

NORTHAMPTON

COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

Handbook

2022-2023



Reviewed/Revised Annually

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



Nursing Program Student Handbook

The policies in this handbook apply to you, as a student in the Licensed Practical Nursing Program at Northampton Community College, and at any clinical site that you attend as part of the program. Read this manual carefully now and as needed during your enrollment in the Nursing Program. It is imperative that you are aware of ALL policies, are familiar with them, and adhere to them.

DISCLAIMER: The Program policies are subject to change at the discretion of the Program Director and faculty. Should changes be required, they will not be made capriciously, but for valid and necessary reasons.

NORTHAMPTON

COMMUNITY COLLEGE

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NCC HEALTH SCIENCES/HEALTHCARE EDUCATION COVID-19 POLICY

NCC continues to monitor the spread of COVID-19 and works closely with local and state health agencies. The college follows guidance issued by the Governor or PA Department of Education. Up to date information can be found at <https://www.northampton.edu/health-and-wellness.htm> Students are required to follow the PPE guidelines and policies of their assigned clinical site. Failure to comply with college or clinical site guidelines may result in disciplinary action, up to and including program dismissal.

1. Proof of a COVID-19 vaccination (one dose J & J, or two doses of Pfizer or Moderna) is mandatory for all students. Proof should be uploaded to your My Record Tracker account.
2. If you are not feeling well/experiencing any COVID-related symptoms, stay home! Be sure to notify your instructor, as well as your preceptor/manager, if applicable, as you have been instructed to during orientation with as much notice as possible.
3. Students and instructors are encouraged to wear a mask while on NCC property. Please be considerate of those around you and wear a mask if requested by your instructor or another student. Masks are available at building and classroom entrances, along with hand sanitizer.
4. NCC instructors and students should wear their NCC ID badge while on NCC property.
5. In the event a student needs to be dismissed from class due to COVID-19 symptoms or for coming in contact with a person who tested positive for COVID-19:
 - a. Student will be instructed to go home, isolate, and call their health care provider.
 - b. If student has a negative COVID-19 test, they will be required to share results with NCC.
 - c. If student has a positive COVID-19 test, they are required to report test results to the NCC Health Center at 610-861-5365.
 - d. If student has a positive COVID-19 test, they will be required to provide proof of a negative COVID-19 test prior to returning to class and/or clinical.
 - e. Students that cannot finish their class/program due to COVID-19 will be brought back into the next available class/course and can continue where they left off when

possible. If this occurs during clinical or externship, next steps may be determined by the protocols of the facility.

6. NCC instructors and students will adhere to these policies at all times while at NCC and adhere to facility policies during clinical rotation, which may include wearing a mask at all times, safety glasses and other PPE, as required by the clinical site.

7. Students may be required to have a COVID-19 test prior to clinical rotation if requested by the facility. If so, students will be responsible for the out-of-pocket expenses for the testing.

a. Students may not be allowed to enter clinical site without proof of a negative COVID-19 test.

b. Remember that a negative COVID-19 test today does not mean that you cannot contract COVID-19 tomorrow!

I have read and agree to abide by the aforementioned policy related to COVID-19:

Student's Name (PLEASE PRINT)

Student's Signature

Date



WEATHER INFORMATION/COLLEGE CLOSING

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

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

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

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

NORTHAMPTON

COMMUNITY COLLEGE

ACCREDITATION

Nursing Program

The Practical Nursing Certificate Program has full approval of the Pennsylvania State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program (July 2017) is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.asp>

College

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



NURSING DEPARTMENT PHILOSOPHY

PRACTICAL NURSING

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

The faculty view people as unique individuals who are members of a diverse and global community. Each person possesses unique physical, emotional, intellectual, spiritual, social and cultural dimensions that evolve with life experiences. These dimensions affect behavior and change across the life span. People are deserving of respect and dignity.

People exist as part of a global society with common interests and goals. The health care system is an integral part of this global society and exists to serve people and populations to achieve optimal health.

Health is a dynamic, holistic state of well-being, which is affected by multiple forces and the individual's perception of needs. Individuals strive to attain wellness through adaptation.

Nursing is an art and science, which uses caring as the foundation for practice to assist individuals to meet their basic needs and achieve optimal wellness. Nursing uses the nursing process, evidence-based practice, and clinical reasoning as a framework for decision-making. Nursing is an integral part of the health care system.

The faculty believe that learning is a dynamic, student-centered, lifelong interactive process in which knowledge is acquired in the cognitive, psychomotor, and affective domains. Learning occurs when knowledge can be acquired progressively with increasing levels of complexity. Situated cognition and experiential learning are essential to nursing education. In nursing education, learning is evident by the acquisition of knowledge, skills and attitudes relevant to the profession. Learners are served best through a mutual caring commitment between teacher and learner, and education that is accessible, flexible, and designed to meet the educational goals of students with a diversity of backgrounds, abilities and needs.

Education is an organized interactive process that provides a framework in which learning can occur. Teaching provides direction for learning. The use of a variety of teaching strategies facilitates the achievement of course and program outcomes.

The faculty support the National League of Nursing's (NLN) core values of caring, integrity, diversity, and excellence and takes pride in preparing nurses to deliver quality health care to individuals, families and communities.

The faculty support the NLN Educational Competencies for graduates of the Practical Nursing program which addresses human flourishing, nursing judgment, professional identify and a spirit of inquiry. In meeting those competencies, the faculty believes that the graduate of the practical nursing program is prepared to:

- provide safe, quality nursing care that is grounded in nursing knowledge, which serves as the basis for clinical decisions.
- provide care for patients in structured healthcare settings that is grounded in dignity and integrity and fosters a caring spirit, which encourages the promotion of health.
- provide safe, quality nursing care, which seeks rationales for clinical decisions based in evidence, research, tradition and patient preferences.
- deliver nursing care to patients with common, well defined health problems under the guidance of a registered nurse or licensed physician/dentist.
- use the nursing process in delivering patient-centered care to the individual and families that embraces diversity and serves patients across the lifespan.
- embrace a spirit of inquiry as the graduate integrates into the nursing profession and establishes the professional self as a member of the healthcare team.

Original Approval: May 20, 1976

New Approval: May, 1986

Revised: May 1988, June 1992, May 1993, 1998, 2000, 2002, 2010, 2013, 2014



Northampton Community College
Nursing Programs
Essential Functions

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

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

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

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

Sensory

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

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

Communication

Nursing students must be able to communicate effectively and efficiently in English.

