online practice and proctored testing over the major content areas in nursing and a comprehensive prediction of how well a student will perform on the NCLEX state board exam using the Comprehensive Predictor exam. In the last semester of the program student participate in Virtual ATI NCLEX, an on-line personalized, assessment-driven NCLEX review. The ATI resources are intended to supplement course content and enhance student learning. They are not to replace the course textbooks or faculty guided instruction.

How the ATI Test Counts in the Course Grade

Performance on Content Mastery tests, submission of remedial work and/or completion of ATI assignments may be included in the calculation of course grades and will be outlined in each course syllabus.

The ATI test(s) may be scheduled outside of class or lab time and the student is required to attend. All proctored testing will be done on-line and administered on campus. The testing schedule will be provided in the course syllabus.

Remediation

To remediate means to review an area that is not fully understood as evidenced by performance on practice or proctored tests. Remediation is intended to help the student recover important information that was missed on the initial test. The instructor will provide a description of the remediation plan for the material that applies to each course. Remediation is mandatory but the requirements may vary depending on the course. When completing remediation activity that is not proctored (i.e. on the internet, at home or out of the classroom), be aware that the instructor has access to detailed information about the timing and duration of remediation efforts.

Payment for ATI resources

Course fees are applied each semester to cover the cost of ATI resources, testing and the on-line Virtual ATI NCLEX preparation course.

TITLE IX – SEXUAL DISCRIMINATION, HARASSMENT, VIOLENCE

Northampton Community College does not discriminate on the basis of sex in its education programs or activities. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. Northampton Community College complies with Title IX and has designated the following individuals to serve as the Title IX Coordinator and the Title IX Deputy Coordinators:

Title IX Interim Coordinator	Brett I. Last Executive Director, Human Resources 4th Floor, College Center 610.861.5460 BLast@northampton.edu
Title IX Deputy Coordinator	Belinda A. Austin Associate Dean, Student & College Services Monroe 148-C 570.688.2472 BAustin@northampton.edu
Title IX Deputy Coordinator	Brian J. Shegina Associate Director, Human Resources 4th Floor, College Center 610.332.6394 BShegina@northampton.edu
Title IX Deputy Coordinator	Janelle L. Howey Director, Residence Life 610.332.6171 JHowey@northampton.edu

Any student, employee, or applicant for employment or admission to the College who believes that he or she has been discriminated against on the basis of sex, may file a complaint with the Title IX Coordinator or either Deputy Coordinator. The Title IX Coordinator or Deputy Coordinator will assist the complainant to resolve the complaint in a prompt and equitable manner. Their responsibilities include: (1) tracking and monitoring incidents, including sex discrimination and sexual misconduct; (2) ensuring that the College responds effectively to each complaint; and (3) where appropriate, conducting investigations of particular situations. The Title IX Coordinator has the ultimate oversight responsibility over the Deputy Coordinators.

POSITION STATEMENT ON DIVERSITY

At NCC, we expect, and support, equity and inclusion in our educational programs, policies, campus life, employment, extracurricular activities and community involvement. We define diversity as all the ways in which we differ from one another, and we see each individual as unique and valuable. Inclusion means that we value these differences as strengths that contribute to a rich college environment. The college community is united in the condemnation of acts of hatred and intolerance.

In our efforts to value diverse voices and perspectives, we strive to:

- Provide equitable opportunity and access to education.
- Recruit and retain a diverse student body, faculty and staff.
- Promote a campus climate where respect for and appreciation of differences are priorities, and where individuals thrive without prejudice or bigotry.
- Integrate multicultural perspectives throughout the curricula.
- Analyze the diverse needs of our constituents and ensure that our services, organizational structures and institutional priorities address them.

The college community believes that everyone is responsible for fostering an environment of inclusion and respect that contributes to academic excellence.

