LICENSED PRACTICAL NURSING DEPARTMENT

STUDENT HANDBOOK

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PART I- INTRODUCTION

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of St. Clair County Community College that no person shall, on the basis of race, color, national origin, sex, handicap, age, religion, creed or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity, and in employment.

Any questions concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or any inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Director of Human Resources and Benefits
Title VI, Title IX and Section 504 Coordinator
St. Clair County Community College
323 Erie Street, P.O. Box 5015
Port Huron, MI 48061-5015
(810) 989-5537 or (800) 553-2427
Welcome to St. Clair County Community College, Practical Nursing Program. You have chosen to become a member of a health profession that is most rewarding, challenging, stimulating and demanding. How well you succeed will depend solely on you. The faculties are here to guide and direct you, but they cannot learn the material for you, nor can they apply it in the patient care setting for you. The challenge and responsibility is yours and yours alone.

Your first responsibility as a student is to take full advantage of every learning opportunity. Make an effort to see the purpose of every assignment whether it be a reading assignment or a patient care assignment. By recognizing the purpose, every assignment becomes an opportunity.

Your second responsibility is to decide to do the very best you are capable of doing, not just to "get by". Your mastery, retention and application of the knowledge and skills required to provide quality care is of prime importance. You will have the opportunity to acquire this knowledge during your program of study. The degree to which you achieve the knowledge and skill will be reflected by your grade. Remember, no patient has ever asked what grades a nurse received in school. The patient will judge you on the quality of the total care which you administer. Measure your achievement in terms of your own progress, not someone else. The ultimate question for every member of the health care team is, "Is this the care I would want for one of my loved ones?" The answer must be "YES".

This Handbook is provided so that you may have a full understanding of the philosophy, conceptual framework, objectives, expectations, and regulations of the Practical Nursing Program. Read it carefully as your signatures on the verification form indicate that you understand and will abide by the policies of the program.

HISTORY

St. Clair County Community College, previously Port Huron Junior College, received its first accreditation in 1923. Port Huron Junior College received its first North Central Association accreditation in 1930 and has maintained that standard ever since. In 1967, Port Huron Junior College became St. Clair County Community College (SC4). The LPN certificate program was approved by the Board of Nursing in 1959. The first class graduated 17 PN students on Sept. 7, 1960. St. Clair County Community College expanded to an off campus site in Bad Axe, Michigan in 1971. The first class graduated 22 PN students in 1972. Clinical learning opportunities are provided in various health care agencies. SC4 graduates are very successful on the State Board Licensure Examination (NCLEX) each year and are in high demand by area health care agencies. The SC4 graduate can be found not only in hospitals, but also in any setting where high quality nursing care is provided.
NURSING PHILOSOPHY

The Practical Nursing (P.N.) Program, as an integral part of its parent institution, prepares the student to enter the profession of nursing. The P.N. Program shares the mission of St. Clair County Community College that underscores its commitment to the highest standards of quality, creativity, and innovation. The philosophy of the nursing program is focused on education and service to the community.

The faculties of the P.N. Programs believe that nursing is the art and science of human caring. The value of human care and caring involves a higher sense of spirit of self. Caring calls for a philosophy of commitment toward protecting human dignity and preserving humanity, regardless of the cultural, ethnic, or religious background of the individual. Nursing's uniqueness is the ability to view a person's situation from his/her own perspective, forming a collaborative, caring relationship to restore, maintain and promote health. Nursing practice coordinates activities in an organized and dynamic fashion using a holistic approach to assist patient's attainment of an optimal level of harmony within, body, and spirit. The nurse is a patient advocate and held accountable, legally and ethically, for care provided within a variety of settings.

The faculty views each human being, regardless of age, race, gender, or religion, as evolving beings who are to be treated with respect, dignity and consideration. The person is a unique, diverse individual that has inherent human rights. A helping-trusting relationship between the nurse and the individual is essential in promoting a healing environment. Health is conceptualized as unity and harmony within the mind, body, and spirit. The human experience of health and illness are unique interpretations across the life span.

The Practical Nursing Program at St. Clair County Community College emphasizes the acquisition of knowledge and basic nursing skills utilizing nursing process. The integration of knowledge and skill requires problem solving and decision-making in collaborative management of patient care. The role of the practical nurse is an integral part of nursing. Practical nurses participate in supportive roles within the health care team. Practical nurses participate in supportive roles within the health care team.

Practical nurses provide care for individual patients and their families with common well-defined nursing diagnoses.

The faculties believe that education is an evolving process of human interaction where roles of teacher/learner are reciprocal. As educators, we assume responsibility for selection, coordination and direction of student learning experiences. Education is most effective when there is immediate application of what is being taught therefore we value experiences in the clinical setting that are an integral part of the educational process. Students are encouraged to take advantage of counseling, cultural, social, and intellectual offerings provided by the college and community resources.

The nurse educator is viewed as a facilitator and catalyst for learning. The instructor provides feedback and acts as a role model for promoting a climate of mutual respect and collaboration conducive for learning. All students have different and unique experiences and talents that are valued equally. The use of adult learning principles and multiple teaching strategies reflect the faculty's belief in students as individuals. Therefore, teaching is student-centered in an atmosphere that motivates creative thinking, clarifies concepts and provides an environment for meeting individual student needs.

Learning takes place through the integration and application of knowledge and skills required for safe nursing practice. Learning occurs when the learner demonstrates a change in behavior at cognitive, psychomotor and affective levels. Students assume responsibility for their own learning and are expected to be active participants in the learning process. Learning progresses from simple to complex and from known to unknown. Satisfaction in attaining goals is a primary motivator in effective learning.
Evaluation and feedback are important methods to be used by the faculty in a positive, constructive manner.

Upon graduation, the practical nurse faces the challenge of a health care system in constant change. We believe that it is the responsibility of the individual nurse to continuously update knowledge and skills to meet the needs of patients. The nursing faculties promote learning as a life-long process and encourage graduates to pursue continuing education.

CONCEPTUAL FRAMEWORK

Person
Person is a unique, holistic individual that has inherent human rights. The mind and body are interrelated and the influence between them is mutual.

Each human being will be treated with respect, dignity and consideration regardless of age, race, and gender. They are evolving beings, requiring intention, a will, a relationship or action.

Environment
The environment is the totality of circumstances that combines the internal and external conditions that affect the individual, including social and cultural influences. Person and environment are in continuous interaction and cannot be separated.

The internal environment consists of functioning cells, organ systems, and inner thought processes with their unique interactions. The external environment consists of all outside factors that influence the person.

Health
Health refers to unity and harmony within the mind, body, and spirit. It focuses on the entire nature of the individual in his/her physical, social, esthetic, and moral realm. The human experience of health is a unique interpretation across the life span. Health is a human right and is a dynamic human experience that reflects harmony of mind, body, and spirit in relation to one's environment, both internal and external. It indicates an ability to respond positively to changing environments. The quality of health is dependent upon the interaction of many internal and external factors, including biological factors, perceptions and values, personal choice as well as the availability and quality of health care.

Nursing
Nursing is viewed as a science and an art. As an evolving science, nursing is directed toward the assessment, diagnosis, planning, and evaluation of human responses to health and illness. As an art, caring is central to the practice of nursing. Caring is a moral attitude with the purpose being the protection, enhancement, and preservation of the person's humanity.

