ASSOCIATE DEGREE NURSING EDUCATION PROGRAM STUDENT HANDBOOK

Cuyahoga Community College

AY 2017-2018

Upon review of this document, the Letter of Agreement, Chemical Substance Policy Acknowledgement, Degree Audit Agreement, and Nursing Skills Laboratory Agreement must be electronically signed within the designated background screening and compliance tracking database currently being used by the program for admission and progression within the nursing program.

Dear Nursing Student:

On behalf of the faculty and administration, we welcome you to the Cuyahoga Community College Associate Degree Nursing Program. Upon successful completion of the program, you will meet the educational requirements for eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The nursing curriculum at Cuyahoga Community College is challenging and rewarding, and requires significant outside time commitments in order to be successful. We understand that many students must continue to work as they seek to advance themselves academically, but it is critical that you take time to make the appropriate lifestyle adjustments prior to beginning the program and utilize the numerous resources available here at the College in order to ensure your success.

The faculty and administrative staff are eager to help you throughout this program. We have developed this Student Handbook to facilitate the successful completion of the Associate Degree Nursing Program, and to assist you with preparation for the National Council Licensure Examination for Registered Nurses. The handbook includes a description of the program, the curriculum, and policies and procedures specific to the Associate Degree Nursing Program.

You are encouraged to carefully read the handbook and keep it for future reference. If you have questions regarding content in the handbook, please feel free to clarify them with faculty or direct your questions to the Nursing Office staff.

We wish you much success in your pursuit of a career in nursing!

Sincerely,

Vivian Yates PhD, MSN, RN
 Dean, Division of Nursing

Ebony Drummer MSN, RN
 Associate Dean, Division of Nursing

Joy Caldwell MSN, RN
 Program Manager, Division of Nursing

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 Program Manager, Division of Nursing

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ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING

PROGRAM INFORMATION

History of the Nursing Programs at Cuyahoga Community College

In 1964, Cuyahoga Community College offered the first Associate Degree Nursing Program in the state of Ohio with the first class graduating in 1966. In 1968, the Ohio Board of Nursing approved a separate program at the interim Western Campus in Parma. These two programs served two different community profiles and held separate certifications, accreditations, curricula, advisory committees, and admission criteria.

In 1977, the College Board of Trustees conducted an extensive review, analysis, and evaluation of the two programs. As an outcome of this process, one college-wide program was established in 1978. Since that time, the Cuyahoga Community College Associate Degree Nursing Program has remained a single entity.

The Practical Nursing Program was a vocational program prior to 1977. The Program was under the auspices of the Cleveland Public Schools as The Jane Addams School of Practical Nursing. Cuyahoga Community College took over the program in 1997, and the program was converted to a college credit-bearing program where students earn a Certificate of Proficiency.

The Ohio Board of Nursing has continued to approve the nursing programs since their establishment. Accreditation from the National League for Nursing was achieved in 1982 for the Associate Degree Nursing Program, and has been maintained by the Accreditation Commission for Education in Nursing since that time.

Associate Degree Nursing Program

The Associate Degree Nursing (ADN) Program is a two-year program that admits students twice a year in a day or modified evening/weekend section. In consideration of the various stages of students' education levels and experiences, there are three entry tracks into the ADN program. These entry tracks are:

- **Generic Track**: offered to students with classes scheduled in Day or Modified Evening sections at the Eastern, Metropolitan, and Westshore campuses.
- **Accelerated Track**: offered to students with a Bachelor's Degree or higher from an accredited institution. These students enter in the Fall day section at the Metropolitan campus only.
- **LPN-to-RN Track**: offered to qualified Licensed Practical Nurses through ACCESS. These students enter in the Spring modified evening section at the Eastern Campus only.

Students' progress through a curriculum based on nursing concepts and skills that enable the nurse to adapt in a changing society, Opportunities for student learning are diverse and enriched by exposure to various clinical agencies throughout Northeast Ohio. Students also have the opportunity to care for individuals of all ages in medical, surgical, pediatric, obstetric and geriatric settings. Upon completion of the program, graduates are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program prepares graduates to be able to provide nursing care to patients or groups of patients at home or in institutions, at the direction of a licensed physician, advanced practice nurse, dentist, optometrist or podiatrist.

STUDENT RESPONSIBILITY STATEMENT

The Associate Degree Nursing Student is responsible for receiving this Handbook and adhering to the standards and procedures contained herein. Any information contained herein is subject to modification, deletion, or change. When there is a change in program or policy, the Handbook will be updated, and it will be communicated via the student's Tri-C email along with an announcement on the ADN group site.

Students are also responsible for having their current address and telephone number reported to the Enrollment Center at any campus. This information can also be updated through My Tri-C space.

STUDENT E-MAIL COMMUNICATIONS POLICY

Cuyahoga Community College (CCC) has established email as an official and primary means of communication with students. An official Cuyahoga Community email address is required for all students.

The college expects that every student will receive email at his or her CCC email address and will read email on a frequent and consistent basis. A student's failure to receive and read college communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their CCC email address. Students who redirect email from their official CCC email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official CCC email address.

NON-DISCRIMINATORY/DIVERSITY PRACTICES

Diversity: At Cuyahoga Community College, we are fortunate to have a true mosaic of people that contribute daily to create a magnificent learning environment. The college's position is that diversity enriches not only the institution but society as a whole. We are committed to appreciating diverse perspectives and valuing the collective differences and similarities that make us who we are.

Discrimination: Discrimination against any individual based upon a person's age, ancestry, color, disability, genetic, information, military status, national origin, race, religion, sex, sexual orientation, or veteran status is prohibited. Any employee, student or other person who wishes to report discrimination or harassment based on any of the aforementioned protected classes, should contact the:

> College's Office of Inclusion, Diversity & Equal Opportunity Compliance
> Cuyahoga Community College
> 700 Carnegie Avenue
> Cleveland, OH 44115
> (216) 987-4772 or 216-987-4773

In addition, the College's Title IX (related to disability discrimination) and section 504 and Title II of the Americans with Disabilities Act (related to disability discrimination) Coordinator is the director of Inclusion, Diversity, and Equal Opportunity Compliance. The Coordinator can be reached at the above captioned address and telephone number.

PHILOSOPHY

The Associate Degree Nursing Program within the Division of Nursing is an integral component of Cuyahoga Community College. The philosophy of the Associate Degree Nursing Faculty is consistent with the general mission of the College, which is to provide high quality, accessible, and affordable educational opportunities and services to all members of the community. The educational environment of the College and Nursing Program are designed to promote individual development and to improve the overall quality of life in a multicultural community. Additionally the philosophy of the Associate Degree Nursing Program encompasses concepts related to the individual, society, health, nursing, and teaching/learning. These concepts are an integral part of the Associate Degree Nursing Program.

The Faculty believe:

The Individual is a unique, biopsychosocial, spiritual being capable of thought, learning, and reflection who exists within the structure of a family, culture, society, and environment. The individual has human needs, the potential for growth and development along the age continuum, and the ability to reach their maximum potential to meet their self-care needs. These needs are affected by heredity, culture, socioeconomic, spiritual, and environmental factors. Orem not only views the individual as self-reliant but also as responsible for assisting dependents in meeting self-care needs. Dynamic external and internal forces influence the individual's ability to regulate factors that promote/maintain life, health, and well-being.

Society is a complex, dynamic structure created by groups of individuals and influenced by cultural and environmental diversity. Within society, individuals and groups attempt to maintain health by meeting universal self-care needs, maintaining homeostasis, and achieving maximum potential. Cultural beliefs/values influence the way an individual meets self-care needs. Acknowledgment and acceptance of cultural diversity in society adds strength to its structure and function. A change in either the individual or the environment will affect one's ability to perform self-care. To promote health in an ever-changing society, the needs and goals of the individual and society must be recognized and analyzed. This improves the overall quality of life in a multicultural community.

Health is a dynamic interactive balanced state among society, the environment, and the individual's biopsychosocial and spiritual needs. Health is a progressive movement toward the achievement of maximum potential, and is a state of optimal functioning or wellness unique for each person. To promote health throughout the life span, universal self-care needs, developmental self-care needs, and health deviation self-care needs must be addressed. Any disturbance in this interrelationship may result in an altered state of health or illness resulting the individual being unable to meet all of their self-care needs. Disease is an abnormal process, which occurs as the result of changes in the individual's biopsychosocial integrity.

Nursing is an art and a science concerned with helping individuals, families, groups and society meet their self-care needs. Orem defines nursing as the giving of assistance to individuals when they are unable to meet their own self-care needs. Furthermore, nursing is a deliberate process that involves the utilization of cognitive, affective, and psychomotor skills. Nurses use critical thinking, the process of purposeful self-regulatory judgment, in conjunction with the nursing process, communication skills, and therapeutic nursing interventions to help people attain, regain, and maintain maximum health and cope with illness and death. Through collaborative and independent action, nurses protect, nurture, and facilitate change through patient centered care. Nurses respect human dignity and the uniqueness of the individual by providing safe, effective, and evidence-based quality nursing care.

The Associate Degree Nurse is a provider of care, manager of care, and a member of the discipline of nursing. The Associate Degree Nurse uses critical thinking to assess, analyze, plan, implement, and evaluate nursing care for groups of individuals and families in a variety of healthcare settings. As provider and manager of care, the Associate Degree Nurse collaborates and delegates as an independent and interdependent member of the healthcare team to provide technically competent care within the ethical/legal framework of the nursing profession.

Teaching/Learning is an interactive process between teachers and learners, which results in change in cognitive, affective, and psychomotor behaviors. Learning is a lifelong process, which assists individuals to assimilate, integrate and synthesize information in such a way that it may be applied. Learning is an active process that is enhanced in a supportive environment that recognizes cultural diversity, societal needs and individuals' abilities and learning styles. Based on these individual learning styles and abilities, the Associate Degree Nursing Education Division provides diverse resources to foster the progression of the learner.

Teaching embodies establishing objectives, organizing materials, designing learning strategies, and evaluating student performance. The nursing education process proceeds from simple to complex, and provides essential teaching-learning strategies by which the student may achieve the goals of the program. The teacher's primary role is that of facilitator and motivator in the mutually shared teaching/learning experience.

The Associate Degree Nursing Program at Cuyahoga Community College is a career-oriented program leading to an Associate in Applied Science Degree with a major in nursing. The program provides high quality, accessible, and affordable education, and is committed to extending broad educational opportunities to a non-traditional student body. The program is dedicated to providing equal opportunity for all students, promoting individual development, and improving the overall quality of life in a multicultural community.