SPECIAL POLICY FOR READMISSION, RE-ENTRY INTO LIMITED ENROLLMENT COURSES

1. Any student needing to re-take any nursing course must submit a formal written request to do so to the Director of Nursing Programs. The request must contain:
 - Course Number
 - Semester when course was originally taken, and any subsequent attempts
 - Semester of planned retake

Requests will be granted by the Director based on the date received and on a seat available basis. Students must be aware that courses may be offered on a day or evening schedule.

2. Students who have not maintained concurrent enrollment will be accommodated after current students are seated.
3. Students who receive a failing grade in two separate nursing courses will not be permitted to progress in the program. Students who receive a failing grade in a nursing course (on the first attempt) will have the opportunity to repeat the course one additional time. If the student fails the course on the second attempt the student will be dismissed from the program, with no opportunity for re-entry. If a student fails a nursing course and repeats it successfully, and then fails a second nursing course, the student will be dismissed from the program at that time, with no opportunity for re-entry.
4. Students, who elect to leave the program or cannot maintain concurrent enrollment in the nursing program, will be granted re-entry by the Director, after a formal written request has been received and seat availability is confirmed. Students must re-enter the program within one calendar year from their last semester of enrollment in the program. Re-entering students will be required to complete a skill validation successfully prior to enrolling in classes.
5. Nursing students who do not maintain concurrent enrollment will be required to complete their respective program within the required timeframe from their entrance into the program (PN program within 2 years; ADN program within 3 years). If it is determined at the time of re-entry that the student will be unable to comply with this time frame, re-entry will be denied. The student will have the option to reapply to the program and if accepted restart the program.
6. Special Policy for Re-Admission, Re-Entry into Limited Enrollment Courses is available at <http://catalog.northampton.edu/policies-collegeacademic/re-admission-re-entry-into-limitedenrollment-courses.htm> includes the following statement:

Any student who does not successfully complete a major course in a program which has limited enrollment may retake that course only if space is available. Priority will be given to students entering the program for the first time and to those students who have successfully completed the core courses and have maintained continuous enrollment.*

**A major course is a course which carries the prefix of the student's program.*

Approved: 9/03
Reviewed annually
Revised 8/2010

ACADEMIC DISMISSAL FROM ALLIED HEALTH PROGRAMS*

Any student who does not successfully complete* two (2) courses (either two different courses or the same course twice), that carry the prefix of the student's Allied Health program, regardless of when in the program curriculum the unsuccessful attempt occurs, will be dismissed from his/her Allied Health program. An unsuccessful course completion for the purposes of this policy is defined as a final course grade of an "F" or "W".

**Nursing, Dental Hygiene, Medical Assistant, Radiography, Diagnostic Medical Sonography, Funeral Service, Licensed Massage Therapy, and Veterinary Technician*

COUNSELING AND ACADEMIC SUPPORT

1. Counseling services for academic and career planning are available to students in the nursing program. Career counseling is coordinated for all students on the Bethlehem Campus with services also available on a limited schedule on the Monroe Campus. Academic and personal counseling needs are accommodated on both the Bethlehem and Monroe campuses by a staff of professional counselors and nursing faculty.
2. All nursing students are assigned a nursing faculty member as an academic advisor. Academic advisors serve to provide students with information and academic guidance to promote their success in the program.
3. The Learning Center is available for tutoring support on Bethlehem Campus and tutoring services are offered at the Monroe Center for students requiring extra help with math, reading and writing, or test taking skills.
4. The nursing faculty are available to each student to serve in a counseling capacity as necessary. The student is encouraged to discuss any issues affecting academic or clinical performance. Confidentiality will be maintained in accordance with the Student Bill of Rights. Referrals may be made to other sources for assistance, should the student and nursing faculty feel a specialized approach is necessary.

REFERENCES

Throughout the program, students may wish to have faculty complete a reference for them to be used during future employment interviews.