Nursing is an interpersonal process that involves knowledge, thought, values, philosophy, and commitment. The scope of nursing encompasses both health promotion and disease prevention to enhance a maximal level of wellness for the patients it serves. The goal of nursing is to promote harmony within the person.
STUDENT LEARNING OUTCOMES OF THE PROGRAM

Upon completion of the Practical Nursing Program at St. Clair County Community College, the graduate will be prepared to meet the following competencies:

Direct Care Competency -
Provide direct care, based on the nursing process, for the individual patient and family with well-defined nursing diagnoses within a structured setting and under the supervision of RN, physicians or other persons authorized by State Law.

Communication Competency -
utilize basic communication skills with individual patients, families, other health team members.

Teaching Competency -
recognize a patient's need for information and assists in formulation, implementation, evaluation, and modification of a standard teaching plan.

Self-Management Competency -
organize aspects of care with the assistance of health team members for individual patients and families for whom one is accountable.

Professional Competency -
demonstrate accountability for own practice under the direction of health professionals, using ethical and legal parameters of nursing practice.
<table>
<thead>
<tr>
<th>Direct Care</th>
<th>Level 1 - Winter &amp; Summer Semester</th>
<th>Level 2 - Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>The graduate will provide direct care, based on the nursing process for the individual patient and family with well-defined nursing diagnoses within a structured setting under supervision of the RN, physicians or other persons authorized by State law.</td>
<td>Uses effective interviewing techniques in data collection.</td>
<td>Modifies interviewing techniques to adapt to individual patient needs.</td>
</tr>
<tr>
<td></td>
<td>Organizes collected data from the patient, family, health records and health care team.</td>
<td>Validates collected data from the patient, family, health records and health care team.</td>
</tr>
<tr>
<td></td>
<td>Differentiates health problems and risk factors for individual patients using appropriate NANDA diagnoses.</td>
<td>Prioritizes identified nursing diagnoses based on Maslow’s Hierarchy of Needs.</td>
</tr>
<tr>
<td></td>
<td>Identifies patient goals/expected outcomes based on assessment, with guidance.</td>
<td>Develops goals/expected outcomes related to appropriate nursing diagnoses.</td>
</tr>
<tr>
<td></td>
<td>Outlines nursing interventions based on patient goals/expected outcomes.</td>
<td>Implements nursing interventions safely and therapeutically for the patient.</td>
</tr>
<tr>
<td></td>
<td>Evaluates outcomes of an established plan of care.</td>
<td>Alters the plan of care according to the patient’s responses.</td>
</tr>
<tr>
<td>Communication</td>
<td>Identifies communication techniques to enhance open communication with patients, family members, instructor, health care team members and peers.</td>
<td>Demonstrates communication techniques to enhance open communication with patients, family members, instructor, health care team members and peers.</td>
</tr>
<tr>
<td>The graduate will utilize basic communication skills with individual patients, families and other health team members.</td>
<td>Uses open communication to obtain health care information from the patient, family members and health care team.</td>
<td>Recognizes the need to alter communication techniques based on the patient’s responses.</td>
</tr>
<tr>
<td>Teaching</td>
<td>Identify components of teaching and learning principles.</td>
<td>Applies teaching and learning principles in providing patient and family education.</td>
</tr>
<tr>
<td>The graduate will recognize a patient’s need for information and assist in formulation, implementation, evaluation and modification of a standard teaching plan.</td>
<td>Incorporate patient teaching into daily patient care.</td>
<td>Evaluate the effectiveness of patient teaching plans.</td>
</tr>
<tr>
<td></td>
<td>Level 1- Winter &amp; Summer Semester</td>
<td>Level 2- Fall Semester</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td><strong>Self-Management</strong></td>
<td>Develops a schedule for the delivery of patient care.</td>
<td>Modifies a schedule for the delivery of patient care.</td>
</tr>
<tr>
<td><em>The graduate will organize aspects of care with the assistance of health team members for individual patients and families for whom one is accountable.</em></td>
<td>Completes patient care in a timely manner with assistance.</td>
<td>Completes patient care in a timely manner independently.</td>
</tr>
</tbody>
</table>

| **Professional**         | Identifies the role of the practical nurse in various health care environments. | Practices within the role of the practical nurse as identified by State guidelines. |
| *The graduate will demonstrate accountability for own practice under the direction of health professionals, using ethical and legal parameters of nursing practice.* | Describes policies and procedures within the health care environment. | Provides all patient care within defined policies and procedures. |
|                         | Explains what accountability for practice means as it applies to care of the patient. | Demonstrates accountability for practice in all aspects of patient care. |
|                         | Identifies behavior that reflects legal and ethical standards of practice. | Demonstrates consistent behavior that meets legal and ethical standards of practice. |
# WINTER SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credit/Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 160* Anatomy and Physiology for Health Care Professionals</td>
<td>4 5</td>
</tr>
<tr>
<td>PN 115 Dynamics of Human Relations</td>
<td>3 3</td>
</tr>
<tr>
<td>PN 130 Introduction to Nursing Concepts</td>
<td>5 5</td>
</tr>
<tr>
<td>PN 130L Introduction to Nursing Concepts – Clinical Skills</td>
<td>4.5 13.5</td>
</tr>
<tr>
<td>PN 120 Nutritional Concepts</td>
<td>1.5 1.5</td>
</tr>
<tr>
<td>HE 101 Math Related to Drug Administration MA</td>
<td>1 1</td>
</tr>
<tr>
<td></td>
<td>19 29</td>
</tr>
</tbody>
</table>

# SUMMER SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credit/Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 140 Pharmacology I</td>
<td>1 1</td>
</tr>
<tr>
<td>PN 150 Adult Nursing I</td>
<td>2 2</td>
</tr>
<tr>
<td>PN 150L Adult Nursing I Clinical</td>
<td>1.2 3.6</td>
</tr>
<tr>
<td>PN 160 Maternal/Newborn Nursing</td>
<td>2 2</td>
</tr>
<tr>
<td>PN 160L Maternal/Newborn Nursing Clinical</td>
<td>.75 2.25</td>
</tr>
<tr>
<td>PN 165 Child-Adolescent Nursing</td>
<td>2 2</td>
</tr>
<tr>
<td>PN 165L Child-Adolescent Nursing Clinical</td>
<td>.65 1.95</td>
</tr>
<tr>
<td></td>
<td>9.6 14.8</td>
</tr>
</tbody>
</table>

# FALL SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credit/Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 170 Pharmacology II</td>
<td>1.5 1.5</td>
</tr>
<tr>
<td>PN 185 Contemporary Practical Nursing</td>
<td>2 2</td>
</tr>
<tr>
<td>PN 190 Adult Nursing II</td>
<td>5.5 5.5</td>
</tr>
<tr>
<td>PN 190L Adult Nursing II Clinical</td>
<td>4.3 12.9</td>
</tr>
<tr>
<td></td>
<td>13.3 21.9</td>
</tr>
</tbody>
</table>

Total Credit/Contact Hours = 41.9/65.7

*BIO 271 and BIO 272 together are acceptable substitutes for BIO 160*
GRADING

In accordance with SCCC grading policy, grades in nursing theory will be recorded using the letter system. The following scale is used to determine the numerical grade:

- 97% - 100%  A  4.0 Grade Points
- 93% - 96%  A-  3.7 Grade Points
- 90% - 92%  B+  3.3 Grade Points
- 86% - 89%  B  3.0 Grade Points
- 83% - 85%  B-  2.7 Grade Points
- 79% - 82%  C+  2.3 Grade Points
- 75% - 78%  C  2.0 Grade Points
- 71% - 74%  C-  1.7 Grade Points
- 68% - 70%  D+  1.3 Grade Points
- 65% - 67%  D  1.0 Grade Points
- 61% - 64%  D-  .7 Grade Points
- 60% and Below  E  0 Grade Points

To attain a "C" in a course, the percentage grade must be a whole number. For example, the grade in a course must be at least 75, that is 74.9 is not acceptable. A "C-" is not passing or transferrable.