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

Psychomotor Skills

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

Nursing Department Essential Functions	Clinical Examples
<p><u>Gross Motor Skills</u></p> <ul style="list-style-type: none"> • Move within confined spaces • Sit and maintain balance • Stand and maintain balance • Reach above shoulders (e.g., IV poles) • Reach below waist (e.g., plug electrical appliance into wall outlets) • Stoop and squat 	<ul style="list-style-type: none"> • Administer medication via a variety of routes • Institute appropriate nursing interventions to stabilize a patient's condition and/or prevent complications

Nursing Department Essential Functions	Clinical Examples
<p><u>Fine motor skills</u></p> <ul style="list-style-type: none"> • Pick up objects with hands • Grasp small objects with hands (e.g., IV tubing, pencil) • Write with pen or pencil • Key/type (e.g., use a computer) • Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) • Squeeze with fingers (e.g., eye dropper) 	<ul style="list-style-type: none"> • Coordinate eyes and hands/fingers with speed and accuracy to make precise • Calibrate equipment • Draw up solution/medication in a syringe • Twist objects with hands • Take vital signs, including blood pressure, pulse, temperature, respiratory rates, pulse oximetry • Insert catheters • Pick up or grasp small objects • Transmit information via electronic means
<p><u>Physical endurance</u></p> <ul style="list-style-type: none"> • Stand (e.g., at client side during surgical or therapeutic procedure) • Sustain repetitive movements (e.g., CPR) • Maintain physical tolerance (e.g., work entire shift) 	<ul style="list-style-type: none"> • Perform cardiopulmonary resuscitation (e.g., move above patient to compress chest and manually ventilate patient) • Stand/walk to complete clinical day (e.g., 8/12 hour shift) • Complete assigned clinical practice within an acceptable time period
<p><u>Physical strength</u></p> <ul style="list-style-type: none"> • Push and pull 25 pounds (e.g., position clients) • Support 25 pounds of weight (e.g., ambulate client) • Lift 25 pounds (e.g., pick up a child, transfer client) • Move light objects weighing up to 10 pounds (e.g., IV poles) • Use upper body strength (e.g., perform CPR, physically restrain a client) 	<ul style="list-style-type: none"> • Position patients • Use transfer techniques in moving and lifting patient in all age groups and weights • Assist with ambulation

<p><u>Mobility</u></p> <ul style="list-style-type: none"> • Twist • Bend • Stoop/squat • Move quickly (e.g., response to an emergency) • Climb (e.g., ladders/stools/stairs) • Walk 	<ul style="list-style-type: none"> • Maneuver in small spaces* • Move independently from room to room • Twist, bend, stoop, engage in procedures and direct patient care • *While health care agencies must meet ADA physical access standards, potential clients and equipment may limit the amount of available space in which to move.
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Intellectual and Cognitive Abilities

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

Nursing Department Essential Functions	Clinical Examples
<p><u>Reading:</u></p> <ul style="list-style-type: none"> • Read and understand written documents 	<ul style="list-style-type: none"> • Read and understand English printed documents (e.g., policies, protocols, standards of care) • Read measurement marks
<p><u>Arithmetic Competence:</u></p> <ul style="list-style-type: none"> • Read and understand columns of writing (e.g., flow sheet, charts) • Read digital displays • Read graphic printouts (e.g., EKG) • Calibrate equipment • Convert numbers to and/or from metric system • Read graphs (e.g., vital sign sheets) • Tell time • Measure time (e.g., count duration of contractions, etc.) • Count rates (e.g., drips/minute, pulse) • Use measuring tools (e.g., thermometer) • Read measurement marks (e.g., measurement tapes, scales, etc.) • Add, subtract, multiply, and/or divide whole numbers • Compute fractions (e.g., medication dosages) • Use a calculator • Write numbers in records 	<ul style="list-style-type: none"> • Use measurement tools recognized as central to the care of patients/clients • Perform dosage calculations in a time frame to deliver safe care

<p><u>Analytical Thinking</u></p> <ul style="list-style-type: none"> • Transfer knowledge from one situation to another • Process information • Evaluate outcomes • Problem solve • Prioritize tasks • Use long-term memory • Use short-term memory 	<ul style="list-style-type: none"> • Handle multiple tasks and problem solve simultaneously • Assimilate and apply knowledge acquired from multiple learning experiences • Seek supervision and consultation in a timely manner
<p><u>Critical Thinking</u></p> <ul style="list-style-type: none"> • Identify cause-effect relationships • Integrate knowledge and skills • Sequence information 	<ul style="list-style-type: none"> • Utilize assessment data in determining nursing diagnoses • Prioritize tasks • Comprehend and apply abstract concepts

Professional and Social Attributes

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

School of Nursing Essential Functions	Clinical Examples
<p><u>Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Negotiate interpersonal conflict • Respect differences in clients • Establish rapport with clients • Establish rapport with co-workers 	<ul style="list-style-type: none"> • Show respect for the differences in patients/clients and co-workers • Function as a member of an interdisciplinary team (e.g., consult, negotiate, share) • Establish rapport with patients/clients • Participate in partnered and group efforts in classroom and clinical learning activities • Practice in a manner that is non-judgmental and non-discriminatory • Interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds

<p><u>Emotional Stability:</u></p> <ul style="list-style-type: none"> • Establish therapeutic boundaries • Provide client with emotional support • Adapt to changing environment/stress • Deal with the unexpected (e.g., client going bad, crisis) • Focus attention on tasks • Monitor own emotions • Perform multiple responsibilities concurrently • Handle strong emotions (e.g., grief) 	<ul style="list-style-type: none"> • Function effectively under stress • Assume responsibility/accountability for own actions • Provide patient/family with emotional support • Adapt effectively to changing environments and increasing tension levels in a variety of situations (e.g., learning, patient care, emergencies)
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Application of Legal/Ethical Principles and Professional Standards

Nursing students must demonstrate professional attitudes and behaviors and must perform in an ethical manner in dealing with others. The nursing programs require personal integrity and the adherence to standards that reflect the values and functions of the profession. (NCC Policy on Student Professional Conduct <https://northampton.smartcatalogiq.com/2022-2023/college-catalog/policies-college-academic/policy-on-student-professional-conduct/>)

Department of Nursing Essential Functions	Clinical Examples
<ul style="list-style-type: none"> • Demonstrate the application of the professional nursing Code of Ethics to clinical practice • Adhere to the practice standards of the nursing profession • Adhere to the legal/ethical standards set forth by the Board of Nurse Examiners for the State of Pennsylvania • Apply negotiation and mediation skills in ethical decision making • Reflect the values of the profession in their practice 	<ul style="list-style-type: none"> • Abide by professional standards of practice • Demonstrate ethical and professional attitudes and conduct • Assist individuals and families in making end-of-life decision • Participate in ethics committee activities relative to patients/clients receiving nursing care • Participate in professional nursing organizations • Advocate for the welfare of individuals and groups