1. Students obtain reference forms from the Career Services office located in College Center, Room 348 at the Main Campus and in Keystone 109 at the Monroe Campus. The office can be contacted at 610-861-5344 and 570-369-1871, or careers@northampton.edu.
2. Students request clinical references from faculty of their choice.
3. Faculty complete the reference form and will return it to the Career Services Office.
4. The Career Services Office will maintain a file of references for the student.

Students must request that references be sent to potential employers. References will not be relinquished directly to employers without a request from the student.

Additional career information is available in the Career Services Office or on the web at www.northampton.edu/careers.

HEALTH REQUIREMENTS AND HEALTH SERVICES

1. The nursing program health requirements are determined by the Nursing Department, affiliating clinical agencies, the College and by the Pennsylvania State Board of Nursing. Students are responsible for fulfilling the health requirements annually as outlined below. Entry into the first semester (RN and PN program) and third semester (RN program) will be denied if the requirements are not met. If at any time the student's health requirements are out of compliance, the Nursing Department will reserve the right to withdraw the student from clinical and ultimately the course.
2. The College Health and Wellness Center coordinates and houses student health records for all nursing students. They are located in College Center, room 120. Hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. in the fall and spring semesters and Monday through Thursday from 9:00 a.m. to 1:00 p.m. in the summer semesters. Their phone number is 610-861-5365 and the fax number is 610-861-4545.
3. Information regarding the services offered at the Health and Wellness Center may be accessed at <https://www.northampton.edu/campus-life-and-housing/health-and-wellnesscenter.htm>
4. When submitting forms or lab results to the health center, clearly indicate your name and the program in which you are enrolled. Monroe PN students should indicate the Monroe site on paperwork submitted. It is always recommended that the student retain a copy of any paperwork submitted for their personal records.
5. The health requirements for the nursing program are as follows:

FIRST YEAR (RN & PN)

A. Physical examination.

B. Diagnostic tests. Results should be attached to the Health form.

Required:

- Two Step Tuberculin Skin Test – acceptable only if done after April 1 for fall entry and October 1 for spring entry.
- Urine Drug Screen.

C. Required immunizations or documents of prior immunization:

1. MMR (Measles, Mumps and Rubella) – 2 doses are required if born after 1957.
2. TD (Tetanus and Diphtheria) – last dose must be within 10 years.
3. Hepatitis B – series of 3 immunizations followed by titers.
4. Hepatitis C titer. *

5. Varicella – 2 does are needed (if received after age 13) or history of Chicken Pox disease.

*If titer is negative, antibody is required.

If records of these immunizations cannot be obtained, blood titers are required to document immunity.

SECOND YEAR (prior to third semester) (RN only)

Required: Two Step Tuberculin Skin Test – must be repeated yearly.
 Urine Drug Screen.

HEALTH INSURANCE

All students are required by the College to carry health insurance during the program. Failure to comply with this requirement will result in an immediate withdrawal from the program.

Northampton Community College does not offer student insurance plans.

The below insurance options are being provided for your information only. Northampton Community College does not recommend or endorse any Health Insurance plan.

Go to <https://www.healthcare.gov/> to obtain information and/or to purchase health insurance coverage through the official government insurance exchange website. Contact your existing or other local insurance carrier for coverage and pricing options.

You could possibly be eligible for the Medicaid program. Information can be found at: www.pennsylvania-assistance.org

ILLNESS DURING PROGRAM

1. Illness which results in a student missing significant class or clinical time must be reported to the faculty as soon as possible. In such cases, the faculty will request written medical clearance for students to return to the clinical setting.

2. The plan to make up content and time missed due to illness will be at the discretion of the full-time faculty member. Should the feasibility for making up the missed content and time be unlikely, a meeting will be held with the Director, full-time faculty member and student.

Any student who must withdraw from the program for medical reasons must: 1) see the nurse in the Health and Wellness Center for appropriate forms and procedure, and 2) notify the Nursing Department of the need to withdraw. It is the student's responsibility to notify the Director of Nursing Programs when re-entry into the program is desired. The student will be required to submit medical clearance documentation to the Health and Wellness Center and the Nursing Department prior to being considered for re-entry.