PN READMISSION DATES

The deadline dates for the written request for readmission to the PN program are to be received as follows:

- Fall Semester  May 1
- Winter Semester  September 1 of previous year
- Summer Semester 1 & 2  March 1

STUDENT ACTIVITIES:

All nursing students are encouraged to actively participate in department and college activities. Participation in these activities leads to development of team and professional leadership qualities. Each year PN students are asked to participate in the planning of graduation and pinning activities with the leadership of PN faculty.
PART II- NURSING DEPARTMENT POLICIES

Nursing Department Policies and Procedures are consistently being updated and revised to meet the ongoing changes in the academic, healthcare, and clinical environments. Students will be notified in writing of any changes in nursing policies and procedures as they occur. Students will be expected to sign acknowledgement of having received and understand such new procedures and policies.

PHYSICAL & COGNITIVE ABILITIES

ESSENTIAL FUNCTIONS OF NURSING
The essential functions listed are necessary for admission, progression and completion of the nursing program. They provide a basis for the provision of safe and effective nursing care.

The essential functions include but are not limited to:

Strength
- Lift/push/pull 50 pounds is preferred in most clinical settings
- If limitations are noted the ability to lift/push/pull of 20 pounds is the minimum
- Perform repetitive movements if required
- Carry equipment and supplies

Manual Dexterity
- Perform procedures that require both gross and fine motor movement
- Perform procedure that require the ability to maintain aseptic technique
- Reach below waist and overhead
- Possess tactile abilities
- Note temperature changes
- Note tremors, vibrations, pulses
- Determine size and shape differences
- Assess surface characteristics

Coordination
- Coordinate hand/eye movements
- Ability to stand and maintain balance
- Ambulate without impairment
- Ability to assist clients with activities of daily living (ADLs)
- Write with pen

Mobility/Endurance
- Maintain physical tolerance for an entire assigned shift (6 to 12 hours)
- Physical ability to stand for long periods of time (3 to 6 hours)
- Bend, stoop and squat
- Move extremities quickly

Visual Discrimination
- Normal or corrected visual acuity
- To observe or discern changes in physical condition
- To assess color distinction
- To possess depth perception
- To read data/information from monitors and equipment
- Work in varying levels of light

Hearing
- Normal or corrected hearing
- To discern appropriate assessment findings upon auscultation or other methods of assessment
• To note tones and alarms
• To interpret speech

Concentration/Attention Span
• Focus and maintain attention on tasks
• Ability to work in an environment that has multiple distractions

Conceptualization/Memory
• Read, write and understand English printed documents
• Utilize computer equipment
• Calculate and count amounts
• Measure and draw up medications
• Read measurement marks
• Evaluate patient care outcomes
• Process information
• Prioritize tasks
• Problem solve
• Synthesis knowledge and skills
• Use long and short term memory

Communication
• Communicate effectively in verbal and written form
• Establish therapeutic relationships in a supportive manner
• Negotiate interpersonal conflict
• Interact with others effectively
• Effective telephone skills
• Utilizes appropriate spelling and grammar when communicating
• Legible writing
• Work effectively in groups and independently

Mental Stability
• Remain calm in quickly changing environmental settings (trauma, code or violence situations)
• Handle multiple tasks concurrently

PROFESSIONAL CONDUCT
While preparing to enter the profession of nursing, students are required to demonstrate certain expected behaviors. Integrity and honesty of the nursing student are crucial in the development of a professional nurse. The profession of nursing requires that all members maintain ethical standards, demonstrate accountability and responsibility, and provide for the safety of patients. Professional behavior is expected in all components of the nursing programs (classroom & clinical). Students must demonstrate behaviors that convey respectful and caring attitudes. Students are expected to do the following:
• Adhere to the SC4 College policies as outlined in the catalog, as well as Nursing Department policies. See "Student Code of Conduct" at http://www.sc4.edu/catalog.
• Follow the nursing department chain of command. The student must first discuss any issues or concerns with the faculty teaching that component of the course. If the situation is not resolved, the student may make an appointment to speak with the lead instructor/director of nursing, then CAO (refer to page 41).
• Be personally accountable for their own behavior. Students are expected to conduct themselves professionally, according to the legal and ethical standards of the community and society. This includes but is not limited to classroom, clinical, and in social networking sites.
Lateral violence, also known as nurse-to-nurse aggression creates an unhealthy learning environment and will not be tolerated.

In addition, students should commit themselves to behave in a civil manner that recognizes professional/personal respect/ boundaries, and demonstrate concern for the personal dignity, rights, and freedoms of every member of the community college. Examples of uncivil behavior include but are not limited to: chronic absences and/or tardiness, use of electronic devices during class/clinical, reading of materials during class that do not pertain to the class (e.g. newspaper, magazine), chattering with another student or students, sleeping, rudeness, frequent interruptions, monopolizing class time, loudness, obscene or abusive language (verbal or written), and substance abuse. If a student is asked to leave the classroom and/or clinical because of uncivil behavior, that behavior will be reflected in classroom and/or clinical evaluations. Students are required to seek faculty assistance if they are having difficulty with any aspect of the program.

ACADEMIC INTEGRITY
The student is responsible for their own learning. The nursing faculty is available to assist and support each student in mastering the competencies of the nursing program. The faculty believes academic integrity is essential to the development of professional conduct. Students who engage in acts of academic dishonesty such as cheating or plagiarism, compromise the culture of safety and integrity which defines the nursing profession. Students who choose to violate academic integrity erode the foundation of trust between the students, faculty, clients and community that they serve.

St. Clair County Community College considers academic honesty to be essential to all academic performance. The policy of the college states that instances of academic dishonesty will be treated as serious offenses of the Student Code of Conduct. Students involved in activities such as cheating and/or plagiarism will be subject to disciplinary action. Definitions as outlined in the SC4 catalog are as follows:

- **Definition of plagiarism**: Plagiarism is the appropriation of language, thoughts, or ideas of another author and claiming that as one's own. Plagiarism is work not produced by the student, or work that does not credit borrowings from the original source(s).

- **Definition of cheating**: Cheating can be, but is not limited to, a student using electronic technology, notes or other written materials not permitted by the instructor; looking at other students’ papers without the instructor’s permission; requesting answers from other students; or working with other students when independent work is required. Situations where cheating may occur are during tests, exams, quizzes, or other similar methods of evaluation.