Legal/Ethical Principles and Professional Standards (Contd)	
Department of Nursing Essential Functions	Clinical Examples
<ul style="list-style-type: none"> • Demonstrate accountability for one's own practice • Take action to protect the public from the unsafe, illegal or unethical practice of others • Participate in the legal/regulatory/ social policy processes that influence health care and nursing practice • Act as a moral agent in the practice of nursing 	<ul style="list-style-type: none"> • Practice in a manner that preserves/protects client autonomy, dignity and rights • Act as a nurse advocate • Maintain client confidentiality



END OF PROGRAM STUDENT LEARNING OUTCOMES

PRACTICAL NURSING PROGRAM

1. Assist in the application of the nursing process to provide nursing care to individuals across the lifespan through efficient and effective use of resources in structured health care settings.
2. Communicate effectively with patients, their support systems, and the healthcare team through the use of interpersonal skills and technology.
3. Assess the health status and health care needs of patients through the collection of data within established protocols and guidelines.
4. Employ basic clinical decision making based on critical thinking skills to deliver safe effective nursing care under the supervision of an experienced registered nurse, physician, or dentist.
5. Demonstrate caring interventions based on accepted standards of care and the physiologic and psychosocial needs of the patient.
6. Collaborate with patients and their, support persons, members of the health care team and community agencies to provide patient-centered quality care.
7. Utilize the teaching-learning processes to promote, maintain, and restore health to individuals within communities.
8. Demonstrate professional accountability and commitment to standards of professional practice while practicing nursing within legal, ethical and regulatory frameworks.

The curriculum of the Practical Nursing Program is designed to support student achievement of the End of Program Learning Outcomes listed above. These outcomes reflect the knowledge, skills and attitudes expected of a novice Practical Nurse entering the profession. The NCC PN curriculum is based on contemporary practice and reflects the guidance provided by the National Council of State Boards of Nursing (NCSBN) NCLEX-PN[®] test plan, the National League of Nursing, and Pennsylvania State Board of Nursing.

Practical Nursing Certificate Program of Study

First Semester		
Course Code	Course Title	Credits
COL 101	College Success	1
NURS 101	Introduction to Nursing	8
ENGL 101C	English I	3
BIOS 160	Human Biology	4
PSYC 103	Introduction to Psychology	3
Total Semester Credits		19
Second Semester		
NURS 151	Medical/Surgical Nursing for the Practical Nurse	8
PSYC 258	Developmental Psychology	3
SOCA 103	Principles of Sociology	3
Total Semester Credits		14
Third Semester*		
NURS 205	Geriatric Nursing for the Practical Nurse	4
NURS 206	Maternal Nursing for the Practical Nurse	4
NURS 207	Mental Health Nursing for the Practical Nurse	3
		11
Total Credits		44

Please note: A student is not permitted to progress to the next semester in the program without successful completion of general studies courses in that current semester.

MINIMUM CREDITS NEEDED TO GRADUATE: 44

*Third Semester courses are offered in summer.



MATH TESTING POLICY

Errors in drug dosage calculation pose a significant threat to patient safety. As outlined in the Essential Functions document published in the college Catalog and Nursing Student Handbook a nursing student is expected to perform the same "essential functions of the employment position" as a licensed nurse. The standards for classroom and clinical participation are interpreted by the Nursing Department to reflect the essential functions of a nurse's employment. The *essential functions* are the basic cognitive, psychomotor, and affective activities that are essential to successful completion of the NCC nursing curriculum in leading to initial licensure as a nurse. **Arithmetic Competence** is one of the intellectual and cognitive abilities required and applies to the performance of dosage calculations in a time frame to deliver safe care.

Assessment of **Arithmetic Competence** is done through Medication Calculation testing in each clinical course of the nursing program.

- Students must achieve the minimum score on each Medication Math test in order to obtain a 'Satisfactory' clinical grade for clinical nursing courses.
- Minimum score requirement is 100% in all clinical nursing courses.
- Students are allowed three attempts for each test. The interval for testing is a minimum of 3 days and maximum of one week. The required test score must be achieved by the deadline articulated in the each clinical nursing course syllabus.
- A student who fails to meet the required score after the first attempt is required to meet with course faculty to discuss strategies for future success. Remediation may be assigned at that time.
- A student who fails to achieve the required score on the second test attempt is required to meet with the Nursing Support Specialist for remediation.
- Failure to achieve the required score on the third attempt by the established deadline will not be able to administer medications in the clinical area (or participate in clinical experiences) and, as a result, will not be able to meet the course learning outcomes required for satisfactory completion of the course. A grade of "F" for the course will be assigned.

NORTHAMPTON

COMMUNITY COLLEGE

NCC HEALTH SCIENCES/HEALTHCARE EDUCATION COVID-19 POLICY

1. Proof of a COVID-19 vaccination (one dose J & J, or two doses of Pfizer or Moderna) is mandatory for all students. Proof will be uploaded to myRecordTracker.
2. If you are not feeling well/experiencing any COVID-related symptoms, stay home! Be sure to notify your instructor, as well as your preceptor/manager, if applicable, as you have been instructed to during orientation with as much notice as possible.
3. Students and instructors are encouraged to wear a mask while on NCC property. Please be considerate of those around you and wear a mask if requested by your instructor or another student. Masks are available at building and classroom entrances, along with hand sanitizer.
4. NCC instructors and students should wear their NCC ID badge while on NCC property.
5. Students who need to be dismissed from class due to COVID-19 symptoms or for coming in contact with a person who tested positive for COVID-19:
 - a. Student will be instructed to go home, isolate, and call their health care provider.
 - b. If student has a negative COVID-19 test, they will be required to share results with NCC.
 - c. If student has a positive COVID-19 test, they are required to report test results to the NCC Health Center at 610-861-5365.
 - d. If student has a positive COVID-19 test, they will be required to provide proof of a negative COVID-19 test prior to returning to class and/or clinical.
 - e. Students that cannot finish their class/program due to COVID-19 will be brought back into the next available class/course and can continue where they left off when possible. If this occurs during clinical or externship, next steps may be determined by the protocols of the facility.
6. NCC instructors and students will adhere to these policies at all times while at NCC and adhere to facility policies during clinical rotation, which may include wearing a mask at all times, safety glasses and other PPE, as required by the clinical site.
7. Students may be required to have a COVID-19 test prior to clinical rotation if requested by the facility. If so, students will be responsible for the out-of-pocket expenses for the testing.
 - a. Students may not be allowed to enter clinical site without proof of a negative COVID-19 test.
 - b. Remember that a negative COVID-19 test today does not mean that you cannot contract COVID-19 tomorrow!