ORGANIZATIONAL FRAMEWORK

The Faculty of the Associate Degree Nursing Program within the Division of Nursing have developed an organizing framework that provides direction for the nursing curriculum and promotes optimal student learning. The organizational framework is derived from the Philosophy and Dorthea Orem's Self-Care Deficit Theory of Nursing, and provides a basis for the content and sequence of courses.

The organizational framework states that individuals function and maintain life, health, and well-being through self-care. Nursing focuses on the identification of self-care deficits, analysis, planning, implementation, and evaluation of the individual's ability to meet self-care needs. Family members or others may provide care until an individual is able to meet their own self-care needs. Also incorporated into this framework, are the concepts described within the Philosophy related to the individual, society, health, and nursing.

Additionally six major themes have been identified and incorporated into the curriculum through the organizing framework. These themes are Nursing Process, Critical Thinking, Communication, Human Development, Cultural Diversity, and the Role of the Associate Degree Nurse. These themes are defined as follows:

Nursing Process
Nursing Process is central to nursing practice. The five steps of the nursing process: assessment, analysis, planning, implementation, and evaluation provide the framework for delivery of patient care and are the structure for course content in the Nursing Education Program.

Critical Thinking

Critical Thinking is the process of purposeful, self-regulatory judgment. This process gives reasoned consideration to practice based on evidence, contexts, conceptualizations, methods, and criteria. Critical thinking, in conjunction with the nursing process, is the basis for making clinical decisions.

Communication

Communication is a dynamic, interactive process that encompasses the teaching/learning process. Communication is essential in collaborating with members of the healthcare team to meet the self-care needs of patients. Effective oral, written, and non-verbal communication skills are necessary to apply the nursing process, to promote self-care, and to guide and teach patients. Teaching and learning techniques are incorporated throughout the program. Nursing students use therapeutic communication techniques with individuals, families, and groups to further the goal of self-care.

Human Development

All human beings have specialized growth and developmental needs and related tasks to accomplish at various stages of the life span. Individuals differ in their ability to meet self-care needs. The amount of assistance needed to meet self-care needs is affected by developmental stage and adverse effects of illness. Students are provided with opportunities to assist individuals to meet self-care needs at different developmental stages.

Cultural Diversity

Cultural and socioeconomic factors influence ability to meet self-care needs. Variations in self-care result from unique life experiences. Cultural norms are learned first in the family and then in societal groups. Students are exposed to the impact of socioeconomics and cultural diversity both in the classroom and in clinical agencies. Knowledge of cultural variation is incorporated when planning and implementing nursing care.

Role of the Associate Degree Nurse

Delivers safe, competent, and quality patient centered nursing care in the roles of: provider of care, manager of care, and member of the discipline of Nursing. The Nurse adheres to ethical and legal standards of the nursing profession. The Nurse applies knowledge of biopsychosocial and scientific principles when providing technically competent care. The Nurse collaborates with and delegates to others to manage the care of groups of individuals and families in a variety of healthcare settings.

EDUCATIONAL AND PROGRAM OUTCOMES

Educational Outcomes

Upon completion of the Associate Degree Nursing Program, the graduate will:

1. Apply the nursing process in managing care for groups of individuals and families in a variety of healthcare settings.

2. Utilize information from multiple sources for managing safe, effective and quality nursing care for groups of individuals and families in a variety of healthcare settings.

3. Utilize critical thinking to apply evidence-based practice when managing care for groups of individuals and families in a variety of healthcare settings.

4. Apply effective communication skills to establish and maintain therapeutic and professional relationships in managing care for groups of individuals and families in a variety of healthcare settings.

5. Integrate principles of human development when providing nursing care for groups of individuals and families across the life span.

6. Incorporate knowledge of cultural and socioeconomic factors in the management of nursing care for groups of individuals and families in a variety of healthcare settings.

7. Deliver safe, competent and quality patient centered nursing care within the role of the Associate Degree Nurse as a:

   a. Provider of care:

      i. Integrate biopsychosocial and scientific principles when providing technically competent care for groups of individuals and families in a variety of healthcare settings.

   b. Manager of care:

      i. Collaborate as a member of the healthcare team to manage the care of groups of individuals and families in a variety of healthcare settings.
      ii. Delegate activities to manage the care of groups of individuals and families in a variety of healthcare settings.

   c. Member of the discipline of nursing:
      i. Practice within the ethical and legal framework of the nursing profession.
      ii. Formulate a plan for continuing professional development.
      iii. Identify resources for continuing professional development.

Program Outcomes

LEVEL I OUTCOMES	LEVEL II OUTCOMES
Nursing Process Implement an individualized nursing care plan for individuals and families for health maintenance and restoration, based on self-care deficit theory.	**Nursing Process** Apply the nursing process in managing care for groups of individuals and families in a variety of healthcare settings.
Critical Thinking Select information from multiple sources for planning safe, effective and quality nursing care for individuals and families. Utilize critical thinking skills to identify evidence based practice principles in the provision of safe, effective quality nursing care for individuals and families. Prioritize nursing responses/actions to patient care situations. Interpret data as to its reliability and relevance to particular patient care situations.	**Critical Thinking** Utilize information from multiple sources for managing safe, effective and quality nursing care for groups of individuals and families in a variety of healthcare settings. Utilize critical thinking to apply evidence based practice when managing safe, effective and quality nursing care for groups of individuals and families in a variety of healthcare settings.

LEVEL I OUTCOMES	LEVEL II OUTCOMES
Explain reasons for arriving at conclusions when providing quality nursing care for individuals and families.	
Communication Establish effective professional relationships with individuals and families using therapeutic communication techniques and appropriate teaching strategies.	**Communication** Evaluate effective communication skills to establish and maintain therapeutic and professional relationships in managing care for groups of individuals and families in a variety of health care settings.
Human Development Apply knowledge of human development in providing nursing care for individuals and families.	**Human Development** Integrate principles of human development when providing nursing care for groups of individuals and families across the life span
Cultural Diversity Recognize the impact of cultural, spiritual and socioeconomic influences affecting individuals with selected health care deviations.	**Cultural Diversity** Incorporate knowledge of cultural and socioeconomic factors in the management of nursing care for groups of individuals and families in a variety of health care settings.
ADN Role Deliver safe, competent and quality patient centered nursing care within the role of the Associate Degree Nurse as a:	**ADN Role** Deliver safe, competent and quality patient centered nursing care within the role of the Associate Degree Nurse as a:
Provider of Care Demonstrate technically competent care incorporating biopsychosocial and scientific principles, to meet the self-care needs of individuals and families with selected health care deviations.	**Provider of Care** Integrate biopsychosocial and scientific principles when providing technically competent care for groups of individuals and families in a variety of healthcare settings.
Manager of Care Interact with members of the healthcare team to meet patients' needs. Construct a collaborative plan of care to meet the self-care needs of individuals and families based on principles of delegation.	**Manager of Care** Collaborate as a member of the healthcare team to manage the care of groups of individuals and families in a variety of healthcare settings. Delegate activities to manage the care of groups of individuals and families in a variety of healthcare settings.
Member of the Discipline of Nursing Practice within the ethical and legal framework of the nursing profession. Demonstrate responsibility for own learning.	**Member of the Discipline of Nursing** Practice within the ethical and legal framework of the nursing profession. Demonstrate responsibility for own learning.

ORIENTATION, REGISTRATION, COURSE SEQUENCE, PROGRAM TRACKS, MOVE REQUESTS, PROGRESSION, WITHDRAWAL, AND READMISSION PROCEDURES

ORIENTATION

Prior to beginning the nursing program, a mandatory orientation will be held to inform new students (also ACCESS and transfer students) about the program and the support services available. Students who do not attend this orientation will lose their reserved seat.

Students who accept a slot in the nursing program (with a specific starting date for nursing courses) and do not attend orientation, decline a slot after orientation, do not attend the first day of class, do not meet all medical record, health insurance, CPR, and/or background check requirements will be required to re-start the application process. Students admitted for a fall semester may reapply after Sept. 1st; students admitted for a spring semester may apply after February 1st. Students must meet all current admission requirements at the time of application.

NURSING REGISTRATION

Information regarding nursing registration, start/end dates for classes/lab/clinical, and requested clinical sites is posted on the ADN Blackboard Group Site. Once nursing registration has closed and a clinical, lecture, or lab placement has been assigned to a student, students are not permitted to change their selections. Request for clinical, lecture or lab placement changes after the nursing registration process has closed, will be considered only for extenuating circumstances by the appropriate Program Manager or Administrator. A written explanation for the request and **ALL** supporting documentation of extenuating circumstances must accompany the request. If deemed appropriate, then the change will be granted on space available basis.

***The sale, bartering of services or the offering of an incentive between students to change a lecture, clinical, or lab placement is prohibited. If a student(s) has been found to have done so, this will be considered a conduct issue and will be subject to disciplinary action at the discretion of the Dean and/or Associate Dean of Nursing.