**CHEATING** is further defined in the Nursing Department as fraud, deceit, or dishonesty in any academic or clinical activity. It may include but is not limited to:

- Copying or attempting to copy from others during testing or for an assignment;
- Communicating any testing information to, or receiving such information from, another person during or prior to an exam;
- Using, attempting to use, or assisting others in using materials that are prohibited or inappropriate in the context of the assignment or examination in question, such as: books, prepared answers, written notes, concealed information, or Web sites (this includes cutting and pasting from websites);
- Copy the work of another person (peer), including an author of a published book, pamphlet, or article, and turn it in as one's own. Quotations, statistics, and other factual data must be noted as such by documentation of the authoritative source.
• Allowing others to do one's assignment or a portion of one's assignment or using a commercial term paper service;
• Altering an assignment after it has been completed or altering recorded grades;
• Resubmitting a previously written assignment for a new course without the permission of the prior and current instructor.
• Misrepresent performance or falsify documentation related to the performance of any activity required to complete course/curriculum objectives.

Cheating will not be tolerated in class or clinical. You must not share test questions, care plans, class/simulation activity answers, quiz information, assessment data, etc. All work submitted must be original or sources must be referenced. CHEATING on any classroom or clinical assignment, quiz or exam will result in a grade of "E" or an Unsatisfactory for the course and dismissal from the Nursing Program. In addition, the student will be ineligible for readmission to any SC4 nursing program.

CLINICAL CONDUCT
It is expected the student will demonstrate interest in and enthusiasm for the practice/study of nursing. The faculty expects the nursing student to be dependable, seldom absent, and on time for all classroom, lab, and clinical experiences. The student is to conduct themselves professionally with classmates, clients, faculty, professional personnel, and other members of the health care team. The student must recognize that information about clients and their families is confidential and therefore, to be shared only with other health care personnel who are directly involved in their care.

NO GIFTS
Some students like to express their appreciation to their instructors by giving gifts. Accepting gifts from students will put the faculty in a compromised position; therefore, the faculty request that gifts not be given.

TOBACCO FREE
SC4 has designated the college a tobacco-free campus. This includes parking lots and inside vehicles. All forms of tobacco are prohibited (i.e., cigarettes, cigars, e-cigarettes, chewing tobacco). Additionally, the Health and Human Services nursing facilities stipulate that there will be no tobacco use of any kind as listed above during clinical hours, regardless of facility location, and both person and clothing should be free of smoke odor. Note that some health care facilities now have a policy to send staff home when they smell of smoke. Nursing faculty reserve the right to do the same.

CLASSROOM/LABORATORY REQUIREMENTS

ATTENDANCE
Attendance is required at all mandatory seminars on campus (i.e. OR, respiratory, newborn seminars), as well as department or facility orientation (i.e. hospital orientation/computer training, etc.). Students are to regularly attend all classes and laboratory/clinical sessions as assigned to maintain preparedness and demonstrate competency in the clinical rotation.

All student clinical rotations are provided to students prior to the start of the semester and are available for student review in the nursing office. A student cannot change a rotation without permission of the lecture instructor. Each student is responsible for his/her own transportation to the clinical site.
TARDINESS/SKIPPING CLASS
Coming late to classes or skipping classes is seen as a lack of interest in the course. Repeated lateness or skipping may cause a FAILING GRADE in the course. Research shows attending classes will improve student success.

When assigned a starting time in the clinical area, this time is NOT the arrival time. You are to arrive in sufficient time to be ready to begin your clinical experience at the starting time. Dependent upon the experience and the particular clinical unit, your arrival time may be from fifteen minutes to a half hour prior to the starting time. Your clinical instructor will advise you of the appropriate arrival time. Repeated lateness will result in a Clinical Incident Report and may result in a clinical warning.

ABSENCE/LATE
If you are scheduled for a class on campus and will not be present, call/e-mail your instructor & call (810) 989-5675 and leave a message for the instructor.

If you are scheduled for a clinical experience and will not be present, you must notify your clinical instructor prior to the time that you are expected to report for the experience. Arriving late for the clinical experience could result in a clinical incident/warning.

You are not to arrive for your clinical experience if ill; you will be sent home if you arrive ill. Therefore, it is imperative that you utilize all measures to maintain your health, such as proper rest and nutrition. Dental and medical appointments for maintenance of health should be scheduled during your semester breaks. If you must make an appointment during the semester, schedule it around your classroom/clinical schedule.

NO CALL/NO SHOW
This is irresponsible, unprofessional behavior which directly affects the patient care on the assigned unit. A no call/no show will result in a Clinical Incident Report, and may result in a Clinical Warning.

EMERGENCIES
In the event of a family illness or funeral of an immediate family member, consideration will be given. However, it is possible that such absence will interfere with meeting the requirements of the course.

INCLEMENT WEATHER
In the event of the official closing of the College due to inclement weather, students are not required to present themselves for clinical duty. If the announcement is not made prior to leaving for clinical, the student is expected to use good judgment in deciding whether to travel to the clinical facility. If the clinical instructor is unable to reach the clinical facility, students MAY NOT care for clients and SHOULD NOT remain on the clinical unit, until another instructor is present. If another clinical instructor is unavailable, clinical will be canceled for that day. If necessary to meet the program requirements, the student will be expected to make up the time missed. The college has instituted text and e-mail alerts in the event of inclement weather.

TESTING
It is expected that all students complete the quizzes/exams at the regularly scheduled time. In the event of an unforeseen emergency (serious illness or death of an immediate family member) or presence of communicable disease in the student, the student must notify the appropriate faculty prior to the scheduled exam. Arrangements for exams missed must be made prior to the next scheduled lecture day. Makeup exams may not be identical to the originally scheduled exam. Missed exams, failure to notify the instructor prior to the exam, and/or failure to complete the makeup exam prior to the next lecture time may result in a grade of 0 for that exam.
Make up exams are by appointment only. Arrangements can be made by contacting the Nursing Department Secretary and class instructor. **NO MAKE-UP EXAMS WILL BE GIVEN ON MONDAYS.**

Quizzes will not always be announced. The grading policy regarding missed quizzes within a course is written in that course syllabus.

Final exams, which are part of the course competencies, are to be taken by all students. If extenuating circumstances occur which create problems in writing final examinations (illness, death, accident), rather than jeopardize your grade, notify the instructor prior to the examination. If the instructor is not available, call the nursing office.

A student may take any quiz, test, or exam only **one** time. It is the **responsibility of the student to be prepared for all testing.**

Fall and Winter semester starts the first day of classes according to the College calendar and ends the **Friday of final exam week.** The Summer semester follows the Nursing calendar. It is the responsibility of all students to be available to meet student obligations through the **last day of final exam week.** This includes final exams, final assignments and schedule distribution.

**CHANGE OF ADDRESS OR NAME**
You must notify both the Enrollment Services Office, the Nursing office and your Faculty of any changes in name, address, & phone number. The Nursing Office requires that the student provides a current telephone number at which he/she can be reached or receive messages. This must be done immediately or it will jeopardize your ability to sit for the NCLEX exam. This information will be kept confidential.

**COURSE COMPLETION**
The specific objectives to be attained by the student and the method of calculating the final course grade are written in each course syllabus. Students are responsible for reading each course syllabus to be informed of the particular objectives and grading system for each course.

Satisfactory/Unsatisfactory: clinical grades are recorded as satisfactory (S) or unsatisfactory (U). The expected clinical behaviors to be demonstrated by the student are written in each course syllabus. Students are responsible for reading the clinical expected behaviors for each clinical course.

