

HAGERSTOWN
COMMUNITY COLLEGE
2023-2024



Nursing
Student Handbook

**A HANDBOOK AND
PLANNER FOR STUDENTS**

2023-2024 Edition
(Reviewed 5/2023)

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 may be assessed.

Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742-6590
240-500-2380

Web Site: www.hagerstowncc.edu



This Handbook/Planner belongs to:

Name: _____

Phone: _____ E-Mail: _____

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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.

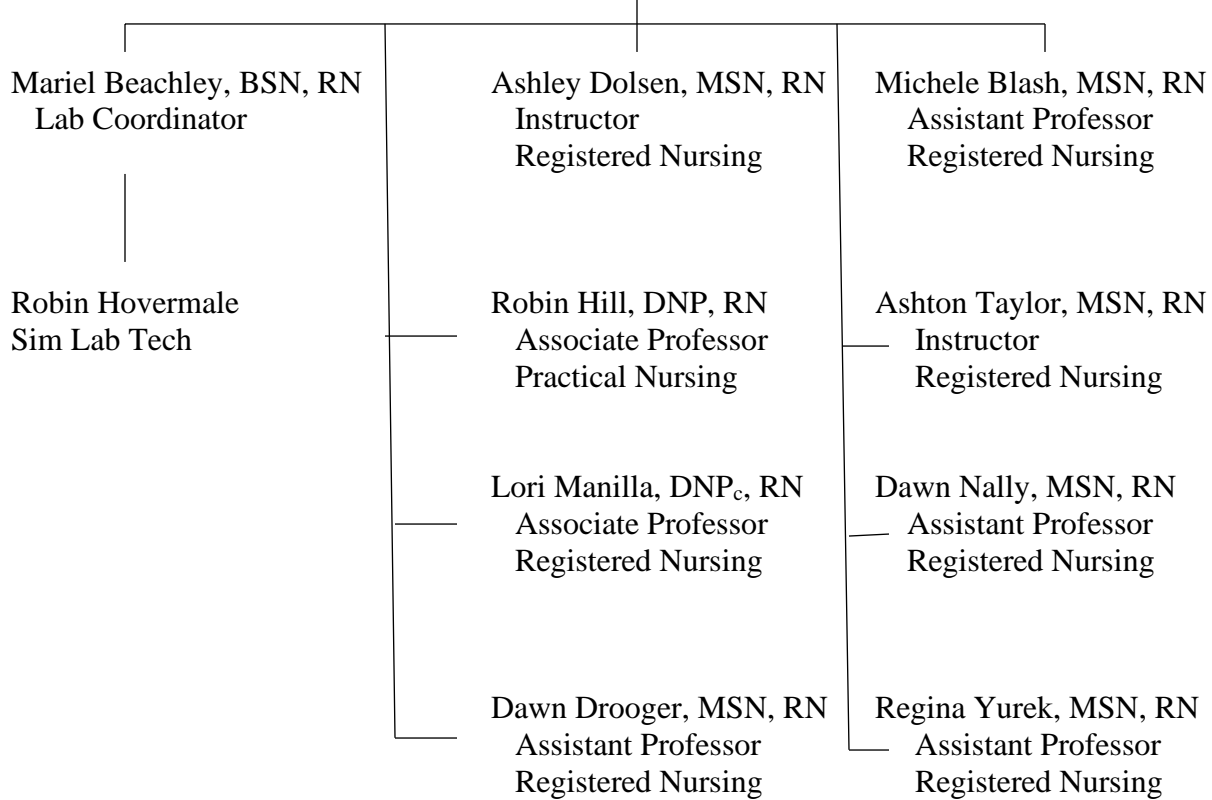
The HCC Nursing Faculty

ORGANIZATIONAL CHART
Division of Nursing and the College

Interim V.P. of
Academic Affairs
& Student Services
Dawn Schoenenberger

Director, Nursing
Division, Karen
Hammond, MSN, RN

Administrative Office
Associate III,
Jan McLaughlin



HCC MISSION STATEMENT

Hagerstown Community College ensures equitable access to affordable, high-quality educational programs, while fostering workforce development and cultural vitality in the region.

(<https://www.hagerstowncc.edu/about-hcc/president/mission-and-vision>)

HCC VISION STATEMENT

HCC will be the college of choice through demonstration of inclusive educational excellence, transformative growth, and community enrichment. (<https://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.

PURPOSE, BELIEFS AND PHILOSOPHY

The purpose of the program in nursing is to prepare individuals to function as entry-level LPN or RN staff nurses in primary, secondary and tertiary care, i.e. as generalists attending to illnesses that are common, recurrent and relatively predictable. Nursing graduates will be able to meet the National League for Nursing's and Quality and Education for Nurses (QSEN) competencies. The major themes of Maslow and Erickson provide the foundation for the nursing curriculum. Nursing graduates are eligible to apply to take the NCLEX examinations for licensure as Licensed Practical and/or Registered Nurses.

Quality and Safety Education for Nurses

Quality and Safety Education for Nurses (QSEN) is one of the professional standards that helps to provide a curriculum framework for the nursing program at Hagerstown Community College. The overall goal of QSEN is to prepare future nurses with the knowledge, skills and attitudes (KSA's) necessary to continuously improve the quality and safety of the healthcare systems in which they work. QSEN has identified six areas of competencies, each with individual knowledge, skill, and attitudes that promote quality and safety. The six competencies expected for pre-licensure nursing students are:

- **Patient-Centered Care**
Recognizing the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient’s preferences, values, and needs.
- **Teamwork and Collaboration**
Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect and shared decision making to achieve quality patient care.
- **Evidence Based Practice**
Integrate the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- **Quality Improvement**
Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- **Safety**
Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- **Informatics**
Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

National League for Nursing Educational Competencies Model

The nursing program at Hagerstown Community College (HCC) believes in and utilizes the NLN Educational Competencies Model (NLN, 2022) as one of the guiding forces for nursing education. The NLN seven core values of caring, diversity, ethics, excellence, holism, integrity and patient-centeredness, as well as the six integrating concepts of: context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork; are all interwoven throughout the HCC nursing curriculum. The core values and integrating concepts all support the achievement of the four competencies defined by the NLN for graduates of Practical nursing and Associate degree nursing programs.

Competencies for Associate degree nursing programs:

- **Human Flourishing**
Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
- **Nursing Judgment**
Make judgments in practice, substantiated with evidence that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.

