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Program Information
Monroe County Community College

MCCC Mission Statement
Monroe County Community College provides a variety of higher education opportunities to enrich the lives of the residents of Monroe County.

MCCC Vision Statement
Monroe County Community College aspires to be our community’s first choice for higher learning.

MCCC Core Values
Monroe County Community College is dedicated to these core values

- Comprehensive educational offerings
- Instructional Excellence
- Transformational Learning
- Cultivation of informed and participating citizens
- Entrepreneurial and responsive leadership to community needs
- Cultural enrichment
- Affordability
- Accessibility
- Valuing human diversity
- Ethical integrity
- Accountability to students and stakeholders
- To be a source of pride for the residents of Monroe County

MCCC Philosophy
Monroe County Community College is dedicated to the philosophy that the nation’s most precious resource resides in the diverse knowledge and abilities of its citizens. The college endeavors to provide educational opportunities to enhance this knowledge and refine these abilities.

The college offers its programs and services within a framework of ethical integrity in all relationships and practices.

The college believes that liberal admissions requirements are an essential part of its philosophy. The college admissions policy affords equal opportunity for all qualified individuals for higher educational experiences.
Philosophy of the Practical Nursing Program

We believe that all individuals are unique, inherently worthy and deserving of respect. The individual is a holistic being, with the integration of mind, body, and spirit, and possesses autonomy and the right to make life choices. All individuals have basic physiological and psychological human needs and tasks to accomplish during various stages of the life cycle from infancy through old age. Each individual is an open system who is influenced by internal and external stressors. The individual's adaptation to these stressors is influenced by various factors and coping mechanism, which result in adaptation or health, or maladaptation and illness.

Nursing is both an art and a science based on the caring, dynamic interaction or relationship between the nurse and the client. This professional nurse-client relationship serves as the vehicle to promote, maintain, or restore the clients' abilities to satisfy basic human needs, reach an optimal level of health, and to prepare for a peaceful death. Nursing is the process of assisting the individual to utilize effective coping mechanisms to achieve a level of wellness. The practical nurse uses the nursing process, a problem solving approach, to collect and organize relevant health care data, assist in the identification of health needs/problems throughout a client's life span, and contribute to the plan of care in a variety of settings.

Licensed practical nursing is the practice of nursing based on less comprehensive knowledge and skill than that required of the professional nurse and performed under the supervision of the registered nurse, physician, or dentist. A practical nurse's practice is guided by qualified health professionals and must be performed within the highest moral, legal, and ethical standards. Practical nurses use specialized knowledge and skill to provide direct nursing care for stable clients in acute care settings and to function in the charge nurse role in extended care settings, both under the direction of qualified health professionals. The program is designed to assist the practical nurse to work in the hospital setting with clients with common and stable health problems and with adult and older adults in various extended care settings, including long term and rehabilitation facilities.

We believe that all nursing education belongs within an organized educational framework and should provide experiences directed toward the acquisition and application of knowledge, skills, and attitudes. Nursing practice requires a strong base of general education in the biological and behavioral sciences. The certificate in practical nursing should also provide a basic general education in mathematics and informatics, and a firm foundation to complete the associate degree, if desired, in registered nursing or general studies.

We recognize that the community served by this institution is suburban, rural, and urban and that the clients come from diverse cultural and socioeconomic backgrounds. Learning experiences are planned to provide contact with a diverse client population and a variety of settings including inpatient, outpatient, and acute and extended care settings.

As educators, we believe that learning is a continuing, ongoing process which requires acceptance of responsibility by both the teacher and the learner, and is enhanced by the sincere interest in the professional development of the student. We also believe that education should provide the means for individuals to achieve their potential and to adapt to living in a rapidly changing world. We strongly encourage all graduates to pursue further education and expect that all graduates will continue to grow professionally.
Practical Nursing Student Learning Outcomes

At the completion of this program of study, graduates will be able to:

1. Apply the nursing process in the delivery of nursing care to clients and the management of care of groups of clients in applicable structured health care settings.

2. Demonstrate the provision of competent nursing care to clients and to the management of care of groups of clients in applicable structured health care settings.

3. Demonstrate professional and caring relationships in the provision of nursing care to clients and to the supervision of staff in the care of groups of clients in applicable structured health care settings.

4. Apply the stress adaptation theory and the use of healthy coping mechanisms in the care of clients and the management of the work environment in the care of clients in applicable structured health care settings.

5. Demonstrate effective communication skills with clients, families, staff, and peers in the various structured health care settings.

6. Display respect and sensitivity to the cultural diversity of clients, families, staff, and peers with varied lifestyles, beliefs, races, and cultures.

7. Demonstrate professionalism through compliance with the ethical and legal standards of the nursing profession in the care of clients and the management of staff in applicable structured health care settings.
Organizing Framework for Practical Nursing Curriculum

The organizing framework at Monroe County Community College’s Practical Nursing Program is based on the following content threads:

- Stress - Adaptation
- Health and Wellness
- Growth and Development
- Human Needs
- Nursing Process
- Communication
- Nurse-Client Relationship
- Cultural Diversity
- Professionalism
- Structured Healthcare Settings

Stress-Adaptation

In the Stress-Adaptation Model, conceptualized by Hans Seyle and based on Walter Cannon’s fight or flight model, the main thesis was that stress could be analyzed and influenced to result in the individual’s adaptation to stress in a positive fashion. He theorized that the capacity to adapt to stressors is directly related to the three controllable variables: perception, conditioning factors, and coping mechanisms. These factors affect the individuals' interpretation of stress and their resistance and response to stress. Various nurse theorists, including Dorothy Johnson, Betty Neuman, and Sr. Calista Roy, utilized the stress adaptation model to define their theories of clients as adaptive systems.

Health is the result of adaptation based on the successful resolution of a stressor. Illness is the result of maladaptation based on the unsuccessful resolution of a stressor. To maintain health, the body’s various mechanisms respond to maintain homeostasis, or a relative constancy or balance of the internal environment. Nursing supports the client’s successful adaptation to physical, emotional, and social stressors and achievement of homeostasis through assistance with the development of healthy coping mechanisms. Our view of the stress-adaptation framework is represented in the following model.

CONTROLLABLE VARIABLES THAT AFFECT STRESS ADAPTATION

![Stress-Adaptation Model Diagram]
Health and Wellness
Health is defined by the World Health Organization as the state of complete physical, mental, and social-well-being, not merely the absence of disease. The health-illness continuum is a holistic health model used to conceptualize the variants between high level wellness and critical illness and death. Holism means viewing a person's health as a balance of body, mind, and spirit. Due to the mind-body-spirit connection, individuals have the freedom as well as the responsibility to affect their own wellness state. High-level wellness is reached when individuals maximize their health potential.

Growth and Development
Humans are engaged in a process of growth and development throughout the life span. Human development is a continuous and orderly process with expected stages. Knowledge of growth and development is crucial to the provision of age appropriate nursing care and planning. Growth and development theorists studied include Maslow, Erickson, Freud, and Piaget.

Human Needs
Maslow's motivational theory identifies basic human needs arranged in an order of prepotency beginning with the most basic physiologic needs and progressing through safety, love, self-esteem and self-actualization. Throughout the life-long growth experience, humans strive to reach their highest developmental potential and so move up the hierarchy.

Communication and the Nurse-Client Relationship
Communication is an interactive process which serves as the foundation for relationships between nurse-client, teacher-learner, and health team. Communication includes various forms, including verbal, nonverbal, and written and electronic documentation. The nurse-client relationship is a therapeutic, caring alliance designed to help clients adapt to stress. The goal of the nurse-client relationship is to assist clients to achieve, maintain, or restore an optimal level of wellness or to experience a peaceful death. The quality of the nursing instructor-student relationship has vital effects on the socialization of students into the nursing profession and the students' ability to establish nurse-client relationships.

Cultural Diversity
Cultural diversity implies cultural differences, and immigration has expanded cultural diversity within our communities. Thus it is imperative that nurses develop cultural awareness and sensitivity in order to deliver culturally competent care. Culture, which consists of the values, beliefs, and practices shared by a majority within a group of people, includes the attitudes, roles, behaviors, and religious or spiritual practices accepted and expected by the cultural group. The main characteristics that differentiate cultural groups from one another are nationality or ethnicity, race, color, gender, age, religious affiliation, lifestyle and socioeconomic status.

Cultural variables affect not only values, decisions, and actions, but also health care practices. Perception of illness, the type of illness, as well as treatment sought for these illnesses evolve from culture and socioeconomic status. All people are influenced by cultural beliefs about illness. Since illness behavior is a socially and culturally learned response, learning experiences are provided to ensure contact with a variety of clients from different cultural settings.

Professionalism
Professionalism is the embodiment of behaviors inherent to practice of a profession, and is characterized by adherence to standards of care of the profession and the scope of practice of the practical/vocational nurse, accountability for one’s own actions and behaviors, and the adherence to
ethical and legal principles of nursing practice. Nurses are held to the high ethical and legal standards of the profession. Accountability means being answerable for actions and the resulting moral, ethical and legal consequences.

Accountability occurs within the context of an ethical framework for decision-making consistent with the National Association for Practical Nurse Education and Service (NAPNES) and the National Federation of Licensed Practical Nurses (NFLPN) “Nursing Practice Standards”. Licensed Practical Nurses are expected to function within the legal guidelines of the Nurse Practice Act of the State of Michigan.

Structured Healthcare Settings
The practice of nursing as a licensed practical nurse (LPN) as defined by the Michigan State Board of Nursing is defined as “the practice of nursing based on less comprehensive knowledge and skill than that required of a registered professional nurse and performed under the supervision of a registered and professional nurse, physician, or dentist”. Since the LPN must function under the supervision of the registered nurse (RN), the practice setting is by necessity a structured one whereby the LPN has access to this required supervision. The LPN functions in the provision of patient care in various structured settings that allow this supervision including acute care, medical offices, home care, and hospice settings. They also function in management or charge nurse roles in applicable extended care settings, including long term care and rehabilitation facilities.

Nurse Instructor-Student Role
Dyadic Role Theory as proposed by Gross, Neal, Mason, Ward S., and McEachern in “Exploration in Role Analysis” is used to examine the nursing instructor-student role. This role is defined as a set of rights and obligations which specify an interaction pattern for two persons in a specific situation.

The normative aspects of role, as defined by Haas in “Role Conception and Group Consensus,” are task, affect, deference, and authority. Task refers to the functional or activity dimension; affect specifies how the role partners should feel toward one another; deference refers to prestige or respect-oriented behavior; and authority indicates who has control and how decisions are to be made.

Additionally, there exists an idiosyncratic interpersonal component that makes each instructor-student role enactment unique. This instructor-student relationship has vital effects on 1) the socialization of the student into the nursing profession, 2) the level of success a student achieves in nursing school, and 3) the student’s ability to establish effective nurse-client relationships. Our beliefs about the normative rights and obligations inherent in the nursing instructor-student role are presented in the table on the next page.
### Nursing Instructor/Student Role

#### Task/Responsibilities

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Take 100% responsibility and accountability for creating a learning centered environment.</td>
<td>1. Take 100% responsibility and accountability for their own learning.</td>
</tr>
<tr>
<td>2. Provide learning experiences which requires active student participation</td>
<td>2. Actively pursue new knowledge and skills</td>
</tr>
<tr>
<td>3. Provide formal instruction</td>
<td>3. Be present, on-time and well prepared for class and clinical</td>
</tr>
</tbody>
</table>
| 4. Serve as a role model  
   a. In use of nursing process  
   b. Professional attitudes and values  
   c. Interaction with patients and colleagues | 4. Model appropriate professional behavior  
   a. Ethical and legal conduct at all times  
   b. Demonstrate work ethic  
   c. Interact effectively with patients, peers and staff |
| 5. Act as a resource person | 5. Utilize faculty as a resource |
| 6. Serve as advisor | 6. Seek advising as needed and appropriate |
| 7. Support group effort | 7. Be supportive of the group and its efforts |
| 8. Evaluate students’ performance | 8. Evaluate own performance  
   a. Examine and alter behavior as appropriate  
   b. Evaluate faculty teaching |
| 9. Maintain appropriate records | 9. Complete and provide records |

#### Affect

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Learner</th>
</tr>
</thead>
</table>
| 1. Establish helping relationship with student  
   a. Positive regard  
   b. Honesty  
   c. Empathy  
   d. Understanding  
   e. Unconditional acceptance | 1. Allow helping relationship to exist and grow  
   a. Trust  
   b. Honesty  
   c. Empathy  
   d. Understanding  
   e. Positive regard |

#### Deference

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintain confidentiality of student information</td>
<td>1. Respect other students’ right to confidentiality</td>
</tr>
<tr>
<td>2. Respect students’ rights</td>
<td>2. Respect faculty rights</td>
</tr>
</tbody>
</table>

#### Authority

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Learner</th>
</tr>
</thead>
</table>
| 1. Assist student to move from dependence toward independence in such areas as:  
   a. Identifying learning needs  
   b. Using nursing process  
   c. Developing effective communication patterns | 1. Move from dependence to independence through initiating such actions as:  
   a. Identifying own learning needs  
   b. Using nursing process  
   c. Developing effective communication patterns |
| 2. Retain right to determine students’ progression in program | 2. Recognize faculty’s ultimate responsibility in determining student progression |
Program Calendar

**WINTER SEMESTER**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>PNUR 121</td>
<td>Fundamentals of Practical Nursing</td>
</tr>
<tr>
<td>2</td>
<td>PNUR 123</td>
<td>Mental Health Concepts for Practical Nursing</td>
</tr>
<tr>
<td>3</td>
<td>HLTSC 120</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>4</td>
<td>BIOL 158</td>
<td>Anatomy and Physiology II</td>
</tr>
</tbody>
</table>

**SPRING/SUMMER (12 Weeks)**

**First Rotation:**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.5</td>
<td>PNUR 124</td>
<td>Practical Nursing Care of Adults I</td>
</tr>
</tbody>
</table>

**Second Rotation:**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>PNUR 125</td>
<td>Practical Nursing Care of Pediatric Clients</td>
</tr>
</tbody>
</table>

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>PNUR 128</td>
<td>Issues in Practical Nursing</td>
</tr>
</tbody>
</table>

**First Rotation:**

<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>PNUR 126</td>
<td>Practical Nursing Care of Obstetrical Clients</td>
</tr>
</tbody>
</table>

**Second Rotation:**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>PNUR 127</td>
<td>Practical Nursing Care of Adults II</td>
</tr>
<tr>
<td>3</td>
<td>PNUR 129</td>
<td>Management Concepts for the Practical Nurse</td>
</tr>
</tbody>
</table>

39.5 Total Semester Credits

67 Minimum Billable Contact Hours
Admission to the Practical Nursing Program
The practical nursing program admits up to 20 students every year in January. Nursing program applicants must meet established minimum criteria to be considered for the nursing program. The potential nursing applicant needs to be aware that meeting minimum standards does not insure admission to the nursing program.