PROGRAM TRACKS

ASSOCIATE OF APPLIED SCIENCE IN NURSING - GENERIC

Course	Program Admission Requirements	Credit Hours
BIO 1100 or CHEM 1010 & CHEM 1020	Introduction to Biological Chemistry Introduction to Inorganic Chemistry/Introduction to Organic Chemistry and Biochemistry	3 4/4
ENG 1010 or ENG 101 H	College Composition or Honors College Composition I	3
MATH 1240	Contemporary Mathematics	3
PSY 1010 or PSY 101 H	General Psychology or Honors General Psychology	3
	TOTAL	**12-17**

Associate Degree Nursing Program Generic Track		
First Semester		**Credit Hours**
BIO-2331	Anatomy and Physiology I (concurrent enrollment)	4
NURS-1300	Health Assessment	2
NURS-1451	Self-Care Needs - Across the Life Span	7
PSY-2020	Life Span Development (concurrent enrollment)	4
	TOTAL	17
Second Semester		**Credit Hours**
BIO-2341	Anatomy and Physiology II (concurrent enrollment)	4
BIO-2500	Microbiology (concurrent enrollment)	4
NURS-1601	Health Deviations I *** (blended learning format)	7
NURS-1701	Community/Home Nursing ***(blended learning format)	1
	TOTAL	16
Third Semester		**Credit Hours**
ENG - 1020	College Composition II (concurrent enrollment)	3
NURS-2301	Specialized Health Care	8
	TOTAL	11
Fourth Semester		**Credit Hours**
NURS-2501	Health Deviations II ***(blended learning format)	8
	TOTAL	**8**
	NURSING PROGRAM TOTAL	**52**

ASSOCIATE OF APPLIED SCIENCE IN NURSING – ACCELERATED

Course	Program Admission Requirements	Credit Hours
BIO 1100 or CHEM 1010 & CHEM 1020	Introduction to Biological Chemistry Introduction to Inorganic Chemistry/Introduction to Organic Chemistry and Biochemistry	3 4/4
BIO 2331 & BIO 2341	Anatomy and Physiology I/Anatomy and Physiology II	4/4
BIO 2500	Microbiology	4
ENG 1010 or ENG 101 H	College Composition or Honors College Composition I	3
MATH 1240	Contemporary Mathematics	3
PSY 1010 or PSY 101 H	General Psychology or Honors General Psychology	3
	TOTAL	**24-29**

Associate Degree Nursing Program Accelerated Track		
First Semester		**Credit Hours**
NURS-1300	Health Assessment	2
NURS-1451	Self-Care Needs - Across the Life Span	7
PSY-2020	Life Span Development (concurrent enrollment)	4
	TOTAL	**13**
Second Semester		**Credit Hours**
NURS-1601	Health Deviations I*** (Offered in a blended learning format)	7
NURS-1701	Community/Home Nursing***(Offered in a blended learning format)	1
	TOTAL	**8**
Third Semester		**Credit Hours**
ENG – 1020	College Composition II (concurrent enrollment)	3
NURS-2300	Specialized Health Care	8
	TOTAL	**11**
Fourth Semester		**Credit Hours**
NURS-2501	Health Deviations***(Offered in a blended learning format)	8
	TOTAL	**8**
	NURSING PROGRAM TOTAL	**40**

LPN-to-RN TRACK
Achieving Continuing Career Education for Success and Satisfaction (ACCESS)

NURS-160A - Access to Registered Nursing and NURS-160D - Health Deviations I for LPNs are designed to meet the need for advanced placement of Licensed Practical Nurses (LPNs).

NURS-160A, Access to Registered Nursing, is an 8-week course comprised of lecture and a college lab. Scheduled lecture and lab typically involve two evenings per week; **additional time may be required** to practice and test out of lab skills. Students must successfully complete NURS-160A in order to progress to NURS-160D. **NURS-160A MAY NOT BE REPEATED**.

STUDENTS MUST COMPLETE ALL PRE-REQUISITE COURSEWORK WITH APPROPRIATE GRADES PRIOR TO PROGRESSION TO NURS-2300.

*After successful completion of NURS-160A and **while enrolled in NURS-160D,** students will be required to complete the **Award of Comparable Credit: Assessment of Prior Learning** form requesting By-Passed credit for NURS 1300, 1451 and 1601 (16 credit hours) **or if eligible** apply for transfer of credit for NURS 1300, 1451 and 1601 (16 credit hours) through the Career Technical Assurance Guide (CTAG) process.

Awarded comparable or CTAG credit will not affect a student's grade point average or quality points. Students **MUST MAINTAIN TERM ENROLLMENT** in order to receive this credit.

Course	Program Admission Requirements	Credit Hours
BIO 1100 or	Introduction to Biological Chemistry	3
CHEM 1010 & CHEM 1020	Introduction to Inorganic Chemistry/Introduction to Organic Chemistry and Biochemistry	4/4
ENG 1010 or ENG 101 H	College Composition or Honors College Composition I	3
MATH 1240	Contemporary Mathematics	3
PSY 1010 or PSY 101 H	General Psychology or Honors General Psychology	3
	TOTAL	**12-17**

Associate Degree Nursing Program LPN-to-RN Track		
First Semester		**Credit Hours**
BIO-2331	Anatomy and Physiology I	4
NURS-160 A	Access to Registered Nursing***	3
NURS-160 D	Health Deviations I for LPNs****	3
PSY-2020	Life Span Development (concurrent enrollment)	4
	TOTAL	**14**
Summer		**Credit Hours**
BIO-2341	Anatomy and Physiology II	4
BIO 2500	Microbiology	4
	TOTAL	**8**
Second Semester		**Credit Hours**
ENG – 1020	College Composition II (concurrent enrollment)	3
NURS-2301	Specialized Health Care	8
NURS 1701	Community/Home Nursing***	1
	TOTAL	**12**
Third Semester		**Credit Hours**
NURS-2501	Health Deviations***	8
	TOTAL	**8**
	NURSING PROGRAM TOTAL	**42**

TECHNICAL STANDARDS FOR ADMISSION, PROGRESSION, AND GRADUATION

Physical and Mental Qualifications

The following are the minimal physical and mental qualifications necessary to be considered for admission and progression through the Cuyahoga Community College Associate Degree Nursing Program.

Performance	Standard	Examples of necessary activities (Not all inclusive)
Physical strength	The ability to assist in lifting or moving patients of all age groups and weights.	Lift up to 35% of recommended body weight
Mobility	The ability to move around the patient's room and in work areas.	Stand and/or walk six to eight hours a day Walk rapidly for a prolonged period from one area to another Bend or squat frequently Provide care for a patient in an elevated hospital bed or stretcher Perform one man CPR when necessary

Performance	Standard	Examples of necessary activities (Not all inclusive)
Auditory acuity	Auditory acuity sufficient to hear instructions, requests and monitoring alarms, and to auscultate heart sounds, breath sounds and bowel sounds.	Hear sufficiently to detect subtle changes in patient's condition Hear sufficiently to interpret various equipment signals
Motor skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform physical assessment techniques including: inspection, auscultation, palpation and percussion. Calibrate and use equipment Position and turn patients
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, auscultation, percussion and functions of physical examination and/or those related to therapeutic intervention
Communication	The ability to provide effective written, oral and nonverbal communication with patients and their families, colleagues, healthcare providers and the public. The ability to speak, write and Comprehend the English language proficiently.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient responses. Give oral and written reports to other members of the healthcare team
Critical thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in critical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients and colleagues
Social behavior	Compassion, integrity, interpersonal skills, interest and motivation.	Develop a mature, sensitive and therapeutic relationship with patients
Professionalism	The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.	
Stress management	Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.	

A qualified person with a disability who can perform these essential functions with any reasonable accommodation will be considered for admission along with other qualified applicants. It will be the student's responsibility to contact the ACCESS/Disabled Student Services Office for further information and assistance.

PROGRESSION

1. All health, CPR and ACEMAPP requirements must be completed, and maintained throughout the entire program.

2. Must have a current, completed, reviewed and cleared BCI.

3. A cumulative GPA of 2.0 is necessary each semester to progress through the nursing program.

4. A grade of "C" or better is required for all NURS courses: NURS 1300, NURS 1451, NURS 1601, NURS 160A/160D, NURS 1701, NURS 2301, NURS 2501.

5. A grade of less than "C" for a nursing course results in a failure for that course.

6. Students must receive a satisfactory evaluation within all nursing skills lab and clinical experiences. Failure to obtain a satisfactory evaluation within the skills lab and/or clinical will result in failure of the course even if the student is passing the theory portion of the course.

7. One clinical nursing course (NURS 1451, NURS 1601, NURS 160D, NURS 2301, NURS 2501) maybe repeated one time only to improve a grade of less than "C."

8. One non-clinical nursing course (NURS 1300, 1701) may be repeated one time only to improve a grade of less than "C."

9. A grade of less than "C" for a nursing course results in a failure for that course. A student is permitted to retake any of the above courses one additional time if a grade of "C" or less is obtained.

10. Students retaking a course must apply for readmission.

11. Students who fail a nursing course must retake the specific course in its entirety (lecture, lab and clinical components) in order to obtain credit for the course. The course must be successfully completed with a "C" or better grade before the student can progress to a subsequent nursing course.

12. Students who have either failed a clinical nursing course or withdrawn from a clinical nursing course regardless of the reason are eligible to be readmitted one time. This does not include failures based upon the clinical calculation competency examination policy or ACEMAPP requirements. Readmission due to failures related to the clinical calculations competency examinations will be determined by the Clinical Calculations Competency Examination Procedure. Students noncompliant with ACEMAPP requirements are eligible for re-admittance one time only. **An exception to this procedure is that LPN to RN students (ACCESS to Nursing) may not repeat Nursing 160A.**

13. Concurrent Courses: Each semester concurrent courses have been assigned and must be taken as scheduled or prior to the designated semester as outlined in the ADN course sequences. Concurrent courses are to be completed with a grade of "C" or better. If a concurrent course was not taken prior to the designated semester then the student must be registered in the course(s) the first day of the term; any student not registered in a concurrent course will be administratively withdrawn from the program. If a student withdraws from any concurrent

course during the semester, then they must withdraw from the nursing program as well. Failure to do so will result in the student being administratively withdrawn from the program.

14. Only one of the required core science courses may be repeated once to improve a grade of less than "C" from the date of application to the program. Two grades of less than "C" in any science core course, will result in automatic dismissal from the program even if obtained prior to enrollment within the program. Once dismissed from the Associate Degree Nursing Program the student must apply for readmission.

15. Core science courses completed over 7 years prior to date of application to the Nursing Program cannot be used to meet program requirements.

16. An incomplete grade in any nursing course must be successfully removed with a "C" grade or better and approved by the faculty member prior to progressing to the next nursing course.

17. Any withdrawal from a nursing course no matter the reason will be considered equivalent to a final course grade of less than "C" for readmission purposes.

18. Associate Degree Nursing students that have not withdrawn by the official withdrawal date will receive a failing course grade per College policy.

19. Once enrolled in the first clinical nursing course, the Generic, and LPN-to-RN track students must complete the nursing program within four calendar years. The Accelerated track students must complete the nursing program within 2½ calendar years.

WITHDRAWAL PROCEDURE

Students may initiate withdrawal from a nursing course according to the college process. Students withdrawing from a nursing course(s) prior to the official college withdrawal date are responsible to:

1. Withdraw from the nursing course(s) in accordance with the Cuyahoga Community College withdrawal policy. Students must withdraw online or submit a completed withdrawal form to the Enrollment Center by the official college withdrawal deadline date.

2. Schedule a conference with the nursing faculty of record.

3. Obtain required faculty signature/date on the **Documentation of Student Status at Time of Withdrawal** form.

4. Complete/sign/date the **Withdrawal Form** including a written statement on the form outlining the reasons for withdrawal from any nursing course.