- **Professional Identity**
Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
- **Spirit of Inquiry**
Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

Competencies for Practical nursing program:

- **Human Flourishing**
Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself and members of the health care team.
- **Nursing Judgment**
Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.
- **Professional Identity**
Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.
- **Spirit of Inquiry**
Question the basis for nursing actions, considering research, evidence, tradition and patient preferences.

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 <https://www.hagerstowncc.edu/docs/student-affairs/academic-integrity-policy-4045>.

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 its 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. 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. Program completion varies by pathway.
 - Sixty percent or greater of traditional and two-year program students will complete the nursing program in no more than 100% of the stated program length beginning with enrollment in the first nursing course.
 - Seventy percent or greater of practical nursing program students will complete the nursing program in no more than 100% of the stated program length beginning with enrollment in the first nursing course.
 - Seventy-five percent or greater of the LPN-RN transition students who begin the program will successfully complete the program within 100% of the time from the date of entry.
 - Seventy-five percent or greater of the Paramedic-RN transition students who begin the program successfully complete the program within 100% of the time from the date of entry.
 - Seventy-five percent or greater of the Military Medic/Corpsman to RN students who begin the program will successfully complete the program within 100% of the time from the date of entry.
2. Seventy-five percent of the graduate survey respondents at nine months after graduation express satisfaction with the nursing program.
3. Ninety percent or greater of the graduate survey respondents will be employed as entry-level practitioners within nine months of graduation.
4. Seventy-five percent of the graduate survey respondents will express satisfaction with the curriculum, environment, learning resources, support services, and policies.
5. Eighty-five percent or greater of the program graduates will pass the NCLEX on their first attempt.

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 attitude 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.

- All students planning on applying to the Registered Nursing program must watch the Nursing Preview video. Follow the instructions in the Nursing Preview video on how to document that you have watched the video before the Supplemental Application deadline. Students who are transferring credits in who have completed a nursing class at another accredited college are exempt from watching this video. Students who have only completed a CNA class must watch this video.
- Submit a completed program application known as the *Supplemental Application for the Nursing Program (RN)* form.
- Submit official SAT score (If taken within five years of application date).
- Submit official TEAS scores. Official TEAS score reports are required to be sent through the ATI site for TEAS taken at locations other than the HCC Testing Center. Students who do take the TEAS at HCC are encouraged to bring a copy of the scores or email the scores to the HCC Admissions Office. Applicants will not be considered for admission to the program until they achieve a 69% or higher on the Adjusted Individual Score for Reading and an Adjusted Individual Total Score of at least 60%. TEAS scores valid for three years from the testing date.

- Submit official AP scores if using these scores to meet one of the general education requirements. AP scores of 3 or higher are used.
- Official transcripts from all colleges attended even if the courses taken are not directly applicable to the RN program. HCC calculates cumulative GPA from all college coursework as part of the scoring process (students who took classes at HCC do not need to submit official HCC transcripts). All transcripts must be complete and show grades or outcomes for each class taken or the status of in-progress for classes that are in-progress at the application deadline.
- Completion of all required science courses within seven years prior to the application deadline.
- 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
- In addition to the minimum grade requirement for English Composition set forth by COMAR, HCC requires nursing students to complete *all* General Education requirements with a minimum grade of “C” or higher. If a student has a grade below a “C”, they are not eligible to be scored until that grade is replaced with a grade of “C” or higher.
- Foreign educated students must have their college transcripts evaluated by World Education Services (WES)
- The nursing program is a Maryland Health Manpower Shortage program. All students who apply for this program must be eligible to work in the State of Maryland at the application deadline and while enrolled in the program.

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 of the first year nursing courses (NUR 105, NUR 127, NUR 224, NUR 229) and a minimum overall grade of 77% in each of the second year nursing courses (NUR 126, NUR 226, NUR 228, NUR 230, NUR 231). Two final course grades below a 75% in the first year of the program and/or below a 77% in the second year of the program means a dismissal from the Nursing program and the student cannot continue or reapply to the RN program for 5 years; (2) a minimum exam grade average of 75% in each of the first year nursing courses and a minimum exam grade average of 77% in each of the second year nursing courses; (3) a minimum grade of 77% 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) satisfactory for both the laboratory and clinical experiences. Students who receive an unsatisfactory in the 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 $\geq 92\%$ 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 ATI Testing Policy and Procedures.)

THREE-YEAR PROGRAM PATHWAY

Pre-clinical Semester I

Select one Mathematics course from
 approved General Education course list3
 ENG 101 English Composition3
 BIO 203 Human Anatomy and Physiology I.....4
 Select one Arts/Humanities course from
 approved General Education course list3
 PSY 101 General Psychology3

Pre-clinical Semester II

PSY 204 Developmental Psychology:
 Lifespan Human Development3
 ENG 102 Composition and Literature3
 BIO 204 Human Anatomy and Physiology II.....4
 SOC 101 Introduction to Sociology3

Semester I

NUR 105 Foundations of Nursing9

Semester II

NUR 127 Nursing Care of Children4
 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 Behavioral Health Nursing4

Semester V

NUR 228 Contemporary Trends in Nursing and Leadership2
NUR 230 Nursing Care of the Acute and Chronically Ill Adult II.....4
NUR 231 Nursing Care of the Acute and Chronically Ill Adult III4
Degree Requirement70

TWO-YEAR PROGRAM PATHWAY

Pre-clinical Semester I

BIO 203 Human Anatomy and Physiology I.....4
ENG 101 English Composition3
PSY 101 General Psychology.....3
Select one Mathematics course from approved General Education course list3

Semester II

NUR 105 Foundations of Nursing9
BIO 204 Human Anatomy and Physiology II.....4
PSY 204 Developmental Psychology: Lifespan Human Development3

Semester III

NUR 127 Nursing Care of Children4
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 Behavioral Health Nursing4
ENG 102 Composition and Literature3
Select one Arts/Humanities course from approved General Education course list3

Semester V

NUR 228 Contemporary Trends in Nursing and Leadership2
NUR 230 Nursing Care of the Acute and Chronically Ill Adult II.....4
NUR 231 Nursing Care of the Acute and Chronically Ill Adult III4

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. For the three-year pathway, points are earned by the number of program required general education courses completed, grade point average in program required general education courses, cumulative grade point average for all college courses taken and for students who have completed their program required general education courses at HCC. For students applying for the two-year pathway, scoring will use TEAS scores or SAT scores (two-year pathway is for students who have not started their program required general education classes). Those with the greatest points are admitted into 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 year 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. Those students accepted into the program must submit a \$50 enrollment deposit when accepting their spot in the program. This deposit will be applied to tuition for the semester and is nonrefundable.
2. Successful completion of program requirements at the time of application.
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.
8. Mandatory attendance to the Information Session prior to the start of NUR 105.