I have read and agree to abide by the aforementioned policy related to COVID-19:

Student's Name *(PLEASE PRINT)* _____

Student's Signature _____ Date _____

NORTHAMPTON
COMMUNITY COLLEGE



ATI TESTING AND REMEDIATION

What is ATI?

Assessment Technologies Institute (ATI) offers an Assessment-Driven Review (ADR) program designed to support mastery of essential nursing content, increase student pass rates on the nursing licensing exam and lower program attrition. NCC uses ATI throughout the Associate Degree Nursing Program. Used as a comprehensive program, ATI tools can help students prepare more efficiently, as well as increase confidence and familiarity with content. The ATI program includes post admission assessment of essential academic skills using the TEAS V test, Nurse Logic, Learning Systems, online practice and proctored testing over the major content areas in nursing and a comprehensive prediction of how well a student will perform on the NCLEX state board exam using the Comprehensive Predictor exam. In the last semester of the program student participate in Virtual ATI NCLEX, an on-line personalized, assessment-driven NCLEX review. The ATI resources are intended to supplement course content and enhance student learning. They are not to replace the course textbooks or faculty guided instruction.

How do ATI Tests Count in the Course Grade?

Performance on Content Mastery tests, submission of remedial work and/or completion of ATI assignments may be included in the calculation of course grades and will be outlined in each course syllabus. The ATI test(s) may be scheduled outside of class or lab time and the student is required to attend. All proctored testing will be done on-line and administered on campus. The testing schedule will be provided in the course syllabus.

What is the purpose of remediation?

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

How do students pay for ATI resources?

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

NORTHAMPTON COMMUNITY COLLEGE

STUDENT RELEASE OF INFORMATION FORM For Allied Health Clinical Sites Only

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the student's educational record from disclosure to unauthorized individuals. As an admitted and enrolled student in the NCC Allied Health program, additional documentation is required to be submitted, including criminal background checks and drug screening results. While these items are not part of the student educational record, they are maintained as confidential by the program/division. Northampton Community College is required to share positive results of criminal background checks and drug screening with any affiliated institution used for clinical education in the Allied Health programs.

I understand that information regarding these results will be released to the requestor according to the guidelines outlined in the affiliation agreement between the college and the clinical affiliate.

I understand that the clinical affiliate requires that positive results of my background check(s) be shared with the following individuals: the VP Human Resources, Labor/Employment Counsel, VP Patient Care Services, and/or the manager(s) of the unit where the student is assigned for clinical.

In connection with my admission and enrollment in an NCC Allied Health Program and my participation in the Program's clinical training opportunities, I hereby authorize the College and its agents to release any and all information relevant to my criminal record and/or drug screen results to any authorized clinical site representative it deems appropriate in order to determine my suitability to be enrolled in the Allied Health Program and/or to be assigned to a clinical site selected by the College. A photocopy of this release will be sufficient to authorize the release of the information.

Student Information: *(Please print legibly)*

Student ID

Student's Name (Last) (First) (Middle) (Previous)

Address (Street) (City) (State) (Zip)

Primary Phone Number

Secondary Phone Number

Signature of Student Authorizing Release

Date

NORTHAMPTON COMMUNITY COLLEGE

MEDICAL MARIJUANA POLICY

In order to be transparent regarding the entire drug screening process and the use of Medical Marijuana, Northampton Community College recognizes our responsibility to fully inform students of NCC's policy at the time of acceptance. Please read the following policy carefully and acknowledge your understanding by signing and uploading this form to myRecordTracker.

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as law on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

At this time, the Federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under Federal law, marijuana is a Schedule 1 controlled substance, meaning that it is considered to have no medical value. Medical practitioners may not prescribe marijuana for medical use under Federal law.

Students entering any Health Science Careers Program are required to have urine drug screenings upon admission to the clinical phase of the program and on a yearly basis while participating in clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

Students using medical marijuana will not be eligible for clinical, internship, or externship placement in any NCC health science career program, due to the current discrepancy between State and Federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with Federal law are at risk for criminal or civil charges; and additionally, may find issue with eligibility for Federal contracts and grants. Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions.

Due to current laws, NCC does not provide admission to the clinical phase in any of our Health Science Career Programs. Students who have been admitted and are later to be found positive for medical marijuana will be dismissed from the Program.

I hereby acknowledge that I have read and understand NCC's Health Careers Medical Marijuana Policy.

Student's Name (Please Print)

Signature of Student

Date

Upload signed form to your myRecordTracker® account.

NORTHAMPTON

COMMUNITY COLLEGE

PHOTOGRAPHY RELEASE

For and in consideration of my engagement as a model by Northampton Community College, hereafter referred to as NCC, I hereby give NCC, its legal representatives and assigns, those for whom NCC is acting, and those acting with its permissions, or its employees, the right and permission to copy-right and/or use, reuse and/or publish, and republish photographic pictures or portraits of me, or in which I may be distorted in character, or form, in conjunction with my own or a fictitious name, on reproductions thereof in color, or black and white made through any media by NCC, for any purpose whatsoever; including the use of any printed matter in conjunction therewith.

I hereby waive any right to inspect or approve the finished photograph or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that I might be applied.

I hereby release, discharge and agree to save harmless NCC, its representatives, assigns, employees or any person or persons, corporation or corporations, acting under its permission or authority, or any person, persons, corporation or corporations, for whom he/she might be acting, including any firm publishing and/or as a result of any distorting, blurring, or alteration, optical illusion, or use in the taking, processing or reproduction of the finished product, its publication or distribution of the same, even should the same subject me to ridicule, scandal, reproach, scorn or indignity.

- I hereby warrant that I am 18 years of age or older, and competent to contract in my own name insofar as the above is concerned.
- I have read the foregoing release, authorization, and agreement, before affixing my signature below, and warrant that I fully understand the contents thereof, and hereby give permission for my photograph to be taken and used as described above.
- I have read the above release, and DO NOT give permission for my photograph to be taken during the course of this program.