CPR

Students must maintain current certification in CPR for Health Care Professionals throughout their nursing studies. **It is the student's responsibility to keep updated certification on file in the nursing office.** Students without current certification will not be permitted to attend clinical and will be withdrawn from the program.

LIABILITY INSURANCE

All students in the nursing programs have professional liability insurance through the College's policy. Student fees for insurance coverage are paid on a yearly basis.

DRESS CODE

The Northampton Community College nursing student uniform serves to identify you as a student nurse amongst many health care providers. The uniform was selected to present a professional image of you, the nursing program and the college.

As a student in the nursing program, you are expected to comply with the dress code. The clinical agency and nursing faculty have authority to deny access to the clinical experience if a student does not adhere to the dress code.

Students participating in an assigned clinical experience or scheduled simulation experience are expected to wear a complete NCC student uniform. In some clinical units a dress code may be outlined by the clinical agency i.e. operating room. When a student is assigned to these specific areas, they will follow the specified agency protocol. The uniform is only to be worn in the clinical area, simulation setting or while traveling to and from the clinical site. It may not be worn at the student's place of employment.

Uniform Requirements for Clinical and Simulation Experiences

- Blue uniform top with embroidered NCC logo.
- Blue uniform pants
- Clean solid white leather shoes or walking sneakers. Clogs, high top sneakers, or sneakers with colored insignia are not permitted.
- White stockings/socks.
- The uniform must be clean, pressed, and in good repair.
- NCC Student ID (available in the Student Activities Office).
- Stethoscope, bandage scissors, pen light, and watch with a sweep or digital second hand.

Uniform Requirements at a Clinical Site during Non-clinical Hours

When a student enters a clinical site to get a clinical assignment and/or access patient data in preparation for a clinical assignment, the designated white, knee-length lab coat embroidered with NCC logo, and NCC student ID must be worn over business casual street clothes. Students are not permitted to wear jeans.

Additional Requirements Related to Professional Appearance

- Finger nails must not protrude beyond the finger tips. Only clear or natural nail polish is permitted. Tips, wraps, or acrylic gel nails are not permitted because of the risk of infection.
- No jewelry or accessories can be worn with the uniform other than a wedding band, a wrist watch and one (1) pair of stud earrings.
- Visible body piercings including but not limited to eyebrow, lip, tongue, cheek and nose are not permitted.
-

- Tattoos must be completely covered when in the clinical area.
- Ear gauges must be plugged with plugs matching skin tone.
- Hair must be worn in a neat controlled style, away from the face and off the collar. Male facial hair must be neat and well-trimmed.
- Hair must be of a color found in natural hair.
- No offensive body odor.
- No odor of smoke or cologne/perfume/powder.

NURSING ALUMNI ASSOCIATION

1. Involvement with the College can continue long after graduation. All nursing graduates automatically become a member of the Nursing Alumni Association, and can take advantage of the activities the association offers.
2. Officers of the NAA include a president and vice president and are elected by nursing alumni for two-year terms. Committees of the NAA are Fundraising, Programming, and Health Care Institutional Liaisons.
3. The NAA plans and manages activities for nursing alumni from participation in College and nursing events, to awarding the Clinical Achievement Award. Contact the Alumni Office, Gates Center, ext. 4589, for further information.

NURSING LAB/ CLINICAL INJURY REPORTING PROCEDURE

- A. Any student who sustains an injury, or feels ill, should immediately:
1. Report the incident to the faculty/lab assistant in attendance.
 2. If the injury was caused by:
 - a) A needle or sharps, discard the object in the proper receptacle, wash area immediately with soap and water.
 - b) Other equipment, identify the item.
 3. Main Campus: Report to the College Health Center.

