HAGERSTOWN COMMUNITY COLLEGE
2017-2018

Nursing
Student Handbook

A HANDBOOK AND PLANNER FOR STUDENTS

2017-2018 Edition

(Reviewed 5/2017)

About this Handbook

The contents of this handbook apply to all students enrolled in the ADN and PN programs. Students are expected to read and adhere to all program requirements and procedures. The program requirements and procedures have been determined to assist students to meet program expectations in the class, simulation laboratory, and clinical setting. The program requirements and procedures however, do not replace professional judgment on the part of the Director of Nursing or the faculty in administrative, educational, or clinical matters that may arise. While enrolled in the nursing program, students are also subject to the policies and procedures contained in the current HCC Catalog and HCC Student Handbook.

If, after reading through this information, you still have questions, please contact the Nursing Division's Administrative Office Associate who is located in the Career Programs building, Room 110A.

If a student should need a handbook replaced, a fee will be assessed.

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HAGERSTOWN COMMUNITY COLLEGE

This Handbook/Planner belongs to:

Name: _____

Phone: _____ E-Mail: _____

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Welcome....1

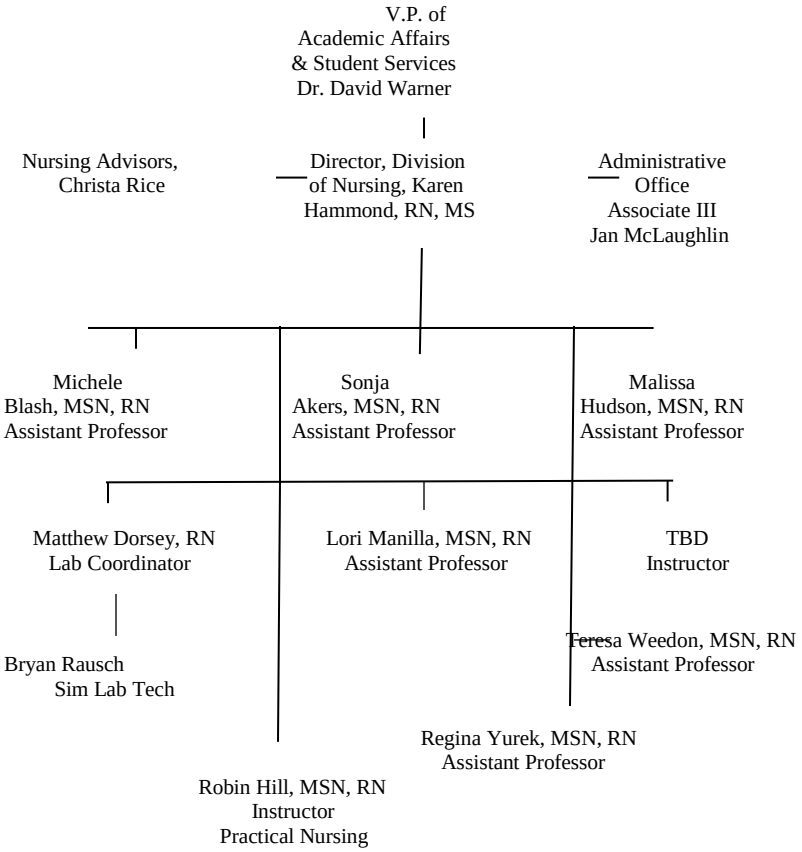
WELCOME

Congratulations and welcome to the Division of Nursing at Hagerstown Community College. The faculty are excited to begin a new year with all of you. Both the Registered Nurse and Practical Nurse programs will provide many exciting challenges to all of you over the next year or two. We hope you will work together as a team with fellow students and faculty to embrace these challenges. We are proud to say that HCC graduates are held in high regard and enjoy strong support from the community. When you have completed the program, you will join the ranks of many professionals who have been educated here and followed professional paths that have taken them in many directions. The nursing faculty wish you much success.

The HCC Nursing Faculty

ORGANIZATIONAL CHART

Division of Nursing and the College



HCC MISSION STATEMENT

HCC is a state and county supported comprehensive community college. Its central purpose is to offer a diverse array of courses and programs designed to address the curricular functions of university transfer, career entry or advancement, adult basic skills enhancement, general and continuing education, as well as student and community service…
The College believes in and teaches the ideals and values of cultural diversity and a democratic way of life and also seeks to cultivate in its students critical and independent thought, openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education. For the full HCC Mission Statement, please see the HCC website at http://www.hagerstowncc.edu/about-hcc/president/mission-and-vision.

HCC VISION STATEMENT

HCC will be a learner-centered, accessible, lifelong learning institution dedicated to student and community success. For the full HCC Vision Statement, please see the HCC website at http://www.hagerstowncc.edu/about-hcc/president/mission-and-vision.

DEPARTMENT OF NURSING MISSION STATEMENT

The Mission of the Hagerstown Community College Department of Nursing is to provide high-quality educational programs for students to pursue practical and professional nursing within the community. The nursing faculty is committed to supporting student success, encouraging diversity, and stimulating intellectual curiosity and critical thinking. The faculty is also dedicated to prepare graduates to meet both state and national standards of care and practice in a rapidly changing society. Graduates are provided a foundation for lifelong learning and are prepared to be responsible for their own personal and professional growth.

PHILOSOPHY

The philosophy of the Nursing Program is congruent with the mission and goals of Hagerstown Community College. The major theories of Maslow and Erickson provide the foundation for the curriculum. The faculty believes that:

The ***individual*** health care consumer is a unique person whose physiological, psychosocial, cultural, and spiritual components influence the individual's ability to meet basic human needs throughout the lifespan. Each individual possesses dignity and worth, and is endowed with a unique potential for learning, growth, and the pursuit of self-actualization. As each individual grows and develops, interaction between internal and external environments impacts the ability to maintain an optimal state of health. Each individual has the right to quality health care and to be supported in the decision making process regarding their health.

Health is a dynamic state as defined by the individual along the wellness-illness continuum. Individuals are capable of learning and practicing health promotion behaviors as they strive for their optimum level of wellness.

The ***environment*** is an aggregate of all the conditions and influences affecting the life and development of an individual. The environment impacts the individual's ability to meet basic human needs and ultimately influences movement toward promoting wellness and self-actualization. Aspects of

an individual's environment may either enhance or prevent access to care.

Nursing as an art and science is a health profession that recognizes the uniqueness of *individuals*. It is an interpersonal and caring process that integrates science and technology with evidence-based practice and human interaction to assist *individuals* in achieving optimal health or a peaceful death. Application of the nursing process is implemented in collaboration with *individuals* and the healthcare team. Nursing care is provided both in a compassionate manner and in accordance with current standards of practice and care.

There are various levels of practice in nursing. The associate degree nursing graduate provides care for *individuals* and their families experiencing complex health problems that require collaborative management and decision-making. The practical nursing graduate provides care for *individuals* in a team relationship under the supervision of a licensed healthcare professional.

Education: Teaching and learning are interactive processes that result in change of behavior, attitude, or patterns of thinking. Teaching is learner centered and learning is enhanced when ethnic and cultural differences, individual learning styles, and motivation are considered. Learning is a lifelong process that encompasses the
cognitive, affective, and psychomotor domains. Learning is facilitated in an environment that is safe and non-threatening, that fosters critical thinking and creativity, and when the teacher and learner share responsibility for outcomes.

Nursing education fosters the concept of lifelong learning at all levels of practice. The Faculty believes that successful learning experiences for students are best accomplished in degree granting institutions of higher learning. Nursing education is both dynamic and responsive to current and future needs of *individuals* in a changing healthcare *environment*. A balance between general education and nursing education in the curriculum promotes development of individuals as nurses, professionals, and responsible members of society. A core body of knowledge and competencies are common to all levels of nursing education. The nursing faculty utilizes this body of knowledge in the development of career ladder programs that promote career mobility and encourage lifelong learning.

HCC NON-DISCRIMINATION STATEMENT

Hagerstown Community College does not discriminate against any individual for reasons of race, sex, color, religion, national or ethnic origin, age, sexual orientation, or conditions of disability in the admissions and treatment of students, educational programs and activities, scholarship and loan programs, hiring of faculty and staff, or any terms and conditions of employment. The College is committed to affirmative action.

DIVERSITY STATEMENT

The faculty and staff of the Hagerstown Community College nursing programs value and are committed to fostering diversity in the classroom, the College, and the profession. By respecting differences in culture, age, gender, gender expression, race, ethnicity, national origin, differing abilities, sexual orientation, and religious affiliation, we enrich the learning environment; improve the practice and profession of Nursing; and enhance personal creativity and professional growth. The HCC Free Speech and Anti-Discrimination Policy is located in the HCC Student Handbook and on the HCC website at http://www.hagerstowncc.edu/docs/student-affairs/anti-discrimination-policy-4042.

ACADEMIC INTEGRITY POLICY

Hagerstown Community College is committed to upholding the highest standards of integrity, honesty, and ethical behavior among its students, faculty, and staff. Everyone in the College community is expected to obey the law, promote a sense of respect and consideration of others, perform contractual obligations, maintain integrity and high standards in academic work, and observe appropriate standards of conduct. HCC has adopted the following Code of Integrity to uphold standards of academic honesty and social conduct that adopts five fundamental values: honesty, trust, fairness, respect and responsibility. See the full Academic Integrity Policy-4045 at http://www.hagerstowncc.edu/docs/presidents-office/board-trustees-policy-manual.

STUDENT HONOR CODE AND PLEDGE

The core of the community college's integrity is its scholastic honesty. Academic dishonesty impairs the college's educational role and defrauds all who comprise its community….

The Student Honor Code Policy is located on the HCC website at http://www.hagerstowncc.edu/docs/academic-affairs/honor-code-policy-4050.

"I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to it application. As a member of the college community, I hold the qualities of honesty and integrity in the highest regard and will not violate them nor tolerate those who do."

SEXUAL HARASSMENT

Consistent with federal and state laws, Hagerstown Community College is committed to maintaining a positive learning and working environment free from all forms of sexual harassment. Sexual harassment by any employee, student, visitor, and/or any individual who conducts business on behalf of the college is prohibited. Sexual harassment is unwanted sexual contact, unwelcome sexual advances, request for sexual favors and/or other unwanted communications or physical conduct of sexual nature which has the purpose or effect of unreasonably interfering with an individual's academic or work performance. Such conduct is illegal and will not be tolerated. The full policy is on the HCC website at http://www.hagerstowncc.edu/docs/human-resources/sexual-harassment-policy-8070a.

RN and PN NURSING PROGRAM OUTCOMES

The mission, philosophy, and program outcomes of the HCC Nursing Programs were developed by the nursing faculty and include beliefs related to the concept of nursing, nursing education, the teaching/learning process, and the scope of practice for the Associate Degree and Practical Nursing graduates. The organizing framework and outcomes for the Nursing programs were derived from the statement of philosophy for the Nursing Programs and the philosophy of nursing education. The Nursing Program outcomes include the expected levels of achievement; and the statements of Nursing Program Competencies are used interchangeably with student learning outcomes.

1. One hundred percent of students graduating from the HCC Nursing Programs will meet all student learning outcomes.

2. Eighty percent of the RN and PN students who begin the program will successfully complete the program within a maximum of three calendar years from the date of entry.

3. Ninety percent of the program graduates will pass the NCLEX on their first attempt.

4. Ninety percent of the graduate survey respondents will be employed as an entry-level practitioner within 6 months of graduation.

5. Seventy-five percent of the graduate survey respondents will express satisfaction with the curriculum, environment, learning resources, support services, and policies.

REGISTERED NURSE PROGRAM
Associate of Science Degree

Purpose: For students who wish to complete a registered nursing program with an associate of science degree. The nursing program is approved by the Maryland State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program is designed to provide students with the knowledge, skill, and understanding necessary to function effectively in all areas of professional nursing. Graduates of the nursing program are eligible to apply to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Curriculum: The curriculum is divided into several broad areas of study and consists of lecture, laboratory, and clinical experiences. Emphasis is on the use of the nursing process to meet the needs of individuals, family members, and the community. Courses in general education provide students with the scientific and social background to function as effective citizens and health care providers.

Pre-Admission Requirements
Students must complete the nationally normed test for nursing students known as the Test of Essential Academic Skills (TEAS). The TEAS is a scholastic aptitude assessment in the areas of math, reading, English, and science. Students will not be considered for admission to the program until they achieve the required scores on the TEAS. Applicants should consult the HCC website at www.hagerstowncc.edu/academics/divisions/nursing/teas for specific information about the TEAS, including score requirements. This requirement should be completed prior to submission of the *Supplemental Application,* but no later than the application deadline.

Admission Requirements
Admission to HCC does not guarantee admission to the Division of Nursing. The requirements below must be completed and submitted to the Office of Admissions and Enrollment Management by the application deadline.

- Submit a completed program application known as the *Supplemental Application for the Nursing Program (RN)* form.
- Submit TEAS scores.
- Submit SAT scores.
- Official transcripts from all colleges attended.
- Completion of all required science courses within seven years prior to admission to the program.
- BIO 203 must be completed or in progress at the time of application to the program.
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.5 for all program courses is required.
- Eligibility to enter college level math and English.
- A grade of "C" or higher is required for all general education requirements.
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES).

Program Requirements
Students practice selected procedures on each other in the college laboratory. All nursing students must receive: (1) a minimum overall grade of 75% in each nursing course, (2) a minimum exam grade average of 75% in each nursing course, (3) a minimum grade of 75% on 50% or more of the total exams for the courses during the second year of the program (NUR 126, NUR 226, NUR 228, NUR 230, NUR 231) (4) a minimum grade of 90% on a drug calculation exam each semester, and (5) a mark of satisfactory for both the simulation laboratory and clinical experiences. Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, despite a passing theory grade, will not be permitted to progress in the nursing program and will receive a final grade of "F" for the course. For students in the two year pathway, a grade of "C" or better is required for all general education courses. A failure in a required general education course will stop progression in the nursing program until required general education courses are successfully completed. Upon completion of nursing coursework, students must achieve a Predicted Probability of Passing Score of ≥ 92% on the first attempt on the ATI Comprehensive Predictor Exam. Students who do not achieve this score will be allowed to retake the exam after appropriate remediation until they achieve the required score. Students who do not meet program or course standards that result in dismissal from the nursing program are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Code of Student Conduct, the nursing program's Standards of Student Conduct, and the American Nurses' Association Code of Ethics for Nurses.

ATI Testing Each student will be required to COMPLETE the testing package. This program evaluates each student's learning and provides the student and instructor with a detailed analysis of outcomes and progress. In addition, students will be required to complete web-based, non-proctored practice examinations as part of an individualized remediation program. This evaluation package includes a final comprehensive examination to help the student determine areas of suggested independent study to improve NCLEX preparation. (See policy on page 46.)