5. Submit the **Documentation Student Status at Time of Withdrawal** and **Withdrawal** forms to the Division of Nursing of Education.

6. If the student desires they may make an appointment with a Program Manager in the Division of Nursing to discuss their program options.

7. Upon withdrawal from any component of a clinical nursing course, the student will be withdrawn from all components of that nursing course. Any student who continues to act in the role of a nursing student after withdrawing from a clinical course, will be dismissed from the nursing program and be ineligible for readmission.

Administrative Withdrawal

A student will be administratively withdrawn from a nursing course if any of the following circumstances exists:

1. A student has not submitted initial and/or annual health and CPR requirements and/or completed ACEMAPP requirements.
2. A student is enrolled in a nursing course without first satisfactorily completing all prerequisites.
3. A student is enrolled in a nursing course and does not maintain enrollment throughout the semester in all General Education co-requisite courses.
4. A student is enrolled in a nursing course and has not completed a General Education co-requisite course(s) with a grade of "C" or higher (as outlined in the program sequence).
5. A student is enrolled in a nursing course and is dropped by the College for non-payment of tuition and fees.
6. A student who exceeds the maximum absences for lecture, nursing skills lab, or clinical experience.

REQUEST TO MOVE

A student is permitted to request to move from one campus to another, and/or from the day section to the modified evening section or vice versa one time while in the nursing program. Below are the conditions for requesting a move transfer:

1. For students currently enrolled in a nursing program the **Request to Move** form must be completed and submitted to the Division of Nursing office **at least six weeks prior** to the beginning of the semester.

2. For new students accepted into a nursing program the **Request to Move** form must be completed and submitted **on the day of orientation**.

3. Regardless of the reason, a request shall be granted on a space availability basis.

4. In the event space is not available the request will remain on file until space becomes available. If the student no longer wishes to pursue the request they may have it removed by requesting via email to nursing@tri-c.edu, or in writing to the Metro Campus Division of Nursing office, 2900 Community College Ave., Cleveland, Ohio 44115.

READMISSION PROCEDURE

Students seeking readmission into the Associate Degree Nursing Program must submit a **Request for Readmission to the Nursing Education Program** form in order to be placed on the readmission list. Readmission shall be subject to the following requirements and limitations:

1. Readmitted students must meet the program admission requirements effective at the time of readmission.

2. Students who fail a course or withdraw due to failing are advised to seek assistance through the Academic Counseling Center. Students are also encouraged to seek assistance through Student Support Services.

3. Submit the **Request for Readmission** form to the Division of Nursing Education Office. Once the form has been received by the office, then the student will be placed on the readmission list.

4. Must have a minimum of 2.0 cumulative GPA at Cuyahoga Community College, inclusive of all nursing courses.

5. Will be required to complete an additional BCI check with finger prints depending on length of time out of the program.

6. Students who have not attended clinical nursing courses for more than two academic years are not eligible for readmission, and must seek admission to the nursing education program as a new student.

7. Any student who has been dismissed from the nursing program for any reason, including, but not limited to, unsafe clinical performance, violations of HIPAA or patient confidentiality, ANA ethical violations, violations of the Ohio Board of Nursing Student Conduct rules, violations of the College's Student Conduct Code, excessive absences/tardiness, violations of policies and procedures of any institution or facility, and violations of the social media policy must petition the Admission and Progression Committee when seeking readmission into the nursing program. This procedure must be followed even if a student has not been readmitted previously. In these cases, the Admission and Progression Committee will make the decision for readmission. The Admission and Progression Committees readmission decision is final.

8. Students who have been recommended for a Withdrawal Exception by the Student Affairs Department (reserved for severe extenuating circumstances) are still subject to the readmission policy.

9. Readmission to the nursing program for a third time shall be approved only upon demonstration of extenuating circumstances beyond the reasonable control of the student which may include emergency or unanticipated medical condition of the student or a member of the student's immediate family; military service in which the student is called to active duty; court orders impacting the student where the student is not a party to the court action, or other extenuating circumstances beyond the reasonable control of the student. Students seeking readmission for a third time must submit a letter of petition to the Admission and Progression Committee requesting an exception to the readmission policy. The letter of petition should include a written explanation for the request to be readmitted, and all supporting documentation of extenuating circumstances to substantiate the petition. Documentation submitted after the original letter of petition has been submitted will not be considered. The Committee will review all submitted documentation, and make a decision regarding readmission. The Admission and Progression Committee's decision is final.

10. Students who were dismissed from the College for academic reasons must petition their Campus Appeals Board for readmission three weeks prior to registration. These students must also see a counselor or faculty advisor to establish goals and objectives, and they must complete an Application for Admission form and a Campus Appeals Board form before being considered for readmission. Readmission to the College does not mean readmission to the nursing program.

11. All readmissions, regardless of the reason, will be placed on the readmission list and shall be on a space available basis.

12. Any student who is not eligible for readmission to the ADN program, maybe eligible for admission into the Practical Nursing Program. Please refer to the Practical Nursing Program Information Packet for additional information.

READMISSION LIST

Students who withdraw from a nursing course and are eligible for readmission to the nursing program must submit appropriate forms to the Division of Nursing Education.

Students, who withdraw from a nursing course prior to the official college withdrawal date, need to submit the following completed forms:

1. Division of Nursing Withdrawal Form

2. Division of Nursing Documentation of Student Status at Time of Withdrawal; form must be signed by the faculty.

3. Division of Nursing Request for Readmission Form

In order to be placed on the readmission list, all required forms must be submitted at the same time.

Placement on the readmission list for students that withdraw prior to the withdrawal date will be placed in the order in which the completed forms have been received to the Nursing Office.

Students who withdraw from a nursing course after the withdrawal date will be placed on the readmission list upon a random selection through a lottery process of all readmission request forms by the deadline date and time selected for the semester.

Any student submitting a **Request for Readmission** form **after** the deadline date and time will be placed on the readmit list following those students who were part of the lottery process in the order they are received.

***All forms are located on the ADN Blackboard Group site.**

PROGRAM COMPLETION AND LICENSING PROCEDURES

Program Completion Requirements

Students must satisfactorily complete all of the course requirements, nursing and college, with a grade of "C" or better to be qualified to complete the program and receive an "Associate of Applied Science in Nursing, " as well as achieve a passing score on the standardized comprehensive nursing exam taken in NURS 2501. It is the student's responsibility to petition for a "Associate of Applied Science in Nursing" online through my Tri-C space, following the time and procedure requirements set by the College. Students need to consult a counselor as well as run a Degree Works Report to ensure completion of all the requirements. Additionally all obligations to the College must be reconciled before a degree will be awarded.

Once confirmation has been received from the registrar that a student has meet all requirements and the degree has been conferred, and the student has attended an on campus NCLEX review course, a program completion letter from the Office of the Dean will be sent to the board of nursing of choice. Once the letter has been received, a student can then begin to apply for licensure and the NCLEX examination.

*** Subject to change - The cost of the course is supplemented by the College, and students are charged a reduced fee of $75.00 for the course.

*** Subject to change - The cost of the Standardized Comprehensive Hesi Exam package is approximately $100.00.

NCLEX-RN Examination

The National Council Licensure Examinations for Registered Nurses (NCLEX-RN) provides year-round testing via computerized adaptive testing (CAT) in Ohio as well as every other state and territory.

The fee* for taking the NCLEX-RN examination is currently $200.00, and information regarding application/registration information can be located at **https://www.ncsbn.org/nclex.htm** . The Tri-C program is: US20403900.

The student will also need to apply for licensure with the Board of Nursing in the jurisdiction in which applying. The student must check with the specific Board of Nursing to find out about requirements and costs.

For Ohio applicants please refer to Ohio House Bill 327 – Felony Preclusion Bill. The fee* for the Ohio Board of Nursing licensing application is currently $75.00. Students are solely responsible for paying all licensing/examination fees.

The National Council requires potential graduates to complete a form regarding their citizenship, which is a mandate based upon a federal government requirement. The citizenship form must be submitted with the candidate bulletin or it will delay the graduate's paperwork from being processed.

Students are advised to prepare financially for submission for the NCLEX-RN fees at the beginning of the final session of enrollment. Students are solely responsible for paying all licensing/examination fees.

* Please Note: The Requirements/Fees As Listed Are Subject To Change Without Notice.
For the most current information on the NCLEX-RN visit **https://www.ncsbn.org/nclex.htm** and **http://www.nursing.ohio.gov/**

POLICIES AND PROCEDURES: CLASSROOM, SKILLS LAB, AND CLINICAL

GRADING STANDARDS

The grading scale for the Associate Degree Nursing Program is as follows:

93% to 100%	=	A	=	4.0 quality points
85% to 92%	=	B	=	3.0 quality points
78% to 84%	=	C	=	2.0 quality points
Below 78%	=	F	=	0.0 quality points
Withdrawal	=	W		
Incomplete	=	I		

The final theory grade will be computed on the basis of total points earned within the course and determining the corresponding percentage. To pass a student must achieve at least a 78%. Scores nor

percentages will not be rounded up to the next whole number. No exams wills be retaken nor will extra credit will be awarded.

STUDENT NOTIFICATION OF UNSATISFACTORY PERFORMANCE

Faculty will appraise students of their performance in lecture, lab, and clinical. Methods of notification include the use of the Student Progress Appraisal Form, anecdotal notes, and a formative (midterm) and final clinical evaluation. When faculty determine the need for additional support, students can be referred for special tutoring and/or remediation in the nursing skills laboratory.

EXAMINATIONS

1. Up to 15 percent of total points in the lecture component of class may come from "pop quizzes" and/or activities administered by faculty at any point during the lecture day. If a student is not present for a "pop quiz" or activity, no matter what reason, the student will not have an opportunity to take a make-up quiz or participate in a make-up activity for those points.

2. On exam days, the door to the classroom will be closed at the start of the exam. Once the door is closed, the door is considered "locked" and a student may not enter the classroom until after the exam has been completed no matter the reason.

3. Any student who fails to contact their faculty member via telephone or email, prior to the exam, will be considered a "no call/no show" and will not be permitted to take the make-up exam on the end-of-semester date referenced below; receiving "zero points" for that exam.

4. If a student misses taking an exam on a scheduled test date and has notified the instructor prior to the exam, then they will be allowed to take a make-up exam at the end of the semester on a date and time determined by the faculty of that course.