Practical Nursing Admission Criteria
Admission to the program involves three steps:
1. Admission to the college;
2. Completion of prerequisites as indicated by the Admissions and Guidance Office; the Admissions Office confirms that the criteria listed below have been met by the application date of the first Monday in October.
3. Verification of the completion of the program application. Applications will be date stamped upon receipt in the Admissions Office and must be submitted by the first Monday in October each year.

Students must apply every year.

Applications submitted after the deadline will only be considered if seats are available. Students who will complete required pre-requisite course work at the end of the Fall semester (after the application deadline) are encouraged to submit application materials for consideration and may be offered conditional acceptance into the program pending successful completion of those courses. If necessary, the tie breaker criteria previously listed will be used to rank applicants.

Meeting minimum requirements does not guarantee acceptance into the Practical Nursing program.

Specific Criteria for Completion of Prerequisites
Develop a folder in the Admissions area consisting of the following:
1. Evidence of high school graduation (official high school transcripts or GED).
2. Official transcripts from all post-secondary schools must be submitted for evaluation.
3. Cumulative grade point average of 2.5 (on a 4.0 scale) from most recent academic institution attended.
4. Completion of the following course work with a “C” or better:
   a. ENGL 151 (Composition I)
   b. PSYCH 151 (General Psychology)
   c. BIOL 157 (Anatomy & Physiology I)
   d. Successful completion of MCCC's mathematics graduation requirement (either a passing score on the college competency test or a math class above the 090 level of mathematics; MATH 125 is strongly recommended).
   e. Successful completion of MCCC’s computer skills graduation requirement (either by a passing score on the college competency test or by taking a course which meets the requirement). CIS 130 is recommended.
   f. BIOL 157 and 158 credits cannot be more than 10 years old.
   g. HLTSC 110 (Medical Terminology) is strongly recommended but not required.

Enrollment in the practical nursing program is limited. If the number of qualified applicants exceeds the number of seats available, the following tie breakers will be used in this order:

a. Completed BIOL 158 (with a “C” or higher)*
b. Completed HLTSC 120 (with a “C” or higher)*
c. County resident over non-county resident
d. Higher cumulative GPA over lower GPA in the following courses: ENGL 151, PSYCH 151, BIOL 157.

* Completion of BIOL 158 (Anatomy & Physiology II) and HLTSC 120 (Pharmacology) are strongly recommended prior to admission, but not required.
Nursing program admission requirements are separate from general admission to the college and are subject to change. To be accepted into the nursing program, a student must meet the requirements in effect for the class and year of admission.

General Information

1. A physical examination and immunizations are required of students selected for the program at the student’s expense which verify capabilities and general health status.

2. Applicants should be aware that any previous or current conviction of a crime and/or treatment for substance abuse may result in ineligibility to be licensed as a practical nurse. The determination of (in)eligibility is made by the Michigan State Board of Nursing. Any questions or concerns about licensing should be directed to the State Board of Nursing at www.michigan.gov/healthlicense.

3. Students admitted to the practical nursing program must consent to security checks that consist of criminal background checks and drug screening. In order to comply with Michigan Compiled Laws, no student will be admitted to the program if convicted of a felony or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; or a misdemeanor conviction involving abuse, neglect, assault, battery, or criminal sexual conduct or fraud or theft (or similar misdemeanor in state or federal law) against a vulnerable adult within 10 years of the date of admission. No student will be admitted with a positive drug screen for illegal substances. Other positive background checks, either criminal (including misdemeanors) or drug screening, may also be grounds for prohibiting admission. *See Criminal Background Check section of the PN Student Information Handbook for further information. Positive security checks that prohibit student clinical placement will prohibit admission to the program. Any cost incurred with the security check is the student’s responsibility.

4. Technical Standards are defined by the Monroe County Community College Nursing Faculty as the functional abilities determined to be essential to the practice of nursing. The purpose of these standards is to notify prospective and current nursing students and enable them to make an informed decision regarding enrollment and continued participation in the nursing program at Monroe County Community College.

The delivery of safe, effective nursing care requires that students be able to perform functions related to the Technical Standards. The inability of a student to perform these functions may result in the student being unable to meet course outcomes and to progress in the nursing program. Additionally, if a student is unable to perform these required functions, the student may pose a risk of harm to the patient(s) for whom care is provided.

The following list outlines the technical standards and the related functions required by the Monroe County Community College nursing programs. Examples of each standard are available at: http://www.monroecc.edu/health_sciences/TechnicalStandardsMCCCNursingProgramOrigFeb2010.pdf

- Motor
  - The student will have sufficient:
    - Strength, mobility, flexibility and coordination necessary to perform client care activities and emergency procedures.
    - Gross and fine motor skills necessary to perform clinical skills and techniques safely and effectively.
• Sensory
  o The student will have sufficient function to:
    ▪ See
    ▪ Hear
    ▪ Touch
    ▪ Smell

• Communication
  o The student will have adequate ability to:
    ▪ Read, write, interpret, comprehend and legibly document in multiple formats using Standard English.
    ▪ Recognize, interpret and respond to nonverbal behavior of self and others.
    ▪ Accurately elicit information.

• Professional Behavior
  o The student will demonstrate the appropriate behavior(s) to:
    ▪ Establish effective, compassionate relationships with clients, families, staff and colleagues with varied socioeconomic, emotional, cultural and intellectual backgrounds.
    ▪ Accept accountability and responsibility for one’s actions.
    ▪ Effectively work independently and in team situations.
    ▪ Comply with the ethical and legal standards of the nursing program.
    ▪ Respond effectively to criticism.
    ▪ Display integrity, honesty and responsibility.
    ▪ Demonstrate comfort with intimate physical care of clients.

• Critical Thinking
  o The student will have sufficient problem-solving skills to:
    ▪ Make safe, immediate, well-reasoned judgments often in unpredictable situations.

• Emotional, Psychological, Mental Stability
  o The student will display:
    ▪ Effective and empathetic behaviors under stressful and rapidly changing situations while interacting with diverse individuals and groups.

A prospective student or participant in the program with an approved documented disability can request reasonable accommodations to meet these standards. The college will provide appropriate accommodations, but is not required to substantially alter the requirements or nature of the program. Requests for accommodations should be directed to a disability services counselor in the Learning Assistance Laboratory (C 218). To make an appointment, please call 734-384-4167.

5. Students must complete the practical nursing program within two years of initial entry into the program. Failure to meet the time framework necessitates reapplication to the nursing program.

6. All practical nursing courses utilize Internet services and resources to supplement instruction. It is recommended that students have access to a reliable computer with Internet connection. MCCC offers open access computer laboratories, but students should also be familiar with community resources for computer access, such as public libraries, as needed. A personal computer is helpful.

7. Nursing education offered at MCCC is provided in collaboration with multiple clinical partners located in southeast Michigan and northwest Ohio. As a part of these partnerships, MCCC students and faculty are required to meet and follow the policies and procedures of these clinical partners. Given the number of
students in the program, faculty must be able to place students at any of the clinical agencies for clinical and observational experiences during the course of the program. Students need to be in good standing with all clinical agencies, both as a student and as a member of the community. Therefore, any condition (i.e. criminal history, positive drug screening, unprofessional/unethical behavior, negative employment history) that prevents a student from being placed in any clinical agency during a semester may jeopardize the student’s ability to meet the course objectives and may lead to course failure and program dismissal.

8. Students will be expected to maintain a flexible schedule for the nursing program. Clinical assignments vary and are subject to change. This may include any day of the week and any shift, including weekends. On days that are not scheduled for class or clinical, students may be expected to view audiovisual material, study in the skills laboratory, or participate in other on-campus activities. Usually, these activities are self-scheduled. There may be added classes on other days, but students will receive notice of these in advance.

9. In addition to the general college rules, practical nursing students are required to adhere to policies and procedures outlined in the Practical Nursing Program Student Information Handbook.

New Student Orientation
The purpose of the New Student Orientation Program is to explain policies, procedures and overall requirements of the program of study. Information is provided related to technologies used in the program, disability support, health forms as well as student nurse organization activities. All new students must attend an orientation specific to the nursing program. This orientation is held prior to the first nursing course.

Student Policies and Procedures
The Student Handbook describes in detail grading and behavioral policies of the nursing classes in the nursing program. Should contradictory information be found in the particular course syllabus or in the Handbook, please notify the course faculty. The syllabus policies take precedence over the Student Handbook.

Faculty reserve the right to change policies when needed. Timely and written notification of changes will be provided to all students. Faculty reserves the right to change class and clinical hours of study as printed in the class schedule. Again, advance notice will be given.

Additionally, College student policies are found in the College Catalog and the current Class Schedule brochure. The Catalog and Class Schedule are available on-line via the College web site at www.monroeccc.edu.

Nursing students who fail to adhere to the policies and procedures as outlined in this handbook may earn a failing grade in each nursing course in which he or she is enrolled during the semester that the violation occurred. The violation may also result in dismissal from the program and ineligibility for readmission.
Communication/Information

**E-mail**  Students are required to use their official college e-mail address (@my.monroeccc.edu) when communicating electronically with faculty or staff. All communications should be completed in a professional manner. Students should check their accounts frequently, or forward the mail to a frequently checked account. For assistance logging into a college e-mail account, students should call the Information Systems office at 734-384-4234.

**Blackboard** is the college’s official electronic course management system used to communicate course information in the Nursing Program. Students are required to check their Blackboard account frequently.

**Connecting to Blackboard at MCCC and selecting a course:**
- From your web browser (Firefox is recommended) connect to the MCCC homepage at [http://www.monroeccc.edu](http://www.monroeccc.edu)
- Select “Student Blackboard Log-in” (top right)
- Log in with your user name and password, which is the same as your WebPAL user name and password. Orientation to each course will highlight Blackboard use in the course.
- Select the course you would like to review.

For assistance using Blackboard, please contact the help desk at (734)-384-4234.

**WebPal** is an online system that allows students to access records, register for classes, pay fees and complete a number of other processes through a secure Web server. Further information, instructions, system availability, and registration times are published in each MCCC semester schedule.

For assistance using WebPal, please contact the help desk at 734-384-4333.

**Television**
College events and emergency information are also visible on the communication television located in the Health Education Building lobby.

**College Web Site** ([http://www.monroeccc.edu](http://www.monroeccc.edu))
The College web page also provides information about student activities, policies, financial aid, and inclement weather.

**Where to Find Information:**
Note: All catalog information is also online at [http://www.monroeccc.edu](http://www.monroeccc.edu)
- Graduation and Licensed Practical Nursing Certificate Requirements:
  The College Catalog, website, and Registrar’s Office
- Certificate Audit Request:
  The Registrar’s Office
- College Admissions Services:
  The Admissions Office
- Nursing Admissions Information:
  The College Catalog, website, Admissions Office, and Health Sciences Division Office
- Health Requirements for Nursing:
  Practical Nursing Student Information Handbook and Health Sciences Division Office
- Information about Transfer to other schools:
The College website, Career Center, and Registrar’s Office

- Information about Student Rights and Responsibilities:
The College Catalog, website, Student Information Handbook, and course schedules
- College Grade Change Policy and Appeal:
The College Catalog and website.
- College Probation and Dismissal Information:
The College Catalog and website
- Academic Dishonesty Policies:
The College Catalog, website and Practical Nursing Student Information Handbook
- Financial Aid Policies:
The College Catalog and website.

Student Information Resources
When attempting to identify resources to use for classroom assignments, please consult with faculty if the resources are more than five (5) years old, including information available on databases in the library, and other online databases. In the MCCC library, students can find a book’s copyright date on the books binding. Faculty will give the student direction regarding the relevance of the material.