THREE-YEAR PROGRAM PATHWAY

Pre-clinical Semester I

Select one Mathematics course from approved General Education course list 3
ENG 101 English Composition 3
BIO 203 Human Anatomy and Physiology I 4
Select one Arts/Humanities course from approved General Education course list 3
PSY 101 General Psychology 3

Pre-clinical Semester II

PSY 204 Developmental Psychology: Lifespan Human Development 3
ENG 102 Composition and Literature 3
BIO 204 Human Anatomy and Physiology II 4
SOC 101 Introduction to Sociology 3

Semester I

NUR 116 Foundations of Nursing I 3
NUR 117 Foundations of Nursing II 6

Semester II
NUR 127 Nursing Care of Children 4
NUR 229 Nursing Care of the Acute
and Chronically Ill Adult I 4

Semester III
NUR 224 Pharmacology for Nursing Practice 2
BIO 205 Microbiology 4

Semester IV
NUR 126 Nursing Care of Women and Infants 4
NUR 226 Nursing Care of Clients
with Behavioral Health Issues 4

Semester V
NUR 228 Contemporary Trends in
Nursing and Leadership 2
NUR 230 Nursing Care of the Acute
and Chronically Ill Adult II 4
NUR 231 Nursing Care of the Acute
and Chronically Ill Adult III 4

Degree Requirement 70

TWO-YEAR PROGRAM PATHWAY
Pre-clinical Semester I
BIO 203 Human Anatomy and Physiology I 4
ENG 101 English Composition 3
PSY 101 General Psychology 3
Select one Mathematics course from
approved General Education course list 3

Semester II
NUR 116 Foundations of Nursing I 3
NUR 117 Foundations of Nursing II 6
BIO 204 Human Anatomy and Physiology II 4
PSY 204 Developmental Psychology:
Lifespan Human Development 3

Semester III
NUR 127 Nursing Care of Children 4
NUR 229 Nursing Care of the Acute
and Chronically Ill Adult I 4
BIO 205 Microbiology 4

Semester IV
NUR 126 Nursing Care of Women and Infants 4
NUR 224 Pharmacology for Nursing Practice 2
NUR 226 Nursing Care of Clients
with Behavioral Health Issues 4
ENG 102 Composition and Literature 3

Select one Arts/Humanities course from
approved General Education course list 3

Semester V

NUR 228 Contemporary Trends in
Nursing and Leadership..... 2
NUR 230 Nursing Care of the Acute
and Chronically Ill Adult II..... 4
NUR 231 Nursing Care of the Acute
and Chronically Ill Adult III..... 4
SOC 101 Introduction to Sociology 3

Degree Requirement 70

Selection Criteria

Students will be admitted to the registered nursing course sequence each fall and spring. The nursing program is an over-subscribed program which means that there are more applicants than there are available seats in the program. Students are selected for admission based on a point system. All applicants must have BIO 203 completed or in progress at the time of application and have achieved the required scores on the TEAS exam by the application deadline. Points are based on SAT scores, GPA or TEAS scores and residency. Those with the greatest number of points are admitted to the program. Students who have been accepted for admission will be notified of the decision by mail. The offer of admission is for the specified semester only.

Those students not admitted to the fall class will be placed on a standby list until August 1st. Students not selected for admission to the spring class will be placed on a standby list until December 10th. The standby lists are dissolved after each of these dates, and students who desire admission to the nursing program in a subsequent year, must fill out another *Supplemental Application for the Nursing Program (RN)* form and follow the admission guidelines above.

Final Acceptance

Final acceptance into the program is contingent upon the following criteria. Students unable to meet these criteria will be withdrawn from the program and the seat filled by a student from the standby list.

1. Successful completion of program requirements at the time of application.
2. Students must pass a dosage calculation exam with a score of 90% or above.
3. Students must successfully pass a drug screen and criminal background check.
4. Students must be able to meet the program's technical standards.
5. Satisfactory completion of a health examination record and all required tests and immunizations.
6. Current American Heart Association "Basic Life Support" CPR certification.

LPN TO RN TRANSITION PROGRAM
Associate of Science Degree

Purpose: For Licensed Practical Nurses (LPN) who wish to complete a registered nursing program with an associate of science degree. The nursing program is approved by the Maryland State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program is designed to provide students with the knowledge, skill, and understanding necessary to function effectively in all areas of professional nursing. Graduates of the nursing program are eligible to apply to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Curriculum: The curriculum is divided into several broad areas of study and consists of lecture, laboratory, and clinical experiences. Emphasis is on the use of the nursing process to meet the needs of individuals, family members, and the community. Courses in general education provide students with the scientific and social background to function as effective citizens and health care providers.

Pre-Admission Requirements
Students must complete the nationally normed test for nursing students known as the Test of Essential Academic Skills (TEAS). The TEAS is a scholastic aptitude assessment in the areas of math, reading, English, and science. Students will not be considered for admission to the program until they achieve the required scores on the TEAS.

Applicants should consult the HCC website at www.hagerstowncc.edu/academics/divisions/nursing/teas for specific information about the TEAS, including score requirements. This requirement should be completed prior to submission of the *Supplemental Application*, but no later than the application deadline.

Admission Requirements
Admission to HCC does not guarantee admission to the Division of Nursing. The requirements below must be completed and submitted to the Office of Admissions and Enrollment Management by the application deadline.

- Submit a completed program application known as the *Supplemental Application for LPN-RN Transition Program* form.
- Submit TEAS scores.
- Official transcripts from other colleges attended.
- Completion of all required science courses within seven years prior to admission to the program.
- A minimum of 23 credits completed or in progress of application to the program. The courses include ENG 101, Math general education course, SOC 101, PSY 101, PSY 204, BIO 203, and BIO 204.
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.5 for all program courses is required.
- A grade of "C" or higher is required for all general education requirements.
- Must have active LPN license.
- Recommendation letter from most recent nurse manager.
- Verification from an employer of at least six months of full-time employment as an LPN, or the equivalent number of hours, within the past 5 years.
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES).

Program Requirements
Students practice selected procedures on each other in the college laboratory. All nursing students must receive: (1) a minimum overall grade of 75% in each nursing course, (2) a minimum exam grade average of 75% in each nursing course, (3) a minimum grade of 75% on 50% or more of the total exams for the courses during the second year of the program (NUR 126, NUR 226, NUR 228, NUR 230, NUR 231) (4) a minimum grade of 90% on a drug calculation exam each semester, and (5) a mark of satisfactory for both the simulation/ laboratory and clinical experiences. Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, despite a passing theory grade, will not be permitted to progress in the nursing program and will receive a final grade of "F" for the course. For students in the two year pathway, a grade of "C" or better is required for all general education courses. A failure in a required general education course will stop progression in the nursing program until all required general education courses are successfully completed. Upon completion of nursing coursework, students must achieve a Predicted Probability of Passing Score of ≥ 92% on the first attempt on the ATI Comprehensive Predictor Exam. Students who do not achieve this score will be allowed to retake the exam after appropriate remediation until they achieve the required score. Students who do not meet

program or course standards that result in dismissal from the nursing program are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Code of Student Conduct, the nursing program's Standards of Conduct, and the American Nurses' Association Code of Ethics for Nurses.

ATI Testing
Each student will be required to COMPLETE the testing package. This program evaluates each student's learning and provides the student and instructor with a detailed analysis of outcomes and progress. In addition, students will be required to complete web-based non-proctored practice examinations as part of an individualized remediation program. This evaluation package includes a final comprehensive examination to help the student determine areas of suggested independent study to improve NCLEX preparation. (See policy on page 46.)

General Education Requirements **33 Credits**

Arts/Humanities
Select one Arts/Humanities course from approved General Education course list 3

Behavioral/Social Sciences
PSY 101 General Psychology 3
PSY 204 Developmental Psychology: Lifespan Human Development 3
SOC 101 Introduction to Sociology 3

Biological/Physical Science
BIO 203 Human Anatomy and Physiology I 4
BIO 204 Human Anatomy and Physiology II 4
BIO 205 Microbiology 4

English
ENG 101 English Composition 3
ENG 102 Composition and Literature 3

Mathematics
Select one Mathematics course from approved General Education course list 3

Nursing Course Sequence
Program Requirements **37 credits**

First Year – Semester 1
NUR 116 Foundations of Nursing I *credit by exam* 3
NUR 117 Foundations of Nursing II *credit by exam* 6

First Year – Semester 2
NUR 127 Nursing Care of Children 4
NUR 229 Nursing Care of the Acute and Chronically Ill Adult I 4

First Summer Semester
NUR 224 Pharmacology for Nursing Practice.....2

Second Year – Semester 1
NUR 126 Nursing Care of Women and Infants.....4
NUR 226 Nursing Care of Clients
with Behavioral Health Issues.....4

Second Year – Second Semester
NUR 228 Contemporary Trends in
Nursing and Leadership.....2
NUR 230 Nursing Care of the Acute
and Chronically Ill Adult II.....4
NUR 231 Nursing Care of the Acute
and Chronically Ill Adult III.....4

Degree Requirement 70

Selection Criteria
Students will be admitted to the registered nursing course sequence each summer and spring. The nursing program is an over-subscribed program which means that there are more applicants than there are available seats in the program. Students are selected for admission based on classes completed, the student's grade point average, and the number of available class seats. Students who have been accepted for admission will be notified of the decision by mail. The offer of admission is for the specified semester only. Students, who desire admission to the nursing program in a subsequent year, must fill out another *Supplemental Application for LPN-RN Transition Program* form and follow the admission guidelines above.

Final Acceptance
Final acceptance into the program is contingent upon the following criteria.
1. Students must achieve a Level II on the ATI RN Fundamentals Mastery exam.
2. Students must pass the Fundamental skills lab exam.
3. Students must pass a dosage calculation exam with a score of 90% or above.
4. Students must successfully pass a drug screen and criminal background check.
5. Students must be able to meet the program's technical standards.
6. Satisfactory completion of a health examination record and all required tests and immunizations.
7. Current American Heart Association "Basic Life Support" CPR certification.

PARAMEDIC TO RN TRANSITION PROGRAM
Associate of Science Degree

Purpose: For licensed Paramedics who wish to complete a registered nursing program with an associate of science degree. The nursing program is approved by the Maryland State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program is designed to provide students with the knowledge, skill, and understanding necessary to function effectively in all areas of professional nursing. Graduates of the nursing program are eligible to apply to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Curriculum: The curriculum is divided into several broad areas of study and consists of lecture, laboratory, and clinical experiences. Emphasis is on the use of the nursing process to meet the needs of individuals, family members, and the community. Courses in general provide students with the scientific

and social background to function as effective citizens and health care providers. Upon completion of the 33 credits of general education and successful completion of NUR 195 (8 credits), students will receive 17 credits for the first year of the nursing program.

Pre-Admission Requirements
Students must complete the nationally normed test for nursing students known as the Test of Essential Academic Skills (TEAS). The TEAS is a scholastic aptitude assessment in the areas of math, reading, English, and science. Students will not be considered for admission to the program until they achieve the required scores on the TEAS. Applicants should consult the HCC website at www.hagerstowncc.edu/academics/divisions/nursing/teas for specific information about the TEAS, including score requirements. This requirement should be completed prior to submission of the *Supplemental Application*, but no later than the application deadline.

Admission Requirements
Admission to HCC does not guarantee admission to the Division of Nursing. The requirements below must be completed and submitted to the Office of Admissions and Enrollment Management by the application deadline.

- Submit a completed program application known as the *Supplemental Application for Paramedic to RN Transition Program* form.
- Submit TEAS scores.
- Official transcripts from other colleges attended.
- Completion of all required science courses within seven years prior to admission to the program.
- All general education courses completed or in progress at the time of application.
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.5 for all program courses is required.
- A grade of "C" or higher is required for all general education requirements.
- Verification from an employer of two years employment as a Paramedic within the past five years.
- Must have certification as a Paramedic and National Board of Registry certification (NREMT-P).
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES).

Program Requirements
Students practice selected procedures on each other in the college laboratory. All nursing students must receive: (1) a minimum overall grade of 75% in each nursing course, (2) a minimum exam grade average of 75% in each nursing course, (3) a minimum grade of 75% on 50% or more of the total exams for the courses during the second year of the program (NUR 126, NUR 226, NUR 228), (4) a minimum grade of 90% on a drug calculation exam each semester, and (5) a mark of satisfactory for both the simulation laboratory and clinical experiences. Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, despite a passing theory grade, will not be permitted to progress in the nursing program and will receive a final grade of "F" for the course. Upon completion of nursing coursework, students must achieve a Predicted Probability of Passing Score of ≥ 92% on the first attempt on the ATI Comprehensive Predictor Exam. Students who do not achieve this score will be allowed to retake the exam after appropriate remediation until they achieve the required score. Students who do not meet program or course standards that result in dismissal from the nursing program are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Code of Student Conduct, the nursing program's Standards of Student Conduct, and the American Nurses' Association Code of Ethics for Nurses.

ATI Testing
Each student will be required to COMPLETE the testing package. This program evaluates each student's learning and provides the student and instructor with a detailed analysis of outcomes and progress. In

addition, students will be required to complete web-based non-proctored practice examinations as part of an individualized remediation program. This evaluation package includes a final comprehensive examination to help the student determine areas of suggested independent study to improve NCLEX preparation. (See policy on page 46.)

General Education Requirements **33 Credits**

Arts/Humanities
Select one Arts/Humanities course from approved General Education course list 3

Behavioral/Social Sciences
PSY 101 General Psychology 3
PSY 204 Developmental Psychology: Lifespan Human Development 3
SOC 101 Introduction to Sociology 3

Biological/Physical Science
BIO 203 Human Anatomy and Physiology I 4
BIO 204 Human Anatomy and Physiology II 4
BIO 205 Microbiology 4

English
ENG 101 English Composition 3
ENG 102 Composition and Literature 3

Mathematics
Select one Mathematics course from approved General Education course list 3

Nursing Course Sequence
Program Requirements **37 credits**

Semester I
NUR 195 Paramedic to RN Transition Course 8
Upon successful completion of NUR 195, students will be granted 17 additional credits based on prior learning and skills from paramedic work experience.

Semester II
NUR 126 Nursing Care of Women and Infants 4
NUR 224 Pharmacology for Nursing Practice 2

Semester III
NUR 226 Nursing Care of Clients with Behavioral Health Issues 4
NUR 228 Contemporary Trends in Nursing and Leadership 2

Degree Requirement 70

Selection Criteria
Students will be admitted to the registered nursing course sequence each summer. The nursing program is an over-subscribed program which means that there are more applicants than there are available seats in the program. Students are selected for admission based on classes completed, the student's grade point average, and the number of available class seats. Students who have been accepted for admission will be notified of the decision by mail. The offer of admission is for the specified semester only. Students, who desire admission to the nursing program in a subsequent year, must fill out another *Supplemental Application for Paramedic to RN Transition Program* form and follow the admission guidelines above.

Final Acceptance
Final acceptance into the program is contingent upon the following criteria.
1. Successful completion of program requirements in progress at the time of application.
2. Students must pass a dosage calculation exam with a score of 90% or above.
3. Students must successfully pass a drug screen and criminal background check.
4. Students must be able to meet the program's technical standards.
5. Satisfactory completion of a health examination record and all required tests and immunizations.
6. Current American Heart Association "Basic Life Support" CPR certification.

Associate of Science Degree in Nursing Program
Student Learning Outcomes

Graduates of the Associate of Science Degree in Nursing Program:

1. Utilize critical thinking in implementation of the nursing process to plan care for individuals and families that promotes health throughout the lifespan in a variety of settings.

2. Adhere to quality of care and safety standards in both acute and community based environments.

3. Facilitate the continuity of care for individuals in various acute and community based environments.

4. Practice within the ethical and legal framework of the nursing profession.

5. Provide compassionate care and serve as advocates for individuals and families, respecting their diverse cultures, spirituality, values, and belief systems.

6. Employ therapeutic verbal, nonverbal, and written communication skills.

7. Collaborate with the individual, family, and interdisciplinary health professionals to promote, maintain, or restore health, and comfort the dying.

8. Manage human, physical, and technological resources in a safe and cost-effective manner without sacrificing quality nursing care.

9. Participate in lifelong learning activities that promote professional growth and personal development.

10. Exercise leadership skills in the management of care.

ASSESSMENT OF COURSE STUDENT LEARNING OUTCOMES

Evaluation of student achievement of the student learning outcomes will occur in each of the nursing courses in the student's curriculum. The faculty review the student earning outcomes by completing Course Outcome Guides (COG) each semester. Each nursing course will evaluate the student learning outcomes through: exams, quizzes, projects, rubrics, and clinical and laboratory assessments. Practice assessments and/or content mastery exams are given in every course. In NUR 231, all students take the comprehensive predictor given through ATI. The exam results are predictive of passing or failing the NCLEX examination. NCLEX examinations are designed to test the knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry-level. Student learning outcomes are also evaluated through faculty and student evaluations which are completed each semester. Additionally, the student learning outcomes are evaluated on 6 and 12 month graduate surveys, and employer satisfaction surveys which are evaluated annually. A program outcome guide (POG) is completed each year which evaluates the entire RN program. These assessments are on the college website for public review. Yearly, the Systematic Plan of Evaluation is reviewed and updated based on the ACEN (Accreditation Commission for Education in Nursing) accreditation standards.