5. If a student misses taking more than one exam throughout the semester, they will take all of their make-up exams on a single date and time determined by the faculty.

6. If a student misses taking their make-up exam(s) on the established date, the student will receive a score of "zero points" for the exam(s). If a student is "no call/no show" to a make-up exam(s), the student will receive a score of "zero points" for the exam(s).

7. Examinations taken will not be repeated.

8. During test taking, no electronic equipment (cell phones, smart watches, and tape recorders including ear devices, etc.) may be used, and may not be kept on the desk top. During tests and exam periods, all cell phones and other electronic devices must secured in a location away from the students immediate view, and silenced or turned off. If any device causes disruption to the testing environment, the student may be dismissed from the exam or test. Scheduling of any make-up exam is at discretion of faculty if the student is dismissed for this reason.

9. Standardized tests may be required throughout the nursing program as course requirements. An NCLEX assessment test is required during the final semester of the program. Additional tests may be added to meet program course requirements. Students will be expected to pay for the standardized tests.

10. Students are held accountable for adherence to the College conduct code during test-taking. Disciplinary action for academic dishonesty (cheating and/or breach of confidentiality) may result in a failing grade for the course.

CLINICAL COMPENTECY EXAMINATION

Clinical calculation competency is defined as the student's ability to correctly perform clinical computations on material previously taught and learned during the course. The following nursing courses will administer clinical calculations competency examinations: NURS-1451, NURS-1601, NURS-160D, NURS-2301, and NURS-2501.

The guidelines for the clinical calculations competency examinations are as follows:

1. Each clinical calculation competency examination will be comprised of 10 questions.

2. The exams will consist of no multiple choice questions, and the student will be expected to show all work indicating how an answer was derived. Correct test item responses (answers) must include, in writing, all sequential steps to problem-solving and mathematical formulas. No credit will be given for answers that omit problem solving steps and formulas.

3. Tests are to be administered in class, and will not be take-home, or open-book.

4. Students may use a non-programmable basic calculator for computation in the following activities: clinical calculations competency examinations, unit tests, laboratory test-outs and final examinations. The term "non-programmable basic calculator" shall mean limited to the following processes: addition, subtraction, multiplication, division and percentages. A student will be prohibited from using a calculator with other capabilities.

5. A score of 9 correct out of 10 possible is necessary to pass the clinical calculation competency examinations.

6. Students who are not present at the date and time of a scheduled math test will receive a score of "zero" for that clinical competency examination.

7. A student who does not pass the 1st or 2nd math competency will meet with faculty regarding a remediation plan.

8. A maximum of 3 consecutive clinical calculation competency examinations may be administered. If, upon completion of the 3rd consecutive clinical calculation competency examination the student is not successful, the student will be withdrawn failing from the course.

9. Students failing a course, due to failure of a 3rd consecutive clinical calculation competency examination, must complete an individualized clinical calculation remediation plan as a condition for re-entry* into the nursing program. One time, during his/her entire tenure in the Nursing Program, a student may fail 3 consecutive clinical calculation competency examinations; and, will be considered for readmission to the Nursing Program under the same readmission criteria applied to all other students. This one readmission opportunity is based solely on clinical calculation competency failures and is not subject to Criterion #1 of the Readmission Procedure.

10. The clinical calculation competency examination grade will not be calculated as part of the overall course grade.

11. All 3 consecutive clinical calculation competency examinations are to be administered prior to the end of the 6th week of each semester for 16-week courses; prior to the end of the 4th week for 10-week courses; prior to the end of the 3rd week for 8-week courses; and prior to the end of the 2nd week for 5-week courses.

*Refer to readmission procedure

GRADE DISPUTE & PROGRAM COMPLAINT POLICY

The College and Division of Nursing strive to provide every student with a successful and positive educational experience. As part of an effort to continuously improve the College, while also resolving legitimate student concerns, the College and Division of Nursing maintain a student complaint and grade dispute procedure.

Grade Dispute

Any student with a grievance about a course grade has the option to pursue a grade dispute. The student should first discuss the grievance with the faculty member/course instructor. If resolution cannot be achieved after this first meeting, students are to follow the **Procedure on Student Complaints and Grade Disputes** located in the Cuyahoga Community College Student Handbook. This process cannot begin until the final grade is posted.

Program Complaint

Any student who is dissatisfied with an aspect of his or her collegiate experience involving a faculty member or other employee may seek resolution of the matter with the College, and initiate the complaint process as outlined within the **Procedure on Student Complaints and Grade Disputes** located in the Cuyahoga Community College Student Handbook.

** The student complaint and grade dispute processes are distinct and separate. Please refer to the **Procedure on Student Complaints and Grade Disputes** located in the Cuyahoga Community College Student Handbook for additional information.

ATTENDANCE

Attendance in all classes, nursing skills laboratories, and clinicals is required. Since theory, laboratory practice, and clinical experience are vital to success in nursing, unexcused absences and lateness are unacceptable in all instances. It is the student's responsibility to notify his/her instructor before class, nursing skills lab, or clinical of an absence. If a student does not notify his/her instructor within this time frame, it will be considered a no-call-no-show resulting in a failure for that day.

NURSING SKILLS LABORTORY

The nursing skills labs are offered with select nursing courses, so that students may master technical and psychomotor skills. Each student is required to demonstrate mastery of the skills with minimal supervision. Students are also expected to use the skill lab to practice their skills in preparation for nursing practice. Therefore, the skills lab on each campus will post open lab hours for individual practice.

Nursing Skills Laboratory Rules

1. Students must sign in and out of the Nursing Skills Lab any time they enter the lab.

2. Students are responsible for purchasing and maintaining their own supplies for laboratory class, practice, and test-out (Nursing Totes), as well as, have the skills card with them.

3. Equipment and supplies are to be cleaned, reassembled and replaced in the designated area, by the student, for use by the next person.

4. Students are expected to follow the dress code at all times as defined in this handbook and wear their lab coat at all times while in the skills lab. Students who do not adhere to the dress code, will not be able to attend lab. The attendance policy for lab will be adhered to related to any absences due to dress code violations.

5. Attendance is mandatory for all skills laboratory experiences. Punctuality is required. In the event of an unavoidable absence, students have **one (1) day of scheduled instruction that can be missed**. This allowed time is for emergencies only. Additional independent practice time is required for missed lab time. However, if the missed time includes a HPS (human patient simulation) experience, the following will apply:

    a. Students will be required to spend a minimum of an hour completing skills cards reflecting the material that was missed in the HPS experience. This will include written and hands on work.
    b. The work must be completed within 2 weeks of the absence. An incomplete will be earned for the course if material is not completed.

    Completion of these activities/practice time does not negate the absence. Lab experiences are a part of meeting course objectives. Missing these experiences results in a need to complete the material independently.

6. All missed lab class work and/or practice must be completed within 2 weeks of the absence. If work is not completed, an incomplete will be earned for the course.

7. Students absent greater than one (1) day of scheduled instruction will be withdrawn from the course. An instructor may initiate a student withdrawal if the student misses lab time for the equivalent of one week.

8. Students are required to schedule/reschedule testing appointments in person. This is to ensure lab staff and student have agreed upon the acceptable date and time. The student's handwriting on the testing sheet will serve as confirmation of the appointment.

9. Students who miss their scheduled test-out time more than twice in a course will earn a failing grade for the course. This includes a lab absence during testing and any other scheduled testing appointment.

10. Students maybe dismissed from lab due to any of the following: violations of HIPAA or patient confidentiality, ANA ethical violations, violations of the Ohio Board of Nursing Student Conduct rules, violations of the College's Student Conduct Code, excessive absences/tardiness, and violations of the social media policy. Any dismissal related to any of the above violations can result in automatic lab failure.

Lab Practice

It is suggested that students spend a minimum of one hour of practice time in the lab prior to testing out on a new skill. Students are encouraged to utilize their assigned lab time to practice, but this time may not always be sufficient to feel confident or competent about a particular skill(s). Therefore, additional practice outside of assigned lab time may be essential for your success. Students are encouraged to utilize the open lab hours posted at any of the campuses for extra practice and assistance. It is also important that practice occur 24 hours prior to scheduled test out time, not the day of testing to ensure proficiency of the skills.

Nursing Skills Lab Testing Procedure

Competency testing will occur during scheduled lab time. The testing weeks will be identified on the weekly lab schedule. Students are to review the syllabus/lab schedule for this information. Students must be proficient in their skills prior to completing the return demonstration testing in the skills lab. The Instructor, Nursing Skills Lab Training Specialist, or Nursing Skills Lab Preceptor will sign off the procedure on the student's skill card when the return demonstration is satisfactorily performed. Criteria for evaluation are based on the performance objectives and critical elements identified in each course.

A student may not perform a designated skill in the clinical setting until that skill has been successfully completed in the Nursing Skills Laboratory. Students will have three attempts for successful completion of skills testing. Successful testing of a designated skill must be completed within the established time guideline of one week. The student will earn a failing grade for the course if the established time guidelines are not met. The Nursing Skills Lab Preceptor will determine if the skill has been demonstrated satisfactorily according to evaluation criteria.

> **If unsuccessful in the first skills test-out, the student must:**
> Practice a minimum of one hour before retesting. Students must be prepared for an additional skill along with the first unsuccessful skill. Schedule the second skills test-out attempt.
>
> The second attempt must be made at least 24 hours after the mandatory practice session.
>
> **If unsuccessful in the second test-out:**
> The student will receive a remediation plan to complete and must practice a minimum of one hour under the supervision of a preceptor or training specialist. The completion date to accomplish the skill test-out will be documented on the remediation plan. The remediation plan may also include videos, tutoring, and readings as applicable and/or additional practice time. A copy of the remediation plan will be given to the student.
>
> **The third skills test out to be completed by a Nursing Skills Lab Training Specialist:**
> Must be at least 24 hours following the mandatory practice.
> The preceptor and student must agree that the student is ready for the third test-out. The student will make an appointment for testing. The Nursing Skills Lab Training Specialist will determine if the skill has been demonstrated satisfactorily. If the student is not successful on the third attempt the student will earn a failing grade for the course. The student is responsible for completing withdrawal paperwork at this time.

CLINICAL

Clinical Performance Expectations

The Cuyahoga Community College Division of Nursing works with community clinical agencies to provide the clinical experiences necessary for nursing education. Students are expected to abide by the policies of the individual clinical agencies while in the agency for learning experiences.