Clinical facility: follow direction given by faculty as per agency policy.
Monroe Campus: report to faculty present and private physician if necessary
 4. Complete the appropriate form (example – next page) as directed by the College nurse or nursing faculty.
- B. Students who incur an accident, incident, or occupational exposure on the clinical setting must follow the protocols of the Clinical Agency and report same to the College Health Center for appropriate follow-up. Students are financially responsible for any medical care received at the clinical agencies or for any medical follow-up necessitated by the injury.

**NORTHAMPTON COMMUNITY COLLEGE NURSING DEPARTMENT
INJURY REPORT**

Name: _____

Social Security #: _____ Phone #: _____

Today's Date: _____ Date of Incident: _____

Current Nursing Course: _____

Description of the Incident (how the injury occurred): _____

Description of Injury (type and location): _____

Injury Occurred: Clinical Lab College Lab Other _____

Immediate treatment administered:

Yes – Describe: _____

No _____

Reported to Faculty/Lab Assistant: (Name) _____

Referred to College Health Center: Yes

I, _____, understand that Northampton Community College policy requires all student injuries to be reported and evaluated by the campus nurse. I will report to the Health Center during working hours on this or the next business day. If I am unable to report to the Health Center, I will notify the Health Center of my injury via phone (610-861-5365).

Student Signature: _____

Faculty Signature: _____

Comments:

cc: Director, Nursing Programs
School Nurse

Approved 11/02

nurs\forms\injury report

LICENSURE

At the completion of the prescribed curriculum students who have successfully completed required courses are eligible apply to apply to a state Board of Nursing for licensure and take the National Council Licensure Examination (NCLEX®). The state Boards of Nursing use the NCLEX-RN® and NCLEX-PN® to test entry-level nursing competence of candidates for licensure/registration as Registered Nurses and as Licensed Practical/Vocational Nurses. The NCLEX examinations are provided exclusively as computerized adaptive tests.

Detailed information concerning the process for licensure and testing will be provided to the students in the last semester of the program. The fees associated with the application for licensure to the State Board of Nursing and testing registration with Pearson Vue are the responsibility of the student.

A person convicted of any felonious act may be prohibited from licensure by the Board of Nursing at any time. Students who have known convictions must meet with the Director prior to the start of the program to discuss the implications of a positive criminal background on the ability to meet course objectives and program outcomes. Licensing and credentialing bodies may apply their own standards to determine what convictions would disqualify a candidate for licensure. A student with a positive background check who completes the program is not guaranteed licensure.

Act 1985-109 known as the Professional Nursing Law of the Laws of Pennsylvania declares the following: "... The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1971 (P.L. 233, No. 64), known as 'The Controlled Substance, Drug, Device and Cosmetic Act', or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country unless:

1. at least ten (10) years have elapsed from the date of conviction;
2. the applicant satisfactorily demonstrates to the board that he has made progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
3. the applicant otherwise satisfies the qualifications contained in or authorized by this act.

Sections 133.14. and 15.1 of the Professional Nursing Law imply the will of the legislature in relation to felonies and misdemeanors reflecting questions about moral character. As used in this section the term 'convicted' shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the board has some evidence to the contrary."

RELEASE OF INFORMATION

By federal law, the College may not fill a request for a transcript requested by an employer nor send a reference unless a written authorization is on file,

BACKGROUND CHECKS

A Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Clearance, and FBI Criminal History Record Report must be completed by all nursing students by the deadline noted on their Acceptance Checklist in order to comply with clinical facility requirements. Acceptance is considered conditional until the criminal background check requirement is met. The timeline is established to allow adequate time for the Allied Health Review Committee to review the report and make a recommendation to the Program Director regarding full acceptance into the program. Acceptance will be rescinded if the documents are not received by the deadline.

Students with three (3) reports reflecting “no record” (no convictions) can consider themselves fully accepted.

If there is a criminal record, entry into clinical education will be dependent on the decision of the Allied Health Review Committee after a written, detailed explanation is received from the student. Upon receipt of the statement, the Allied Health Review Committee will review the report and make a recommendation to the Program Director regarding the student’s acceptance into the program. Students will be notified of their status within 3 days of the committee’s review. The student may appeal the decision in writing to the Vice President for Academic Affairs (VPA) within 5 working days of notification receipt. The decision of the VPA is final. The records related to the criminal background process for students will be secured in the Deans’ office.