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. 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. A nominal fee may apply for these 17 credits to be placed on the student's record.

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 official TEAS scores. . Official TEAS score reports are required to be sent through the ATI site for TEAS taken at locations other than the HCC Testing Center. Students who do take the TEAS at HCC are encouraged to bring a copy of the scores or email the scores to the HCC Admissions Office. Applicants will not be considered for admission to the program until they achieve a 69% or higher on the Adjusted Individual Score for Reading and an Adjusted Individual Total Score of at least 60%. TEAS scores valid for three years from the testing date.
- Official transcripts from all colleges attended even if the courses taken are not directly applicable to the RN program. HCC calculates cumulative GPA from all college coursework as part of the scoring process (students who took classes at HCC do not need to submit official HCC transcripts).

- 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.
- In addition to the minimum grade requirement for English Composition set forth by COMAR, HCC requires nursing students to complete all General Education requirements with a minimum grade of “C” or higher.
- Must have active LPN license and submit it to the Admissions Office.
- Satisfactory letter of recommendation letter from most recent nurse manager must be submitted to the Admissions Office.
- Verification from an employer of at least six months full-time employment as an LPN, or the equivalent number of hours (at least 832 hrs.) within the past 2 years. These requirements must be met by the application deadline. Documents submitted must clearly show dates of employment if you have worked at least six months full-time. If you have not worked six months full-time, hours of employment must be shown and must meet the required 832 hours by the application deadline.
- 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 of the first year nursing courses (NUR 224) and a minimum overall grade of 77% in each of the second year nursing courses (NUR 126, NUR 195, NUR 228, NUR 231). Two final course grades below a 75% in the first year of the program and/or below a 77% in the second year of the program means a dismissal from the Nursing program and the student cannot continue or reapply to the RN program for 5 years; (2) a minimum exam grade average of 75% in each of the first year nursing courses and a minimum exam grade average of 77% in each of the second year nursing courses; (3) a minimum grade of 77% on 50% or more of the total exams for the courses during the second year of the program (NUR 126, NUR 195, NUR 228, NUR 231); (4) a minimum grade of 90% on a drug calculation exam each semester, and (5) satisfactory for both the laboratory and clinical experiences. Students who receive an unsatisfactory in the 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 $\geq 92\%$ 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 ATI Testing Policy and Procedures.)

General Education Requirements 33 Credits

Arts/Humanities

Select one Arts/Humanities course from approved General Education course list3

Behavioral/Social Sciences

PSY 101 General Psychology3
PSY 204 Developmental Psychology:
Lifespan Human Development3
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 Composition3
ENG 102 Composition and Literature3

Mathematics

Select one Mathematics course from approved General Education course list3

Nursing Course Sequence Program Requirements 37 credits

Semester II

NUR 195 LPN/Paramedic/Military Medic/Corpsman to RN Transition Course8
Upon successful completion of NUR 195, students will be granted 17 additional credits based on prior learning and skills from practical nursing work experience.

Semester II

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

Semester III

NUR 228 Contemporary Trends in
Nursing and Leadership2
NUR 231 Nursing Care of the Acute
and Chronically Ill Adult III4

Degree Requirement70

Selection Criteria

Students will be admitted to the LPN to RN 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 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. Those students accepted into the program must submit a \$50 enrollment deposit when accepting their spot in the program. This deposit will be applied to your tuition for the semester and is not refundable.
2. Successful completion of the program requirements in progress at the time of application.
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 education 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. A nominal fee may apply for these 17 credits to be placed on the student's record.

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.

- All students planning on applying to the Registered Nursing program must attend a Nursing program preview before the supplemental application deadline.
- Submit a completed program application known as the [*Supplemental Application for Paramedic to RN Transition Program*](#).
- Submit official TEAS scores. . Official TEAS score reports are required to be sent through the ATI site for TEAS taken at locations other than the HCC Testing Center. Students who do take the TEAS at HCC are encouraged to bring a copy of the scores or email the scores to the HCC Admissions Office. Applicants will not be considered for admission to the program until they achieve a 69% or higher on the Adjusted Individual Score for Reading and an Adjusted Individual Total Score of at least 60%. TEAS scores valid for three years from the testing date.
- Official transcripts from all colleges attended even if the courses taken are not directly applicable to the RN program. HCC calculates cumulative GPA from all college coursework as part of the scoring process (students who took classes at HCC do not need to submit official HCC transcripts).
- 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.
- In addition to the minimum grade requirement for English Composition set forth by COMAR, HCC requires nursing students to complete all General Education requirements with a minimum grade of "C" or higher.

- Verification from an employer of two years (3,328 hours) employment as a Paramedic within the past five years by the application deadline must be submitted to the Admissions Office. Document submitted must clearly show dates of employment.
- Satisfactory letter of recommendation from the most recent employer/manager must be submitted to the Admissions Office.
- Must have certification as a Paramedic and National Board of Registry certification (NREMT-P) submitted to the Admissions Office.
- 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 of the first year nursing courses (NUR 224) and a minimum overall grade of 77% in each of the second year nursing courses (NUR 126, NUR 195, NUR 226, NUR 228). Two final course grades below a 75% in the first year of the program and/or below a 77% in the second year of the program means a dismissal from the Nursing program and the student cannot continue or reapply to the RN program for 5 years; (2) a minimum exam grade average of 75% in each of the first year nursing courses and a minimum exam grade average of 77% in each of the second year nursing courses; (3) a minimum grade of 77% on 50% or more of the total exams for the courses during the second year of the program (NUR 126, NUR 195, NUR 226, NUR 228); (4) a minimum grade of 90% on a drug calculation exam each semester, and (5) satisfactory for both the laboratory and clinical experiences. Students who receive an unsatisfactory in the 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 $\geq 92\%$ 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 ATI Testing Policy and Procedures.)