Certain behaviors are cited as CRITICAL. The profession of nursing requires that all members maintain ethical standards, demonstrate integrity and honesty, and provide for the safety of patients. Thus, one serious failure or a pattern of failure to demonstrate these behaviors result in an immediate failing grade of E or U (unsatisfactory) for the course, regardless of the student's previous and current level of demonstrated competency of all other course objectives. The guidelines used by the faculty for evaluation of these critical behaviors are the American Nurses Association, Code of Ethics and Standards of Practice. The Code and Standards are included within the curriculum.

**CELL PHONES**
Cell phones cannot be used on the clinical unit. If brought with students to class or laboratory, they should be turned off. They may be on in class or lab, in a silent or vibrate mode, in emergency situations only. Do not use text messaging or tweeting services while in class, clinical or lab.
Photographs taken with any digital device (cell phone, camera, etc.) are prohibited in class, lab or clinical without permission of instructor.

No taping of any kind without permission. This includes but is not limited to classroom, conversations, advising or conference hours.

**COMPUTERS**

Instructors are not responsible for student computer issues. Please contact your internet provider or SC4 tech support at 810-989-5858.

**CLINICAL EXPERIENCE**

**DRESS CODE FOR NURSING STUDENTS**

The following regulations apply to all students in the clinical and lab settings for the Practical Nursing Program at St. Clair County Community College. The appearance of the student enrolled in the nursing program should reflect their aspiration to attain professional standards. Failure to adhere to these requirements results in dismissal for the day.

<p>| HAIR | The hair is to be styled in a manner appropriate to the clinical situation for both assignment and clinical days. Hair is to be <strong>off the neck and collar</strong> and secured with <strong>plain</strong> barrettes or <strong>plain navy headband</strong> (no embellishments or logos) or other unobtrusive devices to ensure patient and practitioner safety. No bows, sparkles, beads, or hair extensions allowed. No hair color other than <strong>natural</strong> hair color is allowed (for example, no pink, blue, etc.) No head gear (hats, caps, dew rags, etc.) |
| FACIAL HAIR | NO Mustaches or beards are allowed. |
| COSMETICS | Cosmetics, if worn, must be subtle. This includes eye make-up, lipstick, and blush. |
| JEWELRY | You are to have a watch with a second hand, for taking pulses and respirations. A plain wedding band and one pair of small post earrings, only one earring per ear lobe is allowed; no industrial posts. No necklaces, bracelets, or rings with stones are to be worn during clinical. |
| PIERCINGS | No visible piercings. No facial piercings including tongue rings, eyebrow, nose, or lip. |
| NAILS | Nails should be kept short, no longer than the fingertip, clean and well rounded. Nail polish is not permitted, including clear nail polish. Absolutely NO artificial nails. |
| TATTOOS | Tattoos may not be visible. |</p>
<table>
<thead>
<tr>
<th>ODOR</th>
<th>Perfume, lotions, or aromatic after shave are not to be worn. Smoke odor is not allowed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIFORM</td>
<td>Uniforms are to be purchased at the SC4 College Store. The uniform consists of a navy blue jacket, scrub top and pants. Patches with the SC4 logo are to be purchased and attached to the right sleeve of both the scrub jacket AND scrub top. Hemline on the pants is to be above the sole of the shoes. The uniform is to be washed prior to each clinical day. No visible undergarments. Navy blue t-shirt (either long or short sleeve) may be worn as needed to cover tattoos. Uniform is to be worn for: Clinical, Skills Lab, Hospital Orientation, SIM Lab, and other times as assigned</td>
</tr>
<tr>
<td>ID BADGE &amp; PATCH PLACEMENT</td>
<td>An SC4 ID badge and student nurse patch is worn with the uniform. The student nurse patch is obtained from your instructor the first week of class and worn on the right side of the collar. The student nurse patch is to be sewn three inches from the shoulder seam of the right sleeve of both the scrub top and scrub jacket. You may also receive identification tags from individual hospitals. These need to be returned at the end of your clinical. Loss of these name tags may result in a fee. This identification is to be worn only for student assignments and/or clinical experiences and not for any other work assignments independent of SC4.</td>
</tr>
<tr>
<td>SHOES</td>
<td>White nurse’s shoes or all white sport shoes are required for all students. No canvas shoes allowed. The shoes must be kept clean and polished; the plain white laces laundered as necessary. All shoes must have a closed toe. No clogs.</td>
</tr>
<tr>
<td>HOSIERY</td>
<td>White nylons or white cotton crew socks must be worn with uniforms. Socks must make a cuff. No tennis socks or ankle socks.</td>
</tr>
<tr>
<td>COMMUNITY EXPERIENCE</td>
<td>Individual lead faculty will instruct on attire.</td>
</tr>
<tr>
<td>OTHER</td>
<td>No gum chewing during any clinical experiences.</td>
</tr>
<tr>
<td>CLINICAL SUPPLIES</td>
<td>It is necessary for students to purchase their own stethoscopes. However, DO NOT PURCHASE stethoscopes until discussed in class. It is not necessary to purchase a sphygmomanometer (blood pressure cuffs). Ruler can be purchased in SC4 Bookstore. Penlight can be purchased in medical supply store, online, or hardware store.</td>
</tr>
</tbody>
</table>
HEALTH REQUIREMENTS

A. PHYSICAL EXAMINATION
Each student must pass a physical examination taken at his/her own expense not more than three (3) months before entering a clinical course in the program.

Physical exam forms are in your orientation packet. All required lab work, and chest x-ray or TB skin test must be completed and verification submitted to the nursing department prior to the first day of the semester. The TB skin test must be repeated annually (yearly). Failure to submit any required health forms will result in the inability to attend the clinical experience and require a makeup clinical experience at the student’s expense.

B. IMMUNIZATIONS
All nursing students must maintain proof of immunity & screenings of the following and keep a copy in their clinical notebook at all times. Immunization & Screenings include the following:

- **MMR – Measles, Mumps, Rubella** – Proof of MMR x 2 doses OR titer showing immunity
- **Varicella Zoster** – Proof of Varicella Vaccine x 2 doses OR titer showing immunity (turning in a doctor note saying you had chicken pox at age 8 is not proof)
- **Hepatitis B Vaccine Series** – Proof of dates x 3 OR Antibody Response. You must start series before classes begin. The second shot is given one-month after the first; the third shot is six-months after the second. Bring proof of all 3 shots (as you get them).
- **Tdap (Tetanus, diphtheria, a-cellular pertussis)** – within past 10 years (must contain all of the above...just tetanus is not enough)
- **TB Test – Annually** – Must be done prior to the start of the program & renewed annually. Intradermal Test (not Tine): Bring results of test to nursing office. If positive TB test, you must get a Chest X-ray (good for 5 years).
- **Influenza Vaccine – Annually** – Bring proof to nursing office. Must be done by October 1st.

- **Drug Screen – 10 panel/urine**
  Must be done at Blue Water DRP, Port Huron, 810-966-0006 – they will fax results to us
  No other drug screens accepted.

  If your program begins in Fall, get drug screen after July 15.
  If your program begins in Winter, get drug screen after December 1.

In addition, the Guide for Health Care Providers (CDC) recommends the following immunizations for health care personnel: poliomyelitis. Students should discuss their immunizations with their health care provider.

Failure to submit the required proof of immunity to the Nursing Office by the instructed deadline will result in inability to attend the clinical experience and require a makeup clinical experience at your own expense. Students must submit a copy of all results to the SC4 Nursing Office and keep a copy in their clinical notebook at all times.