School Closing/Inclement Weather/Emergency
The College rarely closes for inclement weather, however, in the event of extremely unsafe driving conditions, check the College webpage (http://www.monroeccc.edu/snow/) to see if the school is closed. A decision to close will be announced on local television and radio stations (listed in the Class Schedule) and by using the Emergency Notification System. The college may also implement a delayed start time. This will be announced in the same manner as the above. Students must make a personal decision about unsafe driving conditions. Students should contact their course or clinical instructor if unable to attend class or clinical.

Emergency Notification System: In case of emergency, school delays, closing, or inclement weather situations, Monroe County Community College officials will send emergency alerts to anyone registered in the MCCC Emergency Notification System. MCCC has a system in place to rapidly communicate by sending a voice and/or text messages to cellular or home telephones. The system is also capable of sending alerts via email. The system will also be used to announce school delays and closings. MCCC does not charge a fee to sign up for this service, however; there may be text message or minute charges from your cellular carrier. For more information and to sign up, students should go to the website at http://www.monroeccc.edu/notify/index.htm.

Security
Students are responsible for their own personal safety and the safety of others. Always use caution and make a conscientious effort to decrease criminal opportunity. Purses/wallets and other personal items should not be left unsupervised in classrooms or clinical settings. Carry only essentials and carry these close to your person. Do not leave textbooks, book bags, etc. in view on car seats or in clinical areas. Students can contact security through campus courtesy phones by pressing “0”. The on-campus security number is 6007, off-campus (734) 457-6007 (security office), or (734) 735-9401 (security cell phone).

County emergency personnel can be contact in emergency situations by pressing “911”. Utilize escort services and other security offerings in clinical settings. Always try to car pool and use a buddy system. The College is not responsible for student personal safety at clinical settings nor while commuting to these settings. The College annual security report can be found at http://www.monroeccc.edu/security/crimestatistics.htm.
Student Academic Support
Students are encouraged to seek academic support from the following:

1. Course instructors. For example, a student may wish to review their tests with the instructor, who can help identify concerns. Office hours are posted so that students can access faculty. This is the students’ first and best resource.
2. Learning Assistance Laboratory (LAL). Located on the second floor of the CLRC Building ("C"), C-218; phone number 734-384-4167. Services from the LAL include tutoring and writing support through the Writing Center.
3. Academic Counselors. Academic advising services are located in the Admissions Office in the Administration Building. Students can contact the Admissions office to schedule an appointment by calling 734-384-4104.
4. Career Center. DISCOVER and counselor-recommended career assessments require a career counseling session to access. Call the Admissions office at 734-384-4104 or 1-877-YES-MCCC for a career counseling appointment. Career Center information is also available online at http://www.monroeccc.edu/studentservices/career.htm.
5. Advisors will be assigned from the college to assist students in educational planning. In addition all nursing instructors and administrators are available to assist with educational planning, scheduling, and referrals for other concerns.

| Dean of Health Sciences and Director of Nursing | Kimberly Lindquist | H-115 | 384-4101 | klindquist@monroeccc.edu |
| Nursing Program Coordinator | Lori Biggs | H-117 | 384-4248 | lbiggs@monroeccc.edu |
| PN Faculty/Lab Coordinator | Holly Boylan | L-203 | 384-4175 | hboylan@monroeccc.edu |
| PN Faculty | Lindi McClure | L-215 | 384-4267 | lmcclure@monroeccc.edu |
| PN Adjunct Office | | L-218 | | |
| Administrative Assistant | Rachel Riffle | H-120 | 384-4102 | rriffle@monroeccc.edu |

Financial Aid
MCCC, in conjunction with the federal and state governments and private and civic organizations, offers a variety of scholarship, grant, loan, and employment opportunities to assist students in financing their education. It is the College’s goal to offer financial assistance to all candidates accepted for admission who demonstrate financial need. Information regarding the sources of financial assistance is available in the MCCC Catalog (under the Financial Aid section), and on the financial aid section of the College’s website (http://www.monroeccc.edu/financialaid/finaindex.htm). Students may also contact the Financial Aid office by calling 734-384-4135 or by sending an e-mail message to fastudent@monroeccc.edu. The Financial Aid Office is located in the Student Services/Administrative Building on the main campus.

Textbooks
The faculty realizes that nursing textbooks are expensive. However, it is essential that you purchase the books listed for nursing courses. Book expenses during the first semester will be greater than in subsequent semesters. Books purchased for nursing courses will serve as excellent references for subsequent nursing courses and should be retained for continued use during the program and after graduation. Texts should be the exact edition required in the course syllabus.

Fitness Facility
Students may use exercise and recreation facilities located in the Health Education Building. Rules, times, and regulations are posted each semester. Please use these facilities for personal fitness and stress relief. You are required to present your student ID badge to gain access to the Fitness Center.
Student Policies and Procedures
Standards of Professionalism

Students are expected to meet these requirements on campus and in the clinical setting at all times. If students are unclear how a policy may be applied, they should consult with a faculty member. **Students who demonstrate violations of the requirements may be assigned a failing grade and may be dismissed from the program and ineligible for readmission.**

1) Conduct themselves honestly and with integrity regarding course and clinical activities.
2) Fabrication of any clinical or college record will result in dismissal from the program.
3) Behavior which threatens the public's health, welfare, and/or safety will constitute grounds for immediate dismissal from the program.
4) Abide by the rules and regulations for students of Monroe County Community College. (Refer to the Class Schedule and College Catalog.)
5) Follow the rules and regulations of the clinical facility in which they are studying, such as health and CPR requirements, health insurance maintenance, and practice policies.
6) Exhibit professional behavior at all times.
7) Abstain from the use of any mind altering or controlled substances before or during any contact with faculty, staff, or patients. See Drugs, Intoxicants, and Mind-Altering Substances, in the Student Information Handbook.
8) Maintain the confidentiality of privileged information and adhere to HIPAA regulations. See Privileged Information, in the Student Information Handbook.
9) Be accountable and report all accidents or errors immediately to the instructor. See Unusual Occurrence, in the Student Information Handbook.
10) Be present and on time for all scheduled clinical and experiences. See Clinical Attendance Policy, in the Student Information Handbook. (Also see College Catalog)
11) Utilize the learner roles as described in "Nursing Instructor-Student Role" in the Student Information Handbook, to meet performance expectations as a student nurse.
12) Observe the stated dress code whenever they are in the clinical setting. See Dress Code, in the Student Information Handbook.
13) Inappropriate and/or disruptive behavior may result in disciplinary action. Inappropriate or disruptive behavior includes, but is not limited to: hostile, confrontational communication; distracting, attention-seeking behavior; behavior which is disrespectful, threatening or abusive to others; destruction, theft (including examinations), or mutilation of college property, and any illegal activity or behavior that results in discipline. Upon the occurrence of the described behavior(s), the MCCC non-academic disciplinary procedure will be implemented. This procedure is specified in the College Policies and Procedures Manual and can also be found in the Schedule of Classes under "Student Rights and Responsibilities, Guidelines for Classroom Discipline."
14) Nursing Examinations or testing materials, both hard copy and electronic, are the property of the Nursing Department. Removing or accessing testing materials from external sources, classroom, lab, or the computer by any means is considered “theft,” unless the faculty has given students permission to have a copy of the exam, the exam answers or the exam is designated by the faculty as a “take home” exam. Students who remove nursing examinations or exam answers, from the classroom, lab or computer, without faculty permission will face disciplinary actions under the honesty/professional ethics policy. Other disciplinary actions may also apply.
Honesty/Professional Ethics Policy
Nursing students are expected to adhere to high standards of professional ethics and academic honesty. Because of the nature of the work, these behaviors may affect the life and safety of patients. The following behaviors shall not be tolerated: cheating (including, but not limited to, misrepresentation of self, attempting to access, accessing, possession, copying, distributing, and/or using unauthorized materials such as testing materials, instructor resources, and/or test banks), copying (including other students’ work), lying, plagiarism, withholding pertinent information, stealing, falsification of records, breach of confidentiality, giving false information, etc. A student who is found to have violated this policy will receive a failing grade for the course, and be immediately dismissed from the course, from the nursing program, and ineligible for readmission. Students found in violation of this policy will also be subject to the MCCC Academic Dishonesty Policy (College Catalog, pg. 45).

Progression in the Practical Nursing Program
The policies stated in the College Catalog on academic probation and dismissal, and the requirements for graduation, applies to all students, including nursing students. Refer to the Catalog for specifics.

In order to progress in the practical nursing program, a student must receive no less than a "C" grade in all practical nursing courses, HLTSC 120, and BIOL 158. Less than a "C" grade in the listed courses will result in the student being dismissed from the practical nursing program. PN courses must be done in sequence as printed in the College Catalog. All support courses must be completed in the semester listed in the curriculum plan or prior to the semester listed. Students who do not have the co-requisite course work successfully completed will not progress in the PN program.

Withdrawal from any nursing course will result in program dismissal. Students who elect to withdraw from the nursing program are encouraged to speak with the division dean about the decision.

Students must complete the program within two (2) years of the start of the 1st nursing course.

Students that decide to withdraw from a course must withdraw officially from that and subsequent courses through WebPal or the Registrar’s Office. Meeting with the Dean, designee, or faculty is a program requirement and does not satisfy the procedure for withdrawing from a course from the Registrar’s perspective. Failure to officially withdraw from a course through WebPal or the Registrar’s Office may put the student at risk for receiving a failing grade in the course (despite completing the required program paperwork with the faculty and/or Dean) and may put the student’s financial aid in jeopardy. It is the student’s responsibility for knowing deadlines associated with withdrawing as they relate to tuition reimbursement and withdrawal deadlines.

Appeal Procedures for Course Grade
Students who wish to appeal the assignment of a grade should start by talking to the instructor involved. The second stage of the appeal is to speak with the Dean of Health Sciences/Director of Nursing or designee, and the final appeal stage is to a student-faculty committee appointed by the Vice President of Instruction. The decision of the committee is final. Please see the current Catalog for information about the MCCC procedure for grade appeal.

Appeal Procedures for Program Dismissal
Students who wish to appeal dismissal or denial of readmission from the nursing program should try to resolve it first with involved faculty. The second stage of appeal is to the Dean of Health Sciences, and the final appeal is to the Vice President of Instruction, whose decision is final and binding. The VP of Instruction may require a written statement from the student. The request for appeal must be made within 90 days of the program dismissal date of record.
Program Readmission Policy

A student who fails/withdraws from a nursing course is required to meet with the Dean/designee within two weeks of the failure or withdrawal (exceptions may be granted at the discretion of the course faculty). If intending to return, a dismissed, failed or withdrawn student must apply for re-entry into the practical nursing program. The student must notify the Dean of Health Sciences/Director of Nursing or designee in writing of the intent to re-enter by February 15th for spring, April 15th for summer and fall semesters, and by September 15th for winter semester. In the letter, the student should also discuss what steps the student has taken to facilitate success in the practical nursing program and/or in the repeated course. NOTE: A student requesting re-entry into PNUR 121 will not go into the general pool of applicants for the nursing program.

The intent to re-enter is reviewed by the Practical Nursing Faculty for approval, and the request is handled on a case-by-case basis. There is no guarantee that space will be available in the class even if faculty approves re-entry. Any student who re-enters a nursing course must take both the clinical and theory components of the course, regardless of the reason for withdrawal, failure or dismissal. PN faculty will identify any needed remediation, which may include demonstrating math competency and/or nursing skills in the lab to assist in the documentation of the student’s plan for success. Students will be notified of the re-entry decision after the deadlines stated above.

A student who completes a practical nursing course, but does not enter the next scheduled practical nursing class, must also apply for re-entry following the above procedure and must complete the program within the 2 year deadline. Students will be held to the practical nursing program requirements in place at the time of re-entry.

Readmission Criteria
1. Adherence to all policies as stated in the Nursing Student Information Handbook.
2. Space availability. If seating is limited, students will be ranked by admission GPA.
3. Negative results on criminal background check and drug screen within the previous 6 months.
4. Up to date CPR, immunizations, lab and math competency, and proof of insurance.

Ratio of Clock Hours to Credit Hours
Credit hours in nursing are calculated as follows:
- One (1) contact hour of class per week equals one (1) credit hour (15 week semester).
- Three (3) contact hours of lab or clinical per week equal one (1) credit hour.

Basic Requirements for Passing a Nursing Course: Summary
In order to pass a nursing course, students are required to:

1. Meet all course and program requirements and outcomes.
2. Complete the course with no less than a “C” grade.
3. Achieve satisfactory clinical performance in all outcomes.
4. Successfully complete skills testing within two attempts of each skill throughout the semester.
5. Successfully complete math competency testing each semester within two attempts, at 90% or greater score.
6. Completion of ATI testing.
ATI Implementation Policy for Testing, Remediation, and Program Evaluation

What is ATI?

- ATI stands for Assessment Technologies Institute. ATI offers an Assessment-Driven Review (ADR) program designed to increase student pass rates on the nursing licensing exam and lower program attrition.
- At MCCC, we use ATI as a comprehensive program from the first semester through the final semester.
- Used as a comprehensive program, ATI supports course content mastery and preparation for NCLEX-RN and NCLEX-PN.
- The ATI program includes books, skills modules, tutorials and online practice and proctored testing covering the major content areas in nursing. It also is a program that includes critical thinking tests and tests the student comprehensively on a test similar to the NCLEX-RN or NCLEX-PN exam.