Program or Course: _____

Print Name: _____

Signature: _____

Date: _____

Witness: _____

Date: _____

NORTHAMPTON COMMUNITY COLLEGE

PERMISSION FOR THE RELEASE OF STUDENT INFORMATION

STUDENT NAME *(Please print)*: _____

I hereby give Northampton Community College Nursing Program permission to release information to:

- Prospective Employers _____
- CareerLink® (Caseworker) _____
- Parent(s) or Guardian(s) _____
- Other (please print names) _____

The following categories may be released for the purpose of referral or information:

- | | | |
|----------------------|------------------------------|-----------------------------|
| Test Data | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Personal Information | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Academics | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Date: _____

Signature: _____

I hereby authorize Northampton Community College Nursing Program to release a copy of my competencies to prospective employers/agencies who request training information.

Date: _____

Signature: _____



Classroom and Clinical Behavioral Expectations

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

Examples of student violations:

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

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

- The student will attend all classroom, laboratory, and clinical experiences.
- The student will be prepared for all classroom, laboratory and clinical experiences.
 - It is expected that the student prepare prior to arriving at all classroom and laboratory experiences. The student will understand that faculty will not permit a student to leave class or lab to print handouts, outlines or articles provided by faculty.
 - It is expected that the student prepare prior to arriving at every clinical experience. Students should be well prepared to discuss each assigned patient's case history, pathophysiology, plan of care and medication regimen. Any student arriving unprepared may be dismissed from clinical and subsequently given an unexcused absence for the experience. The student will be required to make up the experience at the discretion of Faculty and/or the Director of Nursing.
- The student will communicate and interact with others in a respectful, professional manner.
- Students are expected to respect one another and the faculty. Students understand that only one person speaks at a time during classroom and laboratory experiences. Students also understand that talking amongst one another during class or lab will not be tolerated.
- The student understands that foul language or sexually explicit language or comments will not be tolerated in the classroom, laboratory or clinical setting.
- The student will also agree to avoid the use of foul or sexually explicit language or comments in conversation or in the form of written communication (email).
- Any student engaging in aggressive, disrespectful, unethical or sexual harassing behavior toward any person encountered through this course of study, including patients, peers, staff persons, visitors or faculty will be directed to leave or be escorted off the clinical unit or NCC campus by security. This behavior will also require a conference with faculty and the Director of Nursing, as well as the Dean of Students.
- The use of cell phones in the classroom, laboratory or clinical setting is not permitted. The use of cell phones includes making calls, checking voice mail and text messaging. Cell phones are expected to be turned off (not on vibration mode) for all classroom, laboratory and clinical experiences.

The student will assume responsibility for their own learning.

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

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

Reviewed annually.



GRADUATION

Graduation requirements are outlined in the college catalog and available at <https://www.northampton.edu/admissions/records-and-registration/graduation.htm>. Students must complete an Application for Graduation in their Workday account. See the College Calendar for the due date for each semester. Commencement exercises are held twice a year in Bethlehem following the fall and spring semesters; August and December graduates should attend the winter ceremony in January.

STUDENT COMPLAINT PROCEDURE

Students, faculty or community members with complaints related to the nursing department should attempt to resolve the issue with the individual(s) most directly involved. If a resolution is not reached, a written complaint may be submitted to the Director of Nursing programs. Written complaints will be handled according to the process and time frames outlined in the college Academic Appeal Policy. This policy is available for your review at the link below. <https://northampton.smartcatalogiq.com/2022-2023/college-catalog/policies-college-academic/appeals/>

NORTHAMPTON
COMMUNITY COLLEGE
NURSING DEPARTMENT

CONFIDENTIALITY POLICY

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

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

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

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

NORTHAMPTON COMMUNITY COLLEGE

CONFIDENTIALITY AGREEMENT

The Health Insurance Portability and Accountability Act of 1996 (HIPPA) requires that all patient information will not be shared with any unauthorized individuals. Students will come in contact with privileged and confidential patient information, both written and oral, in the course of the Externship. It is imperative that this information is not disclosed to any third party or unauthorized individual to maintain the integrity of the patient information. An unauthorized individual would be any person that is not currently an employee of the practice. Any other disclosures may only occur at the direction and discretion of the Clinical Affiliate or by patient authorization.

Please remember that privacy and confidentiality also include the use of cell phones and taking photos or recording during clinical rotations as discussed in the Privacy and Confidentiality Acknowledgment. Be mindful of patients' and families' rights and privacy when taking photos, recording, or speaking on your cell phone during externship.

I have read and understand the policies relating to privacy and patient confidentiality. I agree to maintain confidentiality of all information obtained during the course of the Northampton Community College Nursing Program. I understand that inappropriate disclosure or release of patient information is grounds for immediate dismissal from the Program.

Student's Name (*PLEASE PRINT*) _____

Student's Signature _____ Date _____

NORTHAMPTON

COMMUNITY COLLEGE

GRADING

1. Grades represent the individual student's mastery of course and clinical objectives. Grades will be assigned both a numerical value and letter grade based on the following scale:

A =	93 – 100
A- =	90 - 92
B+ =	87 - 89
B =	84 – 86
B- =	81 – 83
C+ =	78 – 80
C =	75 – 77
F =	less than 75

2. A minimum grade of 75% is required to satisfactorily complete the theoretical component of each nursing course.
3. Achievement of clinical objectives is evaluated via course specific clinical evaluation tools on a pass/fail basis.
4. Students must pass both the theoretical and clinical portions of the course to receive a satisfactory grade for the course, enabling progression in the program. All PN nursing courses have concurrent clinical time.
5. Failure to achieve a satisfactory grade in all nursing courses within each level prohibits progression in the nursing sequence to the next level.

Grade appeals will follow the process as outlined in the College catalog. The Academic Appeal Policy is available for your review at the link below

<https://northampton.smartcatalogiq.com/2022-2023/college-catalog/policies-college-academic/appeals/>

NORTHAMPTON

COMMUNITY COLLEGE

PROGRESSION POLICY - PN

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

*any course with the prefix NURS.



REMEDICATION FOR IMPROVING CLINICAL PERFORMANCE

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

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

DIRECTIONS:

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

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

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

Lab Assistant Recommendations

Return demonstration by student:----- satisfactory _____unsatisfactory

needs additional work ----- referred to course faculty _____

Additional Comments:

Lab Assistant Signature _____ Date _____

Student Signature _____

Clinical Faculty Signature _____

Reviewed annually.