General Education Requirements 33 Credits

Arts/Humanities

Select one Arts/Humanities course from approved General Education course list3

Behavioral/Social Sciences

PSY 101 General Psychology3
PSY 204 Developmental Psychology:
Lifespan Human Development3
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 Composition3
ENG 102 Composition and Literature3

Mathematics

Select one Mathematics course from approved General Education course list3

Nursing Course Sequence

Program Requirements 37 credits

Semester I

NUR 195 LPN/Paramedic/Military Medic/Corpsman to RN Transition Course8
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 Behavioral Health Nursing4
NUR 228 Contemporary Trends in Nursing and Leadership2

Degree Requirement70

Selection Criteria

Students will be admitted to the Paramedic to RN 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. Those students accepted into the program must submit a \$50 enrollment deposit when accepting their spot in the program. This deposit will be applied to your tuition for the semester and is not refundable.
2. Successful completion of program requirements in progress at the time of application.
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.

MILITARY MEDIC/CORPSMAN TO RN TRANSITION PROGRAM

Associate of Science Degree

Purpose: For military medics/corpsman 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. 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. A nominal fee may apply for these 17 credits to be placed on the student's record.

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.

- All students planning on applying to the Registered Nursing program must attend a Nursing program preview before the supplemental application deadline.
- Submit a completed program application known as the [*Supplemental Application for Military Medic/Corpsman to RN Transition Program*](#).
- Submit official TEAS scores. . Official TEAS score reports are required to be sent through the ATI site for TEAS taken at locations other than the HCC Testing Center. Students who do take the TEAS at HCC are encouraged to bring a copy of the scores or email the scores to the HCC Admissions Office. Applicants will not be considered for admission to the program until they achieve a 69% or higher on the Adjusted Individual Score for Reading and an Adjusted Individual Total Score of at least 60%. TEAS scores valid for three years from the testing date.
- Official transcripts from all colleges attended even if the courses taken are not directly applicable to the RN program. HCC calculates cumulative GPA from all college coursework

as part of the scoring process (students who took classes at HCC do not need to submit official HCC transcripts).

- 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.
- In addition to the minimum grade requirement for English Composition set forth by COMAR, HCC requires nursing students to complete all General Education requirements with a minimum grade of “C” or higher.
- Verification from an employer of two years (3,328 hours) employment as a Military Medic/Corpsman within the past five years by the application deadline must be submitted to the Admissions Office. Documents submitted must clearly show dates of employment.
- Satisfactory letter of recommendation from most recent employer/manager must be submitted to the Admissions Office.
- Must submit a DD214 or have documented past or present status of a “Navy Corpsman” (HM3) course completed, NER-HN-004, “Army 68W”, or “USAF 4NO” skill identifier for this advanced placement option into the Nursing program. Additionally, Military Medics must submit SMART transcripts which document required experiences with use of administration of medication, documentation of patient care, experiences with use of medical and surgical asepsis, and maintaining safety in patient care.
- 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 of the first year nursing courses (NUR 224) and a minimum overall grade of 77% in each of the second year nursing courses (NUR 126, NUR 195, NUR 226, NUR 228). Two final course grades below a 75% in the first year of the program and/or below a 77% in the second year of the program means a dismissal from the Nursing program and the student cannot continue or reapply to the RN program for 5 years; (2) a minimum exam grade average of 75% in each of the first year nursing courses and a minimum exam grade average of 77% in each of the second year nursing courses; (3) a minimum grade of 77% on 50% or more of the total exams for the courses during the second year of the program (NUR 126, NUR 195, NUR 226, NUR 228); (4) a minimum grade of 90% on a drug calculation exam each semester, and (5) satisfactory for both the laboratory and clinical experiences. Students who receive an unsatisfactory in the 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 $\geq 92\%$ 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 ATI Testing Policy and Procedures.)

General Education Requirements 33 Credits

Arts/Humanities

Select one Arts/Humanities course from
approved General Education course list3

Behavioral/Social Sciences

PSY 101 General Psychology3
PSY 204 Developmental Psychology:
 Lifespan Human Development3
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 Composition3
ENG 102 Composition and Literature3

Mathematics

Select one Mathematics course from
approved General Education course list3

Nursing Course Sequence 37 credits

Semester I

NUR 195 LPN/Paramedic/Military Medic/Corpsman
to RN Transition Course8
*Upon successful completion of NUR 195, students will
be granted 17 additional credits based on prior learning
and skills from military medic/corpsman work experience.*

Semester II

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

Semester III

NUR 226 Behavioral Health Nursing.....4
NUR 228 Contemporary Trends in
Nursing and Leadership2

Degree Requirement70

Selection Criteria

Students will be admitted to the Military Medic/Corpsman to RN 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 Military Medic/Corpsman 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. Those students accepted into the program must submit a \$50 enrollment deposit when accepting their spot in the program. This deposit will be applied to your tuition for the semester and is not refundable.
2. Successful completion of program requirements in progress at the time of application.
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.

**Associate of Science Degree in Nursing Program
End of 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 holistic care. (3)
2. Adhere to quality of care and safety standards in both acute and community-based environments. (5, 6)
3. Practice within the ethical and legal framework of the nursing profession. (1)
4. Advocate for clients respecting their diversities. (1)
5. Employ therapeutic verbal, nonverbal, and written communication skills. (2)
6. Exercise leadership skills in the management of care. (3, 5)

QSEN

1. Patient Centered Care
2. Teamwork & Collaboration
3. Evidence-based Practice
4. Quality Improvements
5. Safety
6. Informatics

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 be evaluated by a variety of assessments, such as exams, quizzes, projects, rubrics, and clinical and laboratory assessments. Practice assessments and/or content mastery exams are given in every course. In the final nursing course for the program, 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 attitudes 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 end of program student learning outcomes are evaluated on graduate surveys 9-months post-graduation. 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. The Systematic Plan of Evaluation is regularly reviewed by the faculty and updated based on the ACEN (Accreditation Commission for Education in Nursing) accreditation standards.

End of Program Student Learning Outcomes	Course Student Learning Outcomes				
	NUR 105	NUR 127	NUR 229	NUR 224	NUR 126
1. Utilize critical thinking in implementation of the nursing process to plan holistic care. (3)	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. (5, 6)	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. Practice within the ethical and legal framework of the nursing profession. (1)	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.