How will I use my ATI materials?
In your first clinical semester, you will receive review materials. You can review course content by using these resources as a way to help you study throughout the entire program. Use it after completing your textbook reading. You will also receive a “product code” that you can use to access online materials such as practice exams. Proctored exams will be given according to the schedule to be provided by PN Faculty. These tests will not affect your course grade; however, it will help you to determine mastery of the course content. You may be asked to remediate, which means to review what you did not know and test again. That is further explained under remediation. During some semesters you will take several ATI tests, depending on the content areas that you have studied.

What is Remediation?
Remediation means to go back over what you did not learn/did not get correct to clarify areas in which your knowledge is lacking. Your ATI Exam Results will detail the topics you need to review, in a list format. ATI will then prompt you to create a focused review. Following the focused review you will take a non-proctored exam to measure your level of remediation. When completing online remediation activity that is not proctored (i.e. on the internet at home or out of the classroom) the instructor has access to detailed information about the timing and duration of remediation activity. If the course instructor believes that the student has not taken the time to remediate seriously, the instructor has the authority to require that the student take another remediation test in a proctored environment. Remediation is intended to help the student recover important information that was missed on the initial test.

What about when I am in my last semester and preparing to graduate?
You will take a critical thinking test and a comprehensive predictor test, which are very important in preparing you to take the NCLEX-RN or PN. The Comprehensive Predictor Assessment is a 180 item assessment designed to reflect the content areas of the current NCLEX (RN and PN licensing examination) blueprint. This tool provides information on the student’s probability of NCLEX success, as well as detailed information about strengths and weaknesses. These tests are not a part of a course grade, but must be completed.

Acquiring your ATI materials
ATI materials will be ordered in the first week of class and received in the 2nd or 3rd week. The cost of these materials will be covered by your lab fees.
What if I have a Disability or I am an ESL Student?
Students should have reasonable expectations that they can complete the program of study and meet the educational objectives. Accommodations are unreasonable if they essentially impair or change the curriculum. Questions should be directed to the Special Populations Coordinator in the Learning Assistance Laboratory (LAL). If you have a disability/ESL status that will affect test taking, the LAL will send a letter to your course instructor with your approved accommodations. We will set a plan for ATI testing that accommodates your learning needs. Arrangements may be made, but require extra planning time (i.e. we need to meet to discuss your learning needs at the beginning of the semester when materials are ORDERED, not just prior to the exam).

ATI Testing for Competence in Nursing Courses:
Students in the Nursing Program will be required to take ATI competency tests pertaining to each of the major courses/content areas throughout the curriculum. The ATI test or tests will be given toward the end of each Nursing course. Testing will take place on campus, will be proctored, and the testing schedule will be provided early in the course.

*It is required that the student take the assessments at the designated time and place. Missing a scheduled ATI assessment will result in a three point deduction off the course grade. The student must call the instructor prior to the scheduled assessment (or as soon as possible) to make arrangements for a make-up assessment. The student is expected to take the assessment as soon as possible at the instructor's discretion.*

What is a Proficiency level?
Expert professors from around the USA have agreed upon the ATI scores on each Content Mastery Test that relate to different levels of proficiency. The proficiency level is used as a way to assign a grade for your performance on a test. Refer to course syllabus for more information. However, the test grade is not part of your overall course grade.

Listed below is a description of each proficiency level:

For students reaching proficiency level 3: Proficiency Level 3 indicates a student is likely to exceed NCLEX-RN or PN in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content. *No remediation necessary.*

For students reaching Proficiency level 2: Proficiency Level 2 indicates a student is fairly certain to meet NCLEX-RN or PN standards in this content area. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content. *No remediation necessary (our goal at MCCC is for you to reach proficiency level 2 or 3)*

For students reaching Proficiency level 1: Proficiency Level 1 indicates a student is likely to just meet NCLEX-RN or PN standards in this content area. Students are encouraged to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content. *You must remediate.*

*Remediation will include the mandatory creation of a Focused Review and may require a specific time commitment to these reviews. Nursing faculty will evaluate the remediation efforts. Failure to comply with remediation will result in Progress/Jeopardy Warning.*
For students not reaching Proficiency level 1: Below Proficiency level 1 indicates a need for thorough review of this content area. Students are strongly encouraged to develop and complete an intensive plan for focused review. You will have to remediate.

Remediation will include the mandatory creation of a Focused Review and may require a specific time commitment to these reviews. Nursing faculty will evaluate the remediation efforts. Failure to comply with remediation will result in Progress/Jeopardy Warning and may affect point totals in a nursing course (see course syllabus).

<table>
<thead>
<tr>
<th>COURSE</th>
<th>ATI TESTS PLANNED</th>
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<tbody>
<tr>
<td>PNUR 121</td>
<td>Critical Thinking (Entrance)</td>
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<td>PNUR 123</td>
<td>Mental Health</td>
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<tr>
<td>PNUR 125</td>
<td>Maternal Newborn</td>
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<tr>
<td>PNUR 126</td>
<td>Nursing Care of Children</td>
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<td>PNUR 129</td>
<td>Fundamentals</td>
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<td></td>
<td>Adult Medical Surgical</td>
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<td></td>
<td>Pharmacology in Nursing (Exit)</td>
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<tr>
<td></td>
<td>Critical Thinking (Exit)</td>
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<td></td>
<td>Management</td>
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<td></td>
<td>Comprehensive Predictor</td>
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Student Portfolio
A portfolio is a self-assessment of academic and professional growth. More than just a record-keeping device, it should guide a student’s educational and career goal setting, and document progress toward achieving identified educational and career goals. It should include specific objectives and evidence of progress such as examples of written work, certificates of achievement, acquisition of skills, etc. It is the student’s responsibility to keep copies of anecdotal records and evaluations prior to submitting to the instructor. Remember to submit originals to the instructor. In the final semester PNUR 128, students will be expected to submit a portfolio. Course syllabi/handouts will suggest other information to include in the portfolio. The final portfolio will be submitted and evaluated in PNUR 128 during the fall semester prior to graduation. The portfolio is an excellent tool to share with prospective employers.

Examinations:
It is expected that the student take quizzes and exams at the designated time and place. Failure to notify the faculty of an absence prior to a scheduled exam may result in a zero score for that test. Missing one scheduled exam in a course may result in a three point deduction off the test score. Students arriving late will not be given additional time to complete the quiz/exam. Missing subsequent exams or late arrivals on test day (defined as arriving greater than 5 minutes after the quiz/exam has begun) may indicate a pattern and may result in a five point deduction off the test score. The student must notify the faculty prior to the exam of an absence and make arrangements with the faculty for a make-up exam. The student is expected to take the exam as soon as possible at the instructor’s discretion. An alternate make-up exam may be given at the discretion of the instructor. Scantrons must be used and are the student’s responsibility to purchase.

Any student cheating on an exam will be in violation of the Honesty/Professional ethics Policy and will receive a failing grade for the course, and be immediately dismissed from the course, from the nursing program, and ineligible for readmission.
Grade equivalency:
A = 92% and above
B = 84% - 91.9%
C = 78% - 83.9%
E = Below 78%
(Grades will not be rounded up)

Testing Policies:

Administration Protocol
1. Students will be allowed 1.35 minutes per multiple choice test question and alternate format questions; 2 minutes per math calculation question; essay question time allotment to be determined by instructor. Time may be rounded up.
2. Student purchased Scantrons may be collected by the faculty prior to each scheduled examination and randomly distributed to students before each examination.
3. Students are to write their name, date, course number, and exam number on the test booklet and Scantron when used.
4. Faculty may assign student seats before the examination. Adequate space will be placed between seats and alternate seats will be used whenever possible.
5. Students may not have anything on their desks except pencils, highlighter, test booklet, scantron, and hard candies. The brim or bill of a hat may not be in the forward position. Calculators will be provided.
6. All student possessions must be placed at the front and/or back of the classroom. All cell phones must be turned off and secured with student belongings.
7. Test booklets must be turned in after completing the exam.
8. Students who are absent on an exam day must follow the guidelines for exam make-up as described in each course syllabus.

Exam Results and Review
1. Exam results will be returned to students no later than one week from the date of the exam.
2. Individual student test reports will be stapled to the front of each student’s test booklet.
3. Group test review will be conducted at faculty discretion at a time designated by faculty and not until all students registered in the course have completed the test.
4. Students will be directed to have nothing on their desks except the test booklet. Scantrons will be returned to student at faculty discretion.
5. All student possessions must be placed at the front and/or back of the classroom.
6. No writing utensils or electronic equipment will be allowed (cell phones, iPods, etc.).
7. Faculty will count and confirm that all test booklets and scantrons have been returned after the test review and before students leave the classroom.
8. Individual test review can be conducted during faculty office hours

Student Progress/Jeopardy Warnings
1. Students who have course average of less than 78% at the completion of the majority of examinations for each course will be issued a “Progress/Jeopardy Warning” that is initiated and provided to the student by the course faculty.
2. Progress/Jeopardy Warnings are the method of communication utilized by faculty to communicate any clinical, class, academic, or behavior issues with the student.
3. The student will be required to contact the course faculty to schedule a meeting within 7 days of the initiated written “Progress/Jeffopardy Warning” to discuss strategies for studying and successful completion of the course.
   a. For those students whom faculty have identified in need of counseling and chose not to see faculty, a note “Did not see faculty” will be written on the “Progress/Jeffopardy Warning” and put in the student’s academic file.
4. The student and course faculty will complete the “Progress/Jeffopardy Warning”, which will then be placed in the student’s academic file. A copy of this completed form will be provided to the student.

Math Competency Policy
Students will take a comprehensive math exam during each semester and will be expected to achieve a 90%. Failure to achieve a 90% on the first attempt will require remediation. Remediation may include:
   1. remedial work with laboratory or clinical instructor,
   2. computer programs designated to enhance educational outcomes,
   3. individual tutoring in the Learning Assistance Laboratory.

Students will have one attempt at the math retest and must achieve a 90% by the scheduled date for medication administration in the clinical area. An absence from a scheduled math test will be considered one retest opportunity. The lab instructor will determine the acceptability of usage of a calculator for math testing. Calculators will be supplied by the College. Students are required to pass the math tests to be able to administer and calculate medication dosages in the clinical setting; including PNUR 125. Failure to pass the math retest with a 90% or better will result in course failure.

Skill Evaluations
Each semester selected skills are introduced to students. Students must practice and then “check off” on each skill at the assigned time. Demonstrations and skill evaluations cannot be done on the same day, nor can practice be done on the check-off day due to space limitations in the Nursing Laboratory. Students will receive a three point deduction from their course grade for each missed skill evaluation. The point deduction will be taken in the current course in which the student is studying.

All nursing laboratory skills will be graded as satisfactory or unsatisfactory. Students will be given two attempts to pass a skill evaluation. If unsuccessful after two attempts and a period of remediation, this may result in lab and course failure. See the Course Syllabus for specifics on laboratory evaluation.

Attendance Policy

1. Clinical: Because clinical experience is a vital part of the nursing courses at Monroe County Community College, and because students have a responsibility to the agency and the client, the following is required:
   a. Attendance in Clinical Settings. Missed clinical experiences are missed opportunities to learn and to meet course outcomes. Absences and late arrivals may result in clinical make-up time or written assignments at the discretion of the clinical instructor, and/or dismissal from the program if the student is not able to meet clinical objectives. Any absence on a clinical day will result in a three point deduction from the course grade point total. Arriving late or leaving early from the clinical unit will result in a one point deduction from the course point total. At no time is a student to leave the clinical site without the knowledge and permission of the faculty. Students are expected to be ready to start clinical on time.
Repeated late arrivals or early departures may impact the students’ ability to meet clinical objectives and will result in a Progress/Jeopardy Warning and an evaluation of the student’s ability to meet the clinical objectives. The student’s inability to meet clinical objectives will result in course failure and subsequent dismissal from the program.

b. Reporting of absences and late arrivals. If absence or tardiness is unavoidable, you must notify the clinical facility nursing unit one hour prior to the start time on the assigned day so that arrangements can be made for your client’s care. Be sure to ask the name of the reporting person on the unit so that your call-in can be verified. Students must then call the MCCC Practical Nursing office at 734-384-4175 to report absences or late arrivals, leaving a message which includes the student’s name, the date and time of the call, the assigned facility and unit, the clinical instructor’s name and the name of the reporting person notified at the clinical facility. In addition to the stated reporting policy, please follow clinical instructor’s guidelines. **Reporting to facility:** Identify self by name, college, and the unit to which you are assigned and obtain the name and title of the reporting person.

c. Consequence for non-reporting. “No call, no show” to clinical will be grounds for immediate dismissal in a nursing course resulting in program dismissal.

d. Outside employment is difficult and not recommended during the final management nursing class and clinical rotation (PNUR 129). Plan accordingly for this time period.