C. STUDENT RESPONSIBILITIES
It is the student’s ethical/legal responsibility to maintain updated immunizations, TB testing, BLS, malpractice and any other requirements for clinical practice. The student is expected to maintain a satisfactory level of mental and physical stability to enable a safe and competent
level of functioning. It is the student’s responsibility to self-report to their instructor any condition that may have an effect on their functioning in class or clinical.

Any student who is not in compliance with this regulation may be denied entrance to the clinical area.

D. ALTERATION IN HEALTH STATUS
Any existing health condition which could affect a student in a clinical rotation must be discussed with the clinical instructor or instructors assigned to that rotation in conjunction with the Director of Nursing. If a health condition might affect a student’s ability to complete a normal clinical assignment (i.e. pregnancy, surgery, injury, etc.), the student must obtain and submit a written description of any restrictions from his/her health care provider prior to continuing the clinical experience. If the nursing faculty believes that the student, with reasonable accommodations, can meet the clinical objectives, the student will be given the opportunity to remain in the course. If the student should decide to attempt to complete the course he/she must sign and submit a Release Form which is available in the nursing office.

If a student must withdraw from the clinical rotation and is in good academic standing, he/she may apply for readmission to the program after submitting proof that the health restrictions are alleviated. Readmission would be dependent upon the availability of space in the required course and approval of nursing faculty.

The clinical nursing instructor has the responsibility and duty to decide whether or not a student is capable of clinical performance on any one day. If the clinical nursing instructor decides that the risk to the student(s) or clients is too great or that the clinical objectives and expected behaviors cannot be met within the restriction, the student may be sent home for the day. If health problems or risks prevent the student from returning to clinical, further options will be decided by faculty.

No casts or splints are allowed in the clinical agency due to the risk of infection and injury. If you incur an injury requiring an immobility device, see the faculty or Nursing Program Director to discuss your options.

HEALTH CARE COSTS
It is strongly recommended that all students obtain personal health care insurance or purchase student insurance through the College for a nominal premium.

Each student will be required to maintain Standard Precautions in the performance of all client care. It is the student’s responsibility to be prepared to care for each client and to take appropriate precautions against personal injury and illness.

It is important to note, through no fault of the college, instructors or clinical agency, that the possibility exists that a student could accidentally injure or expose him/herself to disease or injury. If injury occurs during client care, the clinical instructor must be informed immediately. The student is responsible for assuming the cost of any necessary medical treatment. For this reason, it is strongly advised that students maintain their own health care insurance.

CLINICAL EXPERIENCE RESTRICTIONS
The following Recommendations for Clinical Experience Restrictions apply to temporary conditions which a student may experience during the clinical courses. It is expected that the student inform the
instructor whenever such situations exist. This information is provided by the Centers for Disease Control.

Summary of suggested work restrictions for health care personnel exposed to or infected with infectious diseases of importance in health care settings, in the absence of state & local regulations (modified from ACIP recommendations).

<table>
<thead>
<tr>
<th>Disease/problem</th>
<th>Work restriction</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conjunctivitis</td>
<td>Restrict from patient contact and contact with the patients environment</td>
<td>Until discharge ceases</td>
</tr>
<tr>
<td>Cytomegalovirus infections</td>
<td>No restriction</td>
<td></td>
</tr>
<tr>
<td>Diarrheal diseases</td>
<td>Restrict from patient contact, contact with the patients environment, or food handling</td>
<td>Until symptoms resolve</td>
</tr>
<tr>
<td>Convalescent stage, Salmonella spp.</td>
<td>Restrict from care of high-risk patients</td>
<td>Until symptoms resolve; consult with local &amp; state health authorities regarding need for negative stool cultures</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude from duty</td>
<td>Until antimicrobial therapy completed &amp; 2 cultures obtained ≥24 hours apart are negative</td>
</tr>
<tr>
<td>Enteroviral infections</td>
<td>Restrict from care of infants, neonates, &amp; immuno-compromised patients &amp; their environments</td>
<td>Until symptoms resolve</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Restrict from patient contact, contact with the patient's environment, &amp; food handling</td>
<td>Until 7 days after onset of jaundice</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>No restriction*; refer to state regulations; standard precautions should always be observed</td>
<td>Until hepatitis B e antigen is negative</td>
</tr>
<tr>
<td>Personnel with acute or chronic hepatitis B</td>
<td>Do not perform exposure-prone invasive procedures until counsel from an expert review panel has been sought; panel should review &amp; recommend procedures the worker can perform, taking into account specific procedure as well as skill &amp; technique of worker; refer to state regulations</td>
<td>Only hepatitis B e antigen is negative</td>
</tr>
<tr>
<td>Personnel with acute or chronic hepatitis B e antigenia who perform exposure-prone procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>No recommendation</td>
<td></td>
</tr>
<tr>
<td>Disease/problem</td>
<td>Work restriction</td>
<td>Duration</td>
</tr>
<tr>
<td>---------------------------------------</td>
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<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Herpes simplex Genital Hands (herpetic whitlow) Orofacial</td>
<td>No restriction  Restrict from patient contact &amp; contact with the patients environment  Evaluate for need to restrict from care of high-risk patients</td>
<td>Until lesions heal</td>
</tr>
<tr>
<td>Human immunodeficiency virus</td>
<td>Do not perform exposure-prone invasive procedures until counsel from an expert review panel has been sought; panel should review &amp; recommend procedures the worker can perform, taking into account specific procedure as well as skill &amp; technique of worker; standard precautions should always be observed; refer to state regulations</td>
<td></td>
</tr>
<tr>
<td>Postexposure (susceptible personnel)</td>
<td>Exclude from duty  Exclude from duty</td>
<td>Until 7 days after the rash appears</td>
</tr>
<tr>
<td>Meningococcal Infections</td>
<td>Exclude from duty</td>
<td>Until 24 hours after start of effective therapy</td>
</tr>
<tr>
<td>Mumps Active</td>
<td>Exclude from duty</td>
<td>Until 9 days after onset of parotitis</td>
</tr>
<tr>
<td>Mumps Postexposure (susceptible personnel)</td>
<td>Exclude from duty</td>
<td>Until 12th day after 1st exposure through 26th day after last exposure or 9 days after onset of parotitis</td>
</tr>
<tr>
<td>Pediculosis</td>
<td>Restrict from patient contact</td>
<td>Until treated &amp; observed to be free of adult and immature lice</td>
</tr>
<tr>
<td>Disease/problem</td>
<td>Work restriction</td>
<td>Duration</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pertussis</td>
<td>Exclude from duty</td>
<td>From beginning of catarrhal stage through 3rd week after onset of</td>
</tr>
<tr>
<td>Active</td>
<td></td>
<td>paroxysms or until 5 days after start of effective antimicrobial therapy</td>
</tr>
<tr>
<td>Postexposure (asymptomatic person)</td>
<td></td>
<td>Until 5 days after start of effective antimicrobial therapy</td>
</tr>
<tr>
<td>Postexposure (susceptible person)</td>
<td>No restriction, prophylaxis recommended</td>
<td></td>
</tr>
<tr>
<td>Rubella</td>
<td>Exclude from duty</td>
<td>Until 5 days after rash appears</td>
</tr>
<tr>
<td>Active</td>
<td></td>
<td>From 7th day after 1st exposure through 21st day after last exposure</td>
</tr>
<tr>
<td>Postexposure (susceptible person)</td>
<td>Exclude from duty</td>
<td></td>
</tr>
<tr>
<td>Scabies</td>
<td>Restrict from patient contact</td>
<td>Until cleared by medical evaluation</td>
</tr>
<tr>
<td>Staphylococcus aureus infection</td>
<td>Restrict from contact with patients &amp; patient's environment or food handling</td>
<td>Until lesions have resolved</td>
</tr>
<tr>
<td>Active, draining skin lesions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrier state</td>
<td>No restriction, unless personnel are epidemiologically linked to transmission of the organism</td>
<td></td>
</tr>
<tr>
<td>Streptococcal infection, group A</td>
<td>Restrict from patient care, contact with patient's environment, or food handling</td>
<td>Until 24 hours after adequate treatment started</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude from duty</td>
<td>Until proved noninfectious</td>
</tr>
<tr>
<td>Active disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPD converter</td>
<td>No restriction</td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td>Exclude from duty</td>
<td>Until all lesions dry &amp; crust</td>
</tr>
<tr>
<td>Active</td>
<td></td>
<td>From 10th day after 1st exposure through 21st day (28th day if VZIG given) after last exposure</td>
</tr>
<tr>
<td>Postexposure (susceptible person)</td>
<td>Exclude from duty</td>
<td></td>
</tr>
<tr>
<td>Disease/problem</td>
<td>Work restriction</td>
<td>Duration</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Zoster</td>
<td>Cover lesions; restrict from care of high-risk patients</td>
<td>Until all lesions dry &amp; crust</td>
</tr>
<tr>
<td>Localized, in healthy person</td>
<td></td>
<td>Until all lesions dry &amp; crust</td>
</tr>
<tr>
<td>Generalized or localized in immunosuppressed person</td>
<td>Restrict from patient contact</td>
<td>From 10th day after 1st exposure through 21st day (28th day if VZIG given) after last exposure or, if varicella occurs, until all lesions dry and crust</td>
</tr>
<tr>
<td>Postexposure (susceptible personnel)</td>
<td>Restrict from patient contact</td>
<td></td>
</tr>
<tr>
<td>Viral respiratory infections, acute febrile</td>
<td>Consider excluding from the care of high risk patients, or contact with their environment during community outbreak of RSV &amp; influenza</td>
<td>Until acute symptoms resolve</td>
</tr>
</tbody>
</table>