End of Program Student Learning Outcomes	Course Student Learning Outcomes				
	NUR 105	NUR 127	NUR 229	NUR 224	NUR 126
4. Advocate for clients respecting their diversities. (1)	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.
5. Employ therapeutic verbal, nonverbal, and written communication skills. (2)	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.
6. Exercise leadership skills in the management of care. (3, 5)	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.

End of 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 holistic care. (3)	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. (5, 6)	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. Practice within the ethical and legal framework of the nursing profession. (1)	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.

End of Program Student Learning Outcomes	Course Student Learning Outcomes				
	NUR 226	NUR 228	NUR 230	NUR 231	NUR 195
4. Advocate for clients respecting their diversities. (1)	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.
5. Employ therapeutic verbal, nonverbal, and written communication skills. (2)	Employ therapeutic use of self to structure nursing interventions that facilitate progress towards expected outcomes.	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.
6. Exercise leadership skills in the management of care. (3, 5)	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.

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 March 15. Students who complete admissions requirements and submit all required documentation will be considered for the program.

- All students planning on applying to the Practical Nursing program must watch the Nursing Preview video. Follow the instructions in the Nursing Preview video on how to document that you have watched the video before the Supplemental Application deadline. Students who are transferring credits in who have completed a nursing class at another accredited college are exempt from watching this video. Students who have only completed a CNA class must watch this video.
- An official copy of a high school transcript or GED scores
- A completed program application known as the [*Supplemental Application for the Practical Nursing Program*](#) form
- Official TEAS scores must be submitted. . Official TEAS score reports are required to be sent through the ATI site for TEAS taken at locations other than the HCC Testing Center. Students who do take the TEAS at HCC are encouraged to bring a copy of the scores or email the scores to the HCC Admissions Office. Applicants will not be considered for admission to the program until they achieve a 69% or higher on the Adjusted Individual Score for Reading and an Adjusted Individual Total Score of at least 60%. TEAS scores valid for three years from the testing date.

- Official transcripts for all colleges attended. HCC calculates cumulative GPA from all college coursework as part of the scoring process (Students who took classes at HCC do not need to submit official HCC transcripts).
- Completion of [BIO 203](#) at the application deadline
- Completion or in progress [BIO 204](#) at the application deadline
- Completion of all required science courses within seven years prior to the application deadline
- Completion or in progress of [ENG 101](#) at the application deadline (*[ELL 101](#) is an approved substitution for ENG 101*)
- Completion or in progress of [PSY 101](#) at the application deadline
- Completion or in progress of [MAT 090](#) or [MAT 095](#) at the application deadline
- 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 evaluated 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) satisfactory for both the laboratory and clinical experiences. Students who receive an unsatisfactory in the 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 ATI Testing Policy and Procedures.)

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, successfully completed required general education courses and cumulative grade point average for all college coursework. 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 June 1. 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. Those students accepted into the program must submit a \$50 enrollment deposit when accepting their spot in the program. This deposit will be applied to tuition for the semester and is nonrefundable.
2. ENG 101, BIO 204, PSY 101 and MAT 090 or MAT 095 with a grade of “C” or better must be completed or in progress at the application deadline. Students must have completed BIO 203 prior to the spring semester in the same year.
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 Essential Functions and Abilities 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.

End of Program Student Learning Outcomes

Practical Nursing Program

Graduates of the Practical Nursing Program:

1. Use the nursing process to identify the interrelationship among the person, the environment, health, and the role of nursing. (1, 3)
2. Contribute to the development of the nursing plan of care using application of knowledge, judgment, principles of communication, specialized skills, creative problem solving, and critical thinking. (2, 3)
3. Practice within the legal and ethical framework of practical nursing. (3, 5)
4. Manage and provide care within and across healthcare settings under supervision according to the LPN scope of practice. (4, 6)

QSEN

1. Patient Centered Care
2. Teamwork & Collaboration
3. Evidence-based Practice
4. Quality Improvements
5. Safety
6. Informatics

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 attitudes 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 end of program student learning outcomes are evaluated on graduate surveys 9-months post-graduation. A program outcome guide (POG) is completed each year which evaluates the entire PN program. These assessments are on the college website for public review. The Systematic Plan of Evaluation is regularly reviewed by the faculty and updated based on the ACEN (Accreditation Commission for Education in Nursing) accreditation standards.

End of Program Student Learning	Course Learning Outcomes NUR 111	Course Student Learning Outcomes NUR 112	Course Student Learning Outcomes NUR 113	Course Student Learning Outcomes NUR 114	Course Student Learning Outcomes NUR 115
1. Use the nursing process to identify the interrelationship among the person, the environment, health, and the role of nursing.	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. Contribute to the development of the nursing plan of care using application of knowledge, judgment, principles of communication, specialized skills, creative problem solving, and critical thinking.	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.

End of Program Student Learning Outcomes	Course Learning Outcomes NUR 111	Course Student Learning Outcomes NUR 112	Course Student Learning Outcomes NUR 113	Course Student Learning Outcomes NUR 114	Course Student Learning Outcomes NUR 115
3. Practice within the ethical and legal framework of Practical nursing.	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.
4. Manage and provide care within and across healthcare settings under supervision and according to the LPN scope of practice.	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.

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 other colleges attended must be received by the application deadline and a completed *Transcript Evaluation Request* must be submitted. A transfer evaluation will be done on all transcripts by the Registrar 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 OF NURSING CREDITS FROM OTHER COLLEGES

Students meeting the expectations for professional standards of conduct as defined in the HCC policy for Academic Integrity may apply to transfer nursing credits into the Hagerstown Community College (HCC) Nursing Program. **NOTE:** Students may transfer up to 75 percent of their degree or certificate requirements. All transfer students working for a degree or certificate must take at least 25 percent of their credits at HCC.