Program Student Learning Outcomes	Course Student Learning Outcomes				
	NUR 116/117	NUR 127	NUR 229	NUR 224	NUR 126
1. Utilize critical thinking in implementation of the nursing process to plan care for individuals and families that promotes health throughout the lifespan in a variety of settings.	Use Maslow's Hierarchy in conjunction with the nursing process when providing care for adult clients and their families in acute and long-term care settings.	Apply Erikson's and Piaget's Developmental Theory in conjunction with the nursing process to provide care to children and families in acute care and community settings.	Analyze the application of the nursing process throughout all care modalities.	Plan care for clients receiving various types of pharmacologic therapy.	Apply Erikson's Developmental Theory in conjunction with the nursing process to provide care to childbearing clients and their families during the prenatal, intrapartum, postpartum, and neonatal period.
2. Adhere to quality of care and safety standards in both acute and community based environments.	Demonstrate safe practice and correct application of acquired skills in the laboratory and clinical setting.	Demonstrate safe practice and correct application of acquired skills in the care of children of various ages.	Demonstrate safe practice and correct application of acquired skills in lab and clinical settings.	Administers medication according to current safety standards and patient rights.	Demonstrate safe practice and correct application of acquired skills in the care of mothers and newborns.
3. Facilitate the continuity of care for individuals in various acute and community based environments.	Recognize the importance of maintaining continuity of patient care.	Recognize the importance of maintaining continuity of patient care.	Plan care for clients from admission to discharge in acute and community settings across the healthcare continuum.	Facilitate the continuity of individuals receiving pharmacologic therapy.	Recognize the importance of maintaining continuity of patient care for childbearing clients and their families.
4. Practice within the ethical and legal framework of the nursing profession.	Identify ethical, legal and professional standards basic to the care of adult clients and their families.	Incorporate ethical, legal and professional standards when providing care to children and families.	Integrate ethical, legal, and professional standards when providing care to adult clients and their families.	Integrate ethical and legal principles into the care of clients receiving various types of pharmacologic therapy.	Incorporate ethical, legal, and professional standards when providing care to childbearing clients and their families.

Program Student Learning Outcomes	Course Student Learning Outcomes				
	NUR 116/117	NUR 127	NUR 229	NUR 224	NUR 126
5. Provide compassionate care and serve as advocates for individuals and families, respecting their diverse cultures, values, and belief systems.	Recognize the impact of various cultures, values, and belief systems on the delivery of health care to clients.	Integrate knowledge of cultures, values, and belief systems when providing care to children and families.	Implement nursing care which demonstrates knowledge and sensitivity of diverse cultures, values and beliefs.	Consider the uniqueness of various cultures, values, and belief systems and their impact on clients who need pharmacologic therapy.	Integrate knowledge of cultures, values, and belief systems when providing care to childbearing clients and their families.
6. Employ therapeutic verbal, nonverbal, and written communication skills.	Implement fundamental concepts of verbal, nonverbal, and written communication.	Implement therapeutic communication techniques with children and their families.	Analyze effectiveness of both written and verbal communication skills.	Utilize effective communication skills to promote interactions between the client and caregiver regarding the client's pharmacologic therapy.	Implement therapeutic communication techniques with childbearing clients and their families.
7. Collaborate with the individual, family, and interdisciplinary health professionals to promote, maintain, or restore health, and comfort the dying.	Begins to identify self as a contributing member of the health care team.	Interact with the child, family, and members of the healthcare team to ensure a comprehensive plan of care.	Formulate a plan with the healthcare team that assists individuals and families to positively adapt to changes in health or achieve a peaceful death.	Facilitate communication between the client and the health care team regarding the client's plan of care and prescribed pharmacologic therapy.	Collaborate with the mother, family, and members of the healthcare team toward a comprehensive plan of care throughout all phases of the birth process.

Program Student Learning Outcomes	Course Student Learning Outcomes				
	NUR 116/117	NUR 127	NUR 229	NUR 224	NUR 126
8. Manage human, physical, and technological resources in a safe and cost-effective manner without sacrificing quality nursing care.	Describe the need for effective integration of resources in the delivery of health care.	Implement the use of physical and technological resources in a safe and proficient manner that enhances the care of children and their families.	Integrates concepts of resource management to provide comprehensive and cost effective care.	Demonstrates effective use of resources that minimize harm and promote established outcomes for clients receiving pharmacologic therapy.	Implement the use of physical and technological resources in a safe and proficient manner that enhances the care of childbearing clients and their families.
9. Participate in lifelong learning activities that promote professional growth and personal development.	Seek opportunities for professional growth that promote lifelong learning.	Assess opportunities for professional growth that promote lifelong learning.	Seek opportunities that promote personal and professional development and life- long learning.	Demonstrates current knowledge of pharmacologic agents.	Seek opportunities for professional growth that promote lifelong learning.
10. Exercise leadership skills in the management of care.	Demonstrate accountability and responsibility for own actions.	Demonstrates accountability and responsibility for own actions.	Identify personal leadership styles that contribute to effective patient care management.	Advocates for patients in managing pharmacological therapy.	Demonstrate accountability and responsibility for own actions in caring for childbearing clients and their families.

Program Student Learning Outcomes	Course Student Learning Outcomes				
	NUR 226	NUR 228	NUR 230	NUR 231	NUR 195
1. Utilize critical thinking in implementation of the nursing process to plan care for individuals and families that promotes health throughout the lifespan in a variety of settings.	Apply the nursing process to establish a plan of care for individuals and special populations who have maladaptive responses to biopsychosocial problems.	Use Maslow's Hierarchy in conjunction with the nursing process to analyze, evaluate, and delegate care throughout all care modalities.	Incorporate the nursing process to establish a plan of care for clients and their families in acute care settings.	Prioritize the implementation of the nursing process using critical thinking skills to provide care to critically ill patients.	Analyze the application of the nursing process throughout all care modalities.
2. Adhere to quality of care and safety standards in both acute and community based environments.	Promote and maintain the physical and emotional safety of clients, self, and others in mental health settings.	Discuss quality issues related to health care and identify safety issues impacting both patient care and employee safety in the workplace.	Demonstrate safe practice and correct application of acquired skills in lab and clinical settings.	Demonstrate safe practice and correct application of critical care skill in lab and critical care settings.	Demonstrate safe practice and correct application of acquired skills in lab and clinical settings.
3. Facilitate the continuity of care for individuals in various acute and community based environments.	Plan mental health care for clients from admission to discharge in acute and community settings.	Identify the professional nurse's role in organizing a multidisciplinary approach to continuity of patient care.	Plan care for clients from admission to discharge in acute and community settings across the healthcare continuum.	Plan care for clients in critical care settings to facilitate transfer to a lower level of care.	Plan care for clients from admission to discharge in acute and community settings across the healthcare continuum.
4. Practice within the ethical and legal framework of the nursing profession.	Integrate responsibility and accountability into one's own practice.	Identify and integrate ethical, legal, and professional standards into one's practice.	Integrate ethical, legal, and professional standards when providing care to adult clients and their families.	Integrate ethical, legal, and professional standards when providing care to critical care clients and their families.	Integrate ethical, legal, and professional standards when providing care to adult clients and their families.

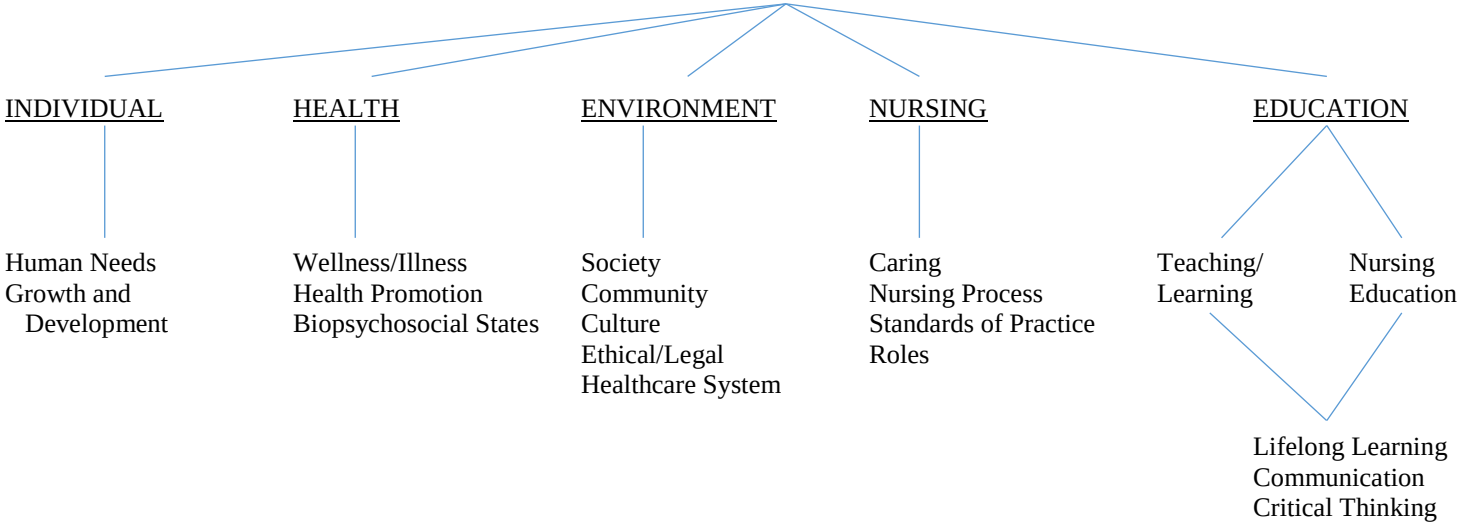
Program Student Learning Outcomes	Course Student Learning Outcomes				
	NUR 226	NUR 228	NUR 230	NUR 231	NUR 195
5. Provide compassionate care and serve as advocates for individuals and families, respecting their diverse cultures, values, and belief systems.	Plan care that demonstrates sensitivity and advocacy for individuals and families experiencing mental illness.	Recognize the impact of various cultures, values, and belief systems in the delivery of health care to clients and managing team assignments.	Integrate nursing care which demonstrates knowledge of culture and belief system when providing care to clients in the acute care setting.	Integrate knowledge of culture and values when providing care to critical care clients.	Implement nursing care which demonstrates knowledge and sensitivity of diverse cultures, values and beliefs.
6. Employ therapeutic verbal, nonverbal, and written communication skills.	Plan care that demonstrates sensitivity and advocacy for individuals and families experiencing mental illness.	Recognize therapeutic vs non-therapeutic behaviors associated with communication techniques and analyze the effectiveness of self verbal communication skills.	Utilize effective verbal and written communication skills to promote therapeutic interactions between client and caregiver in an acute care setting.	Incorporate effective verbal and written communication between clients and caregivers in critical care settings.	Analyze effectiveness of both written and verbal communication skills.
7. Collaborate with the individual, family, and interdisciplinary health professionals to promote, maintain, or restore health, and comfort the dying.	Collaborate with the client and the health care team to plan, implement, and evaluate therapeutic interventions.	Collaborate with the health care team and client in order to plan, implement, and evaluate therapeutic interventions.	Collaborate on a plan with the healthcare team that assists individuals and families to positively adapt to changes in health or achieve a peaceful death.	Establish a plan with the healthcare team that assists individuals and families to positively adapt to changes in health or achieve a peaceful death.	Formulate a plan with the healthcare team that assists individuals and families to positively adapt to changes in health or achieve a peaceful death.

Program Student Learning Outcomes	Course Student Learning Outcomes				
	NUR 226	NUR 228	NUR 230	NUR 231	NUR 195
8. Manage human, physical, and technological resources in a safe and cost-effective manner without sacrificing quality nursing care.	Integrate concepts of resource management to provide comprehensive and cost effective care.	Integrate concepts of resource management to provide comprehensive and cost effective care.	Continue to integrate concepts of resource management to provide compre-hensive and cost containment in a safe and proficient manner.	Incorporate effective use of resources that promote established outcomes for critical care clients.	Integrates concepts of resource management to provide comprehensive and cost effective care.
9. Participate in lifelong learning activities that promote professional growth and personal development.	Recognize educational opportunities that promote clinical competency in caring for clients experiencing mental health disorders.	Recognize educational leadership opportunities to promote clinical competency in caring for clients and promote personal development.	Pursue opportunities that promote personal and professional development and life- long learning.	Explore opportunities that promote personal and professional development and life- long learning.	Seek opportunities that promote personal and professional development and life-long learning.
10. Exercise leadership skills in the management of care.	Identify leadership styles that contribute to effective patient care management in psychiatric settings.	Identify leadership styles and traits that contribute to effective patient care management, promote team work, and inspire excellence.	Demonstrate personal leadership styles that contribute to effective patient care management.	Identify personal leadership styles that contribute to effective patient care management in the critical care setting.	Identify personal leadership styles that contribute to effective patient care management.

RN PROGRAM CURRICULUM

ORGANIZING FRAMEWORK

PHILOSOPHY OF NURSING



Student Learning Outcomes				
1, 3, 5, 7	1, 5, 7	1, 2, 3, 4, 6, 8	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 3, 4, 6, 7, 9, 10

PRACTICAL NURSING
Certificate

Purpose: For students who wish to complete a certificate program in practical nursing. The nursing program is approved by the Maryland State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program is designed to provide students with the knowledge, skill, and understanding necessary to function effectively in all areas of practical nursing. Graduates of the nursing program are eligible to apply to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

Curriculum: The curriculum is divided into several broad areas of study and consists of lecture, laboratory, and clinical experiences. Emphasis is on providing basic nursing care to assist persons with acute and chronic health problems in a variety of settings.

Pre-Admission Requirement
Students must complete the nationally normed test for nursing students known as the Test of Essential Academic Skills (TEAS). The TEAS is a scholastic aptitude assessment in the areas of math, reading, English, and science. Students will not be considered for admission to the program until they achieve the required scores on the TEAS. Applicants should consult the HCC website at www.hagerstowncc.edu/academics/divisions/nursing/teas for specific information about the TEAS, including score requirements. This requirement should be completed prior to submission of the *Supplemental Application*, but no later than the application deadline.

Admission Requirements
Admission to HCC does not guarantee admission to the Division of Nursing. The requirements below must be completed and submitted to the Office of Admissions and Enrollment Management by the application deadline. Students who complete admissions requirements and submit all required documentation will be considered for the program until April 1. Qualified applicants will be admitted on a first come, first serve basis.

- Submit a completed program application known as the *Supplemental Application for Practical Nursing* form.
- Submit TEAS scores.
- Proof of high school graduation or completion of GED with official transcripts.
- Official transcripts from all colleges attended.
- Completion of CHM 101 or high school chemistry (5 year limit) or concurrent enrollment in CHM 101.
- Completion of the A&P placement test with a passing score or concurrent enrollment in BIO 99.
- Completion of all required science courses within seven years prior to admission to the program.
- Completion of ENG 099 or concurrent enrollment, or eligibility to enter ENG 100.
- Completion of MAT 099 or concurrent enrollment, or eligibility for MAT 100 (MAT 100 not required).
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale.
- A grade of "C" or higher is required for all general education requirements.
- Foreign educated students must have their college and high school transcripts evaluation by World Education Services (WES).

Program Requirements
Students practice skills and procedures in the college laboratory. All nursing students must receive: (1) a minimum overall grade of 75% in each nursing course, (2) a minimum exam grade average of 75% in each nursing course, (3) a minimum grade of 90% on a drug calculation exam each semester, and (4) a mark of satisfactory for both the simulation/laboratory and clinical experiences. Students who receive a

final mark of unsatisfactory in the simulation/laboratory or clinical experience, despite a passing theory grade, will not be permitted to progress in the nursing program and will receive a final grade of "F" for the course. Students who do not meet program or course standards that result in dismissal from the nursing program are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Code of Student Conduct, the nursing program's Standards of Conduct, and the National federation of Licensed Practical Nurses' Association Code of ethics.