Clinical agencies have the right to deny access to any student with a criminal record based on that site’s own criteria. In the event that a student is denied clinical placement based on their criminal record, their acceptance may be rescinded.

NORTHAMPTON COMMUNITY COLLEGE DEPARTMENT OF NURSING ADVANCED PLACEMENT LPN TO ADN PROGRAM

The Advanced Placement Licensed Practical Nurse to Associate Degree Nursing Program is intended to afford LPN's the opportunity to receive advanced nursing standing of a maximum of twelve (12) credits by testing. The program is offered on a part or full time basis. A minimum grade of C+ or 78% is required in Fundamentals of Nursing or course equivalent in the Practical Nurse curriculum to be considered for admission. After receiving advanced placement status, students will follow the basic nursing curriculum of the associate degree program. Students may complete the general education and support courses before entering the nursing course sequence. Anyone interested in the program must meet with an Admissions counselor to discuss admission. All Excelsior College testing and admission criteria must be completed by September 15 for the spring semester and February 1 for the fall semester of the year for which a student is seeking admission. Candidates will be reviewed on an ongoing basis based on seat availability. Test administration is done through Excelsior College at local Pearson VUE Test Centers. Information packets are available in the Admissions or Counseling offices at NCC. Please follow the instructions given in the Excelsior College Registration Guide regarding fees and registration deadlines.

Credit for NURS 101

- Graduates of the Northampton Community College Practical Nursing Program who were assigned a grade of C+ or better automatically apply eight (8) Nursing 101 credits to the Associate Degree Program.
- LPN's who have graduated from a program other than NCC are required to take the Excelsior College test "Fundamentals of Nursing" (Excelsior Catalog number NURx210).
- The Excelsior Fundamentals of Nursing test consists of questions related to concepts basic to nursing practice; communication and interpersonal relations; protection and promotion of safety; comfort, rest, and activity; nutrition; elimination; oxygenation; and fluid and electrolyte balance.
- Successful completion of the test **with a score of 49** or greater awards the student eight (8) credits for NURS 101.
- Candidates who do not achieve a score of 49 or greater in the Excelsior College Fundamentals of Nursing test are not eligible for program admission.

Credit for NURS 223

- Practicing LPN's are eligible to take the Excelsior College Test Maternal Child Nursing (Catalog number: NURx315) prior to entering the program.
- Successful completion of the test with a score of **49 or greater** awards the student four (4) credits for NURS 223.

- Candidates who are not successful at achieving the required test score must enroll in the NURS 223 class.
- Should a student choose to enroll in NURS 223 instead of taking the Excelsior College Maternal and Child Nursing test, they are ineligible to register or gain credit for NURS 223 by Excelsior testing.
- The Excelsior Maternal and Child Nursing test measures the ability to use the nursing process in the nursing management of the childbearing and childrearing family, of normal pregnancy, and of the family with a high-risk pregnancy and a high-risk neonate. The test also includes nursing management of the well child and family and of the ill child and family, from infancy through adolescence.

ADVANCED PLACEMENT RN PROGRAM OF STUDY

Advanced Placement Testing/Excelsior College Exams

	<u>Credits</u>
Excelsior NURx210 Fundamentals of Nursing test or NURS 101 (8 credits at NCC)	8
453 Maternal & Child Health Nursing	4

General Education Courses (must be completed prior to admission)

ENGL 101 English I	3
ENGL 151 English II	3
BIOS 204 Human Anatomy and Physiology I	4
BIOS 254 Human Anatomy and Physiology II	4
MATH 150 Introduction to Statistics	3
PSYC 103 Introduction to Psychology	3
	20 credits