MALPRACTICE INSURANCE
All nursing students are required to have malpractice insurance. For LPN students the nursing department will provide malpractice insurance that will cover you only in your assigned clinical areas.

CRIMINAL BACKGROUND CHECK
A clear criminal background check is a requirement of the Nursing Program as clinical facilities are required to follow Michigan Public Acts 27, 28 and 29 of 2006. Students must review the Mandatory Exclusions for Specified Time Period and sign a Clinical Disclosure Statement prior to their criminal background check. In addition, any student who becomes subject to criminal prosecution that occurs during the program must report it immediately to the Director of Nursing. Without a clear criminal background, a student would not be allowed to participate in clinical activities and thus, unable to complete the SC4 Nursing Program.

BASIC LIFE SUPPORT COURSE—CPR
All students are required to complete a BLS for the Healthcare Provider course from the American Heart Association. Students are encouraged to check with their local hospitals for availability of courses. Failure to submit evidence of this requirement will result in inability to attend the clinical experience and require a make-up clinical experience at your own expense. All students are required to complete a health care provider course.
INTOXICANTS AND MIND-ALTERING SUBSTANCES
The health of the student and practitioner are essential to a safe working condition. Students who are under the influence of alcohol or other drugs in the clinical area pose a serious safety and health risk to themselves, clients, and their co-workers. When a student's behavior or performance or where other information creates a reasonable suspicion that the student is using or is under the influence of alcohol or drugs, the instructor shall remove the student from the clinical site and require the student to submit to a drug and/or alcohol screening test.

Testing positive for alcohol or other drugs or declining to be tested, will subject the student to discipline up to and including dismissal from the program.

NURSING CARE
While in the clinical area, students will be assigned to clients by the instructor. The instructor is in charge of the clinical area. Any problems or questions must be taken directly to the instructor and she/he must be notified immediately of any changes in the client's condition. No procedures are to be performed without permission of the instructor. The student may only provide nursing care to the specific clients to whom they are assigned by their nursing instructor. While students are expected to contribute to teamwork and to respond to other client's needs, any direct nursing care must be approved and/or supervised by the nursing instructor.

Students are expected to arrive at the clinical site on time, dressed appropriately (see dress code), equipped with the proper resources, and prepared to care for assigned clients. Failure to meet any of these expectations may result in dismissal for that day. The clinical instructor has the duty to assess and decide whether or not these expectations have been met.

CLINICAL GROUP-ASSIGNMENT
Clinical rotation assignments are determined by the nursing faculty. Students are notified of an expected clinical rotation at the start of each semester. Please note that last minute changes may occur due to instructor and or site availability. Such changes are beyond the control of the Nursing Department and will be communicated to students at the earliest possible moment. Clinical groups are at the discretion of the faculty. The decision of the faculty is final.

ADHERENCE TO CLINICAL SITE POLICY
Students are expected to conduct themselves in an ethical manner and adhere to the policies and procedures of the clinical site. An orientation to each clinical site will be provided. Your nursing instructor will also guide you regarding these policies and procedures. Students are not allowed to leave the clinical site during clinical hours without specific permission of the clinical instructor. You are to report to your instructor, staff nurse and team leader before leaving the unit. Leaving the clinical site without permission may result in clinical warning.

ACCESS TO INFORMATION
Students have access to information about clients to whom they are assigned. All information regarding clients is confidential and is to be discussed only with other health care personnel who are directly involved in the care of the client. Discussion of client information does occur for educational purposes, such as during pre/post conferences and classroom settings. Client names are not to be used. Other discussion of patient information is a violation of patient's right to confidentiality and privacy and will result in a student's removal from the program. Discussion of client information in lobby, elevators, cafeteria, break areas, and rest rooms etc., is unacceptable and violates the client's right to confidentiality and Federal Law.
Names, initials, room numbers, or any other identifying information are not to be used in any written assignments.

EMERGENCY PHONE CALLS
The clinical sites will not accept phone calls for students. If an emergency arises between 8 am and 4:30 pm, the nursing office at the college can be called and a message will be forwarded to your instructor. Instructions will be provided during clinical orientation on how to contact your clinical instructor. It is the responsibility of the student to inform family members and care-givers of his/her schedule and the name of the instructor. Cell phones/pagers are not permitted in the clinical area.

MAKEUP CLINICAL EXPERIENCE
Clinical experience is critical to the study of nursing and the attainment of nursing skills. Students are expected to makeup all missed clinical time, unless exempted by the instructor. It is the responsibility of the student to make arrangements with the instructor to make up the missed clinical day or days. Faculty decisions regarding makeup are final.

The student will pay additional fees for this clinical experience. A form will be provided to the student which will have the cost. The student must pay at the Business Office before the make-up clinical occurs.

If there have been excessive absences a clinical makeup may not be possible. The student may have to withdraw and if so, will be required to repeat the course.