ATI Testing
Each student will be required to COMPLETE the testing package. This program evaluates each student's learning and provides the student and instructor with a detailed analysis of outcomes and progress. In addition, students will be required to complete web-based non-proctored practice examinations as part of an individualized remediation program. This evaluation package includes a final comprehensive examination to help the student determine areas of suggested independent study to improve NCLEX preparation. (See policy on page 46.)

Program Requirements **42 credits**

BIO 203 Human Anatomy and Physiology I 4
BIO 204 Human Anatomy and Physiology II 4
ENG 101 English Composition 3
NUR 111 Introduction to Practical Nursing 4
NUR 112 Care of Human Needs 6
NUR 113 Practical Nursing Through the Lifespan I 6
NUR 114 Practical Nursing Through the Lifespan II 6
NUR 115 Practical Nursing Through the Lifespan III 6
PSY 101 General Psychology 3

Certificate Requirement **42**

Selection Criteria
Students will be admitted to the practical nursing program each summer. The program is an over-subscribed program which means that there may be more applicants than there are available seats in the program. Students are selected for admission based on their TEAS score. Students who have been accepted for admission will be notified of the decision by mail. The offer of admission is for the specified year only.

Those students not admitted to the class will be placed on a standby list until June1. The standby list is dissolved after this date, and students who desire admission to the practical nursing program in a subsequent year, must fill out another *Supplemental Application for Selective Admissions Program* form and follow the admission guidelines above.

Final Acceptance
Final acceptance into the program is contingent upon the following criteria. Students unable to meet these criteria will be withdrawn from the program and the seat filled by a student from the standby list.

1. Completion of CHM 101 (if in progress at time of application), ENG 101, BIO 203, BIO 204, PSY 101 and MAT 099 with a grade of "C" or better. Students must have completed or be eligible to take BIO 204 by the summer semester in which nursing courses begin; this means BIO 203 must be completed during or before the spring semester in the same year.

2. Students must pass a dosage calculation exam with a score of 90% or above.
3. Students must successfully pass a drug screen and criminal background check.
4. Students must be able to meet the program's Essential Functions and Abilities standards.
5. Satisfactory completion of a health examination record and all required tests and immunizations.
6. Current American Heart Association "Basic Life Support" CPR certification.

Program Student Learning Outcomes

Practical Nursing Program

Graduates of the Practical Nursing Program:

1. Utilize critical thinking to assist in implementing the nursing process to provide care for individuals and families that will promote health throughout the lifespan in a variety of settings.

2. Adhere to quality of care and safety standards in both acute and community based environments.

3. Practice within the ethical and legal framework of the nursing profession.

4. Provide compassionate care and serve as advocates for individuals and families, respecting their diverse cultures, spirituality, values, and belief systems.

5. Use therapeutic verbal, nonverbal, and written communication skills.

6. Assist the individual, family, and the healthcare team to promote, maintain, or restore health, and comfort the dying.

7. Use human, physical, and technological resources in a safe and cost-effective manner without sacrificing quality nursing care.

8. Participate in lifelong learning activities that promote career growth and personal development.

9. Manage and provide care with and across healthcare settings under supervision and according to the LPN scope of practice.

ASSESSMENT OF COURSE STUDENT LEARNING OUTCOMES

Evaluation of student achievement of the student learning outcomes will occur in each of the nursing courses in the student's curriculum. The faculty review the student learning outcomes by completing Course Outcome Guides (COG) each semester. Each nursing course will evaluate the learning outcomes through: exams, quizzes, projects, rubrics, and clinical and laboratory assessments. Practice assessments and/or content mastery exams are given in every course. In NUR 115, all students take the comprehensive predictor given through ATI. The exam results are predictive of passing or failing the NCLEX examination. NCLEX examinations are designed to test the knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry-level. Student learning outcomes are also evaluated through faculty and student evaluations which are completed each semester. Additionally, the student learning outcomes are evaluated on 6 and 12 month graduate surveys, and employer satisfaction surveys which are evaluated annually. A program outcome guide (POG) is completed each year which evaluates the entire PN program(s). These assessments are on the college website for public review. Yearly, the Systematic Plan of Evaluation is reviewed and updated based on the ACEN (Accreditation Commission for Education in Nursing) accreditation standards.

Program Outcomes	NUR 111 Course Outcomes	NUR 112 Course Outcomes	NUR 113 Course Outcomes	NUR 114 Course Outcomes	NUR 115 Course Outcomes
1. Utilize critical thinking to assist in implementing the nursing process to provide care for individuals and families that will promote health throughout the lifespan in a variety of settings. **- Individual** **- Health** **- Nursing** **- Education**	**Implement a basic plan of care using basic assessment skills.**	**Incorporate the nursing process into the plan of care.**	**Incorporate the nursing process into the plan of care for women and children.**	**Incorporate the nursing process to provide care to individuals with complex healthcare needs.**	**Evaluate independently the plan of care for individuals with a variety of healthcare needs.**
2. Adhere to quality of care and safety standards in both acute and community based environments. **- Individual** **- Nursing** **- Environment**	**Explain safety measures for self and individual in the healthcare setting.**	**Begin to demonstrate safety measures when providing care.**	**Demonstrate measures of safety when providing care to all age groups.**	**Demonstrate safety measures when providing care to all individuals in various settings.**	**Demonstrate safety measures when providing care to all individuals in various settings.**
3. Practice within the ethical and legal framework of the nursing profession. **- Nursing** **- Environment**	**Identify ethical and legal principles.**	**Identify the ethical and legal implications of medication administration and documentation.**	**Integrate ethical and legal principles into the care of children and childbearing families.**	**Integrate ethical and legal principles into the care of individuals with complex healthcare needs.**	**Integrate ethical and legal principles into the care of individuals with complex healthcare needs in various settings.**

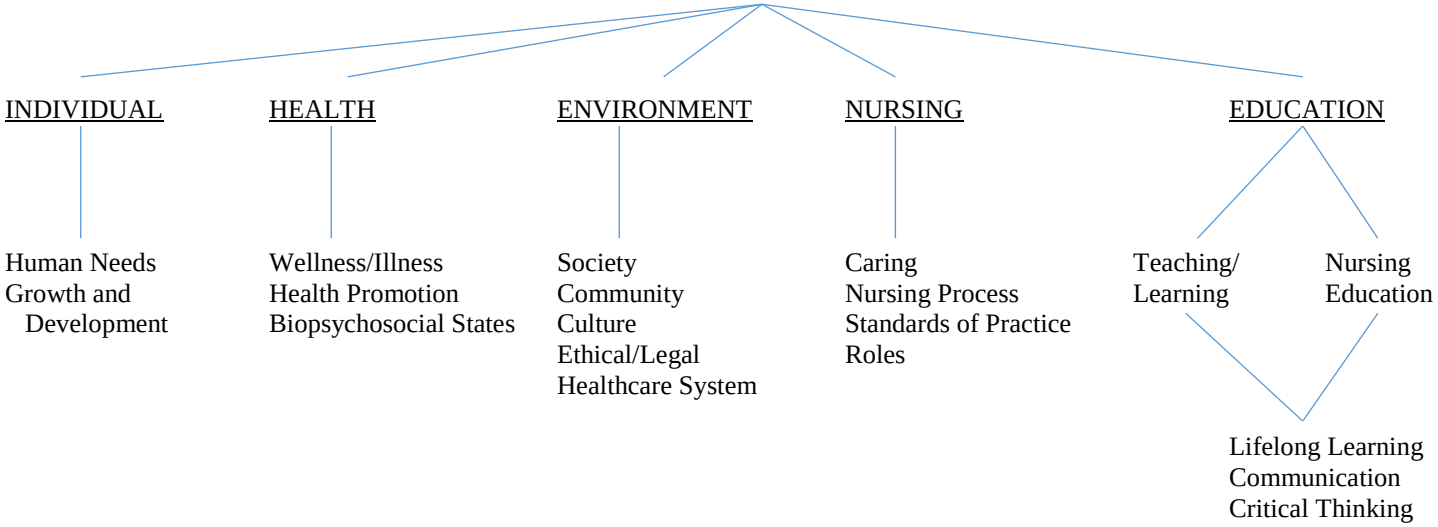
Program Outcomes	NUR 111 Course Outcomes	NUR 112 Course Outcomes	NUR 113 Course Outcomes	NUR 114 Course Outcomes	NUR 115 Course Outcomes
4. Provide compassionate care and serve as advocates for individuals and families, respecting their diverse cultures, spirituality, values, and belief systems. **- Individual** **- Nursing** **- Education** **- Environment**	**Discuss the impact cultural diversity has on the individual in the healthcare system.**	**Demonstrates sensitivity to all individuals.**	**Demonstrate sensitivity to the individual and family.**	**Demonstrate sensitivity to the individual and family in a stressful situation.**	**Demonstrate sensitivity to the individual and family in all situations.**
5. Use therapeutic verbal, nonverbal and written communication skills. **- Nursing** **- Education**	**Begin to demonstrate fundamental therapeutic communication skills.**	**Begin to contribute to the plan of care for the individual.**	**Adapt communication skills for the developmental level of the individual.**	**Begin to interact with the individual, family, and the healthcare team therapeutically.**	**Interact with the individual, family, and the healthcare team therapeutically.**
6. Assist the individual, family, and the healthcare team to promote, maintain or restore health, and comfort the dying. **- Individual** **- Health** **- Nursing**	**Identify the roles of various members of the healthcare team.**	**Participate as a member of the healthcare team.**	**Interact as a member of the healthcare team in providing care for children and childbearing families.**	**Work together with the healthcare team in providing care to the individual.**	**Evaluate the care provided to the individual independently.**

Program Outcomes	NUR 111 Course Outcomes	NUR 112 Course Outcomes	NUR 113 Course Outcomes	NUR 114 Course Outcomes	NUR 115 Course Outcomes
7. Use human, physical, and technological resources in a safe and cost effective manner without sacrificing quality nursing care **- Environment** **- Nursing**	**Begin to organize the individual's plan of care.**	**Demonstrate organizational skills to complete nursing care in a timely manner.**	**Demonstrate efficient and cost effective use of resources when providing care to individuals and families.**	**Adjust work plan to improve organizational skills and available resources.**	**Demonstrate efficient delivery of care and cost effective use of resources to all individuals in a variety of settings.**
8. Participate in lifelong learning activities that promote career growth and personal development. **- Education** **- Individual**	**Discuss the role of the practical nurse in various healthcare settings.**	**Demonstrate beginning professional behaviors.**	**Examine personal and career growth in relation to established educational goals.**	**Explore opportunities to promote personal and career growth.**	**Plan for lifelong learning activities to promote personal and career growth.**
9. Manage and provide care within and across healthcare settings under supervision and according to the LPN scope of practice. **- Individual** **- Nursing** **- Environment** **- Education**	**Begin to understand the importance of continuity of care for the individual.**	**Verbalize the importance of continuity of care for the individual.**	**Verbalize the importance of continuity of care for the individual and family.**	**Demonstrate continuity of care for multiple individuals.**	**Independently provide continuity of care for multiple individuals.**

PRACTICAL NURSING PROGRAM CURRICULUM

ORGANIZING FRAMEWORK

PHILOSOPHY OF NURSING



Student Learning Outcomes				
1, 2, 4, 6, 8, 9	1, 4, 6	1, 2, 3, 4, 5, 7, 9	1, 2, 3, 4, 5, 6, 7, 8, 9	1, 3, 4, 5, 6, 8, 9

TRANSFER INFORMATION

TRANSFER FROM OTHER COLLEGES

Students transferring to HCC from other colleges who seek admission as a first time student into the nursing program must be enrolled as an HCC student and complete the appropriate *Supplemental Application* form by the established deadline dates. In order to be considered for admission, students must meet the same requirements as other first time students and will be selected according to the same criteria. Official transcripts from all colleges attended must be received by the application deadline. A transfer evaluation will be done on all transcripts by the Office of Admissions and Enrollment Management to determine which courses a student may transfer to HCC for credit. Required science courses that are older than seven years must be repeated.

TRANSFER FROM OTHER NURSING PROGRAMS

Students transferring to HCC who have been enrolled in another nursing program must be enrolled as an HCC student, complete the appropriate *Supplemental Application* form, and submit transcripts from all colleges attended by the established deadline dates. A transfer evaluation will be done on all transcripts by the Office of Admissions and Enrollment Management to determine which courses a student may transfer to HCC for credit. Required science courses that are older than seven years must be repeated. In addition to the transfer evaluation, the student's transcript will be forwarded to the Director of Nursing for an additional evaluation. An interview with the Director of Nursing and a reference check from the student's previous nursing program may be required. A decision is then made by the Director as to whether the student will be admitted to the nursing program. Students with initial approval to transfer in the HCC nursing program will also have to meet the required score of the TEAS and pass a skills exam prior to beginning as a transfer nursing students. Any decision made by the Director of Nursing is considered final.

TRANSFER TO BACCALAUREATE NURSING PROGRAMS

No more than half of the baccalaureate degree, with a maximum of 70 non-nursing credits, will be accepted from a community college. Nursing credits will not be transferred. However, Registered Nurses with an active, unencumbered Maryland or compact RN license articulating to the baccalaureate level, are awarded a minimum of thirty (30) upper division nursing credits in the program they are entering. (http://mbon.maryland.gov/Pages/articulation.aspx)

TRANSFER FROM LPN TO ASSOCIATE DEGREE NURSING PROGRAM

Licensed Practical Nurses with an active, unencumbered Maryland or compact LPN license articulating to the Associate Degree level are awarded a maximum of one year of nursing courses in the program they are entering, following successful completion of the program's transition course(s), if required. (http://mbon.maryland.gov/Pages/articulation.aspx)

ATI (ASSESSMENT TECHNOLOGIES INSTITUTE, LLC)

The Hagerstown Community College (HCC) Division of Nursing supports the standardized testing program of Assessment Technologies Institute, LLC (ATI). The ATI program offers several learning programs to assist nursing students in preparing for the NCLEX examinations. The ATI materials provide students online resources as well as content resources available in books or online formats.

ATI materials offer focused reviews at the completion of specific course content to identify the areas to improve student learning as well as NCLEX reviews. The HCC ATI Coordinator remediation program is not used as punitive action or to withhold grades, but to encourage the student to focus on being successful in the career of choice.

Faculty may use ATI assignments/testing as a percentage of the student's grade (see individual course syllabus). The HCC ATI Coordinator faculty offers to all students an opportunity to retake course content and/or Comprehensive Predictor Examinations prior to taking their NCLEX examination.

The goal of the HCC Nursing faculty is to prepare the student for the NCLEX examination as well as provide a knowledge base for safe practice in a healthcare setting.

ATI TESTING POLICY AND PROCEDURES

Purpose

Student participation in the ATI test program serves multiple purposes.

- ATI testing provides feedback on individual student performance through the curriculum.
- Students can use feedback from results of their ATI testing to identify knowledge strengths and potential knowledge deficits.

Policy for Retake of the PN/ADN Comprehensive Predictor Exam

- Any student, who does not meet the required 92% Predictor of passing the NCLEX, on the first attempt, must retake the Comprehensive Predictor.
- Before retaking the Comprehensive Predictor, the student must retake all Content Mastery Examination that are scored a Level 1 or Below a Level 1.
- Any student, who wishes to retake the exam for personal gain, will need to make arrangements with the ATI Coordinator for the retake.
- Once these retakes are completed, then the student will arrange a date/time with the ATI Coordinator to retake the Comprehensive Predictor.
- If unsuccessful on the 2nd attempt to reach the required 92% Predictor, the student must retake the Comprehensive Predictor after remediation. These sequential attempts must be purchased via Credit card thru ATI at the time of the additional attempt. The ATI Coordinator (or a designee) will be the proctor of these extra exams. The cost of the exams will vary from year to year.