NORTHAMPTON

COMMUNITY COLLEGE

ATTENDANCE POLICY

The Nursing department follows the guidelines for attendance outlined in the college catalog at <https://northampton.smartcatalogiq.com/2022-2023/college-catalog/policies-college-academic/attendance-policy/>

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

Students who are withdrawn for poor attendance will receive a grade of W. Faculty may issue a withdrawal through the first 90% of the semester. After the 90% period, a student may not withdraw or be withdrawn”. Nursing students are expected to attend all class, lab and clinical sessions of courses in which they are enrolled and are responsible for all material presented therein. Regular attendance is essential for successful completion of the program. No clinical absences are permitted.

Absences will be monitored by faculty. Time missed will be made up via methods at the discretion of the faculty. Students absent without a valid excuse for more than twice the number of weekly meetings or who cannot meet the course objectives because of excessive absences will be withdrawn from the class. Unexcused absences may include, but are not limited to tardiness, unreported absence, scheduled vacation or events, excessive undocumented illness.

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

a. Absence from Clinical Laboratory

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

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

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

b. Absences from Class/Lab/Clinical

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

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



ACADEMIC RECOGNITION

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

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



NURSING DEPARTMENT

TEST SECURITY POLICY AND PROCEDURE

I. PURPOSE

The purpose of the Testing Security Policy and Procedure is to provide (1) students with direction to avoid academic dishonesty and (2) faculty members with the structure necessary to ensure security of the testing process.

II. SUPPORTIVE INFORMATION

- A. Northampton Community College considers honesty to be essential to the learning experience. Academic honesty is one of the values that we expect members of the NCC community will apply in their work on this campus and take into their lives beyond NCC. Violations of academic honesty harm the learning experience and violate the expectations and values that the NCC community embraces. We expect all members of the NCC academic community to conduct themselves and their work ethically and honestly. (NCC Catalog: *Academic Honesty Policy*).
- B. Students are solely responsible for their work and for making sure that their work represents their own honest efforts to meet the goals of the course.
- C. They are responsible for showing that the work they present is theirs in whatever ways are deemed appropriate by the faculty for the course.
- D. They are responsible for learning and following the policies and expectations of the college and for understanding the consequences of actions that violate the policy on academic honesty.
- E. Students have a high duty to ensure the integrity of their own academic preparation, as well as the integrity of the Nursing Program. (Nursing Student Handbook: *The Classroom and Clinical Behavioral Expectations for the Student of Professional Nursing*).
- F. For the purpose of this policy the term *proctor* refers to assigned course faculty or designated proctor.

III. PROCEDURE

- A. Before entering the testing room:
 - i. Students must complete last minute reviews for the scheduled test outside of the testing room. No review materials can be taken to the students' assigned seat in testing area.

- ii. **Students should use the restroom.** In the event of extenuating circumstances during the test, students will be escorted to the restroom and monitored.
- B. Upon entering the testing room:
- i. Students will place all belongings at the front of the exam room. This includes all watches, ear buds, all electronics, cell phones, personal computer/flash drives, hats, headbands, drinks, book bags, purses, coats, and backpacks.
 - ii. Cell phones and all electronic devices must be turned off (not just silenced) prior to placement at the front of the room.
 - iii. The test proctor reserves the right to inspect any item in the immediate testing area including clothing (scarves, sweaters, etc.).
- C. Prior to the start of testing:
- i. The exam proctor reserves the right to randomly assign seating.
 - ii. The proctor will distribute the exam, Scantron sheet, scrap paper, a simple calculator, and (2) #2 pencils.
- D. Once testing begins
- i. Students may not leave the testing room until the student's test is complete. In extenuating circumstances, students will be escorted and monitored.
 - ii. Sharing of calculators is not permitted.
 - iii. The student is responsible for monitoring their progress in the test to assure completion within the allotted timeframe.
 - iv. Students are not allowed to wear a watch during the exam but a digital clock will be projected on a screen at the front of the classroom for that purpose.
- E. At the end of the testing
- i. The student must submit the exam, Scantron sheet, scrap paper and calculator to the proctor.
 - ii. Test review will be completed at the discretion of the faculty member
 - iii. Personal belongings must remain at the front of the room.
 - iv. No writing instruments are allowed.
- F. Test Scoring
- i. In the event of a discrepancy between an answer written on an exam and the exam answer sheet, only the exam answer sheet will be graded.
 - ii. If a student fails to fill in an answer on the exam answer sheet, there will be no credit awarded regardless of answers that appear in the exam booklet.
 - iii. It is the responsibility of the student to ensure that all answers are transcribed from the exam booklet to the exam answer sheet in the allotted time.



NURSING PROGRAM POSITION STATEMENT ON DIVERSITY

The Northampton Community College Nursing Program is committed to fostering an environment of inclusion and equity in alignment with the college's position statement on diversity. Diverse voices and perspectives provide a rich learning environment for the education of our future nursing professionals. As front-line leaders in their communities, nursing professionals possess a strength in healing the multicultural members they serve. Just as nursing professionals are committed to each member of the community, the nursing program is committed to providing a respectful, positive, safe environment free from judgment, and to providing a professional program to every unique and valuable individual. Faculty and students are all responsible for fostering an environment of inclusion and respect that contributes to the academic excellence of our program.

NORTHAMPTON

COMMUNITY COLLEGE

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

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

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

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

<http://catalog.northampton.edu/policies-collegeacademic/re-admission-re-entry-into-limited-enrollment-courses.htm>

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

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

Approved: 9/03
Reviewed annually
Revised 8/2010

NORTHAMPTON

COMMUNITY COLLEGE

WITHDRAWAL (ACADEMIC) FROM ALLIED HEALTH PROGRAMS

Students may withdraw from classes in which they are enrolled through the 90% point of the semester and an instructor may issue a withdrawal for poor attendance through the same period. Any student who officially withdraws, or is withdrawn by the instructor during this period will receive a grade of W for the course.