- The transfer institution must meet the accreditation standards for all other HCC transfer students as listed in the [HCC catalog](#).
- Must have a letter of recommendation from the Dean/Director of Nursing at their transfer institution.
- The student should schedule an appointment with the Retention Specialist for Nursing to begin the transfer process and complete the transfer evaluation request form.
- The student needs to schedule an appointment with the Director of Nursing and the nursing transfer committee.
- The student will need:
 - To complete an online application for both HCC and a supplemental application for the RN nursing program.
 - Official transcript/s from all colleges attended.
 - 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.
 - Only credits with a “C” or better will be considered from the transfer institution for transfer into the HCC Nursing Program.
 - Students who have not taken the TEAS exam, or their TEAS exam is over three years’ old will need to re-take the exam. (TEAS scores must meet current HCC Nursing Program scores and be on file in the Admissions Office.)
 - Gen-Ed courses will most likely transfer in. Student is responsible for any cost associated for ATI exams.
 - Fundamentals course will transfer in with the following stipulations:

- Student must take and pass the ATI exam for Fundamentals with a Level 2 or greater. (If it's been over a year since the student took the exam).
- Students must provide their Fundamental syllabus from the transfer institution.
- Students must pass basic fundamental skills in the Nursing Lab.
- Student **must** take all three Med-Surg courses at HCC.
 - Med-Surg courses will not transfer in.
- Student **must** take Pharmacology course at HCC.
 - Pharmacology courses will not transfer in.
- Other nursing courses may transfer in:
 - Students must provide Syllabus for each transfer nursing course.
 - Students must achieve a Level 2 on the ATI content mastery exam for that course, if it's been over a year since taking the exam.
- After the above qualifications are met, the committee will confer and decide appropriate course to integrate the student into the RN program.
 - Contingent on space in the nursing courses at the time of transfer.

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 various learning modules 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. Students may be required to sign an Authorization to Release Information form for ATI to receive data on individual student NCLEX results.

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 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 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 are expected to use feedback from results of their ATI testing to identify knowledge strengths and potential knowledge deficits.

Policy for Remediation/Retake of the PN/ADN Comprehensive Predictor Exam

- Any student, who does not meet the required 92% (Predicted Probability of Passing NCLEX) on the first attempt, must enroll in Virtual ATI and complete the program to received a green light from ATI to take NCLEX.
- This is included as part of the ATI package.
- Students will be required to meet with the ATI coordinator to discuss Virtual ATI and to ensure the student is enrolled and can navigate the site.

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 Review

- All ADN and PN students are required to take their respective ATI NCLEX live review course prior to taking the NCLEX 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.

Background checks are completed online through Castle Branch and must be completed by the deadline indicated on acceptance paperwork.

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.

Drug screen results will need to be uploaded by the student onto the Castle Branch compliance tracker website by the deadline indicated on acceptance paperwork.

COVID VACCINATION

All nursing students will have to submit proof of Covid vaccination by the deadline indicated on the acceptance paperwork. HCC follows mandates by clinical sites regarding Covid vaccination requirements.

Covid vaccination documentation will need to be uploaded by the student onto the Castle Branch compliance tracker website by the deadline indicated on acceptance paperwork.

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 by the date indicated. **All health related paperwork will need to be uploaded by the student onto the Castle Branch compliance tracker website by the deadline indicated on acceptance paperwork.**

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.

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 upload the form to the Castle Branch compliance tracker 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 uploaded to the Castle Branch compliance tracker. Students who are 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 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 by the date indicated.
- Any updated immunizations must be reported in writing.
- Flu vaccination will need to be updated yearly.

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 provider 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.

CPR certification will need to be uploaded by the student onto the Castle Branch compliance tracker website by the deadline indicated.

Procedure

1. All new students must submit a copy of their CPR certification 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.
3. Students need to 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.
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 Medic Alert-type bracelet.

Any student diagnosed with an actual *latex allergy* is advised to wear a Medic Alert-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. Due to more course content and exams being delivered through online methods, students must have access to a computer with a microphone, as well as, having access to the Internet.

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.
- Any photographs or videotaping taken at clinical agencies or HCC laboratories is prohibited, unless permission is granted by the appropriate instructor.

Students agree to uphold all HIPAA and other privacy requirements (see HIPAA policy).

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. Nose and eyebrow piercing limited to one small unobtrusive nose stud, one small eyebrow ring, no other facial piercings.
 2. Ear gauges/spacers must be smaller than a dime, and any gauges worn in patient care areas must be solid in nature and not hollow.
 3. No other visible body piercings or spacers.

- d. Tattooing
 - 1. Those that consist of nudity, profanity, are racial in nature, or offensive is not permitted and therefore, should be covered, so they are not visible or exposed.
- e. Nails
 - 1. Natural fingernails should be clean and appropriately trimmed. Nails must be less than ¼ inch past the tip of the finger to allow thorough cleaning underneath the nail.
 - 2. Nail enhancements (including, but not limited to, extender, gel nails, gel nail polish, wraps, nail jewelry, and tips) are not permitted.
 - 3. If nail polish is worn, the surface must be smooth and free of cracks or chips.
- f. No perfume, cologne, or scented lotions.
- g. No tobacco smoke odor.

II. RN Uniform

- a. Health Care Facilities
 - 1. Official school scrub top, black scrub pants (must be 1” off the floor), and lab jacket. Scrub top and lab jacket must display the college logo.
 - 2. Clean white or black leather shoes with closed toes or athletic shoes that are predominantly white or black in color and lace.
 - 3. Scrub uniforms, which are supplied by the agency, are required for maternity, post anesthesia recovery unit, and the operating room. Students must wear HCC clinical scrubs to the agency.
 - 4. Mental health facilities, official school scrub top and black scrub pants, and white or black leather shoes with closed toe and heel or athletic shoes that are predominantly white or black in color and lace.
- 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 scrub top and black scrub pants. Polo top must display the college logo.
 - 2. White or black leather shoes with closed toe and heel or athletic shoes that are predominantly white or black in color and lace.
- d. Skills Laboratory (including skills practice and check offs)
 - 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.
 - 2. A watch with a second hand.
 - 3. HCC ID badge must be worn above the waist.

III. PN Uniform

- a. Health Care Facilities
 - 1. Official school scrub top, royal blue scrub pants (must be 1” off the floor), and lab jacket. Scrub top and lab jacket must display the college logo.
 - 2. Clean white or black leather shoes with closed toes or athletic shoes that are predominantly white or black 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 must wear HCC clinical scrubs to the agency.
 5. Mental health facilities, official school polo top and royal blue scrub pants, and white or black leather shoes with closed toe and heel or athletic shoes that are predominantly white or black in color and lace.
- 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 royal blue scrub pants.
Polo top must display the college logo.
 2. White or black leather shoes with closed toe and heel or athletic shoes that are predominantly white or black in color and lace.
 - 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.
 2. A watch with a second hand.
 3. HCC ID badge must be worn.