Policy for Remediation of Student in PN/ADN Content Mastery Exams

- All Students who do not meet the Level 2 on the Content Mastery Exam/s, must make an appointment to see the ATI Coordinator to review ATI resources and tools to assist in studying to be successful in their program.
- Retakes of the Content Mastery Exams are to be completed if the 92% probability is not reached on the Comprehensive Predictor.

- Any student, who wishes to retake the exam for personal gain, will need to make arrangements with the ATI Coordinator for the retake.
- If the student does achieve the required 92% or above in the ATI Comprehensive Predictor, it is not mandatory that the students retake the ATI Content Mastery exams which were less than Level 2.

Policy for ATI Examinations to be used to award points on final grade after exam average is reached.

- **NO Extra points** will be awarded on Exam average grades.

ATI Live NCLEX-RN Review

- All ADN students are required to take the ATI NCLEX-RN live review course prior to taking the NCLEX-RN examination.

RN/PN Comprehensive Predictor Examination

All ADN and PN students are required to take the RN/PN ATI comprehensive predictor examination.

It is the recommendation that ALL students achieve a 92% probability of passing the NCLEX before sitting for the NCLEX. Remediation is strongly supported by the nursing faculty.

CRIMINAL BACKGROUND CHECKS

All nursing students who are offered admission to the nursing program will be required to submit to a complete criminal background check. A separate criminal background check may also be required by a clinical site prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the student may be recommended for dismissal from the nursing program.

Individuals applying to take the NCLEX exam may be required to submit to an additional criminal background check depending upon the state in which the individual seeks licensure. State boards of nursing may deny an individual the opportunity to sit for an examination, or grant licensure, even if the individual has completed all course work and graduated from the program, if the individual has a criminal history, has been convicted, or pleads guilty or nolo contendere to a felony or other serious crime.

DRUG SCREEN

All nursing students who are offered admission to the nursing program will be required to submit to a drug screen. A positive drug screen will result in your acceptance to the nursing program being revoked. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the nursing program. If a student is denied access by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student may be recommended for dismissal from the nursing program.

PHYSICAL EXAMINATION

Standard
A health examination form signed by a qualified health care provider, immunizations, a drug screen, current year flu vaccination, and PPD are required for all new nursing students. The health exam form, PPD and drug screen results must be on file with the Nursing Division's Administrative Office Associate by the date indicated.

Students readmitted to the program within one year of leaving the program must verify that health status is unchanged and that immunizations are current. A PPD is required. All other returning students must submit a health examination form signed by a qualified health care provider.

If a student's health status changes, an updated health exam is required.

Procedure
New Students
- Are sent a health examination form with notification of their acceptance into the program. Students are to have their health care provider fill out the form and return it to the Nursing Division's Administrative Office Associate by the date indicated.

Second Year Students
- Must obtain a PPD. A written report of the test results from their health care provider must be submitted to the Administrative Office Associate by the date indicated. Students who are known positive reactors must provide report of chest x-ray within the past year.
- Any updated immunizations must also be reported in writing.
- Flu vaccination will need to be updated yearly.

Returning and Transfer Students
- Must call the Administrative Office Associate to verify current health status and immunizations, or submit a new health examination form by the date indicated.
- Returning students must also obtain a PPD. A written report of the test results from their health care provider must be submitted to the Administrative Office Associate by the date indicated.
- Any updated immunizations must be reported in writing.
- Flu vaccination will need to be updated yearly.

At any time during the nursing program, the student must submit an updated health examination report if the student's health status has significantly changed.

MEDICAL RELEASE AND/OR HEALTHCARE PROVIDER STATEMENT

In order to ascertain that the student is not placing her/himself or the client in physical jeopardy, a medical release or healthcare provided statement may be required for return to clinical for any student who has been excused from the clinical due to medical reasons. This includes, but is not limited to, the birth of a child, surgery, injury, or hospitalization. The student must return to duty able to function at full capacity. Any student that requires more than two weeks of absence may be required to withdraw from the nursing program. The faculty will work with students to come up with a plan. The medical release and/or healthcare provider statement will be presented to the Course Coordinator prior to the student's return to the clinical area.

A student who is pregnant upon enrolling in a nursing course, or who becomes pregnant during a course, will be responsible to inform faculty of pregnancy. This is necessary for appropriate accommodations to be made in clinical.

CARDIOPULMONARY RESUSCITATION

Standard
All students are required to have current certification in cardiopulmonary resuscitation (CPR) throughout the program.
Students must submit proof of having completed the American Heart Association's *Basic Life Support* course. Recertification is required every two years and must be completed by any student whose certification expires while enrolled in the nursing program. Students who do not hold current CPR certification will not be allowed to attend any clinical affiliation until certification is obtained. Any clinical absence that occurs because of expired CPR certification will be counted as an unexcused absence. It is the student's responsibility to ensure that current CPR certification is maintained.

Procedure
1. All new students must submit a copy of their CPR certification to the Division of Nursing by the due date indicated in their acceptance letter. Readmitted students must submit a copy of their certification at the beginning of the course they are scheduled to start.
2. If a student renews a CPR certification during the course of the program, the student must submit a copy of the recertification to the Division of Nursing.
3. Students may attend (at their expense) any American Heart Association's *Basic Life Support* certification/recertification program that is convenient to them.

MALPRACTICE INSURANCE

Standard
The Hagerstown Community College Division of Nursing requires all students to be covered by liability insurance while they are enrolled in the nursing program. Students are required to pay a premium to the college for liability insurance that the college has purchased for students in the Nursing Division.

Procedure:
1. Students must pay the premium each year at the time of registration for the fall semester.
2. Students who challenge a course on admission to the program or are readmitted to the program, will pay for liability insurance when they register for the semester they begin the program.
3. If a student receives notification of a potential or actual legal action, the student must immediately notify the Director of Nursing.
4. After reviewing the situation, the Director will notify the Vice President for Academic Affairs and Student Services and the Vice President of Administration and Finance.

LATEX POLICY

Standard
Any student with a suspected or known latex allergy must submit documentation from a physician that the allergy exists and that the student may participate in the chosen Nursing Division program of study.

Any student diagnosed with *allergic contact dermatitis* is advised to wear a MedicAlert-type bracelet.

Any student diagnosed with an actual *latex allergy* is advised to wear a MedicAlert-type identification and carry an Epi-pen on their person at all times in class, school simulation labs, and during all clinical affiliations.

Students must wear either plastic, vinyl, or other non-latex gloves when the possibility exists that they may come in contact with latex products in the simulation lab or during the course of patient care.

It is the responsibility of the student to ensure that all necessary precautions are taken to minimize and prevent exposure to latex products.

Students will be responsible for the cost of any emergency care needed due to latex exposure.

HIPAA POLICY

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

A GUIDE FOR NURSING AND ALLIED HEALTH PROGRAMS

Purpose of HIPAA
The Health Insurance Portability and Accountability Act protects an individual's identifiable health information. Procedures are established for the purpose of mitigating to the greatest extent possible, any deleterious effects from any improper use or disclosure of individually identifiable health information or Protected Health Information (PHI).

HIPAA established an individual's right to control access and use of PHI. Protected health information is any information that includes the patient's name or other patient identifiers, including past, present, or future physical or mental health or conditions and the provision of health care to the patient.

Security
Refers to how private information is safeguarded. Controls must be established to limit access to PHI and protect it from inappropriate disclosure, distribution or loss of data.

- Maintain the security of PHI and prevent its unauthorized use or disclosure; e.g. chart security, logging off computer when leaving terminal.
- Report in writing immediately any use of PHI that is not permitted.
- Consequences of violating HIPAA include fines and criminal charges.

Privacy
Refers to what is protected; health information about an individual and the determination of who is permitted to use, disclose, or access the information.

- Protect patient confidentiality in all forms; written, oral and electronic.
- Only access patient information to the extent of the need to know for each job/position; the minimum necessary for the immediate purpose.
- Patients have the right to see their own medical records and learn who has seen their records (follow agency procedures).

CONFIDENTIALITY

Standard
All students enrolled in a nursing program will maintain client confidentiality according to the standards listed in the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

The student will be recommended for dismissal from the Nursing Program in accordance with the Academic Program Dismissal Procedure if they read a client record without permission, access a facility computer for anything other than approved clinical purposes, discuss confidential information with unauthorized persons within or outside the facility, release information to any news media without authorization, electronically copy information from client records, or remove client records, or a copy of the client record, from the facility. Students will not be eligible for readmission to the program. Students employed at healthcare facilities that provide clinical experiences for students, will not access during work time, client records that they used as students.

Students are allowed to take notes from client records and interactions according to the following conditions: The notes are required for their course of instruction, the notes do not contain any identifying information for the client as defined by the HIPAA privacy regulations found in Title 45 of the Code of Federal Regulations, sections 160.101 et seq. and 164.102 et seq.

If it is determined that a student has violated confidentiality, the student may be subject to prosecution by the client or the facility.

Procedure
- Students will review HIPAA standards and the Nursing Division's confidentiality standards annually.
- If a facility representative, client, instructor, or student suspects or directly observes another student violating confidentiality, it must be immediately reported to the instructor and the Director of the Nursing Division.
- The Division Director will investigate the matter and review the findings with the student.
- If it is determined that the student has violated confidentiality, the student will be recommended for dismissal from the Nursing Program in accordance with the Academic Program Dismissal Procedure.

COMPUTER ACCESS AND COMPUTING CODE OF CONDUCT

All students are expected to adhere to the Code of Student Conduct for Use of Computing and Communication Systems Policy which can be found in the HCC Student Handbook. Failure to abide by this Code may result in temporary or permanent denial of access to HCC computing systems and action being taken by the appropriate Administrative or Judicial body.

COMPUTER ACCESS AND COMPUTING CODE OF CONDUCT AT CLINICAL FACILITIES

Standard
Students who are granted computer access at clinical affiliation sites are expected to adhere to the facilities' policies and procedures regarding use. Unauthorized use or failure to adhere to established user policies and procedures will result in the student being removed from the clinical site, and may result in dismissal from the nursing program and possible legal action taken by the facility.

Procedure

- Students are expected to attend all computer orientation classes required by the facility they are assigned for clinical experience.
- Students who are unclear about how to use the computer system must notify their clinical instructor so that arrangements can be made for further training.
- Any student that the instructor or the agency identifies as not following agency policies and procedures for the computer system will be dismissed from clinical.
- The student's clinical instructor will immediately notify the Director of Nursing and forward a written report of the problem to the Director within 24 hours.
- The Director will meet with the student and the faculty member as soon as possible to review the issue and determine the student's standing in the program.
- Any concerns on the part of the facility that remain after the student has been removed from the clinical area by the school will be between the facility and the student.

SOCIAL NETWORKING SITES

The Nursing Division of Hagerstown Community College recognizes that social networking websites are used as a means of communication. Future employers often review these network sites when considering potential candidates for employment. No privatization measure is perfect. Information can "live on" beyond its removal from the original website and continue to circulate in other venues.

Individuals should make every effort to present themselves in a mature, responsible, and professional manner. Any communications should always be civil and respectful. The actions listed below are unacceptable on individual accounts that are available for public consumption.

- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Presentation of information that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or any other behavior that could negatively reflect on the image of HCC, the nursing program or the nursing profession.
- Under no circumstances any photographs or videotaping will be taken at clinical agencies or HCC laboratories, unless permission is granted.

Students agree to uphold all HIPAA and other privacy requirements (see policy on page 51). **Students will be held accountable for maintaining the privacy of any information they obtain, see, or are given during clinical rotations and through discussions in class and lab.** To uphold the privacy of such information, the students agree to not post or discuss any clinical experience or information regarding their experience with the clinical agency, its staff, or its clients/patients on any Internet social media (Facebook, Twitter, emails, and any others not mentioned) including photographs and videotaping. Students understand that the clinical agency administration periodically searches the Internet for breaches in its privacy policies. Students will be prohibited from returning to the clinical site if a violation of any privacy requirement. Such violations may also result in a delay in completing degree requirements or in further disciplinary action by Hagerstown Community College. **Therefore, think carefully before you post any information on a website or application.** In keeping with HCC's Social Media Policy, privacy protections do not apply to information that is public on individual accounts. For summary, please refer to the HCC Social Media Policy located in the Student Handbook and on the HCC website at http://www.hagerstowncc.edu/docs/public-information-and-government-relations/social-media-policy-8095.

INFECTION CONTROL

Standard
Students are expected to practice standard precautions and adhere to additional infection control standards as required when practicing in the clinical simulation laboratory on campus or providing care to clients. In addition to standard precautions, students are required to adhere to the standards for contact, airborne, and droplet precautions.

Any student who does not have current immunizations or a PPD on file, is immunosuppressed, or has open lesions will not be allowed to attend clinical affiliations.

HCC has a Communicable Disease Policy for Students and Employees. The policy is available on the HCC website at http://www.hagerstowncc.edu/docs/student-affairs/communicable-disease-policy-8041.

RN AND PN PROFESSIONAL PRESENTATION

Standard
It is a requirement of the Hagerstown Community College Division of Nursing that nursing students maintain a professional appearance at all times when representing the HCC Nursing Department.

I. Appearance Requirements

a. Hair
   1. Hair color should be professional and a color within the natural hair color spectrum.
   2. Hair is to be combed, clean and dry, and styled in a manner that is professional and safe for delivering patient care. Hair must be worn away from the face and off the collar.
   3. Headbands must be a solid, neutral color.
   4. Head coverings are permitted for documented religious or medical reasons.
   5. Men must be clean shaven or have a neatly trimmed one inch moustache or beard.

b. Jewelry
   1. A watch with a sweep second hand is required.
   2. A wedding band and one small pair of earring studs are allowed unless prohibited by a specific agency.
   3. No other jewelry is allowed.

c. Body Piercing
   1. Body piercing must not be visible.
   2. All visible jewelry must be removed.
   3. No other visible piercings or spacers.

d. Tattooing
   1. Tattooing is discouraged. If present, tattoos must be covered during clinical hours.

e. Nails
   1. Nails must be trimmed short.
   2. Acrylic nails are not allowed.
   3. No polish is permitted.

f. No perfume, cologne, or scented lotions.

g. No tobacco smoke odor.

II. Uniform
   a. Health Care Facilities
      1. Official school scrub top, non-see through hemmed white pants (must be 1" off the floor), and lab jacket. Scrub top and lab jacket must display the college logo. Proper white undergarments (no thongs) must be worn under uniform.
      2. White socks or white stockings.
      3. Clean white leather shoes with closed toes or athletic shoes that are predominantly white in color and lace.
      4. Scrub uniforms, which are supplied by the agency, are required for maternity, post anesthesia recovery unit, and the operating room. Students may wear street clothes to the agency.
      5. Mental health facilities, official school polo top and khaki pants, and casual shoes with closed toe and heel.
   b. Simulation Laboratory
      1. Instructor discretion whether health care facility uniform or skills laboratory uniform required. Students will be notified by their instructors prior to the simulation.
   c. Community Agencies
      1. Official school polo top and khaki pants.
         Polo top must display the college logo.
      2. Casual shoes with closed toe and heel.
   d. Skills Laboratory
      1. Scrub top with hemmed uniform pants must be worn for all skills lab activities. The scrub top and uniform pants may be any color of the student's choosing. Proper white undergarments (no thongs) must be worn under uniform.
      2. HCC ID badge must be worn.

Procedure
1. Students are expected to purchase two hospital uniforms, and at least one polo shirt for the community uniform from the college approved uniform company. Uniforms must be purchased well in advance to ensure that they have been received prior to the first clinical affiliation day.
2. Uniforms should fit an individual appropriately and be neither too loose nor too tight.
3. Uniforms must be laundered after each clinical affiliation day.
4. If an instructor has a concern about a student's appearance or determines that a student is not appropriately dressed, the instructor may send the student home to correct the situation.
5. Based on facility policies, other restrictions may apply.

ATTENDANCE

Standard
Students are required to attend all classes and labs, and to complete all clinical affiliations with no absences. Students are also required to arrive on time for class, labs, and clinical affiliations, and to remain for the entire scheduled time.