### MCCC Clinical Agencies Contact Information

<table>
<thead>
<tr>
<th>Hickory Ridge</th>
<th>Lutheran Home</th>
<th>Magnum Care of Monroe</th>
</tr>
</thead>
<tbody>
<tr>
<td>951 Hickory Creek Dr.</td>
<td>1236 S. Monroe St.</td>
<td>1215 N. Telegraph Rd.</td>
</tr>
<tr>
<td>Temperance, MI 48182</td>
<td>Monroe, MI 48161</td>
<td>Monroe, MI 48162</td>
</tr>
<tr>
<td>734-206-8200</td>
<td>734-240-8400</td>
<td>734-242-4848</td>
</tr>
<tr>
<td><a href="mailto:hickoryridge_sd@cienafacilities.com">hickoryridge_sd@cienafacilities.com</a></td>
<td><a href="http://www.agingenriched.org/monroe">http://www.agingenriched.org/monroe</a></td>
<td><a href="http://www.magnumcareofmonroe.com">http://www.magnumcareofmonroe.com</a></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Medilodge of Monroe</th>
<th>Oakwood Hospital-Dearborn (OH-D)</th>
<th>Oakwood Hospital-Southshore (OH-S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>481 Village Green lane</td>
<td>18101 Oakwood Blvd.</td>
<td>5450 Fort St.</td>
</tr>
<tr>
<td>Monroe, MI 48162</td>
<td>Dearborn, MI 48124</td>
<td>Trenton, MI 48183</td>
</tr>
<tr>
<td>734-242-6282</td>
<td>313-593-7000</td>
<td>734-671-3800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Oakwood Hospital-Wayne (OH-W)</th>
<th>ProMedica Flower Hospital (FH)</th>
<th>ProMedica Toledo Children’s Hospital (TCH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>33155 Annapolis St.</td>
<td>5200 Harroun Rd.</td>
<td>2142 N. Cove. Blvd.</td>
</tr>
<tr>
<td>Wayne, MI 48184</td>
<td>Sylvania, OH 43560</td>
<td>Toledo, OH 43606</td>
</tr>
<tr>
<td>734-467-4000</td>
<td>419-824-1444</td>
<td>419-291-4000</td>
</tr>
</tbody>
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<thead>
<tr>
<th>ProMedica Toledo Hospital (TTH)</th>
<th>You will be provided with the specific unit telephone number during clinical orientation. Advise your relatives of the unit to which you are assigned so that they can reach you in an emergency.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2142 N. Cove Blvd.</td>
<td></td>
</tr>
<tr>
<td>Toledo, OH 43606</td>
<td>419-291-4000</td>
</tr>
<tr>
<td><a href="http://www.promedica.org">http://www.promedica.org</a></td>
<td></td>
</tr>
</tbody>
</table>

*Use of clinical facilities is subject to change*
2. Classroom:
Classroom attendance is expected and will be monitored. See course syllabus for any specific requirements regarding the impact of attendance on discussion grade points. Students must notify the course instructor of absences prior to class by calling Holly Boylan at 734-384-4175 or Lindi McClure at 734-384-4267. See syllabus for point deductions.

More than one absence from class will result in a three point deduction from the course grade point total. In addition, more than one late arrival or early departure from class will result in a one point deduction from the course grade point total. Repeated late arrivals and early departures from class may impact the students’ ability to meet course outcomes and will result in a Progress/Jeopardy Warning and an evaluation of the student’s ability to meet course outcomes. The students’ inability to meet course outcomes will result in course failure and subsequent dismissal from the program.

3. Scheduled Laboratory Sessions and Skill Evaluations:
Scheduled laboratory session and skill evaluation attendance is expected and attendance will be monitored. Attendance at all skill demonstrations and evaluation sessions is mandatory as scheduled by the Lab Coordinator.

Students who are absent or arrive late for skill evaluations or who are absent for scheduled lab sessions will receive a three point deduction from their course grade. In addition, more than one late arrival or early departure from lab will result in a one point deduction from the course grade point total.

Notify the lab instructor of absences by calling the PN Lab Coordinator office phone at 734-384-4175. See syllabus for point deductions.

➢ If you are absent on a scheduled lab day and miss a skill demonstration, it is your responsibility to schedule a make-up demonstration with the lab instructor ASAP during open lab time. You are also required to make arrangements to view any missed skills videos.

Repeated late arrivals or early departures from lab may impact the students’ ability to meet course objectives and will result in a Progress/Jeopardy Warning and an evaluation of the student’s ability to meet the course objectives. The student’s inability to meet course objectives will result in course failure and subsequent dismissal from the program.

The faculty reserve the right to request documentation of student or family illness and doctor visits for students who have excessive absences in classroom, clinical, and/or lab settings. Excessive absences are defined as more than one absence from clinical, class or scheduled lab in non-traditional length courses, or a total of three absences from clinical, class or scheduled lab in a 15 week course. Noncompliance with the request for documentation may result in failure and dismissal from the program.

Preparation for Clinical Experience
Clinical assignments will be made by your clinical instructor prior to your clinical experience and posted in a prearranged place. Beginning careplan development begins on the day of assignment and the completed careplan is due on the second day of clinical in pre-conference.
Incomplete careplans may result in student dismissal from clinical due to lack of preparation resulting in inability to provide safe care. Students must still submit completed careplan as directed by faculty. Student will be unsatisfactory for that clinical week, receive jeopardy warning, and subject to attendance points deduction. Specific expectations regarding careplans will be provided by the clinical instructor each semester.

**Nursing Supply List**
Uniforms, school patches for uniform (to be placed on the left breast pocket), all white nursing shoes, white hosiery/socks, watch with a second hand, name badge, bandage scissors, penlight, blood pressure cuff, gait belt, and stethoscope are required.

**Dress Code**
The purpose of the dress code is to provide for safety and asepsis, and to present a professional image. Students are expected to adhere to the dress code of the clinical setting and Monroe County Community College. No leggings may be worn in the clinical setting.

Your Monroe County Community College patch and name badge should be clearly visible. Jeans, shorts, short skirts, open-toed shoes, sling back, high heel, or clog-like shoes, T-shirts, camisoles and other revealing clothing is not to be worn in clinical settings. Skirts and pants should be worn at the waistline, not low on the hips. Cargo-style uniform pants and hooded shirts or jackets are not permitted. Undergarments should not be visible.

When giving client care, **ALL** students are expected to adhere to the following guidelines:

- Conservative, loose-fitting, burgundy scrub bottoms and white top or uniforms must be clean and wrinkle-free. (Use school patch for color matching.) Long sleeve white shirt without graphics may be worn under uniform top. School patch is to be attached on the left breast pocket area.
- Appropriate undergarments should be worn.
- White shoes and laces must be clean.
- Name badge must be visible at all times (except by unit policy); display first and last names plainly. Per facility request, student may be required to display both MCCC and facility name badges.
- Make-up should be minimal.
- Gum chewing is not permitted in client areas.
- Fingernails should be short and clean. Nail polish and artificial nails are not permitted.
- Perfume and after-shave lotion may be an allergen or offensive to clients and should not be worn.
- Jewelry: Watch with a second hand is required. Wedding bands and engagement rings only are accepted. Jewelry should be modest and safe if worn. Earrings should be small and inconspicuous, one per ear and no dangles. Gauge piercings/plugs or gauged earlobe openings are **NOT** permitted. In certain clinical settings, no jewelry is permitted.
- Body Piercing: No visible body piercings/jewelry is permitted in clinical settings (except as noted for ears).
- Tattoos must be covered in the clinical setting.
- Hair: Hair must be off the collar and pinned back in a neat, attractive style. Beards and mustaches, if worn, must be well groomed and of reasonable length (no longer than ½ in.). Hair should be an appropriate professional style, length, and color. Inconspicuous hair ornaments are acceptable.
- Students are expected to be neat, clean, and free of body odor and cigarette smoke.
- **Exceptions** may be determined in clinical sites as deemed appropriate by course faculty.

*Uniform inspections will be performed consistently throughout the program. Non-compliance with these program policies will result in Jeopardy Warning.*
Use of Electronic Devices in Class and Clinical
Cell phones cannot be used in any clinical setting. If brought with students to class or laboratory, they should be turned off. For emergency conditions only, they may be on in class or lab under a silent or vibration mode. Do not use text messaging or social media services while in class, lab, or clinical settings. This is considered inappropriate and disruptive behavior under the Standards of Professionalism.

Photographs and videos taken with any digital device (cell phone, camera, etc.) are strictly prohibited without faculty permission in class, lab, or in the clinical setting.

Laptop computers and tablets are to be used in the classroom and nursing laboratory for academic purposes only. Inappropriate use of laptop computers in class or lab including email and web surfing without instructor permission will not be tolerated. Failure to comply with these policies will result in Jeopardy Warning regarding non-compliance with program outcomes and policies.

Criminal Background Checks
All students must consent to a criminal background check at the student’s expense. Criminal background checks are done before program entry and may be repeated at later times during the program and prior to taking NCLEX-PN. Failure to give consent for the background check will prevent admission and/or completion of a nursing course. Criminal activity of any sort could prevent clinical placement which will result in program dismissal.

Any criminal history, including misdemeanors, could prohibit a student from participating in the Practical Nursing Program. Students admitted to the program must consent to security checks consisting of a national criminal background check and drug screening. No student will be admitted with a positive drug screen for illegal substances. Other positive background checks, either criminal or drug screening, may also be grounds for prohibiting admission, and will be considered on a case-by-case basis.

Criminal convictions of all types, including misdemeanors, may prevent clinical placements either by law or as designated by the health care facility policies. Criminal convictions or positive drug screening results must be reported to the clinical agency(ies) and a determination will be made by the agency(ies) to admit that student for clinical experiences. If a student cannot be placed for clinical experiences due to past criminal activity, the student will be denied admission to the program and will be dismissed from the program of study without recourse or appeal. Failure to disclose criminal history will also prevent admission and result in immediate dismissal from the program. All costs incurred are the student’s responsibility.

If a student is charged or convicted of a serious crime (misdemeanor or felony) while in the program, they must report it to the Dean within 48 hours. Failure to do so will result in immediate program dismissal. Any criminal activity while in the program may result in course and program failure. Students must sign an annual Clinical Student Disclosure Statement testifying that they are without criminal charges.

Practical nursing students will also be asked to do a full drug screen as a condition of admission. Any illegal substances confirmed will invalidate admission. The possibility for random drug screening will be in effect for the entire practical nursing program. Positive results will result in course failure and program dismissal. There is zero tolerance for use of any illegal/ mind-altering substances during the program.
All information will be held in the strictest confidence!
All applicants for a health profession license or registration in Michigan are required to submit fingerprints and undergo a criminal background check. The Michigan Board of Nursing is not able to accept fingerprints that have been obtained for any other purpose. Your license or registration will not be issued until this process is complete.

Background Checks are Mandatory. MCCC requires that all students admitted to the nursing programs purchase a background check through Fieldprint. Fieldprint is a fingerprint-based search directly through the Federal Bureau of Investigation. There are convenient fingerprinting locations near Monroe County. You will receive your results securely and conveniently online through their Reports Management Portal which you will then submit to the Health Sciences Division Office. Flat cost of approximately $50 covers Livescan fingerprint collection, FBI fee, and access to the Reports Management Portal to view your report.
Background Checks are Required. This school requires that each student and potential nursing employee purchase a background check through Fieldprint.

What is Fieldprint?
- Fieldprint is a fingerprint-based search directly through the Federal Bureau of Investigation.
- Convenient fingerprinting locations throughout the United States.
- Receive your results securely and conveniently online through their Reports Management Portal.
- Flat cost of $50 covers Livescan fingerprint collection, FBI fee and access to the Reports Management Portal to view your report.

Requesting your own FBI National Background Check from Fieldprint is quick, easy and convenient.

- Schedule Your Visit. Sign in to their secure system (www.fieldprintfbi.com) to schedule your fingerprinting appointment at a convenient site near you.

- Attend Appointment. Visit their professional collection location at your scheduled time and have your fingerprints collected.

- Get Results Fast! They submit your fingerprints to the FBI electronically, so your results are returned quickly.

CAREFULLY READ THE DIRECTIONS FOR ACCESSING YOUR REPORT, AS IT CAN ONLY BE ACCESSED ONE TIME. FAILURE TO SAVE/PRINT YOUR REPORT WILL RESULT IN YOU HAVING TO PAY AND REPEAT THE PROCESS.

YOU MUST EITHER SAVE A COPY OF THE REPORT TO YOUR COMPUTER AND SUBMIT IT BY E-MAIL TO HBOYLAN@MONROECCC.EDU, OR PRINT AND SUBMIT A COPY OF IT TO THE HEALTH SCIENCES OFFICE BY DEADLINE PROVIDED AT ORIENTATION.

You have 30 calendar days to access and view your FBI Criminal History Record Information through the database. If you do not access your results within this 30 day period, Fieldprint is required to purge the record. Upon viewing your results, we urge you to save and/or print a copy for your own records, as Fieldprint is unable to regenerate records once they are purged after either of these time periods has ended.
Drugs, Intoxicants, and Mind Altering Substances
Success in nursing, both as a student and as a practitioner, requires sound nursing judgment and positive professional relationships with the community, the clinical personnel, and the patient. Behavior which threatens these relationships or alters judgment will endanger nursing effectiveness. For this reason students are expected to abstain from the use of any illegal or mind-altering substance before or during any contact with faculty, staff, or patients. Students should also abstain from any prescribed drugs prior to clinical experiences that could impair judgment or function. Students are prohibited from the use of medical marihuana treatment during participation in the MCCC nursing program. MCCC students attend clinical in both Michigan and Ohio. The college upholds the most restrictive clinical agency requirements in order to satisfy policy in both states. Use of this therapy is illegal in Ohio, thus prohibited for MCCC students’ use overall. Students who arouse the suspicion of the instructor must give permission for immediate laboratory screening for any substances, at the student’s expense. In addition, students suspected to be under the influence of any illegal or mind-altering drug, will be required to seek transportation to the testing facility from the clinical site. Declining to do so will result in dismissal from the program. There is zero tolerance for breaches of this policy. Documented use of mind-altering and/or illegal drugs or substances will result in immediate dismissal from the program and failure in the nursing course in which the student is enrolled. Students will be ineligible for readmission to the program under these circumstances.