Advanced Placement ADN Requirements

First Semester

NURS 215 Nursing Care of Patients w/Medical/Surgical Problems	8
NURS 224 Care of Mental Health Patients	4
BIOS 202 Microbiology	4
PSYC 258 Developmental Psychology	3
SOCA----+ Sociology/Anthropology Elective	3
	22 credits

Second Semester

NURS 231 Nursing Seminar	2
NURS 260 Integrated Concepts for Nursing Practice	6
NURS 261 Nursing Practicum	2
CMTH 102 Speech Communication	3
PHIL 202G Ethics and Moral Problems (W and WC)	3
	16 credits

Students who make application for the Advanced Nursing Program must adhere to all admission requirements and deadlines as they appear in the college catalog.

+ For the SOCA elective, students must select a SOCA course from the list of approved general education courses; SOCA 102 or 103 is recommended.

- Once course should be designated as Diversity (D).
- Completion of PHIL 202G satisfies the Writing Intensive (WI) requirement.
- Computer competencies are included in various courses in this program. Thus, completing the program automatically satisfies the computing requirement for this program.
- The Social Science (SIT) requirement and the free elective requirement have been waived for this program.

Revised: 1993, 1994, 1995, 1997, 2006, 2010, 2018

Reviewed: 6/00, 7/02, 8/06, 9/09, 8/14, 8/18

LIBRARY

1. All students will be provided with an orientation to library facilities and resources at their respective site within NURS 101. However, students are not limited to only using resources in that site. Through internet capability and interlibrary loan, all resources at both sites are available to all nursing students.
2. Library facilities within affiliated clinical agencies are available to students. Borrowing from these agencies may be restricted based on policy.

SMOKING POLICY

While on campus, students in the Nursing Program must adhere to the Tobacco Use on Campus Policy as cited in the College catalog. The policy can be accessed from the web at <http://www.northampton.edu/about-ncc/tobacco-use-on-campus.htm>

Smoking is permitted only in designated areas. These areas are clearly marked, and the use of tobacco waste receptacles is required. Assume you are in a non-smoking area unless you see signs to indicate to the contrary. Compliance will be enforced. Education and treatment will be the primary approach, but violators may also face fines or other action.

To learn ways to quit smoking, contact the health center at 610.861.5365. Smoking cessation materials and counseling are available at no charge.

However, smoking is prohibited during any clinical time. Students may not leave the clinical setting to smoke. Students may not subject others to their secondhand smoke. Students must refrain from smoking prior to clinical and/or clinical activities as the odor of smoke is absorbed by clothing and can be an irritant to clients and others, and is in direct violation of the **Dress Code**.

URINE DRUG SCREENING

Urine drug screening is required annually. Clinical agencies require evidence of a negative urine drug screen before permitting a student to participate in clinical experiences at their facility.

Therefore, any student with a positive urine drug screen cannot remain in the program. A student may be required to submit to additional drug testing based on the affiliation agreement with each clinical site.

If the Nursing Program has reasonable suspicion that a student is using illegal drugs or is under the influence of drugs or alcohol while engaged in the program, the student may be required to report for drug testing at a designated vendor. If a student refuses to submit to a reasonable suspicion alcohol or drug test, the refusal may be considered a presumptive positive.

ANA CODE OF ETHICS

The Code, consisting of nine provisions and the accompanying interpretive statements:

- Provides a succinct statement of the ethical values, obligations, and duties of every individual who enters the nursing profession.
- Serves as the profession's nonnegotiable ethical standard.
- Expresses nursing's own understanding of its commitment to society.

The Code reiterates the fundamental values and commitments of the nurse (Provisions 1–3), identifies the boundaries of duty and loyalty (Provisions 4–6), and describes the duties of the nurse that extend beyond individual patient encounters (Provisions 7–9).

Provision 1 - The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2 - The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population

Provision 3 - The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4 - The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5 - The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6 - The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7 - The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8 - The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9 - The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements*.

Washington, D.C.: American Nurses Publishing.