Definition
Absence: any occurrence where a student is not present in class, lab, or clinical, or a combination of occurrences of arriving late or leaving early.

All clinical and labs are mandatory. **Students who fail to adhere to the attendance policy will have two (2) points deducted from the final course grade for each day absent from lab/clinical.**

Note: An 11 hour clinical day equals two clinical days. A 5 ½ hour clinical day equals one clinical day. Any lab over 4 hours long will count as two lab days.

Any late arrival/early departure greater than 50% of the lab/clinical will count as a full day absence.

Students who accrue late/early will have one (1) point deducted from the final grade for each occurrence.

Class

In the event that a student must be absent from class, a total of one missed day of class will be excused for students enrolled in 7.5 week and 10 week courses. A total of two missed days of class will be excused for students enrolled in 15 week courses. **Two (2) points will be deducted for any additional days absent from class.**

Any late arrival/early departure greater than 50% of the class/lab/clinical will count as a full day absence.

Students who accrue a combination of two occurrences by arriving late to class, or leaving early will be counted as an absence.

Students who accrue additional late/early will have one (1) point deducted from the final grade for each additional occurrence.

Emergency or serious situations will be handled on an individual basis by a nursing faculty committee.

Students are responsible for all course content presented in class on the day of an absence.

No children are allowed to attend class, lab, or clinical. Child care plans need to be made in advance.

Procedure

If a student is going to be absent from class, lab, or clinical, the student must notify the appropriate faculty or clinical instructor **prior** to the scheduled class or start of the clinical affiliation. It is the student's responsibility to monitor their own absenteeism.

Any missed exams/assignments will result in a grade reduction. Please refer to the course syllabus.

Any RN student who misses 20% or more of lecture/lab will fail the course.

Any RN/PN student who misses 20% or more of the clinical/clinical simulation lab will fail the course.

CALCULATION OF COURSE GRADES

Standard

It is the responsibility of the student to review his or her progress each semester with a nursing advisor or professor to stay informed of changes, procedures, and regulations that may affect successful completion of the nursing program. The following standards apply to all students.

1. In courses with theory, laboratory, and clinical components, a passing grade must be earned in all three components in order to pass the entire course.

2. Students must achieve an average grade of 75% on all exams to successfully complete each course and progress in the nursing program.
3. Students in the RN program must achieve a 75% score on 50% or more of the total exams for the course during the second year of the program to successfully complete each course and progress in the nursing program (NUR 126, NUR 226, NUR 228, NUR 230, NUR 231).
4. Nursing courses must be completed with a grade of 75% or above. A final grade below 75% in any nursing course is a failing grade and will stop the student's progression in the program (See Readmission to Nursing Program).
5. Grades on all examinations and for each nursing course will not be rounded upward, but will be recorded to the hundredth decimal place. For example, for a grade of 74.99, a 74.99 will be recorded. Grades posted to Moodle are unofficial grades, and are only intended to help students informally track their progress.
6. Students who fail an exam or quiz are not allowed to retake the exam or quiz to improve grades.

Theory Grade

1. Final course grades are calculated by determining the average of the exam grades. For those students who have an exam average of 75% or above, the final course grade will be determined by calculating in the remaining grades earned on quizzes, assigned papers, and projects based on their assigned weight. Students who do not achieve an average of 75% on their exam grades will automatically fail the course.

   A = 90.0 – 100.0
   B = 80.0 – 89.9
   C = 75.0 – 79.9
   D = 65.0 – 74.9
   F = 64.9 - below
2. Students are required to take a drug dosage calculation exam each clinical course in order to help assure the ongoing safety of clients. The exam must be passed with a minimum passing score of 90% by the end of the semester in order to remain in the course and progress in the program. Should a student not achieve the designated passing score on the first attempt, a second exam will be allowed. Students who do not achieve the minimum grade on the second exam will fail the course. The grade for this exam is not counted as part of the theory grade.

Skills Laboratory

1. Skills laboratory is graded as a pass or fail. Students who have a passing theory grade but cannot successfully achieve a passing grade in required skill competencies by the end of the semester will fail the skills lab and receive an "F" for the course.
2. To successfully pass skills laboratory a student must:
   - Demonstrate adequate preparation for the lab.
   - Bring all necessary supplies and equipment to scheduled labs.
   - Participate actively in all lab activities and simulations.
   - Meet the performance criteria for each skill based on individual course syllabus.
   - Satisfactorily pass a skills competency test, as required.

Clinical Performance

1. Clinical performance is graded as a pass "P" or fail "F". Students who have a passing theory grade but fail clinical will fail the course and receive an "F" for the course.
2. To obtain a passing grade the student must demonstrate satisfactory clinical competence and complete all assigned clinical paperwork and projects based on each individual course syllabus.

PROGRESSION AND RETENTION

Standard
It is the responsibility of the student to review his or her progress each semester with a faculty/advisor and keep informed of changes, procedures, and regulations that may affect successful completion of the nursing program. The following standards apply to all students.

1. Students must achieve an average of 75% on all exams in order to successfully complete the course and progress in the nursing program. Final grades are calculated to the hundredth decimal place and are not rounded up (See Calculation of Course Grades in the Nursing Student Handbook).
2. Students in the RN program must achieve a 75% score on 50% or more of the total exams for the course during the second year of the program to successfully complete each course and progress in the nursing program (NUR 126, NUR 226, NUR 228, NUR 230, NUR 231).
3. A final grade below 75% in any nursing course is a failing grade and will stop the student's progression in the program (See Readmission to the Nursing Program).
4. A minimum grade of 90% on a drug calculation exam must be achieved each semester. Students who do not achieve the minimum grade fail the course and cannot progress in the program (See Drug Dosage Calculation Competency).
5. In courses with theory, laboratory, and clinical components, a passing grade must be earned in all three components in order to pass the entire course (See Skills Lab / Clinical Experiences).
6. Students who fail or withdraw from a nursing course after readmission are not eligible to be readmitted a second time.
7. Students who fail the RN program a second time will be eligible to apply to the PN program. If accepted into this program and they have successfully completed NUR 116/117, students will begin the program by taking NUR 112 in the fall. Progression will continue following program requirements to successfully complete the program and graduate.
    a. After successful completion of the LPN program, students are eligible to sit for the NCLEX-PN exam.
    b. Students then can reapply to the RN program as a LPN-RN transition student (See LPN to RN program requirements).
8. For students in the two year pathway, a grade of "C" or better is required for all general education courses.
    a. Students who fail a required general education course while doing the 2-year pathway will stop progressing in the nursing program.
    b. Students will need to successfully complete any general education courses that they were unsuccessful in prior to returning to the nursing course sequence.
    c. A second failure of a required general education course will require the student to reapply to the nursing program.
9. Students who are dismissal from the nursing program are not eligible for readmission (See Skills Lab / Clinical Experiences and Nursing Code of Conduct).

DRUG DOSAGE CALCULATION COMPETENCY

Standard
Students are required to take a drug dosage calculation exam each clinical course in order to help assure the ongoing safety of clients. The exam must be passed with a minimum passing score of 90% for each course in order to remain in the course and progress in the program.

Procedure

1. Drug dosage calculation exams are administered in each nursing clinical course in which students are enrolled. The grade for this exam is not counted as part of the theory grade.
2. In order for calculation answers to be correct, the following must be completed:
   - **IV gtt/min must be rounded either up or down.** Examples: 21.8 would be 22 gtt/min and 16.4 would be 16 gtt/min.
   - **IV mL/hr must be rounded either up or down.** Examples: 64.9 would be 65 mL/hr and 75.2 would be 75 mL/hr.
   - **All other calculations (i.e.: oral and injectable medications) must be carried to the 10th place for an amount greater than 1, and to the 100th place for an amount less than 1 and do not round.** Examples: 10.47 ml would be 10.4 ml and 0.253 ml would be 0.25 ml. **Answers less than 1 need to have a "0" prior to the decimal point.**
   - **All answers must include correct labels.** Examples: mg, ml, units, tablets.
3. Should a student not achieve the designated passing score on the first attempt, a second exam will be allowed.
4. Students who do not achieve the minimum grade on the second exam fail the course and cannot progress in the program (See Readmission to Nursing Program).
5. A student who is readmitted after a failure due to the drug dosage calculation exam and then fails both the first and second drug calculation exams, will automatically fail the course and the nursing program and not be allowed to apply for readmission.
6. No personal calculators are allowed. Students will be provided with calculators and allowed to use the test as note/scratch paper. All calculators and tests will be returned at the end of each test.

SKILLS LAB / CLINICAL EXPERIENCES

Standard

Students are required to meet all objectives and competencies for assigned skills laboratories and clinical experiences. Students who are unable to successfully pass the skills laboratory and/or clinical experience will automatically fail the course regardless of the student's theory grade in the course.

Students who demonstrate unsafe or unsatisfactory clinical performance must resolve clinical performance issues according to a mutually agreed upon performance improvement plan (Weekly Clinical Performance Assessment) between the student and the instructor.

Procedure

When a faculty member identifies that a student is not satisfactorily meeting skills lab objectives, is having difficulty completing skill competencies, or has demonstrated unsatisfactory "U" in one critical clinical behavior, the student will meet with the instructor as soon as possible with counseling note, advising, and remediation plan. If a second unsatisfactory "U" is received in the same critical clinical behavior, the student will fail the clinical component of the course resulting in failing the course (See Calculation of Course Grade).

For the PN Program, students who demonstrate a "U" in a critical clinical behavior will result in counseling, advisement, and remediation plan with instructor. A second "U" in the same critical clinical behavior will result in the student failing the clinical component of the course resulting in failing the course (See Calculation of Course Grade).

The following behaviors that compromise or interfere with the delivery of safe client care in the clinical setting may lead to a recommendation for dismissal from the program. Those behaviors are listed below:

1. Behavior considered unprofessional or abusive to faculty, staff, clients, or peers.
2. Use of any cooperating agency to procure or distribute illegal substances.
3. Initiating exploitative student-client relationships which:
   - are incongruous with the student role,
   - result in financial gain,
   - result in illegal transactions,
   - involve professionally unacceptable behavior.
4. Failing to report errors or accidents;
5. Non-compliance with HCC Code of Academic Integrity and Honor Code;
6. Criminal behavior, felony/misdemeanor;
7. Falsification of reports;
8. Rendering client care while under the influence of alcoholic beverages, illegal substances, narcotics or other controlled dangerous substances or other drugs in excess of therapeutic amounts without valid medical indications;
9. Leaving the clinical area or campus labs without permission of the appropriate faculty;
10. Being mentally, emotionally or physically unable to perform tasks safely in the clinical area.

Students who are dismissed from either of the nursing programs may not be eligible for readmission to either of the nursing programs unless the dismissal is reversed by student appeal (Please refer to the Grade Appeal Policy in the HCC Student Handbook and the Academic Program Dismissal Procedure.)

GRADE APPEAL, AND GENERAL GRIEVANCE POLICY FOR STUDENTS

Standard

Students in the Division of Nursing are required to follow the College's policies and procedures for the Grade Appeal and General Grievance Policy for students in the HCC Student Handbook.

Procedure

1. Students who have a concern regarding their final course grade or dismissal from the nursing program should consult the HCC Student Handbook for the Grade Appeal Policy.
2. Students who have a general grievance should consult the General Grievance Policy for students in the HCC Student Handbook.

MANAGEMENT OF THE IMPAIRED NURSING STUDENT

Standard

It is the standard of the Hagerstown Community College Nursing Program to ensure the delivery of safe nursing care in accord with program standards. Students enrolled in the Nursing Program are expected to be physically and mentally safe to function in the clinical setting, and to participate appropriately in classroom and laboratory activities. **Fatigue is a leading cause of nursing errors. Therefore, students may not work after 12:00 midnight the evening prior to a clinical day shift.**

Definitions

1. Impaired nursing student
   The impaired nursing student is one who is not capable of delivering safe, competent nursing care in the clinical setting, or who is not capable of participating in an appropriate way in classroom or laboratory activities. Impairment may be physical or mental in nature. Evidence of such impairment may include, but is not limited to, the following:
   A. Physical condition(s) which render the student unable to provide safe, competent nursing care or safely participate in classroom or laboratory activities. Examples include illness or sleep deprivation.
   B. Failure to use therapeutic or constructive verbal or nonverbal communication with clients, agency staff, faculty, or peers.
   C. Demonstration of thought disturbance or impaired cognitive judgments.
   D. Use of alcohol and/or other chemical agents that cause drowsiness, affect cognitive ability or judgment, and cause changes in behavior.
2. Chemical agent
   Any substance obtained via prescription from a physician, as an over the counter drug, or by other means.

Responsibilities

Nursing faculty shall:

1. Speak with the student who is suspected of impairment.
2. Remove the student from the instructional area if it is deemed advisable.
3. Inform the Director of Nursing immediately regarding the student's removal from the clinical area, classroom, or laboratory.
4. Determine, in conjunction with the Director, the need for the student to complete an immediate drug screen
5. Forward a written account of the dismissal to the Director within 24 hours.

Director of Nursing shall:

1. Report the student's removal from the clinical area, classroom, or laboratory to the Dean of Students.
2. Initiate an investigation which may include laboratory studies if indicated.
3. Determine the student's continued standing in the nursing program pending the results from the investigation and discussion and recommendations from the Dean of Student Affairs.

Dean of Students shall:

1. Provide confidential assistance to the student.
2. Initiate referrals if needed.
3. Confer with the Director after informing the student, that information which, if not reported, could result in harm to the student or others.
4. Work to assure a smooth transition for the student who is able to continue in the Nursing Program or returns to the program after a planned absence.

Nursing students shall:

1. Maintain their personal health and well-being.
2. Seek help independently for an acknowledged impairment that may affect their ability to meet program standards.
3. Agree to drug and/or alcohol testing if indicated or requested. The testing is at the student's expense.

Procedure

1. If a nursing faculty member has reasonable cause to suspect a student of being impaired, the faculty member will immediately remove the student from the instructional area.

2. In conjunction with another nursing faculty member or agency representative, the faculty member will speak with the student to review the faculty member's observations and the necessity to remove the student from the instructional area.
3. The faculty member will immediately notify the Director who will then notify the Dean of Students or designee.
4. At the time that the nursing faculty member notifies the Director a determination will be made as to whether the student must complete an immediate drug screen.
5. **If student refuses to submit to the drug screen, the student will be recommended for dismissal from the nursing program.**
6. The nursing faculty member will forward a written report to the Director within 24 hours.
7. The Director will meet with the faculty member and student as soon as possible, but no later than 24 hours after the student was removed from the clinical area.
8. The Director will then refer the student to the Dean of Students for possible Code of Student Conduct violations.
9. When the Director has completed a review of the case, the Director will then make a decision regarding the student's standing in the program. This decision may consist of a recommendation for dismissal or continuing in the nursing program.
10. If the student remains in the program, the student must meet with the Director to develop an agreement which outlines the conditions necessary for the student to be able to progress in the program. The student will be required to sign the agreement.

HCC has a Student Drug and Alcohol Abuse Policy which can be found on the HCC website at http://www.hagerstowncc.edu/docs/student-affairs/student-drug-and-alcohol-abuse-policy-4041.

READMISSION TO THE NURSING PROGRAM

Standard

Readmission to the Nursing Program is for when students who stop progression in the nursing program and/or have been dismissed from the program. It is the standard of the Division of Nursing that students will be considered for readmission to the nursing program. A student may only be readmitted one time. Students who fail or withdraw from a nursing course after readmission are not eligible to be readmitted. Students must complete the associate degree curriculum within three years of their first nursing course enrollment. Students admitted to the practical nurse program must complete the curriculum within two years from their first nursing course enrollment.