Drug Testing and Dilute Urines
All students will be drug tested at the student’s expense for the presence of mind-altering substances through Corporate Connection at Mercy Memorial Hospital upon program entry. Students will receive a letter in class that will identify the date and process for drug testing. Students will have a limited time period in which to complete the drug testing. Students who do not meet this time commitment to complete the initial drug testing may be dismissed from the course and program or made subject to further drug testing.

There are instances in which a student may need to take prescribed medications, which could be in a drug classification that would typically be restricted from a clinical setting. When a student is taking medications that could be an issue in the clinical setting; we advise that the student participate in a medical review of prescribed medications and therapies in order to receive clearance to practice in the clinical setting. The medical review is an additional cost and is at the student’s expense. The physician must be specifically trained in drug screening protocols (we advise that the medical review be done at Corporate Connection to meet this requirement.) The student must not be mentally impaired and be able to function optimally in the clinical setting in any case. A student may need to work with the primary physician for alternative treatments if the prescribed drugs impair function.

If the result of the drug test comes back indicating that the urine sample is positive, too dilute to measure or if the time deadline is not met, the student will need to submit a hair sample for testing, at the student’s expense. Once the medical review is completed, the findings of the physician will be considered a final determination and the student will either be cleared for clinical or not.

In the event that the student is not cleared for clinical following the medical review, the student will be dismissed from the course and the program. There is no appeal in the case of a student who is not cleared by the medical review.

Positive drug testing which indicates the use of non-prescribed medications in the absence of a physician prescription will result in immediate dismissal from the program and failure in the enrolled nursing course. Students will be ineligible for readmission to the program under these circumstances.
CPR Proficiency
All students must maintain current CPR certification.

CPR certification is required through the American Heart Association (BLS for Healthcare Providers) or the American Red Cross (CPR/AED for Professional Rescuers and Health care Providers) and must be intended for the healthcare provider. NOTE: Courses through the ARC or AHA for laypersons (i.e. workplace, schools, individuals or community) or that are strictly web-based are NOT acceptable.

Proof of CPR certification must be presented to the Health Sciences Division office by the first Monday of the winter semester. Certification is required annually and must not expire prior to the end of the program.

Health Requirements
An annual total health exam is mandatory for all students and is the financial responsibility of the student. The complete exam record must be submitted to the Health Sciences Division office prior to the first semester of nursing classes. Students who do not meet the health requirements will not be allowed to attend clinical. The exam should be done no earlier than December 15th each year. The exam must indicate that the student is free of infectious disease, is immune to certain diseases for which one can be vaccinated, and that the student can meet the technical standards. These documents must be presented to the Health Sciences Division office by the first Monday of the winter semester.

A. Drug testing must be completed at the student’s expense to meet health requirements (See information below.) Students will be told when and where to go for drug testing. Current pricing can be obtained from the Health Sciences Division Office.
B. Additional laboratory testing may be required for specific clinical agencies. This may include on-the-job, random, witnessed drug screening.
C. Failure or inability to meet prescribed physical, health, mental requirements, as well as proof of insurance, various security checks and CPR certification by the stated deadline may result in a clinical agency refusing student clinical placement, thus making student progression in the program impossible.
D. ACE MAPP modules must be completed prior to the first semester each year. The three modules covered are Bloodborne Pathogens, HIPAA, and OSHA. Course lab fees will cover the cost of completing these modules. ACE MAPP is a requirement of our clinical agencies and participation in clinical experience is dependent upon their completion.

Physical Examination Requirements Summary
It is important that you copy your health form and all laboratory results prior to submission to the Health Sciences Division Office. Once filed, your physical will not be available to you as you pursue employment or admission to other educational programs until it is returned to you on the last day of the program.

A. Blood tests which confirm immunity to mumps, rubella, rubeola, and varicella (regardless of having had the disease or being immunized.) If any of these blood tests show non-immunity or are equivocal, a booster must be received.
B. A general head-to-toe physical that assesses the student's ability to meet the technical standards.
C. A two-step P.P.D. tuberculin skin test (or acceptable equivalent) which is negative and current for the length of the program. Positive results require a chest x-ray to prove absence of disease.
D. Immunizations:
1. **Tetanus or Tdap**: Proof of tetanus and pertussis vaccinations (within 10 years) is required. Consult your physician regarding the use of Tdap versus separate tetanus and pertussis boosters.

2. **Hepatitis B**: The three immunization vaccine series must be started prior to the beginning of the program. It is expected that the student will follow the Hepatitis B vaccination schedule and submit documentation. A Hepatitis B antigen test that indicates immunity may be submitted in lieu of the vaccination series.

3. **Seasonal flu shot**: required at program entry. Students are strongly encouraged (according to CDC) to obtain vaccination again in the fall. Students may be required to be vaccinated by the clinical agency. Failure to receive this vaccination will prevent you from participating in clinical.

4. **Specific student health information will be released to clinical agency only if this information is required by the agency. It is expected that this information be kept confidential by the agency.**

5. **Healthcare costs for students are the responsibility of the student.**

### Health Alterations

Students are responsible to disclose any major health alterations to course and clinical faculty, and the student’s personal physician must indicate in writing that the full nursing program (clinical and theory) may be continued. Special considerations from the physician must be communicated in writing to the division dean. A form can be obtained from the Division Office for the student’s doctor to complete and return. An electronic version of the document is available upon request. Additionally, it is the student’s responsibility to communicate limitations and/or clearance before participating in any further program activities. Failure to disclose major health alterations/clearance will result in a violation of the Standards of Professionalism.

A decision will be made by faculty, following clinical agency policy, as to whether or not the student can continue in the course. Please note that injuries or surgeries occurring midterm may make it very difficult for a student to successfully complete a course.

Do not attend clinical when experiencing symptoms of a contagious health alteration (such as bacterial or viral infections) if symptoms include vomiting and/or diarrhea, fever, especially an oral temperature over 100.4°F, excessive nasal drainage, and/or productive cough. A student deemed too ill to be at clinical will be sent home by the instructor and considered a clinical absence.

### Serious Infectious Disease Policy

Nursing students, with support and guidance of their clinical instructor or preceptor, may have an opportunity to care for patients with an infectious disease. Students are expected to help manage care of these patients. When considering the care of clients diagnosed with serious infectious disease, we recognize that students have varying degrees of skills, both psychomotor and cognitive. We also recognize that faulty technique when caring for these clients could prove harmful or even fatal to the student.

Graduate health care workers are expected to have the skills and knowledge necessary to provide safe and compassionate care for all clients, regardless of diagnosis. Consideration will be given to the client’s complexity of care, agency policy, and the student’s knowledge and dexterity level. A student who refuses to care for infected clients will be counseled to determine the reason for refusal and regarding the failure to meet the requirements of the profession of nursing. Students who have serious reservations about caring for clients with infectious diseases should reconsider their career choice.
Standard Precautions

Standard Precautions are based on the principle that all blood, body fluids, secretions, excretions except sweat, nonintact skin, and mucous membranes may contain transmissible infectious agents. Standard Precautions include a group of infection prevention practices that apply to all patients, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered. These include: hand hygiene; use of gloves, gown, mask, eye protection, or face shield, depending on the anticipated exposure; and safe injection practices. Check specific agency policies and procedures.

A. Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs (containing 60-95% alcohol) and hand washing with soap and water. Alcohol-based hand rub is the preferred method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), or after caring for patients with known or suspected infectious diarrhea (e.g., *Clostridium difficile*, norovirus), in which case soap and water should be used.

1. Performing Hand Hygiene

   **Using Alcohol-based Hand Rub (follow manufacturer’s directions):**
   - Dispense the recommended volume of product
   - Apply product to the palm of one hand
   - Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required)

   **Hand washing with Soap and Water:**
   - Wet hands first with water (avoid using hot water)
   - Apply soap to hands
   - Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers
   - Rinse hands with water and dry thoroughly with paper towel
   - Use paper towel to turn off water faucet

2. Indications for Hand Hygiene

Always perform hand hygiene in the following situations:

- Before touching a patient, even if gloves will be worn
- Before exiting the patient’s care area after touching the patient or the patient’s immediate environment
- After contact with blood, body fluids or excretions, or wound dressings
- Prior to performing an aseptic task (e.g., accessing a port, preparing an injection)
- If hands will be moving from a contaminated-body site to a clean-body site during patient care
- After glove removal

B. Personal Protective Equipment

Personal Protective Equipment (PPE) use involves specialized clothing or equipment worn by facility staff for protection against infectious materials. The selection of PPE is based on the nature of the patient interaction and potential for exposure to blood, body fluids or infectious agents.

1. Use of PPE
Gloves
Wear gloves when there is potential contact with blood (e.g., during phlebotomy), body fluids, mucous membranes, nonintact skin or contaminated equipment.
- Wear gloves that fit appropriately (select gloves according to hand size)
- Do not wear the same pair of gloves for the care of more than one patient
- Do not wash gloves for the purpose of reuse
- Perform hand hygiene before and immediately after removing gloves

Gowns
Wear a gown to protect skin and clothing during procedures or activities where contact with blood or body fluids is anticipated.
- Do not wear the same gown for the care of more than one patient
- Remove gown and perform hand hygiene before leaving the patient’s environment (e.g., exam room)

Facemasks (Procedure or Surgical Masks)
Wear a facemask:
- When there is potential contact with respiratory secretions and sprays of blood or body fluids
  - May be used in combination with goggles or face shield to protect the mouth, nose and eyes

Goggles, Face Shields
Wear eye protection for potential splash or spray of blood, respiratory secretions, or other body fluids.
- Personal eyeglasses and contact lenses are not considered adequate eye protection
- May use goggles with facemasks, or face shield alone, to protect the mouth, nose and eyes

2. Respiratory Hygiene and Cough Etiquette
All persons with signs and symptoms of a respiratory infection (including facility staff and students) are instructed to:
- Cover the mouth and nose with a tissue when coughing or sneezing;
- Dispose of the used tissue in the nearest waste receptacle
- Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials

C. Emergency Needlestick Information
If exposed to a needlestick or sharps injury or were exposed to the blood or other body fluid of a patient during the course of clinical work, immediately follow these steps:
- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to the clinical instructor and agency supervisor immediately
- Immediately seek medical treatment

D. Transmission-based Precautions
Transmission-based precautions are extra steps to follow for illnesses that are caused by certain germs. Standard precautions and these extra precautions will both need to be followed. Some infections require more than one type of transmission-based precaution. Check specific agency policies and procedures.

Start following transmission-based precautions when the illness is first suspected. Stop them only when the illness has been treated or ruled-out and the room has been cleaned.
Patients should stay in their rooms as much as possible while these precautions are in place. They may need to wear a mask when they leave their room.

**Airborne precautions** may be needed for germs that are so small they can float in the air and travel long distances.

Airborne precautions help keep staff, visitors, and other patients from breathing in these germs and getting sick.

- These germs include chicken pox, measles, and active tuberculosis (TB).
- Patients who have these germs should be in a special room where the air is gently sucked out. This is called a negative pressure room.
- Everyone who goes into the room should put on a respirator mask that fits well before they enter the room.

**Contact precautions** may be needed for germs that are spread by touching.

- Everyone who enters the room who may touch the patient or objects in the room should wear a gown and gloves.
- These precautions help keep staff and visitors from spreading the germs after touching a patient or an object the patient has touched.
- Some of the germs that contact precautions protect us from are *C. difficile* and norovirus, and respiratory syncytial virus (RSV). These germs can cause serious infection in the intestines.

**Droplet precautions** are used to prevent contact with mucus and other secretions from the nose and sinuses, throat, airways, and lungs.

- When a patient talks, sneezes, or coughs, droplets that contain germs can travel about 3 feet.
- Illnesses that require droplet precautions include influenza (flu), pertussis (whooping cough), and mumps.
- Everyone who goes into the room should wear a surgical mask.

**Pregnancy**

A pregnant student must notify the course faculty and clinical instructor as soon as pregnancy is confirmed in order to protect the welfare and safety of the student. Pregnant students may continue in the nursing program with written physician approval (completion of the Health Sciences Division Pregnancy Release Form) as designated: Initially (1st trimester), at the second trimester and **monthly** during the third trimester *(Note: Any change in condition, requiring more frequent physicians visits during any trimester, will require increased documentation from the student’s physician)*. A pregnancy release form can be obtained from the Division Office, which is to be completed by the physician as described above. Electronic versions of the form are available upon request. Completed forms are to be submitted to the Nursing Program Coordinator.

Pregnant students will **not be permitted to attend clinical if these forms are not on file in the Health Sciences Division Office**. In addition, students must be fully cleared from all/any restrictions to participate in clinicals as indicated on the Pregnancy Release Form. Good communication with the faculty, clinical instructor and Nursing Program Coordinator (NPC) surrounding pregnancy is imperative in this process. In conference with the division dean or instructor the student must be made aware of
the potential risks associated with clinical participation. Written physician approval is necessary, following delivery, to continue the full nursing program (theory and clinical).