Students are expected to maintain honesty and integrity in the learning situation. For example, errors made in the clinical area should be reported so they can be corrected to maintain patient safety and to aid the students' own future learning.

Faculty Supervision of Students in the Clinical Setting

Students will be supervised for each clinical experience involving the delivery of nursing care to an individual or group of individuals. Supervision is provided by a full-time nursing faculty member or a part-time nursing adjunct faculty member possessing competence in the area of clinical practice. The faculty member functions only as a faculty member during the students' clinical experience. The faculty member is responsible for:

1. Providing for/facilitating an orientation for each student to the clinical site including introduction to staff.

2. Planning and designing student clinical experiences that are consistent with the stated course objectives and student learning needs.

3. Students are required to obtain their clinical assignment and prepare for clinical experience according to the directions given by their instructors. If the student is not prepared, the instructor will give specific instructions regarding additional preparation required.

4. Communicating clinical objectives to students and staff at the clinical site.

5. Providing appropriate supervision, guidance, direction, and support for all student experiences appropriate to the clinical situation.

6. Evaluating the student clinical performance related to experiences, achievement, and progress in relation to the clinical objectives.

Clinical Rules

1. Attendance is mandatory for all clinical experiences. Punctuality is required. In the event of an unavoidable absence or tardiness please refer to the clinical attendance policy below.

2. Students are expected to follow the dress code for clinical at all times as defined in this handbook. Students who do not adhere to the dress code, will not be able to attend clinical. The attendance policy for clinical will be adhered to related to any absences due to dress code violations.

3. Students are required to adhere to the ANA Code of Ethics for Nurses, the ANA Standards of Practice, HIPAA/Patient Confidentiality Act, Ohio Board of Nursing Student Conduct rules, the Cuyahoga Community College Student Conduct Policy, policies and procedures of any institution or facility where they may be assigned, and the Social Media Policy. Students who fail to adhere to any of the above listed policies will be:

> Dismissed with an earned grade of "F" for the course.
> Dismissed from the nursing program.

4. In the event the student is unable to perform satisfactorily in the clinical area, the student may be:

   a. Dismissed from the clinical area for the day and given an absence for the day. The attendance policy will be adhered too.
   b. Sent to the Nursing Skills Lab Director (or designated lab personnel assigned by the Lab Director) with a specific prescription.
   c. Given a signed prescription to return to the clinical area after the instructor or Nursing Skills Lab Director (or designated lab personnel assigned by the Lab Director) has observed satisfactory performance.

d. Dismissed with a grade of "F" if the following performance jeopardizes patient safety.
   a. *patient/facility safety is jeopardized by unsafe clinical performance
   b. the ethical and legal framework of the nursing profession is violated
   c. preparation for clinical assignments are not complete
   d. clinical time is missed
   e. instructor and hospital are not notified of expected tardiness or absence

   *Unsafe clinical performance: when the student's activity/behavior or lack of activity/behavior jeopardizes the patient's physiological or psychosocial integrity, violates principles of asepsis and/or disrupts the clinical facility/unit environment.

5. Must maintain all required clinical compliance requirements. Students that have lapsed records may not attend clinical until all requirements are current. The attendance policy will be adhered to regarding any missed days due to lapsed clinical compliance requirements.

Clinical Remediation

Nursing instructors will refer students for required special tutoring when, in the instructor's judgment, the student needs assistance. Prescriptions will be issued with documentation of what assistance is needed and the time frame for completion. Once the prescription is signed by the student and the clinical instructor, the Director of the Skills Labs is notified. The student must call the Lab Director to arrange an appointment time for remediation. Attendance for remediation is mandatory. The Nursing Skills Lab Preceptor or Training Specialist will determine if the skills have been demonstrated satisfactorily and will provide documentation to the student. The signed prescription and Skills Lab documentation will be required for the student to return to the clinical setting.

Clinical Hours

The Associate Degree Nursing Program is committed to providing the clinical hours listed in the syllabus. To meet this obligation should the college, Associate Degree Nursing program, or clinical instructor cancel clinical time, every effort will be made to provide the required clinical hours. This standard does not change the Student Attendance policy as outlined in the ADN Student Handbook. Therefore, the time is not to be used as clinical makeup time for student absence nor any other purpose.

Clinical Attendance and Dress Code Deficiency Point System

Point Value:	Occurrence:
	Tardiness/Leaving early
1	• 5-14minutes
2	• 15-29minutes
3	• 30or >minutes *
	∗ Student will be considered absent greater than 30 minutes late
	Absence:
3	• First occurrence - Absence clinical with notifying instructor at least½hour prior to scheduled starting time
6	• Second occurrence – Absence from clinical with notifying instructor at least ½hour prior to scheduled starting time
8	• No call prior to start of clinical/no show
	Dress Code Violations:
2	• Breaking of dress code
6	• Refusing to adjust to dress code after instructor addresses violation with the student
	Consequences:
≥ 3	• Student will receive a deficiency notice with a written improvement plan. Faculty member may, at their discretion, implement a written Student Progress Appraisal prior to 3 point accumulation to help ensure student success.
10 or >	• Failure of clinical
	• A student who accumulates10or more points will receive an F in the Theory Course associated with the clinical.

Clinical Attendance and Dress Code Deficiency Point System – 160D only

Point Value:	Occurrence:
	Tardiness/Leaving early
1	• 5-14minutes
2	• 15-29minutes
3	• 30or >minutes *
	* Student will be considered absent greater than 30 minutes late
	Absence:
6	• Absence clinical with notifying instructor at least½hourpriortoscheduledstarting time
8	• No call prior to start of clinical/no show
	Dress Code Violations:
2	• Breaking of dress code
6	• Refusing to adjust to dress code after instructor addresses violation with the student
	Consequences:
≥ 3	• Student will receive a deficiency notice with a written improvement plan. Faculty member may, at their discretion, implement a written Student Progress Appraisal prior to 3 point accumulation to help ensure student success.
7or >	• Failure of clinical
	• A student who accumulates 10 or more points will receive an F in the Theory Course associated with the clinical.

Students will continue to be held to the clinical absence policy listed in the Associate Degree Nursing Program Student Handbook. If a student misses a clinical day and is given a written assignment to enhance their learning of a concept, this does not negate the clinical absence and therefore does not replace the time missed.

Important Notice about Clinical Experiences
1. Clinical experiences in the Modified Evening program may start as early as 2:00 pm.
2. Clinical experiences may include evening as well as Saturday and Sunday rotations for both day and evening sections.

CLINICAL COMPLIANCE REQUIREMENTS

The hospital/health care agencies establish various clinical requirements prior to attending clinical practice within their facilities. Students MUST adhere to these requirements by the designated timeline or attendance is prohibited. These requirements are subject to change based on clinical affiliate policies. See following paragraph regarding ACEMAPP.

ACEMAPP

ACEMAPP is the current clinical placement system. Clinical assessment testing must be completed through ACEMAPP before students can be placed in clinical rotations. There are 5 clinical assessment exams. Students are allowed to attempt each exam 3 times. After three unsuccessful attempts in the completion of the ACEMAPP assessment exam(s), the student will be required to undergo remediation. Upon completion of the remedial process, the student must submit a signed remediation form to his/her assigned nursing program manager for authorization for a fourth and final attempt. If the student is unsuccessful in the fourth and final attempt, he/she will not be placed in a clinical rotation for that semester; therefore, will be automatically dismissed from the nursing program. Students desiring to re-enter, must do the following: New students must request delayed admission. Progressing students must request readmission and follow the readmission process.

Immunizations

For the most current immunization requirements please visit:

http://www.tri-c.edu/programs/health-careers/documents/hcn-immunization-and-req-completion-guide.pdf

Please note that the requirements can change depending on the hospital/health care facility agreements.

CPR

A course in cardiopulmonary resuscitation must be completed prior to the scheduled orientation date. Students are required to provide documentation of the current professional level CPR course. The required CPR course must be BLS for Healthcare Providers course earned through the American Heart Association (AHA). No other course will be accepted. When submitting documentation of AHA certification a copy of the card, certified letter, certificate, electronic verification, the eCard, or other form of validation deemed acceptable by the program may be used. When submitting a CPR card for documentation of certification, the copy of the card must be front and back of the card. The card, letter, or certificate must be signed. If submitting the eCard certificate of completion, it must show the unique ID and QR code for verification purposes. Students who fail to complete the approved course in cardiopulmonary resuscitation will be administratively dropped from the program. Students must maintain current CPR certification throughout the Nursing Program.

Background Check (BCI)

All students enrolled in Health career and Nursing programs requiring off campus clinical experiences are required to complete a background check that includes fingerprinting and a court search. Students returning to a Health career program after one year of absence will need to complete another BCI. **Students with a BCI record are not guaranteed acceptance into a clinical site, acceptance by their professional licensure/registration board, or employment in a health career field.** *Due to the increased rise in patient identity theft, students with a convicted felony for forgery will not be*

accepted into a health career program. Log onto http://www.tri-c.edu/programs/health-careers/background-check-information-bci.html for further information. Reports from the background

checks will be accessed by the Clinical Compliancy Program Manager. Please be assured that this information will be kept confidential.

Malpractice Insurance

Malpractice (liability) insurance coverage is mandatory for all students throughout the entire Nursing program. Upon registration for a clinical nursing course a fee is assessed for malpractice coverage (this fee appears on tuition bill).

The insurance for LPNs does not carry the coverage necessary for practicing as an Associate Degree nursing student.

Health Insurance

Students must have a health insurance plan which is in effect throughout the entire semester. Proof of purchase of health insurance is required before admittance to the clinical area. Nursing students must present proof of their health insurance plan.

***Sliding scale is not insurance and will not meet the requirements for a health career program admission.

Documents or copies of materials including clinical evaluations submitted to the Division of Nursing will not be returned. Students should make and retain copies of all documents before submission.

DRESS CODE AND UNIFORM

An official uniform is required for the clinical setting. Descriptions, model numbers, and supplier contact information for the student nurse uniform is located on the ADN group site. Questions concerning the uniform may be directed to the Division of Nursing Education Office.

Female (Dress or Pantsuit)

Uniform	White School Uniform with school insignia (left sleeve)
	Long sleeve garments can be worn under lab coat as long as it is white
Maternity Smock	White (3/4 length)
Hose	White
Socks	White only with pants
Shoes	All White (Closed toe and heel)
Lab Coat	Plain white, knee-length with school* insignia (left sleeve)
Identification	Name Pin

The uniform of the pregnant student will consist of a 3/4 length white smock with the school insignia on the left sleeve. This will be worn over the pants or the skirt of the uniform during the clinical experience.