Procedure

1. Students who fail fundamentals and desire readmission to the nursing program must reapply as a first time student.
2. Students who withdraw from, or fail other courses in the nursing sequence and desire readmission to the nursing program, must submit their request in writing to the Director of Nursing.
3. Readmission to the nursing program must take place within one year of leaving the program. Readmission cannot be assured and is based on the progression criteria for each course and the availability of seats, faculty, and clinical facilities.
4. The curriculum under which a student seeks readmission may be different from the one under which the student left. Students who are accepted for readmission must complete the degree/certificate requirements in place at the time of readmission.
5. Students who fail the clinical portion of a course for safety reasons or have been dismissed from the program as a result of clinical safety issues are not eligible for readmission.

6. Students who fail or withdraw from a nursing course after readmission are not eligible to be readmitted a second time.
7. For students in the two year pathway, a grade of "C" or better is required for all general education courses.
    a. Students who fail a required general education course while doing the 2-year pathway will stop progressing in the nursing program.
    b. Students will need to successfully complete any general education courses that they were unsuccessful in prior to returning to the nursing course sequence.
    c. A second failure of a required general education course will require the student to reapply to the nursing program.

HCC NURSING STANDARDS OF CONDUCT

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statement of the Code provides guidance for the nursing student in the personal development and ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

Purpose
To provide criteria in which professional development and behavior of the students in the nursing program is measured and evaluated.

Standard
All nursing students are expected to adhere to the HCC Code of Student Conduct. Students are also expected to adhere to the Nursing Standards of Conduct. In addition, registered nurse students are expected to adhere to the ANA Code of Ethics and the NSNA Code of Ethics, and the practical nurse students to the NAPNES Code of Ethics.

A violation of the standards will be reviewed for appropriate action by the nursing faculty or Director of Nursing. Students who are dismissed from the program may not be eligible for readmission.

Procedure
1. Upon admission to the nursing program, the Nursing Standards of Conduct and Code of Ethics will be reviewed with each student.
2. If a fellow student or professional colleague believes a violation of a standard has occurred, the matter should be reported to a nursing faculty member or the Director of Nursing.
3. If the nursing faculty observes a violation of the standards or a violation is reported, the appropriate nursing faculty member will investigate the matter. If the violation occurs in an instructional setting, the student may be directed to leave the class for the remainder of the class period. If the student refuses to leave, the instructor may summon the Hagerstown Community College Campus Police.
4. Once the investigation is complete, the faculty member will discuss the matter with the Director of Nursing.
5. The nursing faculty member or Director of Nursing will discuss the problem with the student and recommend a course of action.

6. Sanctions for violating this code will be determined by nursing faculty and the Director of Nursing and may include a recommendation for dismissal from the program.
7. Once violations of the HCC Code of Student Conduct have been determined the Director of Nursing will complete the college Incident Form and forward it to the Dean of Students along with additional documentation of the incident.

As a nursing student at Hagerstown Community College, affirm that:
I will:

- respect and promote the unique identity of each client and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, sexual orientation, or disability.
- maintain strict confidentiality of information about clients with whom I may interact or provide care. I will also maintain strict confidentiality of information about clients obtained through the use of computer information systems.
- not photocopy/print any client's medical record.
- use positive methods of guidance and will not engage in corporal punishment, humiliation, or emotional or physical abuse when interacting with or caring for clients.
- evidence a genuine interest in all clients served, and do hereby dedicate myself to their best interests to provide care that helps them to help themselves and achieve an optimal level of wellness.
- refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others*
- respect the rights and views of my fellow students and professional colleagues, and treat them with respect, fairness, courtesy, and good faith.
- not engage in or condone any form of harassment or discrimination.
- not engage in any activity that impairs my performance or ability to provide safe care to clients.
- report any knowledge of a fellow student or professional colleague that has violated ethical, legal or professional standards, or the college's honor code to the appropriate nursing faculty member and bring this to the individual's attention.
- acknowledge that gift giving is not part of a typical professional relationship. This standard encompasses both student/patient and student/instructor relationships.
- promptly attend all classes and clinical. If unable to meet class or clinical obligations, promptly contact the appropriate nursing instructor by telephone. This standard is expected and valued as professional.
- not engage in disruptive behaviors in any instructional setting to include: **use of cell phones** or other electronic devices, disruptive conversation, or any conduct that distracts or intimidates others.
- Strive to achieve and maintain an optimal level of personal health.*

I understand that violation of these Standards of Conduct may be grounds for recommendation for dismissal and most certainly will be reflected in written recommendations for employment and career advancement.

*Reference- Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

NATIONAL STUDENT NURSES' ASSOCIATION, INC.
CODE OF ACADEMIC AND CLINICAL CONDUCT

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

AMERICAN NURSES' ASSOCIATION
CODE OF ETHICS FOR NURSES
APPROVED NOVEMBER 2014.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy
8. The nurse collaborates with other health care professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Reference: American Nurses' Association Code of Ethics for Nurses with *Interpretive Statements*, American Nurses' Association Publishing, 2015.

CODE OF ETHICS FOR PRACTICAL NURSES

The licensed practical nurse shall:

1. Consider as a basic obligation the conservation of life and the prevention of disease.

2. Promote and protect the physical, mental, emotional and spiritual health of the patient and his family.

3. Fulfill all duties faithfully and efficiently.

4. Function within established legal guidelines.

5. Accept personal responsibility (for his/her acts) and seek to merit the respect and confidence of all members of the health team.

6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way and at no time violate this confidence.

7. Give conscientious service and charge just remuneration.

8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.

9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.

10. As a citizen of the United States of American, uphold the laws of the land and seek to promote legislation that will meet the health needs of its people.

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CLINICAL AFFILIATIONS

Standard
All students are required to attend clinical experiences as assigned at any of the facilities currently in use by the nursing program. Students are also expected to participate in field trips as required. Transportation to clinical sites and to field visits are the responsibility of the student.

Procedure
1. Clinical sites are arranged each semester subject to the availability of faculty and space at the facility, and may include evenings and/or weekends.
2. Students are provided with a clinical rotation schedule at the beginning of each course that shows each student's clinical group and clinical affiliation dates and times.
3. Occasionally, clinical affiliation schedules may change. Instructors will notify students as soon as possible in order to minimize any disruptions to students' schedules.

MEDICATION ADMINISTRATION POLICY

PURPOSE

To ensure the safe and effective administration of medications by nursing students and clinical faculty in the clinical setting

PROCEDURE

Students and clinical faculty will refer to the hospital's policies and procedures for instructions on medication administration by nursing students. The hospital's policies and procedures for student medication administration supersede the college's medication administration policy. In the event that a hospital does not have a specific policy for students administering medications, then this policy will take precedence.

Prior to administering any medications, the nursing student must demonstrate a clear understanding of the drug indications, adverse reactions/side effects, drug effectiveness (not to be done at bedside).

Example:

Metoprolol - Drug Indications: Beta blocker given for hypertension & angina
Adverse Reactions: Hypotension, bradycardia, weakness, erectile dysfunction, CHF
Nursing Indications: Check BP and HR prior to administration, monitor signs & symptoms of CHF.

Ampicillin - Drug Indications: Antibiotic given for infections
Adverse Reactions: Anaphylaxis, rash, GI disturbance
Nursing Indications: Monitor for signs and symptoms of allergic reaction.

At the bedside the student and faculty will verify the Medication Administration and the two patient identifiers.

The following procedure should be followed by all faculty and students administering medications:

1. The instructor will complete the 1st medication check with the student at the Automated Medication Dispensing System **or** at the Medication Administration Record (MAR).
2. The student & instructor will complete the 2nd check at the patient's bedside.
   - Clinical instructors may use their discretion in second year Med-Surg courses
4. **Under no circumstances are medications to be administered without the assigned clinical instructor present.**
3. The instructor will be present during the student's administration of medications.
   - Clinical instructors may use their discretion in second year Med-Surg courses
4. The instructor will ensure that the student documents medications according to facility policy.

DOCUMENTATION

Nursing students will document on the paper medical record and/or the electronic medical record. All medications will be documented per hospital policy and must be reviewed and signed by the clinical faculty or RN preceptor, according to facility policy.

POLICIES

1. Access to the Automated Medication Dispensing System will be provided to the clinical faculty by the facility.
2. Students should be knowledgeable of and monitor all drugs on an assigned patient, even if the student is not administering meds that day.
   The following medications will not be administered by nursing students:
   a. I.V. cardioactive medications (procainamide, dobutamine, etc.)
   b. Chemotherapeutic agents
   c. Initiate or titrate medication infusions including but not limited to: heparin, dopamine and insulin, (Pitocin and magnesium sulfate in labor & delivery)
   d. Maintain Pitocin or magnesium sulfate in labor & delivery
   e. Initiate a blood transfusion or blood products excluding Rhogam
   f. Initiate, program, or re-program patient controlled analgesia (PCA) pumps
   g. Administer any medications in an observation experience
   h. Administer controlled substances to children less than two years of age
   For central line flushes and infusing central line medications please refer to the hospital policy
3. Due to facility regulations, neither the clinical faculty nor the student will personally contact physicians for change of medication orders. Calls to physicians regarding medication orders may be made by the charge nurse or primary nurse responsible for the patient's care.
   Although students are expected to review electronic (if possible) and/or paper charts for updated orders, clinical faculty and students are not to:
   a. Obtain new medication orders
   b. Transcribe or input new medication orders
   c. Acknowledge or verify medication orders

BEHAVIORS

1. Students and/or faculty who fail to adhere to the HCC Nursing behavioral guidelines as documented in the Policy and Procedure Manual will be subject to appropriate disciplinary action. The Director of Nursing will determine the appropriate action, which will include counseling and could include program dismissal.

2. Medication errors must be documented on the hospital's documentation forms. The Director of Nursing must be notified within 24 hours of the medication error.
3. Notification must be made to the Vice President of Administration and Finance.

ADMINISTRATION GUIDELINES FOR FACULTY

1. The following table illustrates the HCC expectations and standard of care for the clinical faculty on the total number of patients that can be given medications on a daily basis. As the students progress through the nursing program, the number of patients that can safely be given medications by each student will increase.

   This standard sets the policy on the **maximum** number of patients receiving medications daily. Based on patient acuity and student level, the clinical instructor may choose to administer medications to a fewer number of patients than are listed below.

Clinical	**Total Patients**	**Student Example**	**Route**
NUR 116/117 (Fundamentals)	4 patients total	4 students administer meds to one patient each	PO, SubQ, IM Transdermal, Otic, Optic, Vaginal, Rectal, IV push
NUR 229 (Med-Surg I)	4 patients total	4 students administer meds to one pt. each OR 2 students administer meds to 2 pts. each	Same as Fundamentals (IV push as allowed by facility)
NUR 230 (Med-Surg II)	6 patients total	6 students administer meds to 1 pt. each Or 3 students administer meds to 2 pts each	Same as Med-Surg I plus IV push meds (if allowed by facility).
NUR 231 (Med-Surg III)	Subject to preceptor assignment.	Subject to preceptor assignment.	Same as Med-Surg II plus IV push meds (if allowed by facility)

NUR 126 (Maternal/Newborn)	Subject to patient census.	4 students administer meds to one pt. each OR 2 students administer meds to 2 pts. Each	Same as Med-Surg I
NUR 127 (Pediatric)	4 patients total	4 students administer meds to one pt. each OR 2 students administer meds to 2 pts. Each	Same as Med-Surg I

GENERAL USE OF SIMULATION AND SKILLS LABS

Simulation and Skills Labs

Simulation labs are used for the purpose of teaching and evaluating of clinical nursing skills. They are for use by the nursing students and faculty, and must be scheduled in advance for use due to high demand. The following guidelines and procedures have been established to assure the safety of the students and staff, as well as the equipment in the Nursing Simulation Labs. The following rules exist to facilitate the organization and safety of the labs at all times.

Student Expectations and Responsibilities

- It is expected that each student will maintain confidentiality and respect the privacy of their fellow students when performing skills and simulation scenarios in the lab.
- Students must maintain a professional manner at all times and are expected to take the experiences in the labs seriously.
- Attendance at all skills labs is mandatory.
- **All students are required to complete assigned reading, study questions, and watch the appropriate videotapes and DVD's prior to each lab.**
- **Please refer to Professional Presentation, page 55, to see proper lab attire.**
- Scenarios/simulations presented or executed in the lab will not be discussed outside the lab at any time.
- The skills lab may be used only during scheduled hours with lab staff or faculty present. No student is allowed to use the lab unsupervised.
- Students may only use the supplies/equipment which they have been trained to use.
- The lab core is off limits to students unless accompanied by faculty or lab staff.
- At no time may a student remove any equipment/supplies from the lab core unless they have obtained permission from lab staff or faculty.
- Students are responsible for their supplies and are expected to use them judiciously. There may be an additional cost to replace necessary lab supplies.
- It is expected that while in the labs students work quietly and are respectful to their peers, staff, volunteers, and environment.
- Standard precautions should be observed at all times.

Care of Labs

- The lab is not a latex free environment. If you are allergic or sensitive to latex you must notify the faculty and the lab staff so proper precautions can be taken. Please see the Latex Policy in the Nursing Student Handbook for further information.
- **No food or drinks are allowed in the simulation labs at anytime.**
- Personal items (backpacks, coats, purses) should not be placed on the beds, bedside tables, or equipment.
- All trash should be properly disposed. Do not leave on tables, beds, or floors.
- All sharps are to be placed in needle boxes/sharps containers. Please notify lab staff or faculty when the container is full. Do not attempt to place a sharp in a full container.
- No sitting or lying on beds, exam tables, stretchers, wheelchairs, and/or table tops unless required as part of the lab experience.
- Place all wet linens on a drying rack. Do not place them in the soiled linen carts until completely dry.

Use and Care of Manikins

- **Manikins should be treated with respect, and in the same manner you would treat a real patient.**
- Hands should be washed prior to touching the manikin.
- Use manikin or parts only on a clean surface. Avoid placing the manikin on newsprint or inked lines of any kind.
- Avoid felt tipped markers, ink pens, acetone, iodine or other staining products. Beware: Fake blood stains skin, clothes and, permanently stains manikin.
- Positioning of the manikins should be the same as for a real patient.
- Manikins should not be removed from the bed without lab staff supervision.
- BP can only be taken on SimMan's designated arms/sites.
- Injections can only be performed on SimMan's designated area.
- Use only water/air in the injection pads (no glucose or saline)
- After use of injection pads, accumulated water should be squeezed out. Allow pads to air-dry. Do not leave wet foam pads in the skin as they will mildew and/or mold.
- Use smallest gauge needle when starting IV's and giving injections.
- Use only plastic (micropore) or paper tape on manikins. Do not use skin prep or Hypafix tape.
- Remove all adhesive tape, dressings, etc. from the manikin, and clean surface with mild liquid soap and water.
- Do not introduce fluids into the torso or submerge manikin or parts in cleaning fluids or water.
- Leave manikins gowned with arms out and the sheet pulled up.

Use and Care of Equipment

- Equipment is to be used for its intended purpose only.
- All equipment is to be cleaned after use if necessary, and returned to its original position and/or storage area.
- Beds and stretchers should be kept in low position with wheels locked.
- Please keep all equipment plugged into the outlets. This includes the beds, IV pumps, feeding pumps, and monitors.
- Immediately report any broken or malfunctioning equipment to lab staff or faculty.

NURSING FACULTY/NURSING ADVISORY COMMITTEE MEETINGS

The nursing faculty will ask for student volunteers from each nursing class to participate in the faculty meetings and advisory committee meetings through the year. One student from each level will be requested. If two or more students volunteer from a class level, the faculty will determine which student will represent the class.

The purpose of the student participation is that students will have a voice at the faculty/advisory committee meetings. Student representatives are asked to bring forth class concerns and to also return information to their classmates from the meetings. **We ask those who volunteer to please be committed to the process by attending meetings and reporting back to their classmates.**

EMAIL CORRESPONDENCE

All nursing students must have an active HCC email address.
The HCC email address must be used for all email correspondence with faculty and staff. Correspondence received under any other user name may not be read. **Students are expected to check their email on a daily basis.** Students who do not maintain or check their email will be held accountable for all communications directed to students by faculty and staff.