Note: midterm deliveries make it very difficult for a student to successfully complete a course.

**Latex Allergy**
The student must notify the Dean of Health Sciences/Director of Nursing or designee if a latex allergy is present, prior to the start of the program. The College and clinical facilities cannot provide a latex-free environment. In the case of a latex allergy, a physician note will be required stating specific restrictions. The LAL will be consulted should reasonable accommodations be requested.

**Insurance**
Nursing students are required to have professional liability and health insurance. The professional liability insurance is provided by the College. The cost of the professional liability insurance is included in the course lab fee. Health insurance **must** be obtained by the student and proof of this insurance must be presented to the Health Sciences Division office by the first Monday of the winter semester. It is expected that hospitalization insurance be maintained throughout the school year in order to comply with agency requirements. **Failure to maintain health insurance will result in program dismissal.**

**Clinical Placement Policy**
Clinical placement for each student is based on many factors such as rural versus urban settings, needs of the particular course, unit availability through ACE placement or agency negotiations, number of students per group, faculty availability, etc. The process is involved and very time consuming. We make it very clear in our program materials, handbook and orientation that students do not have a choice in selection of their clinical sites. Within the Health Sciences Division, we place over 200 students per semester in clinical settings. Each student has their own unique needs related to location, employment, and childcare, to name a few. It is impossible to take requests from students regarding clinical placement. Student flexibility is essential in all of our programs. The faculty feel that a well-rounded clinical experience is in the best interest of students and can create opportunities for employment and exploration that would not be available were clinical placement to be run in a different format.

Nursing education offered at MCCC is provided in collaboration with multiple clinical partners located in southeast Michigan and northwest Ohio. As a part of these partnerships, MCCC students and faculty are required to meet and follow the policies and procedures of these clinical partners. Given the number of students in the program, faculty must be able to place students at any of the clinical agencies for clinical and observational experiences during the course of the program. Students need to be in good standing with all clinical agencies, both as a student and as a member of the community. Therefore, any condition (i.e. criminal history, positive drug screening, unprofessional/unethical behavior, negative employment history) that prevents a student from being placed in any clinical agency during a semester may jeopardize the student’s ability to meet the course outcomes and may lead to course failure and program dismissal.

Clinical placement for each student is based on many factors such as rural versus urban settings, needs of the particular course, unit availability through ACE placement or agency negotiations, number of students per group, and faculty availability. Clinical placements may include weekends, evenings, and sites requiring travel outside of the Monroe area. We understand that each student has their own unique needs related to location, employment, and childcare. Therefore, students may be allowed to trade a clinical placement (not to include alternate clinical experiences) with a fellow student utilizing the following strict guidelines:
• Students will seek out their own peer to trade with. The Nursing Program Coordinator (NPC) will not facilitate this process.

• A limited window of days will be allocated for submission of documentation either in writing or via email from both parties agreeing to the trade. Specific deadlines will be announced by NCP with each clinical placement. NO EXCEPTIONS past the deadline!

• Trade approval is at the discretion of the NPC and faculty. There are no guarantees that a trade will be approved! The NPC and faculty must consider previous clinical placements, clinical agency requirements and student academic achievement/needs.

We will attempt to honor trade requests from students regarding clinical placement. However, the final decision of clinical placement is made by the NPC and faculty based on program needs.

Conduct Expected in Clinical Settings
1. Students are to inform the unit clerk when removing a client chart from the nursing station to take it to designated area.

2. Student nurses sign their signatures: Name, P.N.S., MCCC. It is not necessary for the instructor to co-sign charting unless specifically informed otherwise.

3. Students are asked not to linger around the nursing station but to conduct their chart review and charting in the designated area. Quiet conduct is expected.

4. Students are required to report off to the instructor and the co-assigned nurse before leaving the unit for any reason.

5. Students should identify themselves as students to their assigned clients. Any client or family who indicate the desire not to have student care will be returned to staff care without hesitation. Do not take this personally, should this occur.

6. In an apparent emergency situation, students are expected to seek help from the hospital nursing staff or the instructor, whichever is most immediately available.

7. Students are asked to check for new orders so that charts with orders not yet noted are not missed. All new orders should be reviewed with the clinical instructor and primary care staff.

8. Instructors or preceptors must be present with students to prepare and administer all medications. Appropriate documentation procedures must be followed.

9. Cell phones are not permitted on the clinical units.

10. Computers located in the hospital setting are not to be used for personal use.

11. Conduct, as described in College Catalog, must be exercised.

12. With the exception of the preceptorship, faulty supervise student’s work. Students may perform skills under staff supervision with prior faculty acknowledgment/permission.

13. If a student is dismissed from an agency for cause, as defined by the agency, the student will fail the nursing course and be dismissed from the program. All agency rules, policies, and procedures must be followed.

Privileged Information and Confidentiality
Students are asked to remember that they are guests within the institution and as such have access to privileged information. Students will have questions regarding patients/clients, staff, policies, and/or procedures. It is expected that professional and legal standards will be maintained at all times. Confidential client information must not be discussed outside the educational setting. Confidential records of the client must remain in the hospital setting. Care must be taken for proper disposal of any personal notes or care plans about clients. Student photographing, photocopying, faxing client information from any source or disclosing protected health information via a social networking site is inappropriate and will not be tolerated. (See social networking policy). Students may collect
information about their assigned client only. Any other information gathering would be considered a breach of confidentiality. A breach or misuse of confidential information will result in program dismissal with no opportunity for readmission and may result in court action. Extreme care should be taken in dealing with client information. Do not use names or specific client identifiers on care plans. Students should expect to sign a pledge to insure client confidentiality in clinical settings.

Health Insurance Portability and Accountability Act (HIPAA)
The following excerpts are from the website of the Department of Health and Human Services for the United States. A full summary of this law can be found at: http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html.

Privacy Standards: Protected Health Information (PHI): The Privacy Rule protects all "individually identifiable health information" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information "protected health information (PHI)."

"Individually identifiable health information" is information, including demographic data, that relates to:
• the individual’s past, present or future physical or mental health or condition,
• the provision of health care to the individual, or
• the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

De-Identified Health Information. There are no restrictions on the use or disclosure of de-identified health information. De-identified health information neither identifies nor provides a reasonable basis to identify an individual. There are two ways to de-identify information; either: (1) a formal determination by a qualified statistician; or (2) the removal of specified identifiers of the individual and of the individual’s relatives, household members, and employers is required, and is adequate only if the covered entity has no actual knowledge that the remaining information could be used to identify the individual.

Disclosure vs. Use: Protected health information (PHI) may be used without restrictions when providing direct care to your client and/or consulting with other healthcare professionals regarding the direct care of your client. Restrictions/Disclosure come into play when someone who is not directly involved in the treatment and care of the client requests and is given PHI. A “Patient Authorization” is a special kind of consent defined by HIPAA. It allows disclosure of PHI to individuals with a client’s permission. As a member of the healthcare provider team, you are required to protect the PHI.

Be aware of your surroundings. Do not repeat protected health information you see or overhear. Avoid discussion about clients in public areas in and outside of the hospital. You may be liable for breaches of confidentiality. Be aware of using computers, PDAs, cell phones or other displays that may be viewed by others in your vicinity. Be careful and know to whom you are faxing, e-mailing or phoning protected health information. Include warnings about confidentiality.

It is expected that students follow HIPAA rules and regulations at all times. Breaches in confidentiality will result in program dismissal and ineligibility for readmission as well as potential legal action.
Explanation of Clinical Evaluation

A. Introduction: It is expected that graduates of the Monroe County Community College nursing program will provide quality nursing care. Students are evaluated regularly on their progression toward this goal. Students are evaluated according to the outcomes identified at the beginning of each course. Each nursing course has specific clinical objectives which build on previous learning and which must be successfully met for progression in the program. Each course syllabus contains a list of specific clinical objectives and each objective contains examples of behaviors which are expected of students clinically.

B. Evaluation Process: Written weekly evaluation will be completed by the clinical instructor using the weekly Anecdotal Record form in conjunction with the specific course objectives. This evaluation will identify satisfactory, needs improvement, not observed, and unsatisfactory clinical performance by the end of the course. Strengths as well as areas of needed improvement will be noted by the instructor, indicating progress toward meeting clinical objectives.

When a student’s behavior is unsatisfactory during a clinical week, it will be noted on the anecdotal form in order to give the student ample opportunity to correct the problem area(s). Specific examples and suggestions for improvement will be provided.

Repeated or significant clinical difficulties will result in a jeopardy warning which is indicative of a serious inability to meet the clinical objectives and may result in course failure if not corrected. Due process will be observed except in cases of extraordinary circumstances, i.e. any behavior which threatens health, welfare, and safety of clients/public in general. Fabrication of any clinical or College record will result in program dismissal.

Faculty may email jeopardy warnings. Students are expected to respond to the email notification as soon as possible. Students should plan to meet with the faculty member who initiated the warning and lead faculty as directed.

C. Students Self-Evaluation: Students are expected to self-evaluate their care weekly, giving time and thought to the self-evaluation. The self-evaluation process requires that the students evaluate themselves on their ability to meet clinical objectives, feelings about the clinical experience, and the types of learning objectives the students need in future clinicals. (See course anecdotal form.) This is an excellent opportunity for students to show their instructor something they did, such as provide medication education or actively listen to a client who is trying to make a difficult decision, when the instructor may not have been present.

Refer to clinical behavior descriptors (found at the end of each syllabus) to complete the weekly anecdotal form.

D. Evaluation Conferences: At the end of a rotation, students will be given a written evaluation of clinical progress. Instructors and students will both write a summary of their perspective of the student’s progression toward the objectives on the end of rotation evaluation form.

The evaluation focuses on the student’s progress in meeting course objectives.

Additional evaluation conferences may occur earlier than at the end of the rotation if a student is in jeopardy of failure for any reason. In this conference, the reason(s) for the jeopardy warning and the student’s action plan to correct the difficulty(ies) will be developed.

E. Final Clinical Grade: In order to receive a satisfactory clinical grade, the student is required to obtain satisfactory performance in all objectives.
There are only two levels of student performance – Satisfactory and Unsatisfactory. These are described below:

**S – Satisfactory**
- The student’s clinical performance meets all clinical objectives of the course. Behaviors have demonstrated consistent progress toward meeting clinical objectives.

**U – Unsatisfactory**
- One or more behaviors under the course student learning outcomes are unsatisfactory or need improvement at the end of the course.
- Behaviors do not demonstrate progression toward meeting the course student learning outcomes.

**Clinical Conference**
- The purpose of pre-clinical conference is for the instructor to assess your readiness for giving client care and for you to clarify questions in your plan of care. Your clinical instructor has an obligation to ensure safe client care. Be prepared with appropriate supplies and resources to plan and provide client care. Therefore, if you are not prepared, the instructor cannot permit you to give client care and must excuse you from the unit. This will be considered an absence and may be grounds for dismissal.

You must have the appropriate information for any medication prescribed for your client. Drug information should also be incorporated into the care plan.

The purpose of post-clinical conference is to provide an opportunity for you to share your learning experiences and to discuss your effectiveness in meeting your objectives for client care. It will also permit an opportunity to discuss necessary modification in your plan of care. Promptness in attending conferences is expected.

**Clinical Failure Policies**
1. Students who earn one or more unsatisfactory ratings on the final course Clinical Evaluation will earn a clinical failure and failing course grade. Final and/or midterm evaluations will occur in all courses. A student must demonstrate satisfactory clinical performance by the end of the course in order to progress.
2. Behavior that threatens the public’s health, welfare, and/or safety will constitute grounds for immediate dismissal from the program. Such situations will be handled on a case-by-case basis.
3. Clinical failure may occur at times other than the end of the semester. Due process will be observed. An example of this is when a student is repeatedly unsafe in performance of previously learned knowledge and skills.

**Unusual Occurrence**
- It is expected that hospital and College policies will be strictly followed when dealing with student accidents or errors. Incident reports will be written and signed by the student and instructor for both the clinical agency and MCCC. The student and instructor will review the agency incident report with the clinical managers and the NPC as requested. It is advised that personal anecdotal notes also be kept.

**Gifts/Gratuities**
- There shall be no exchange of gifts or gratuities between students and faculty. It is also unacceptable for students to accept gifts or gratuities from clients.
Records

**Weekly clinical:** Nursing faculty will complete Faculty Weekly Anecdotal Records of clinical performance and file after students review and sign. Students will complete green Student Anecdotal Records weekly and submit to their clinical faculty. Faculty will return the green Student Anecdotal Records after review and pertinent student anecdotal records will be kept on file with copies returned to students.

**End of clinical rotation:** The instructor will complete an End of Rotation Clinical Evaluation and the student will complete a copy of the same. These will both be kept in the students file. It is the clinical faculty’s responsibility to return all Clinical Evaluations to the PN office for the Faculty’s review and filing. Noncompliance with weekly Student Anecdotal Records may result in grades being held.