Males

Uniform	White Tunic Top with school *insignia (left sleeve)
	White undershirt underneath
	White Pant
	Long sleeve garments can be worn under lab coat as long as it is white
Socks	White
Shoes	All White (Closed toe and heel)
Identification	Name Pin

*Insignia is available for purchase at the Campus Bookstores

A complete uniform includes the following:

1. A name pin above the left breast pocket (purchase from uniform shop) with a white background and black lettering, stating status (Ms. or Mr.), first initial, last name, N.S. (for Nursing Student), Cuyahoga Community College.
   Example: Ms. J. Phillips, N.S.
   Cuyahoga Community College
2. Bandage scissors, stethoscope, watch with a second hand, and black and red ball point pens, and pen light.
3. The student is expected to present a professional appearance in the classroom, skills lab, and clinical care setting:
   a. Casual business dress is appropriate for the classroom and lab. Jeans worn in lecture or lab
      must be neat and clean.
   b. Lab coats are to be worn to lab. Lab coat should cover the knee when sitting or standing.
   c. Shorts, cut-offs, exposed cleavage/midriff, clinging tops, tight pants and short skirts may
      not be worn to lab or clinical.
   d. No head gear (caps, decorative scarves, etc.) is acceptable in the classroom, lab, or
   e. clinical, except head coverings worn for religious reasons.
   f. At all times for lab, clinical and class, all apparel should be wrinkle free and clean.
   g. Shoes worn in the lab should be clean, flat with closed heel and toes. Sandals will not be permitted in the lab.
4. Additional Clinical Setting Guidelines:
   a. Dresses and skirts should be knee length. Pantsuit hems should touch the top of the shoe.
   b. No sandals, opened toed or heel shoes, or clogs are permitted in the clinical area; shoes must be clean, flat and white.
   c. Under garments must be worn. No visible colored underwear/garment lines, thongs, logos on underwear will be accepted.
   d. Hair must be neat and of natural color. Clean, controlled, secured, and off the uniform collar. No decorative ornaments, headbands or hats are to be worn. Facial hair is acceptable if it is neat and trimmed. Head coverings for religious purposes are allowed.
   e. A plain wedding band and one pair of small post earrings (one in each earlobe) are the only acceptable jewelry. No visible gauging or ear piercings. All other visible body piercings are not permitted.
   f. Tattoos must be covered.
   g. Gum chewing is not permitted.

h.   Sweaters are to be plain white or navy blue. Sweaters are not worn in patient care areas.
i.   Fingernails should be clean and short (e.g. nails cannot be seen when looking at the palm of the hand.) Neither nail polish nor artificial nails are permitted.

STUDENT ILLNESS AND INJURY PROCEDURE

<u>Illness in the Classroom or Nursing Skills Laboratory Setting</u>

The instructor will follow the campus-wide policy for a Medical Emergency depending on the severity of the illness. The student will be asked to leave the classroom setting when an incapacitating illness (not an emergency) occurs. The instructor will recommend the appropriate assistance and/or a visit to the student's personal physician or other healthcare provider as appropriate. This will count as an absence according to the Attendance Policy.

<u>Medical Emergency in the Classroom or Nursing Skills Laboratory Setting</u>

- Dial extension 4911 to report the injury or illness. Campus Police and appropriate response personnel will provide immediate support.

Please note: All calling instructions in this guide are written for use with College phones.
* IF YOU MUST USE YOUR CELL PHONE TO REPORT AN EMERGENCY – DIAL 216-987-4325. A 911 call made from your cell phone – even if you are on campus – goes to an off-campus police dispatcher. That dispatcher has limited knowledge of campus buildings and College response capabilities which may postpone response times.

- Safety services help best when given vital information quickly and clearly. When dialing extension 4325 or 4911 you should:

  1. State your name;

  2. Give the extension from which you are calling. If you are calling from a College phone, look on the label by the handset cradle or on the digital display screen for the extension;

  3. State the type of emergency;

  4. Give the location of the emergency. Start with the District location/Campus, then room number;

  5. Provide assessment of services needed. Share if you think the situation calls for an ambulance, the fire department, the police, etc.;

  6. Unless you must leave, stay on the phone to allow further direct communication.

<u>Illness that Occurs in the Clinical Setting</u>

In the event of a nonemergency illness, the faculty will be notified immediately. The student will be instructed to leave the clinical setting when an illness occurs. The faculty member may recommend a visit to the student's personal physician or other healthcare provider as appropriate.

When transportation is needed, the student is responsible to make transportation arrangements. This will count as an absence if more than 50% of the clinical hours are missed. Faculty is responsible to notify the Course Coordinator who will follow up with the Nursing Office.

Medical Emergency or Injury to a Nursing Student in the Clinical Setting

In the event of a medical emergency or injury, the faculty will be notified immediately. Treatment of the injury or medical condition requires consent of the student (as fees may be assessed). The faculty may recommend a visit to the student's personal physician, healthcare provider, or emergency care facility. When transportation is needed, the student is responsible to make transportation arrangements. The clinical facility policy will be followed regarding completion of an Incident Report. A Cuyahoga Community College Incident Form must be completed and forwarded to Risk Management and a copy to the Nursing Office. The copy is to be placed in the student's file. Faculty is responsible to notify the Course Coordinator who will follow up with the Nursing Office as soon possible.

Note: If the student receives treatment at a clinical facility, the student and/or the student's insurance provider is responsible for payment.

Student Exposure to Blood or Body Fluids in the Clinical Setting

Students may come into contact with blood and other body fluids during their clinical learning experiences. In the event an exposure occurs, the faculty should be notified immediately. Clinical institution policies regarding exposure are to be followed. Faculty are responsible to notify the Course Coordinator who will follow up with the Nursing Office. A Cuyahoga Community College Incident Form must be completed and forwarded to Risk Management and a copy to the Nursing Office. The copy is to be placed in the student's file. Faculty are responsible to notify the Course Coordinator who will follow up with the Nursing Office as soon possible.

Students should be aware they may incur medical expenses in the event of an accident or illness at a clinical site.

STUDENT EVALUATION OF NURSING COURSES AND CLINICAL SITES

The student nurse will be given an opportunity to evaluate the nursing courses and clinical sites on a routine basis according to the Standards of Cuyahoga Community College, Associate Degree Nursing Program, Ohio Board of Nursing, and Accreditation Commission for Education in Nursing. The student nurse will be assured of autonomy, privacy and freedom to evaluate the above according to ethical standards. Students are required to complete these evaluations each semester.

STUDENT CONDUCT AND PROFESSIONAL CODE OF ETHICS REGULATIONS AND GUIDELINES

Academic Honor Code

Any student found to have committed or to have attempted to commit any act of dishonesty, including cheating, plagiarism, or other forms of academic dishonesty, is subject to the disciplinary sanctions outlined in the Student Judicial System.

Refer to the Student Conduct Code 3354:1-30-03.5 and Student Judicial System 3354:1-30-03.6 for more information about violations and College disciplinary procedures. The Student Conduct and Academic Honor code can be accessed via My Tri-C Space on the Student Services tab. The policies are located in the College Guidelines channel located near the bottom of the page.

- Penalties for Academic Dishonesty are defined in the [Student Judicial System 3354:1-30-03.6](#) - *(D) Sanctions*.

- Plagiarism as Academic Dishonesty is defined in **Tri-C Student Handbook** via My Tri-C Space on the *Student Services* tab under *College Guidelines*.

Use of Cell Phones and Other Electronic Devices

All cell phones must be turned off or placed on vibrate mode (silent) while students are in class. Similarly, other electronic devices – PDAs, pagers, instant message devices, games, other handheld devices, and laptop computers – should be silenced and stowed in a secure place during class.

Faculty members may make exceptions to this policy in cases in which students are using electronic devices for academic purposes related to the class. For example, in many cases, faculty members may permit the use of laptop computers if students are using the computers to take notes or for purposes related to the class. Students should check with their instructors about which devices are permissible in class. This includes use of all recording devices.

Faculty members have the right to instruct students to turn off laptops and other devices, and to stow those devices in secure places, in any class. Students who fail to follow the directions of a faculty member in class may incur disciplinary action up to and including suspension and dismissal from the nursing program.

Any student who uses electronic devices in any act of dishonesty will incur full disciplinary sanctions, according to the Cuyahoga Community College Student Handbook. This includes students who participate in the improper sharing of information about tests via electronic devices, e.g., text messaging or posting on social media sites exam questions or answers, emailing information about exams, sending voicemail messages about exams or tests, or any similar use of technology to engage in academic dishonesty.

Adapted from http://www.trinitydc.edu/policies/electronic-devices-in-the-classroom/

Social Media

Social media are defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (e.g., Wikipedia), blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook, Snapchat, Instagram), virtual game worlds (e.g., World of Warcraft), and virtual social worlds (e.g., Second Life). Regardless of how these forms of media are used students are responsible for the content they post or promote.

Social media as a form of communication can be an effective way to promote nursing and improve the health and well-being of patients and their families. However, appropriate use of social media is essential to protect the student, patients, faculty, and the program.

Anything posted to a social media site is potentially open to public viewing creating potential unintended outcomes. Deleting content never removes the material from potential internet access. Additionally inappropriate content may affect your professional reputation for years to come; as many employers and academic institutions routinely search potential candidate's online reputations. Therefore, nursing students must maintain strict adherence to standards of professionalism when posting to social media sites.

Postings on social networking sites are subject to the same professional standards as any other personal interactions. Students are prohibited from disclosing any of the following through social media:

1. Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA). This includes posting information where patient identifiers have been removed.
2. Confidential, non-public or proprietary information about patients and families, clinical facility staff or clinical institutions; of the School, its employees and students;
3. Copyrighted or intellectual property*** belonging to the faculty or college.
4. Comments that express or imply sponsorship or endorsement by the College, unless the individual is officially authorized to act in this capacity for this purpose on behalf of the College.
5. Taking and displaying photos/videos of patients, or photos depicting the body parts of patients.

Students in violation of this policy will be considered as having violated the Cuyahoga Community Student Conduct Code and Ohio Board of Nursing Student Conduct Code, and will be dismissed from the nursing program and/or college.