ACADEMIC DISMISSAL FROM ALLIED HEALTH PROGRAMS*

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

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

NORTHAMPTON

COMMUNITY COLLEGE

COUNSELING AND ACADEMIC SUPPORT

1. Counseling services for academic and career planning are available to students in the nursing program. Career counseling is coordinated for all students on the Bethlehem Campus with services also available on a limited schedule on the Monroe Campus. Academic and personal counseling needs are accommodated on both the Bethlehem and Monroe campuses by a staff of professional counselors and nursing faculty.
2. All nursing students are assigned a nursing faculty member as an academic advisor. Academic advisors serve to provide students with information and academic guidance to promote their success in the program.
3. The Learning Center is available for tutoring support on Bethlehem Campus and tutoring services are offered at the Monroe Center for students requiring extra help with math, reading and writing, or test taking skills.
4. The nursing faculty are available to each student to serve in a counseling capacity as necessary. The student is encouraged to discuss any issues affecting academic or clinical performance. Confidentiality will be maintained in accordance with the Student Bill of Rights. Referrals may be made to other sources for assistance, should the student and nursing faculty feel a specialized approach is necessary.
5. Nursing Support Services (NSS) provides tutoring and academic support services to all nursing students enrolled in NCC's nursing programs regardless of their point in their nursing program progression. Services include but are not limited to organizational skills, study skills/approach, basic math and medication math, reading skills, test reviews, test taking strategies, test question interpretation, and writing skills. Nursing Support Services are available to students on a full-time basis, Monday-Friday, with day and evening hours, by appointment. Walk-in tutoring hours are available on Monday and Thursday. NSS may collaborate with the Learning Center or ESL counselors as needed. Students are referred to the full time faculty member for course content clarification. The NSS office is located in Penn Hall 120A.

NORTHAMPTON

COMMUNITY COLLEGE

HEALTH REQUIREMENTS AND HEALTH SERVICES

1. The nursing program health requirements are determined by the Nursing Department, affiliating clinical agencies, the College and by the Pennsylvania State Board of Nursing. Students are responsible for fulfilling the health requirements annually as outlined below. Entry into the first semester will be denied if the requirements are not met. If at any time the student's health requirements are out of compliance, the Nursing Department will reserve the right to withdraw the student from clinical and ultimately the course.

2. The College Health and Wellness Center coordinates and houses student health records. They are located in College Center, room 120. Hours are Mon.-Fri. 8:30 a.m. to 4:30 p.m. in fall/ spring semesters; and Mon. – Thurs. 9:00 a.m. to 1:00 p.m. in the summer. Phone: 610-861-5365; FAX: 610-861-4545.

3. Information regarding the services offered at the Health and Wellness Center may be accessed at <https://www.northampton.edu/campus-life-and-housing/health-and-wellness-center.htm>

4. When submitting forms or lab results to the health center, clearly indicate your name and the program in which you are enrolled. Monroe PN students should indicate the Monroe site on paperwork submitted. It is always recommended that the student retain a copy of any paperwork submitted for their personal records.

5. The health requirements for the PN nursing program are as follows:
 - Physical examination.
 - Two Step Tuberculin Skin Test – acceptable only if done after April 1 for fall entry
 - Urine Drug Screen.
 - Required immunizations:
 1. MMR (Measles, Mumps and Rubella) – 2 doses are required if born after 1957.
 2. TD (Tetanus and Diphtheria) – last dose must be within 10 years.
 3. Hepatitis B – series of 3 immunizations followed by titers.
 4. Hepatitis C titer.*
 5. Varicella – 2 doses are needed (if received after age 13) or history of Chicken Pox disease.

*If titer is negative, antibody is required.
 If records of these immunizations cannot be obtained, blood titers are required to document immunity.

NORTHAMPTON

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HEALTH INSURANCE

Northampton requires students accepted into Allied Health Majors to carry health insurance. We encourage our Resident Students and International Students to also carry Health Insurance but it is not required. Northampton Community College does not offer student insurance plans.

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

Go to <https://www.healthcare.gov/> to obtain information and/or to purchase health insurance coverage through the official government insurance exchange website.

Contact your existing or other local insurance carrier for coverage and pricing options.

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

ILLNESS DURING PROGRAM

1. Illness which results in a student missing significant class or clinical time must be reported to the faculty as soon as possible. In such cases, the faculty will request written medical clearance for students to return to the clinical setting.
2. The plan to make up content and time missed due to illness will be at the discretion of the full-time faculty member. Should the feasibility for making up the missed content and time be unlikely, a meeting will be held with the Director, full-time faculty member and student.

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

NORTHAMPTON

COMMUNITY COLLEGE

CPR

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

LIABILITY INSURANCE

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



TITLE IX – SEXUAL DISCRIMINATION, HARASSMENT, VIOLENCE

Discrimination, Harassment, and Sexual Misconduct Policy

Policy Statement

Members of the NCC community, guests and visitors have the right to be free from sexual discrimination, harassment and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Northampton Community College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in a place free of discrimination on the basis of sex; which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. Northampton Community College considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, sexual assault, sexual misconduct, sexual violence, domestic violence, dating violence and stalking by employees, students, or third parties.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sex discrimination in all of its forms.

Northampton Community College does not discriminate on the basis of race, color, age, gender, gender identity, sexual orientation, sexual identity, religion, national origin, veteran status, disability, genetic information or any other basis of prohibited discrimination in its programs and activities. This policy extends to employment, programs and admission to the College. This policy applies to all faculty, staff, students, and visitors. It also governs student-on-student sexual discrimination, including sexual assault, both on and off-campus.

Persons who experience discrimination, harassment, or sexual misconduct may respond to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. The College provides a variety of resources to assist individuals who have experienced discrimination, harassment, or sexual misconduct to address the effects of the incident and to help them determine whether and how to make a formal complaint about the incident. Additional resource-related information can be found in Section VIII.

All reports of discrimination, harassment, and/or retaliation shall be promptly made to the Title IX Officer (or one of the designated Deputy Coordinators). The Executive Director of Human Resources serves as the ADA/504 Coordinator and interim Title IX Officer. He oversees implementation of the College's Affirmative Action office and the College's Policy on Discrimination, Harassment, and Sexual Misconduct. The designated Title IX Deputy Coordinators are the Assistant Dean of Students, the Associate Dean of Students at the Monroe Campus, the Director of Housing, and the Associate Director of Human Resources. Additional details regarding the scope of the policy, prohibited conduct and reporting responsibilities are available at <https://northampton.smartcatalogiq.com/2020-2021/College-Catalog/Policies-College-Academic/Discrimination-Harassment-and-Sexual-Misconduct-Policy>

NORTHAMPTON COMMUNITY COLLEGE

DRESS CODE

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

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

Students participating in an assigned clinical or simulation experience are expected to wear a complete NCC student uniform. In some clinical units a dress code may be outlined by the clinical agency i.e. operating room. When a student is assigned to these specific areas, they will follow the specified agency protocol. The college lab is an extension of the clinical learning environment. The activities in the lab are intended to help students gain the knowledge, skills and attitudes required for practice. Learning and deliberate practice of skills in this environment needs to be done while adhering to the program's Dress Code.

The uniform may not be worn at the student's place of employment. Dress code requirements for clinical and simulation experiences, clinical site visits during non-clinical hours, scheduled labs and lab practice are outlined below.