**Students Responsibility:** It is the students’ responsibility to maintain their personal copies of their health records, and anecdotal records and clinical evaluations which are used to create portfolios in PNUR 128 Issues in Practical Nursing. **Records are NOT to be removed from the students’ folder and copies WILL NOT be made of any records, including health records.**

Student Governance

Students participate in the governance of the nursing program in the following ways:

1. End-of-semester evaluations of faculty, agencies, and courses are completed by students each semester. Your honesty and constructive criticism are reviewed and thoughtfully considered when making programmatic changes.
2. Students are encouraged to talk with nursing faculty about any concerns. Suggestions for improvement are welcome.
3. Students are expected to utilize the “chain-of-command” within the Health Sciences Division when addressing any concerns or issues related to a course or the program. Students are expected to talk initially with nursing faculty regarding issues related to a particular course. Clinical scheduling concerns should be addressed to the Nursing Program Coordinator (NPC). If a student has a concern that he/she feels has not been resolved through interaction with the course faculty or the NPC, students are expected to meet with the Dean of Health Sciences/Director of Nursing or designee to discuss the issue. If a student continues to feel that an issue or concern has not been addressed appropriately, he/she may make an appointment with the Vice President of Instruction. Issues that result in course failure and/or program dismissal should be handled according to the policies and procedures outlined in the Student Information Handbook.

Program Completion, Graduation & NCLEX-PN

**Graduation audits** must be completed in the fall semester before graduation. Students initiate a graduation audit by applying for graduation through the Registrar’s Office.

**Certificate Requirements**

Practical nursing students must complete all courses listed in the Catalog in order to receive the certificate with the Practical Nursing designation. Students not meeting all certificate requirements will be ineligible for a school completion certificate, and thus cannot take the licensing examination (NCLEX-PN) until the requirements are met. See the current College Catalog for the full description of graduation requirements. Practical nurses are encouraged to complete an associate degree for registered nursing or the applied science degree, if this meets with their career objectives.

Students who are determined to be ineligible to graduate by the Registrar’s Office must notify the Health Sciences Division Office as soon as possible. Expenses incurred for graduation purposes are non-refundable.
Please visit https://www.ncsbn.org/1203.htm for exam and license fee information. Nursing Pins may be purchased upon completing the program; pricing will be made available at that time.

**Nursing Licensing Exam (NCLEX-PN)**
Nurse licensure candidates take the National Council Licensure Examination (NCLEX-PN) on a computer at test centers located across the United States. NCLEX examinations are only provided in a computerized adaptive testing (CAT) format.

The NCLEX-PN examination is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. NCLEX examination results are an important component used by the boards of nursing to make decisions about licensure. **Only boards of nursing can release NCLEX examination results to candidates.** Pearson Vue Professional testing provides administration services for the NCLEX examination.

Please visit https://www.ncsbn.org/1203.htm for exam and license fee information.

Any previous or current conviction of a crime and/or treatment for substance abuse/mental illness may result in ineligibility to be licensed as a practical nurse. The determination of eligibility is made by the Michigan State Board of Nursing. Questions or concerns about licensing should be directed to the Board of Nursing.

Michigan Board of Nursing  
Bureau of Health Professions  
611 W. Ottawa  
Lansing, MI 48909  
(517) 335-0918  
http://www.michigan.gov/cis
Other Policies and Procedures
Academic Dishonesty
Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. Academic dishonesty includes forgery of academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. It is the student’s responsibility to know what constitutes academic dishonesty. If a student is unclear whether a particular act constitutes academic dishonesty, he or she should consult with the instructor of the class involved.

Any act of academic dishonesty will result in disciplinary action by the College. The maximum penalty under the provisions of this policy is permanent expulsion from the College. (Monroe County Community College Catalog and the Class Schedule)

Please see the current Catalog for information about the MCCC disciplinary procedure for academic dishonesty. There will be zero tolerance for dishonest conduct. Academic dishonesty will result in a student becoming ineligible for readmission to any health occupation program.

I. Plagiarism
Plagiarism is the intentional or unintentional representation of the words, data, and ideas of another as one’s own.

II. Documentation
Since the writing of most academic papers involves material using primary and secondary sources, it is necessary to document such material with an in-text or footnote reference. Any portion of the paper not documented will be assumed to be original or to be “common knowledge.” If a student is in doubt about what is “common knowledge,” the student should consult the instructor.

1. Quotations - Quotations, however small, must be placed within quotation marks or indented and block quoted following the individual instructor’s criteria for a long or short quotation. A direct quotation must be acknowledged either within the text or in a footnote following the documentation style preferred by the instructor.

2. Paraphrasing/Summarizing - Any material summarized or paraphrased must be acknowledged just as one would acknowledge a direct quotation; for example, a summary requires an in-text or footnote reference even though such material does not require quotation marks. Simply shifting words or rewording an author’s text is not considered a correct paraphrase or summary. The student, when reading sources and taking notes, should carefully indicate quoted, paraphrased, and summarized material. It is not acceptable that a student claim “unknowing” duplication of a source.

3. Ideas and Facts - Any ideas and facts borrowed from a source should be acknowledged even though the student may have elaborated on such material. Data should not be altered in such a way as to be misleading.

4. False Citation - A false citation is attributing referenced material to a source from which it was not obtained. A student should carefully document his or her source so that references may be readily checked.

5. Using / Copying the Work of Other Students - All students’ written work is expected to be the student’s original work. If students have obtained examples from others, these are to be used for reference only, NOT COPIED. Copying others work is plagiarism and subject to policies concerning cheating. Examples of student work includes care plans, case studies, client assessments, teaching pamphlets, portfolios, formal papers, research and other critiques.

III. Disciplinary Procedure
1. All acts of academic dishonesty, based on the instructor’s determination of probable cause*, must be reviewed with the appropriate academic dean. After the review, the dean will notify the vice president of student and information services, and the faculty member will submit the Academic Dishonesty Report Form to the vice president of student and information services, the student and the dean. Upon receipt of notification, the vice president of student and information services will place an academic hold on the student record. The hold will prevent the student from withdrawing during the review. After the student acknowledges receipt of the Academic dishonesty Report Form (by signature, returned e-mail, registered mail receipt), he/she will have 10 days to respond to the charge and recommended penalty. In the event the student fails to respond, and if the vice president of student and information services accepts the recommended disciplinary action, the student waives the right to an appeal.

2. The faculty member reporting an act of academic dishonesty may recommend expulsion from the college or program, or a lesser disciplinary action such as a failing grade on the test, paper, project, etc., or a failing grade in the course. In all cases of academic dishonesty, the proportionality of the sanction is to be considered relative to the incident. Sanctions less than expulsion should be based on a preponderance of the evidence**, whereas expulsion from the college or a program should be based on clear and convincing evidence***.

3. The vice president of student and information services shall make available an opportunity for consultation with both parties. Following consultation (if desired by either or both parties), the vice president shall inform, in writing, the faculty member and student of his/her acceptance, rejection or modification of the disciplinary recommendation within seven days of receipt of the deadline to appeal.

4. The vice president shall inform both parties of the appeal/due process available.

5. The vice president shall maintain a record of all acts of academic dishonesty.

6. Once the faculty member recommends disciplinary action, the student shall not be permitted to withdraw from the course until the review process is completed. If the charge of academic dishonesty is set aside, the student may withdraw from the course following the withdrawal procedures for the time period of the initial incident.

7. Procedural timelines may be waived by the vice president in the interest of facilitating due process and fairness.

IV. Appeals Procedure

1. A student subject to disciplinary action for academic dishonesty or the faculty member who reported the act of academic dishonesty may appeal the decision of the vice president of student and information services as to whether academic dishonesty did or did not take place. Neither the student nor the faculty member can appeal the disciplinary action or sanction as rendered by the vice president. The appeal must be made to the vice president’s office within seven days of notice of the vice president’s decision.

2. The vice president shall appoint an appeals committee composed of two students, two faculty members and an administrator to hear the appeals. The appointed administrator shall chair the committee. The vice president and the faculty member making the charge shall not serve on the committee.

3. If it is the vice president’s decision that academic dishonesty has occurred and the student appeals, the committee shall determine whether the student has committed academic dishonesty. If the committee determines the student has not committed academic dishonesty, all disciplinary action shall be rescinded. If the committee determines the student has committed academic dishonesty, the vice president’s disciplinary action shall stand. The committee’s determination shall be final and binding.
4. If the vice president determines that the charge of academic dishonesty has not been proven, the faculty member may appeal the decision. If the appeals committee (see item 2) determines that an act or acts of academic dishonesty has been proven, the committee shall, by majority vote, determine the appropriate sanction. The committee’s determination shall be final and binding.

* Probable cause: reason to believe, based on reliable information, that academic dishonesty has occurred and that a particular student has committed an act of academic dishonesty.

** Preponderance of the evidence: burden of proof has been established by evidence which outweighs the evidence against.

*** Clear and convincing evidence: the evidence must satisfy that the proposition has been established with a high degree of probability.

Social Networking Statement
The Health Sciences faculty and administration recognize that social networking websites and their applications are an important and timely method for communication. However, students, staff and faculty who use these websites and other applications must be aware of the critical importance of privatizing their websites so that only trustworthy “friends” have access to them. Students, faculty and staff should take advantage of privacy settings available on many social networking sites in their personal online activities, and separate their personal and professional sites and information online. They must also be aware that posting some information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders may be subject to adverse academic actions that range from a letter of reprimand to dismissal from the occupational program and/or school.

The following actions are strictly forbidden:

1. With respect to information that you have in your role as a caregiver, you may not reveal the personal health information of other individuals as specifically proscribed by law and regulation. Removal of an individual’s name does NOT constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photography may still allow the reader to recognize the identity of a specific individual. This is an HIPAA violation and may violate other laws and clinical agency regulations as well.

2. You may not report private (protected) academic information of another student or graduate. Such information might include, but is not limited to: course or clinical grades, narrative evaluations, examination scores, or adverse academic or clinical actions. This may be a violation of state and/or federal privacy laws or regulations.

3. Do not represent yourself as someone else or as a representative of Monroe County Community College.

Professional Boundaries
The purpose of this policy is to provide guidelines for students and faculty regarding the use of social networking technology. Maintaining professional boundaries can be a challenge for students and faculty in the information technology age. Social networking technology can obscure the client-caregiver and faculty-student relationships, creating a friend relationship versus a friendly professional one. Professional boundaries exist in order to maintain therapeutic relationships between clients and caregivers and objective relationships between faculty and students.

To assure professionalism, it is imperative to set clear boundaries for both nurse-client and faculty-student communications and relationships. This policy establishes guidelines for these relationships and for professional behaviors related to communications which utilize information technology, including e-mail and social networking sites (i.e. Facebook, MySpace, Twitter, LinkedIn, and others, both online and as mobile applications). Violations of these guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.
Faculty-Student Communications

- The appropriate use of information technology between faculty and students is the utilization of the college e-mail, not personal e-mail.
- Social networking sites (i.e. Facebook, MySpace, Twitter, LinkedIn, and others, both online and as mobile applications) are not appropriate for communications between faculty and students.

Nurse-Client Communications

- Do not become a friend on a client’s social networking site, or allow clients to become a friend on your site.
- Do not reveal the personal health information of individuals that you access in your professional role. This is considered an HIPAA violation.
- Do not use MCCC’s or clinical facilities’ computers for personal business. These resources are provided for academic or clinically related business.

Professional Behaviors Related to Social Networking

Do not report private academic information of other students on these sites.

- When using social networking sites, always present self in a mature and professional manner. Be aware that future employers review these network sites when considering potential candidates for employment.
- Refrain from the following actions on social networking sites:
  - Display of vulgar language.
  - Display of language or photographs that are disrespectful of any individual or group secondary to age, race, gender, ethnicity, or sexual orientation.
  - Posting of personal photographs or photographs of others that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
  - Posting of potentially inflammatory or unflattering material on another’s website, e.g. on the “wall” of that person’s Facebook site.
  - Maintain professional conduct between colleagues on social media networks.
Student Awards/Scholarships
**Excellence in Practical Nursing Award**
The full-time Practical Nursing faculty, along with input from adjunct faculty, present this award to a graduating nursing student at program completion. The criteria for the award are as follows:

- academic achievement;
- outstanding clinical performance;
- exceptionally compassionate in caring for patients;
- positive role model / motivator;
- leadership potential.

The award recipient is announced at the Practical Nursing Pinning Ceremony in December. The recipient is invited to become a member of the MCCC Nursing Advisory Committee for a period of one year.

**Practical Nursing Student Peer Recognition Award**
Each member of the Practical Nursing class will provide input (by way of casting a vote) each November to award their fellow graduating nursing student this award. The criteria for the award are as follows:

- exceptionally helpful and supportive of fellow students;
- Demonstrates integrity and high personal standards for professional excellence;
- Recognition of perseverance in pursuing a nursing career.

The award recipient is announced at the Practical Nursing Pinning Ceremony in December.

*Faculty reserve the right to change award guidelines as deemed appropriate.*

**Nursing Scholarships**
Scholarships are available for students who are enrolled in nursing programs. Applications are only available online at [http://www.monroeccc.edu/stars](http://www.monroeccc.edu/stars). Deadline dates vary; please see the website for more details.

Additional scholarship information is posted on the Health Education Building office bulletin board and may sometimes be distributed by e-mail. Check often to see if you qualify and to meet submission deadlines.

Students are encouraged to explore other sources for funding through the Financial Aid Office in the Administration Building.

**Student Loan Repayment Responsibilities**
Students accepting student loans are committing themselves to a serious legal and moral obligation: loans must be repaid. Repayment may take as long as 10 years after leaving college. Students are urged to consider their ability to repay a loan, their future credit rating and their potential indebtedness before accepting a loan. The staff of the Financial Aid Office is willing to discuss the implications of loans on students’ future financial situations.