MOODLE

Moodle is a web based computing platform that enables faculty to design and present online courses or augment instruction in traditional classroom courses. The use of Moodle has been integrated into the design of all courses in the nursing curriculum. Students will automatically be registered in Moodle for the courses they are registered for. Students are expected to access Moodle on a daily basis to check for announcements, course outlines, and homework assignments. Students may also be required to submit homework, post responses to questions, or participate in a live chat. **Students will be held accountable for all course content and materials, and any communications on Moodle directed to students by faculty and staff.** Students who have questions or problems logging into Moodle, must call the Moodle Administrator at 240-500-2587.

ELECTRONIC DEVICES

Standard
Cell phones must be on silent mode when attending class or participating in the simulation laboratory. **The use of cell phones is prohibited at clinical sites or at the discretion of the clinical instructor.**

Procedure
1. If a call is received, students are expected to wait until class or lab is dismissed to answer the call.
2. Any student who must leave the immediate client care area to make a phone call must obtain permission from the instructor to do so.
3. Electronic devices must be turned off during exams.
4. No texting in class, lab, or clinical.
5. Instructors reserve the right to collect cell phones in class, lab, or clinical.
6. No electronic devices may be used to audio record lectures unless permission is given by instructor.
7. No video recording of classes is allowed.

STUDENT IDENTIFICATION CARDS

Standard
All Hagerstown Community College nursing students must have a student ID card. Badges must be hole-punched so they may be worn on the outside of the school uniform.
The HCC identification card:

- Is non-transferable and shall be forfeited if used by another individual.
- May not be altered in any way.
- Must be shown or surrendered upon request by a college staff member.

Procedure
Photo I.D.s must be shown in the following situations:

1. To complete make-up tests and other tests on campus.
2. To check out library materials.
3. To verify student status to qualify for student child care rates.
4. Obtain certain student records.
5. Admission to the Athletic, Recreation and Community Center (ARCC).
6. Admission to scheduled free activities on campus, or sponsored activities off campus.
7. To check out certain materials from the ARCC, Student Center, and other campus locations.
8. As identification at designated clinical affiliation sites.
9. During simulation/skills labs.

TOBACCO

Standard
The HCC campus is a tobacco free campus. The Tobacco-Free Policy applies to all Hagerstown Community College facilities and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco and e-cigarette products shall not be permitted on any Hagerstown Community College property, including all buildings and facilities, walkways, recreational and athletic areas, building entrances, and parking lots. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit.

The use of all tobacco products including electronic cigarettes are prohibited at clinical sites. Students who violate this policy may be subject to disciplinary action by the Dean of Students or the clinical agency. **Due to patient sensitivity to smoke, students are prohibited from smoking once dressed for clinical.**

Procedure

1. Students who violate this policy may be subject to disciplinary action as determined by the clinical agency or the college.
2. Additionally, students who violate this policy may be subject to disciplinary action by the Dean of Students.

INCLEMENT WEATHER

Standard

The Hagerstown Community College Division of Nursing will notify students in a timely manner of any class, lab, or clinical affiliation cancellations due to inclement weather.

Procedure

1. In the event of severe weather, delays in opening the college, or cancellation of classes, it will be communicated via the procedure established by the college. Students should refer to the HCC Student Handbook for more detailed information.
2. If the college opens late on a class day, nursing students will report to class at the delayed time unless otherwise notified.
3. If the college closes before the start of a clinical affiliation, the scheduled experience is cancelled.
4. If the college closes during a clinical affiliation, clinical faculty will make the decision about whether to remain at the clinical site or send students home.
5. If the college has a delayed opening and reopens before the start of a clinical affiliation, students are expected to report to the clinical facility unless otherwise directed by their clinical instructor.
6. If the college remains open, but nursing faculty determine that the clinical affiliation should be delayed or cancelled, students will be notified by their nursing instructor via an established phone tree.
7. Class or clinical time may be made up at the discretion of the faculty.

AWARDS

RN Sophomore Students

Award for Personal and Professional Growth

This award is given by the HCC nursing faculty to recognize the student who has demonstrated significant professional growth and maturity in the nursing program. A plaque with the recipient's name is located in the Career Programs building.

Washington County Medical Society Awards

The Washington County Medical Association gives this award for two recipients. The selection is made by the HCC nursing faculty.

Criteria:

- clinical competence
- leadership
- professionalism (including exemplary personal and professional behavior)
- academic achievement

Highest Scholastic Award Based on Grade Point Average

The Nurses Alumnae Association of Washington County Hospital School of Nursing gives this award to one recipient selected by the HCC nursing faculty.

HCC Spirit of Nursing Award

The HCC nursing faculty gives this award to recognize the student who persevered, demonstrating clinical competence, good leadership skills, maintained a positive attitude, and exemplified the spirit of a professional nurse.

Career Programs Award of Excellence (Spring graduates only)

Selection is made by the HCC nursing faculty.

Criteria:

- student must be enrolled for a minimum of 12 credits during the academic year in a career degree program (6 credits/semester)
- minimum GPA 3.2 (overall academic average)
- extracurricular activities with an emphasis on offices held

Practical Nursing Students

Award for Personal and Professional Growth

This award is given by the HCC nursing faculty to recognize the student who has demonstrated significant professional growth and maturity in the nursing program. A plaque with the recipient's name is located in the Career Programs building.

Spirit of Long Term Care Nursing (PN)

This award is given by the nursing faculty to a graduating practical nursing student who has demonstrated strong academic performance as well as interest and clinical expertise in care of geriatric clients.

Excellence in Practical Nursing (PN)

The HCC Practical Nursing faculty selects and gives this award to the student who exhibits the following criteria:

- enrolled for a minimum of 12 credits during the academic semester
- minimum GPA 3.2 (overall academic average)
- student's attitude
- professionalism to include exemplary professional behavior

REFERENCES FOR EMPLOYMENT

Nursing faculty are a valuable source for references for student/graduate employment. Any reference will be at the discretion of the faculty member. Students desiring a reference from a faculty member must adhere to the following:

1. Students must determine from a potential employer whether a reference's name and contact information will suffice, or whether the employer wants a letter.
2. **Students must provide the faculty member with at least two (2) weeks' notice if a reference letter is requested.**
3. **Under no circumstances should a student give a faculty member's name as a reference without first speaking to that faculty member.** The purpose for this initial contact is twofold: The faculty member can talk with the student and learn about the position the student is seeking, which allows the faculty member to more precisely address the skills required by that position. Additionally, and more importantly, professional communication demands that references be contacted initially by the person seeking the reference.

LIBRARY

HCC's Brish Library collections include scholarly articles from more than 30 academic databases, 150,000+ e-books, nearly 9,000 streaming videos, a virtual reference collection, and approximately 5,000 books in print. Reference librarians are eager to assist students with research in person during hours of operation and via email after hours. Students have access to printing/copying and 37 computer workstations, as well as ample space for studying and leisure.

CAMPUS STORE

The Campus Store is located in the Student Center. In addition to all of the new and used textbooks and school supplies you will need for HCC classes, there is a wide variety of merchandise ranging from computers and computer software to snacks, greeting cards, gift items, event tickets, and HCC apparel and book bags. The operating hours are published on the college web page.

CHILD CARE

HCC's Children's Learning Center is open year round from 7:00 a.m. to 6:00 p.m., Monday through Friday. Full and part-time schedules are available for children ages 2 to 5 years. Children must be enrolled for a minimum of two half-days per week. The center offers a child-centered preschool curriculum, taught by degreed teacher and support staff. Students have priority in enrollment and reduced fees. Students must pre-register for child care before the semester begins and must be registered for at

least six credits (fall and spring semesters; three credits summer) to qualify for the student child care rates. Visit the Children's Learning Center located in the Administration and Student Affairs building, or call 240-500-2322, for information about cost, schedules, and how to apply for child care.

The operating hours of the Children's Learning Center is not an acceptable reason to be late or miss clinical time.

THE NATIONAL STUDENT NURSES' ASSOCIATION (NSNA)

The National Student Nurses' Association (NSNA) is the national organization for nursing students. NSNA membership is an important step in developing as professionals. Members are concerned with helping students gain the characteristics and skills important for a nurse.

NSNA offers members a monthly magazine, newsletter, and an annual convention. Our local SNA has had the privilege in the past of sending delegates to the national convention.

Membership in the NSNA is not without a price, but the rewards are boundless. As with the state organization, Maryland Association of Nursing Students (MANS), our Student Nursing Association (SNA) encourages membership in NSNA. For more information, please go to www.nsna.org.

THE MARYLAND ASSOCIATION OF NURSING STUDENTS (MANS)

The MANS is a statewide organization for nursing students and is a constituent of the National Student Nurses' Association. Benefits of membership include publications, conventions, and workshops. The organization also helps students develop skills, which are important to nursing roles.

Our local SNA encourages membership in this growing and expanding organization. For more information, please go to www.marylandnursingstudents.org.

reviewed 2-1-89
revised 5-20-99
revised 4-15-02

STUDENT NURSING ASSOCIATION (SNA)

Student organizations are subject to the HCC Student Organization Policy which at be found on the HCC website at http://www.hagerstowncc.edu/docs/student-affairs/student-organization-policy-4036.

The Student Nursing Association (SNA) is a registered HCC organized and is open to all active HCC students, credit and noncredit). The purpose of the SNA is to foster professionalism in nursing. SNA projects support monthly SNA educational meetings, student expenses for continuing education seminars, community service activities, promoting the image of professional nurses, and attendance at the yearly National Student Nurses' Association Convention.

The Nursing Faculty of Hagerstown Community College Nursing Program believes that attendance at and participation in the Student Nursing Association (SNA) is a valuable experience for all nursing students.

There are many student organizations on campus. A list and description of each organization can be found in the HCC Student Activities Office.

AREA HEALTHCARE FACILITIES

The following agencies are available locally to provide health care or testing for students: Community Free Clinic, Hagerstown Medical Laboratory, Health@Work, Washington County Health Department, and Meritus Medical Center. The college is not affiliated financially with any of these facilities.

FACULTY/STAFF AND FACILITY TELEPHONE DIRECTORY

Sonja Akers	2447
Michele Blash mlblash@hagerstowncc.edu	2617
Matt Dorsey mjdorsey@hagerstowncc.edu	2434
Karen Hammond kshammond@hagerstowncc.edu	2241
Robin Hill rlhill@hagerstowncc.edu	2303
Malissa Hudson mjhudson@hagerstowncc.edu	2294
Lori Manilla lamanilla@hagerstowncc.edu	2293
Christa McAllister cmmcallister@hagerstowncc.edu	2286
Jan McLaughlin jmmclaughlin@hagerstowncc.edu	2380
Bryan Rausch bcrausch@hagerstowncc.edu	
Teresa Weedon tmweedon@hagerstowncc.edu	2393
Gina Yurek rlyurek@hagerstowncc.edu	2627

Facility Numbers: In the event of an absence, the student must phone the assigned clinical facility before the start of the clinical affiliation.

Berkeley Medical Center	304-264-1000
Brook Lane Psychiatric Center	301-733-0330
Carroll Hospital Center	410-848-3000
Chambersburg Hospital	717-765-3416
Children's Hospital	202-476-5000
Fahrney-Keedy Home & Village	301-733-6284
Frederick Memorial Hospital	301-698-3300
Girls Inc.	301-733-5430
Greater Baltimore Medical Center	443-849-2000
Hagerstown Community College	240-500-2000
Head Start-Martin Luther King	301-797-5231
Head Start-Sargent Scriver	301-733-4640
Homewood at Williamsport	301-582-1628
Johns Hopkins Bayview Medical Center	410-550-0179
Manor Care	717-263-0436
Marshall Street School	301-766-8214
Meritus Medical Center	301-790-8000
Optimal Health Care, Inc.	301-790-4962
Penn State Milton Hershey Medical Center	717-531-8521
R. Adams Crowley Shock Trauma Center	410-328-9284
Veterans Affairs Medical Center	304-263-0811
War Memorial	304-258-1234
Western Maryland Hospital	301-791-4430
Williamsport Retirement Village	301-223-5397
Winchester Medical Center	540-536-8000

NURSING STUDENT HANDBOOK
ACKNOWLEDGMENT FORM-Student Copy

I have reviewed and agree to abide by the contents of the Nursing Handbook which includes the following:

Academic Integrity Policy
Awards
Area Healthcare Facilities
Assessment of Course Student Learning Outcomes
ATI (Assessment Technologies Institute, LLC)
ATI Policy and Procedure
Attendance
Calculation of Course Grades
Campus Bookstore
Cardiopulmonary Resuscitation (CPR)
Child Care
Clinical Affiliations
Code of Ethics for Practical Nurses
Code of Ethics for Registered Nurses
Computer Access and Code of Conduct
Computer Access & Computing Code of Conduct at Clinical Facilities
Confidentiality
Criminal Background Checks
Curriculum Plans
  Associate of Science Degree
  LPN-RN Transition
  Paramedic to RN Transition
  Practical Nursing Certificate
Department of Nursing Mission Statement
Diversity Statement
Drug Dosage Calculation Competency
Drug Screen
Electronic Devices
Email Correspondence
Faculty/Advisory Committee Meetings
General Use of Simulation Labs
Grade Appeal and General Grievance Policy
HCC Mission and Vision Statement
HCC Non-Discrimination Statement
HIPAA Policy
Inclement Weather
Infection Control
Latex Policy
Library
Malpractice Insurance
Management of the Impaired Student
Medical Release and/or Healthcare Provider Statement
Medication Administration
Moodle
Organizational Chart
Philosophy

Physical Examination
PN Curriculum Framework
Practical Nursing Program Course Outcomes
Practical Nursing Program Student Learning Outcomes
Professional Appearance
Progression and Retention
Readmission of Students to the Nursing Program
References for Employment
Registered Nurse Program Course Outcomes
Registered Nurse Program Student Learning Outcomes
RN and PN Nursing Program Outcomes
RN Curriculum Framework
Sexual Harassment
Skills Lab/Clinical Experiences
Social Networking Sites
Standards of Conduct
Student Honor Code and Pledge
Student Identification Cards
Student Nursing Associations (NSNA) (MANS)
Student Nursing Association (SNA)
Telephone Directory
Tobacco
Transfer from LPN to Associate Degree Nursing Program
Transfer from Other Colleges
Transfer from Other Nursing Programs
Transfer to Baccalaureate Nursing Programs
Welcome

Release and Authorization to Photograph/Videotape

In consideration for value received and other good and valuable consideration, releaser hereby consents to being the subject of the photographs or videotaping of releasee and use of my name, together with any subject matter owned by releaser, and hereby authorizes release to cause the same to be exhibited, with or without the advertising sponsorship, as still photographs, transparencies, motion pictures, television, video or other similar media; and for any use whatsoever.

Releaser hereby releases releasee, and any associates, as well as any assignees, from any and all claims for damages for libel, slander, invasion of privacy or any other claim based on use of the above-described material(s).

STUDENT PLEDGE

"I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a member of the college community, I hold the qualities of honesty and integrity in highest regard and will not violate them nor tolerate those who do."

Please note you are responsible for the policies in this book. Policy changes will be communicated to students using a variety of strategies: announcement, email, and posts on Moodle. The Director of Nursing is responsible for distributing any changes in policy.

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Confidentiality
Criminal Background Checks
Curriculum Plans
  Associate of Science Degree
  LPN-RN Transition
  Paramedic to RN Transition
  Practical Nursing Certificate
Department of Nursing Mission Statement
Diversity Statement
Drug Dosage Calculation Competency
Drug Screen
Electronic Devices
Email Correspondence
Faculty/Advisory Committee Meetings
General Use of Simulation Labs
Grade Appeal and General Grievance Policy
HCC Mission and Vision Statement
HCC Non-Discrimination Statement
HIPAA Policy
Inclement Weather
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Latex Policy
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Medical Release and/or Healthcare Provider Statement
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_____
Print Name

_____
Signature

_____
Date

This signed form must be turned into the Nursing Office and will be placed in the student files.