Procedure

1. Students are expected to purchase two hospital uniforms, and at least one polo shirt (PN program only) 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 including proper HCC and facility badges, the instructor may send the student home (Attendance Policy may apply).
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: Any clinical day greater than 8 hours 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.

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

Any late arrival for lab/clinical, the student may be dismissed from lab/clinical and it may count as a full day absence. Any early departure from lab/clinical may be counted as a full day absence.

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 12 and 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 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.

TESTING REVIEW PROCEDURES

The following are the procedures faculty will use to conduct test review with First Year RN and PN students:

In Class:

- Exam reviews will be conducted in class to review the most missed questions.
- Desks must be clear of all items
- Cell phones must be turned off and put away
- All recording devices must be turned off and put away

One on One Review:

- Faculty will meet with students on an individual basis to review exams once the in-class review has occurred.
- These are by appointment only and must be done in person.
- All reviews must be completed within a week of the date the exam was taken.
- There will be no opportunity to review exams at the end of the semester.

The following are the procedures faculty will use to conduct test review with Second Year RN students:

- Faculty will do a concept review of exam questions with the class, online or in person, that are scored below 77%
- One-to-one review is done in person with students who have failed the exam.
- This review has to be done within the week of the date the exam was taken by appointment.
- There is no exam review at the end of the semester.

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% or greater on all exams during the first year of the nursing program to successfully complete each course and progress in the nursing program (NUR 105, NUR 127, NUR 224, NUR 229).
3. Students must achieve an average grade of 77% or greater on all exams during the second year of the nursing program to successfully complete each course and progress in the nursing program (NUR 126, NUR 195, NUR 226, NUR 228, NUR 230, NUR 231).

4. Students in the RN program must achieve a 77% score or greater 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 195, NUR 226, NUR 228, NUR 230, NUR 231).
5. First year nursing courses must be completed with a grade of 75% or above. A final grade below 75% in any first year nursing course is a failing grade and may stop the student's progression in the program (See Readmission to Nursing Program).
6. Second year nursing courses must be completed with a grade of 77% or above. A final grade below 77% in any second year nursing course is a failing grade and may stop the student's progression in the program (See Readmission to Nursing Program).
7. 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 D2L are unofficial grades, and are only intended to help students informally track their progress.
8. 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 in first year nursing courses, 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% or above on their exam grades for the first year nursing courses 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. Final course grades are calculated by determining the average of the exam grades. For those students who have an exam average of 77% or above in second year nursing courses, 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 77% or above on their exam grades for the second year nursing courses will automatically fail the course.

A = 90.0 – 100.0

B = 80.0 – 89.9

C = 77.0 – 79.9

D = 65.0 – 76.9

F = 64.9 – below

3. 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% or above on all exams in the first year of the nursing program (NUR 105, NUR 127, NUR 224, NUR 229) and achieve an average of 77% or above on all exams in the second year of the nursing program (NUR 126, NUR 195, NUR 226, NUR 228, NUR 230, NUR 231) 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 77% or above 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 195, NUR 226, NUR 228, NUR 230, NUR 231).
3. A final grade below 75% in any nursing course in the first year of the program or a final grade below 77% in any nursing course in the second year of the program is a failing grade and may stop the student’s progression in the program.

4. Any student who receives a final course grade below 75% (first year nursing courses) and/or 77% (second year nursing courses) for two nursing courses will be dismissed from the nursing program and will not be eligible to reapply to the program for 5 years.
5. 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).
6. 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).
7. Withdrawals or switching to audit from any course will count as an attempt. The student is responsible to go to the financial aid office prior to withdrawing from any course.
8. Students who fail or withdraw from a nursing course after readmission are not eligible to be return a second time. Students will be eligible to reapply to the nursing program five years after a second failure/withdrawal.
9. Students who fail the RN program will be eligible to apply to the PN program.
 - 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).
10. Students who are dismissed 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 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.

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 for 5 years.
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.)

ACCOMMODATIONS / DISABILITY SUPPORT SERVICES (DSS)

HCC provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and its amendments. All accommodations are based upon documentation that must be provided by a licensed or certified professional. It is the student's responsibility to contact the Disability Support Services Office and schedule an intake appointment at least two weeks prior to the start of classes, if accommodations are anticipated for the start of the semester. It is important to note that while accommodation requests can be initiated after the start of the semester, accommodations are not retroactive. Students can contact the DSS office by any of the following methods:

Location: Student Center, Advising Suite, Rooms 113/115

Phone: 240-500-2291/2273

Email: dss@hagerstowncc.edu

Online appointment scheduler: <https://hagerstown.craniumcafe.com/group/disability-support-services-dss>

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 <https://www.hagerstowncc.edu/docs/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 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 withdraw or switch to audit from any course will count as an attempt. Students who fail or withdraw from a nursing course after readmission are not eligible to return and can reapply to the nursing program after five years. 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. Any student who receives a final course grade below 75% (first year nursing courses) and/or 77% (second year nursing courses) for two nursing courses will be dismissed from the nursing program and will not be eligible to reapply for the program for five years.
7. Students who fail or withdraw from a nursing course after readmission are not eligible to be return a second time and can reapply to the program after 5 years.

HCC NURSING STANDARDS OF CONDUCT

Students of nursing have a responsibility to society to learn 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, Dallas, TX, on April 7, 2017.

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, Dallas, TX, on April 7, 2017.

**AMERICAN NURSES' ASSOCIATION
CODE OF ETHICS FOR NURSES**

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 America, 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. Students must meet all requirements set by the clinical sites to complete their clinical rotations.
4. 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, depending on facility regulations.

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 105 (Fundamentals)	4 patients total	4 students administer meds to one patient each	PO, SubQ, IM, SL, intranasal, IV, Transdermal, Otic, Optic, Vaginal, Rectal, (IV push as allowed by facility)

Clinical	Total Patients	Student Example	Route
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
NUR 195 (RN Transition)	4 patients total	4 students administer meds to one patient each	PO, SubQ, IM, SL, intranasal, IV, Transdermal, Otic, Optic, Vaginal, Rectal, (IV push as allowed by facility)

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.
- I acknowledge that I may play the role of a patient or family member during nursing labs. While in the role, I agree to be professional towards students, staff, and faculty.
- 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 videos.**
- **Please refer to RN and PN Professional Presentation policy 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 any time.**
- 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. Faculty will respond to emails received after 6 p.m. the next business day.