Clinical and Simulation Experiences

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

Clinical Site during Non-clinical Hours

When entering a clinical site to get a clinical assignment and/or access patient data in preparation for a clinical assignment, the student must wear the designated white, knee-length lab coat or short lab jacket embroidered with NCC logo over business casual street clothes. Students are not permitted to wear jeans. The NCC uniform top and uniform pants may be worn in lieu of business casual street clothes.

Scheduled labs and skill practice

- Students enrolled in NURS 101, NURS 151, NURS 215, and NURS 223 are required to wear the designated long lab coat or lab jacket over business casual street clothes or the NCC uniform for scheduled labs.

All students, regardless of course enrollment, are required to wear the lab coat or lab jacket over business casual street clothes or their NCC uniform when practicing skills in the lab.

Additional Requirements Related to Professional Appearance*

- Finger nails must not protrude beyond the finger tips. Only clear or natural nail polish is permitted. Tips, wraps, or acrylic gel nails are not permitted because of the risk of infection.
- Jewelry is limited to one ring or ring set (i.e. wedding band and engagement ring), one pair of stud earrings and a wrist watch. In some clinical areas all jewelry must be removed.
- Visible body piercings including but not limited to eyebrow, lip, tongue, cheek and nose are not permitted.
- Tattoos must be completely covered.
- Ear gauges must be plugged with plugs matching skin tone.
- Hair must be worn in a neat controlled style, away from the face and off the collar. Male facial hair must be neat and well-trimmed.
- Hair must be of a color found in natural hair.
- No offensive body odor.
- No odor of smoke or cologne/perfume/powder.

**These additional requirements apply to clinical, simulation, clinical sites during non-clinical hours, scheduled labs and lab skill practice.*

NORTHAMPTON

COMMUNITY COLLEGE

NURSING ALUMNI ASSOCIATION

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

**ACCIDENT REPORTING PROCEDURE FOR
NURSING LABORATORY/CLINICALS**

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

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

**NORTHAMPTON COMMUNITY COLLEGE
NURSING DEPARTMENT INJURY REPORT**

Name: _____

Social Security #: _____ Phone #: _____

Today's Date: _____ Date of Incident: _____

Current Nursing Course: _____

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

Description of Injury (type and location): _____

Injury Occurred: Clinical Lab College Lab Other _____

Immediate treatment administered:

Yes – Describe: _____

No _____

Reported to Faculty/Lab Assistant: (Name) _____

Referred to College Health Center: Yes

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

Student Signature: _____

Faculty Signature: _____

Comments:

School Nurse

Approved 11/02

nurs\forms\injury report

NORTHAMPTON COMMUNITY COLLEGE

LICENSURE

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

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

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

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

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

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

NCLEX-PN[®] Registration and Licensure Process

To practice as a Practical Nurse (PN), a graduate nurse must take and pass the National Council Licensure Examination (NCLEX-PN[®]). During the last semester of the PN Program, students must register to take the NCLEX-PN[®] through Pearson Vue AND register for initial licensure with a state board of nursing. Students should begin the process by first accessing the Pearson Vue website at: www.pearsonvue.com/nclex and download the *Candidate Bulletin and Information* that may be found there. Students are responsible for reading the bulletin and understanding its contents. There are directions contained in the bulletin on how to register to take the NCLEX-PN[®] and pay the required fee.

After reviewing the contents of the Pearson Vue *Candidate Bulletin and Information*, students should determine in which state or United States territory they wish to practice after graduation. This is the state/territory where you should apply for licensure.

There is a fee to apply for licensure in any given state or territory. The NCC Practical Nursing Program is recognized by the National Council of State Boards of Nursing and that makes program graduates eligible to request to test and obtain licensure in any state or United States territory.

Authorization to test is only granted by a state board of nursing. Therefore, students must **BOTH** register to take the NCLEX-PN[®] through Pearson Vue **AND** apply for authorization to test and obtain licensure through a state board of nursing. A student may only apply for initial licensure to **ONE** state board of nursing. If a student simultaneously applies to test to two state boards of nursing, the student runs the risk of not receiving authorization to test in either state. Licensure requirements vary by state; therefore, it is imperative that students visit their selected state board of nursing website and read through the documents provided. Contact information for each state board may be found on <https://www.ncsbn.org/contactbon.htm>.

- If a student wishes to test and apply for licensure in Pennsylvania, the Pennsylvania State Board of Nursing (PA SBON) requires that the Program Director endorse a Nursing Education Verification (NEV) form. A paper copy of the materials required to process the NEV will be distributed in the third semester of the program. This verification will only be sent when all requirements are met.
- If a student wishes to test and apply for licensure in another state or U.S. territory, it is the student's responsibility to determine exactly what those requirements are and initiate processing of the required application. The process may involve submission of a letter, or a verification form by an authorized NCC administrator and /or submission of transcripts (which must be requested by the student). The student should meet with the Program Director to ensure all requirements are met.

If the student follows each of these steps, after graduation, the selected state board of nursing will send an "Authorization to Test" (ATT) form. If the student elects to test in Pennsylvania, the PA SBON will process the ATT. Once this has been processed, the graduate nurse is eligible to take the NCLEX-PN[®] and should schedule a test date through the Pearson Vue website. Student applying for licensure in PA must take the licensure examination within 1 year of completion of the nursing program.



BACKGROUND CHECKS

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

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

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

The records related to the criminal background process for students will be secured in the Deans’ office.

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

NORTHAMPTON

COMMUNITY COLLEGE

LIBRARY

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

NORTHAMPTON

COMMUNITY COLLEGE

SMOKING POLICY

While on campus, students in the Nursing Program must adhere to the Tobacco Use on Campus Policy as cited in the College catalog.

As part of the College's commitment to the health and well-being of the College community, smoking (e.g., cigarettes, hookahs, e-cigarettes, etc.) and the use of any tobacco products (e.g., chewing tobacco) are prohibited on campus except in your vehicle and where designated by signage. A fine of \$100 may be assessed for violating the smoking/tobacco policy.

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

URINE DRUG SCREENING

Urine drug screening is required annually. Clinical agencies require evidence of a negative urine drug screen before permitting a student to participate in clinical experiences at their facility. Therefore, any student with a positive urine drug screen cannot remain in the program. A student may be required to submit to additional drug testing based on the affiliation agreement with each clinical site.

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

ANA CODE OF ETHICS

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

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

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

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

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

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

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

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

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

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

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

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

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

Washington, D.C.: American Nurses Publishing.