***NOTICE OF FACULTY COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS. Any intellectual property displayed or distributed to students during or after a course (including but not limited to Power points, notes, quizzes, examinations) by any professor(s) remains the intellectual property of the professor(s). This means that the student may not distribute, publish or provide such intellectual property to any other person or entity for any reason, commercial or otherwise, without the express written permission of the professor(s).

Vandalism

Any destruction of property in the nursing skills lab, clinical lab and/or the classroom may result in permanent dismissal from the Nursing Program.

Chemical Substance Abuse

If at any time a faculty member and/or clinical affiliate employee observes signs of the effects of mood-altering drugs in a nursing student in the classroom, lab, or clinical setting, a drug screen will be required of the student at that time and at the student's expense. These signs may include, but are not limited to the following: altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyperreflexia, and lethargy.

Any violation of this policy will result in one or more of the following actions:

1. Students will be required to sign a release of medical information form.

2. Immediate blood alcohol level testing and/or urine drug screen testing.

3. Suspension from the nursing program.

4. The student will be required to complete a chemical dependency evaluation at their own expense. The treatment and rehabilitation program as recommended by the agency must be followed as a condition for continuance in the nursing program.

5. The student will provide copies of the aftercare plans and the contracts to the Dean of Nursing (in writing) for acceptance or rejection of the recommendation.

6. After the student has completed the treatment plan and met the terms of the contract, and the recommendation of the agency has been obtained, the student will be considered for return to full student status. It should be noted that the student must follow the readmission policy of the Division of Nursing Education.

7. Upon **one repeat** violation of this policy, the student will be permanently dismissed.

8. Any refusal, on the part of the student, to participate in the recommended treatment and rehabilitation program will result in dismissal from the nursing program.

Criminal History

Students who are charged or convicted of a crime of any type, other than a minor traffic violation, must report the offense to the applicable program manager in writing within thirty (30) days of conviction (conviction includes plea arrangements, guilty pleas, pleas of no contest, findings of guilt, etc.).

For the most recent information regarding criminal history and nursing please visit the Ohio Board of Nursing website at
> http://www.nursing.ohio.gov/Discipline.htm

Ohio Board of Nursing www.nursing.ohio.gov
17 South High Street, Suite 400 • Columbus, Ohio 43215-7410 • (614) 466-3947

CRIMINAL HISTORY FACT SHEET

Currently, there are eleven offenses that are *automatic bars* to obtaining a nursing license for applicants who entered a prelicensure nursing education program after June 1, 2003. This means that the Board of Nursing (Board) is prohibited from issuing a license to a person who has pled guilty to, been convicted of, or has a judicial finding of guilt for one of the offenses listed below.

•Aggravated Murder • Murder • Voluntary Manslaughter • Felonious Assault •Kidnapping • Rape • Aggravated Robbery • Aggravated Burglary • Sexual Battery • Gross Sexual Imposition • Aggravated Arson • or a substantially similar law of another state.

In addition, the Board may propose to deny an application, or place restrictions on a license granted, for a conviction of, a plea of guilty to, a judicial finding of guilt of, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for the following: (1) any felony (that is not an absolute bar); (2) a crime involving gross immorality or moral turpitude; (3) a misdemeanor drug law violation; or (4) a misdemeanor in the course of practice. **In regard to these four types of offenses, the Board is unable to advise or give a definitive answer about the effect a criminal history will have on the ability to obtain a nursing license in the State of Ohio.**

The Board does not have the authority to make a determination or adjudication until an application has been filed. If an applicant has a criminal history, the Board conducts a thorough investigation and considers a number of factors, including but not limited to: whether the applicant has made restitution, completed probation and/or otherwise been rehabilitated; the age of the offense; t h e facts and circumstances underlying the offense; and the total number and pattern of offenses.

Please also be advised that although the Board may grant a license to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults, disabled adults, or children. *See, e.g., Ohio Administrative Code Chapters 3701-60-07; 173-9-07; 5101:3-45-11; 5123:2-2-02; 5101:3-45-11.*

Similarly, the Board cannot answer questions regarding one's eligibility to attend nursing school or participate in clinical instruction. Nursing programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing program to determine whether you are eligible to enroll.

OHIO BOARD OF NURSING: STUDENT CONDUCT 11.2012
(Excerpt from Ohio Administrative Code 4723-5)

http://codes.ohio.gov/oac/4723-5-12

(A) The administrator of the program and the faculty shall establish and implement written policies for the following:

(1) Student admission;

(2) Student readmission, including a requirement that the readmitted student meet the curriculum requirements effective at the time of readmission;

(3) The process for determining the amount of credit to be granted to an applicant for advanced standing in a program;

For individuals with experience in the armed forces of the United States, or in the national guard or in a reserve component, the program shall have a process in place to:

(a) Review the individual's military education and skills training;

(b) Determine whether any of the military education or skills training is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code;

(c) Award credit to the individual for any substantially equivalent military education or skills training;

(4) Student progression, which shall include the following:

(a) The level of achievement a student must maintain in order to remain in the program or to progress from one level to another; and

(b) The requirements for satisfactory completion of each course required in the nursing curriculum;

(5) Requirements for completion of the program;

(6) Payment of fees, expenses, and refunds associated with the program;

(7) Procedures for student illness in the classroom and clinical settings;

(8) Availability of student guidance and counseling services;

(9) Process for students filing grievances and appeals;

(10) A description of faculty responsibilities related to the supervision of students in accordance with section 4723.32 of the Revised Code and rule 4723-5-20 of the Administrative Code;

(11) Periodic evaluation by the faculty of each nursing student's progress in each course and in the program; and

(12) Procedures for notifying students of changes in program policies.

(B) The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted.

(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section 2907.01 of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances .

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability .

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance .

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice .

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion .

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent

in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Effective: 02/01/2014
R.C. 119.032 review dates: 10/15/2016
Promulgated Under: 119.03
Statutory Authority: 4723.07
Rule Amplifies: 4723.06
Prior Effective Dates: 02/01/1996, 04/01/1997, 02/01/2002, 02/01/2004, 02/01/2007, 02/01/2008, 02/01/2012

STUDENT SUPPORT SERVICES/RESOURCES

ADN Blackboard Group Site

The ADN Blackboard Group Site is a self-enroll blackboard site that contains various information relevant to the ADN Nursing Program. Students are responsible for checking the ADN Program Group Site regularly for important program information. Failure to access this information does not absolve a student from knowing the content.

Student Nurse Association

Cuyahoga Community College Chapter of the National Student Nurses Association
The National Student Nurses Association (NSNA) has several missions. The first being "to organize, represent, and mentor students preparing for initial licensure as registered nurses as well as those nurses enrolled in baccalaureate completion programs." NSNA has a direct influence into the standards of nursing education.

Another mission of NSNA is "to promote and encourage participation in community affairs and activities toward improved health care as well as being advocates for high quality health care". NSNA is the precursor to your professional society. Some of the benefits of NSNA membership include discounts on professional journals, uniforms, Barnes and Noble purchases, and eligibility for scholarships. Perhaps the most significant reason to belong is that NSNA membership translates into a professional commitment.

Lastly, "NSNA promotes development of skills needed to be a responsible and accountable member of the nursing profession". Participation in NSNA reflects an interest in the nursing career and informs future employers that NSNA member's value professionalism. Regardless of the effort put forth, be it large or small, your involvement will influence the course of the future of the nursing profession as well as your education. So join today and be a part of the Cuyahoga Community College Nursing Tradition. As a member of the NSNA, you are automatically a member of the Cuyahoga Community College SNA.

Please view the National Student Nurses' Association website at the following link for membership application, NSNA by-laws, chapter officer responsibilities, and further information - http://www.nsna.org.

Counseling

A fully staffed counseling and academic advising department is available on all three campuses. Services offered are academic, career, psychological, personal, and social adjustment counseling.
An academic counselor should be consulted upon entry in the program for assistance in choosing course offerings. Students should seek counseling services on the campus where their records are located.
OFFICES ARE OPEN DAYS AND EVENINGS MONDAY THROUGH THURSDAY, DAYS ON FRIDAY, AND ON SATURDAY MORNINGS. APPOINTMENTS ARE ENCOURAGED. A COUNSELING BROCHURE AND A WELCOME BOOK ARE AVAILABLE IN THE COUNSELING OFFICE ON EACH CAMPUS.

Disability Services – ACCESS Program

The Access Program provides classroom accommodations and support for students with disabilities who are enrolled at Tri-C. To receive services, students must make an appointment to meet with an Access Student Advisor and present documentation of disability. The Access Office recommends scheduling the appointment at least eight weeks prior to the start of classes; some services may require additional time. Services are individualized and may include advising, test proctoring, support groups, books in alternate format, assistive technology, and sign language interpreting. The Access Program is funded by the U.S. Department of Education, the state of Ohio and Tri-C. Please visit our website under Student Services at http://www.tri-c.edu/access/ or call for additional information or to schedule an appointment.

Campus	Voice	TTY
East	216-987-2052	216-987-2230
Metro	216-987-4344	216-987-4048
Westshore	216-987-5079	216-987-5117

Faculty Advising

Nursing faculty is available during regularly scheduled office hours to assist students as they progress through the program. Students and faculty cooperatively develop strategies to enhance clinical, classroom, and laboratory performance. The student may be referred to appropriate college resources as indicated. It is the student's responsibility to seek assistance before serious problems arise.

Nursing and Allies Health Careers Student Success Center

The Nursing and Allied Health Careers Student Success Center is located on Metro Campus MHCS #332, phone 987-4308. Resource materials and tutoring for Nursing and the Health Sciences is available in the Success Center.

Tutoring - General

Tutoring for support courses is available at each campus Learning Developmental Center. East Campus: 987-2280; Metro Campus: 987-4600 and West Campus: 987-5200.

Tutoring - Nursing

Nursing tutoring is available on Metro Campus through the Student Success Center. Tutoring for off-campus and other campus sites is available. Students are to check the ADN Program Group Site for posted tutoring schedules for times and locations.

Scholarship Information

Visit the **Cuyahoga Community College web site** for scholarship information at http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/apply-for-scholarships.html

Websites:

ACEN: http://www.acenursing.org/

Cuyahoga Community College Nursing: http://www.tri-c.edu/programs/nursing/

NCSBN: https://www.ncsbn.org/nclex.htm

Ohio Board of Nursing: http://www.nursing.ohio.gov/