D2L LEARNING MANAGEMENT SYSTEM

D2L is an e-learning software utilized by Hagerstown Community College (HCC) for course management, in the majority of online and hybrid classes. It can also be used as a web-enhancement tool for face-to-face courses. The use of D2L has been integrated into the design of all courses in the nursing curriculum. Students will automatically be registered in D2L for the courses they are registered for. Students are expected to access D2L 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 D2L directed to students by faculty and staff.** Students who have questions or problems logging into D2L, may call 240-500-2701 or email distlearn@hagerstowncc.edu.

ELECTRONIC DEVICES

Standard

Electronic devices of any kind are prohibited unless approved by the instructor. Cell phones must be on silent mode when attending class and turned off when 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 worn on the outside of the school uniform above the waist.

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. Obtain certain student records.
4. Admission to the Athletic, Recreation and Community Center (ARCC).
5. Admission to scheduled free activities on campus, or sponsored activities off campus.
6. To check out certain materials from the ARCC, Student Center, and other campus locations.
7. As identification at designated clinical affiliation sites.
8. During simulation/skills labs.

FACILITY IDENTIFICATION BADGES

Any badges given out by Meritus need to be returned after every semester with your name attached to the nursing office. The badges will be returned to you the following semester in which you have a clinical rotation at Meritus. Any student who fails or withdraws from the program must return their badge to the nursing office to be returned to Meritus. If they are not received, Meritus will charge the student a fee to replace the badge.

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/CAMPUS CLOSINGS**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.

Highest Scholastic Award - Nursing

This award is given 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 is committed to utilizing the latest technology to provide services and resources to meet the academic and professional needs of all members of the college community. The library subscribes to a variety of electronic resources and offers a strong core collection of physical materials that fully support the college's programs and curriculum. Access expert librarians 24/7 through the website, or stop in for personal assistance. Personal and group study space, computers, and printing/copying available.

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.

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.nсна.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.

STUDENT NURSING ASSOCIATION (SNA)

Student organizations are subject to the HCC Student Organization Policy which can 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 organization 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.



OADN *Alpha Delta Nu Nursing Honor Society (Eta Nu Chapter)*

Alpha Delta Nu is the nursing honor society for associate degree nursing, nationally sponsored by the Organization for Associate Degree Nursing. Purpose: To promote scholarship and academic excellence in the profession of nursing. The objective of the Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing, encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. The society shall participate in the recruitment of qualified individuals into the profession of nursing and promote the role of the nurse in the community.

Students are invited to provisional membership after successful completion of the second semester of HCC's nursing course. Full membership and induction is granted in the final semester of study. Non-generic student (Bridge, Transition cohort) shall be offered membership if requirements met in the semesters prior to the fourth semester of the program.

Requirements:

- Earned grade of B or better in each nursing class
- No previous failures of any nursing class.
- Cumulative GPA of 3.3 or higher.
- Demonstrated conduct on campus and the clinical areas that reflects integrity and professionalism.
- Participate in one educational or recruitment project during the provisional membership. The project must be approved by the faculty advisor(s). The project must be conducted by the provisional members and full participation is required. The activity is a requirement for full membership.
- Each member who has met the requirements for induction into the society shall be required to pay a nominal fee for his/her society membership pin and honor cord.

AREA HEALTHCARE FACILITIES

The following agencies are available locally to provide health care or testing for students: Community Free Clinic, Meritus 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

Michele Blash 2617
mlblash@hagerstowncc.edu

Ashley Dolsen
acdolsen@hagerstowncc.edu

Dawn Drooger 2218
dadrooger@hagerstowncc.edu

Karen Hammond 2241
kshammond@hagerstowncc.edu

Robin Hill 2303
rlhill@hagerstowncc.edu

Robin Hovermale 2434
rmhovermale@hagerstowncc.edu

Lori Manilla 2293
lamanilla@hagerstowncc.edu

Jan McLaughlin 2380
jmmclaughlin@hagerstowncc.edu

Dawn Nally 2629
dgnally@hagerstowncc.edu

Ashton Taylor 2294
amtaylor2@hagerstowncc.edu

Gina Yurek 2627
rlyurek@hagerstowncc.edu

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
Homewood at Williamsport	301-582-1628
Johns Hopkins Bayview Medical Center	410-550-0179
Meritus Medical Center	301-790-8000
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
Washington County Hospice	301-791-6360
Western Maryland Hospital	301-791-4430
Williamsport Retirement Village	301-223-5397
Winchester Medical Center	540-536-8000

NURSING STUDENT HANDBOOK (2023/2024)
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
Accommodations/Disability Services
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)
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
Covid Vaccination
Criminal Background Checks
Curriculum Plans
 Associate of Science Degree
 LPN-RN Transition
 Military Medic/Corpsman to RN Transition
 Paramedic to RN Transition
 Practical Nursing Certificate
D2L Learning Management System
Department of Nursing Mission Statement
Diversity Statement
Drug Dosage Calculation Competency
Drug Screen
Electronic Devices
Email Correspondence
Facility Identification Badges
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
OADN-Alpha Delta Nu Nursing Honor Society (Eta Nu Chapter)
Organizational Chart
Physical Examination
Practical Nursing Program Course Student Learning Outcomes
Practical Nursing End of Program Student Learning Outcomes
Progression and Retention
Purpose, Beliefs and Philosophy
Readmission of Students to the Nursing Program
References for Employment
Registered Nurse Program Course Student Learning Outcomes
Registered Nurse End of Program Student Learning Outcomes
RN and PN Nursing Program Outcomes
RN and PN Professional Presentation
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
Testing Review Procedures
Tobacco
Transfer from LPN to Associate Degree Nursing Program
Transfer from Other Colleges
Transfer of Nursing Course Credits from Other Colleges
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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Covid Vaccination
Criminal Background Checks
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 LPN-RN Transition
 Military Medic/Corpsman to RN Transition
 Paramedic to RN Transition
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Department of Nursing Mission Statement
Diversity Statement
Drug Dosage Calculation Competency
Drug Screen
Electronic Devices
Email Correspondence
Facility Identification Badges
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
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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.

Print Name

Signature

Date

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