CLINICAL COMPETENCE

CLINICAL INCIDENT
The clinical instructors will evaluate students of their progress in the clinical area. Failure to meet clinical competencies will result in an SC4 Incident Report and/or SC4 Warning Notice- Deficiency. The SC4 Incident Report is used to communicate in writing to students and faculty a single occurrence:
- Which is not expected
- Out of the ordinary
- Noncompliance with any course or clinical competency
- Quality/patient safety issue
- Minor infraction of the rules (clinical, classroom, college, or facility)
- Causes injury or may be potentially injurious to patients, nursing students, faculty visitors or hospital staff

Examples of occurrences include, but are not limited to:
- Accuracy in client assessment skills.
- Failure to notify the instructor in charge in client’s condition.
- Safety issues-patient, self or others
- Error in medication preparation, knowledge or administration.
- Breach of medical or surgical asepsis.
- Failure to prepare for:
  - Pre and post-operative procedures.
  - Diagnostic procedures.
  - Disease process.
- Direct client care issues.
- Appropriateness of preparation and implementation of any therapeutic and/or rehabilitative procedures.
- Documentation- facility, preparation for clinical or required clinical documentation.
- Professional responsibility- accountability, tardiness, no call, no show, dress code, etc...
- Failure to communicate effectively with client, instructor, peers, and staff.
- Failure to follow directions.
- Behavioral issues—i.e. Unprofessional attitude or performance of tasks/procedures

Incident reports are used to indicate need for corrective action by the student. The Clinical Incident Report will remain in the student file. If the incident is of a serious nature, the student may be issued a Warning Notice-Clinical Deficiency.

**CLINICAL DEFICIENCY**

The SC4 Warning Notice - Deficiency is to communicate in writing to the student and faculty that expected clinical behaviors are not being met. Corrective action by the student must be taken immediately to prevent clinical failure.

The procedure for implementation of a clinical warning is as follows:

1) The instructor will advise the student that a deficiency exists.

2) The student, clinical instructor, lead instructor (or designee) will meet in the nursing office to discuss the deficiency and discuss the student’s plan for corrective action.

3) The student will write a plan for correcting the deficiency. Copies of the form will be made for all parties involved. The original form will be given to the Director of Nursing and/or appropriate head of the Nursing program for signature.

4) The time and place for progress evaluation will be established at the first conference.

5) The evaluating committee will meet to determine if the deficiency is corrected, and to authorize the lifting of the clinical warning.

6) If the clinical warning is lifted, the Director of Nursing (or appropriate head of the Nursing program) will be notified, and the original form will be placed in the student’s file.

Once a clinical warning is lifted, the student must continue to demonstrate resolution of the deficiency. A student cannot be placed on clinical warning twice for the same deficiency. Therefore, if the same behaviors outlined in the original clinical warning are repeated, at any time in the program, the student will automatically fail the clinical component of the course and be dismissed from the nursing program.
CLINICAL FAILURE
If students fail to meet guidelines presented by the SC4 Warning Notice-Deficiency, then failure will occur. See Dismissal Policy and Public Health Code in the student handbook. The faculty member(s) involved in the remediation process, along with the Director of Nursing, have the duty to decide whether or not the student has achieved the necessary corrective action.

PROGRAM PROGRESSION

PROGRESSION
Once the student has started the PN or ADN Nursing Program HE courses are considered nursing program courses. Therefore, a withdraw/failure in any HE course is considered a program attempt (even if successful in PN/ADN courses). In addition, once a student has received an unsatisfactory grade, the course needs to be reattempted at SC4. A transfer will not be accepted by the nursing department. This includes students that are seeking readmission.

To progress in the nursing program, the student must achieve and maintain a cumulative grade point average of 2.0. In addition, to progress the student must attain a grade of at least 2.0 in every required liberal art course and a grade of 2.0 or S (satisfactory) in every nursing course.

Students must follow the model schedule sequencing for all nursing courses and clinical (see SC4 course catalog or www.sc4.edu/nursing). Clinical rotations must be done at an SC4 contracted site.

It is the responsibility of the student to satisfactorily complete the nursing program within five (5) years from the time of the completion of the first nursing course. Any lapse in progression requires a readmission to the program. It may be necessary to repeat a course or courses if the student has withdrawn from the program for a period of one year or longer.

GRADUATION
To graduate the student must attain a grade of 2.0 in every course listed as required in the model schedule for the nursing program in which he/she is enrolled. It is necessary for every student prior to graduation to apply to take the NCLEX (National Council Licensure Examination) to qualify for licensure.

It is the responsibility of the student to:
- Monitor general education requirements for graduation
- Apply for graduation at the beginning of the final semester
- Apply for NCLEX (prior to graduation), to qualify for licensure
- Participate in annual College Commencement Ceremony
- Participate in the exit HESI exam (prior to graduation)

DISMISSAL
A student will be dismissed from the program for the following reasons:

1. Achievement of less than a 2.0 cumulative grade point average.
2. A grade of less than 2.0 in any nursing or required academic courses.
3. A grade of U (unsatisfactory) in any nursing clinical course.
4. Failure to meet the objectives listed on the Warning Notice of Clinical Deficiency.
6. Demonstration and/or evidence of mental and/or physical health condition that is deemed by the nursing faculty to be dangerous to the student, peers and/or clients.

LICENSURE
In order to attain a license as a nurse and be permitted to participate in the practice of nursing, a person must successfully pass the National Council Licensure Examination (NCLEX) for licensure. Students may not represent themselves as a Practical Nurse until a license is issued by the state.

The Board of Nursing may deny a license as a nurse after finding the existence of 1 or more grounds for board action listed in 333.16221 of the Public Health Code, Act 366 of 1978. A summary of Section 16221 is as follows:

a. A violation of general duty, consisting of negligence or failure to exercise due care ... or any conduct, practice, or condition which impairs or may impair, the ability to safely or skillfully practice the health profession.

b. Personal disqualifications, consisting of any of the following:
   (i) Incompetence
   (ii) Substance abuse
   (iii) Mental or physical inability reasonably related to and adversely affecting the licensee's ability to practice in a safe and competent manner.
   (iv) Declaration of mental incompetence by court of competent jurisdiction
   (v) Conviction of a misdemeanor or felony reasonably related to and adversely affecting the licensee's ability to practice in a safe and competent manner.
   (vi) Lack of good moral character
   (viii) Conviction of criminal offense under sections 520a to 520L of the Michigan Penal Code. Act No. 328 of the Public Acts of 1931 (Criminal Sexual conduct (rape))

c. Prohibited acts, consisting of any of the following:
   (i) Fraud or deceit in obtaining or renewing a license
   (iv) Obtaining, possessing or attempting to obtain or possess a controlled substance without lawful authority; or selling, prescribing, giving away or administering drugs for other than lawful diagnostic or therapeutic purposes.

d. Patient medical records or charts; intentional inclusion of misleading or inaccurate information or intentional alteration or destruction; penalty, application, cause of action. A health care provider or other person, knowing that the information is misleading or inaccurate, shall not intentionally, willfully, or recklessly place or direct another to place in a patient's medical record or chart misleading or inaccurate information regarding the diagnosis, treatment, or cause of a patient's condition. A health care worker who violates this is guilty of a misdemeanor or felony, punishable by imprisonment for not more than one year, or a fine of not more than $1000, or both.

REINSTATEMENT
Any lapse in progression through the model nursing curriculum schedule will require a written request for readmission be sent to the Director and/or appropriate head of the Nursing Program. The reflection letter must include reasons for why student was unsuccessful and the corrective action that has been taken to remedy the situation.

Reapplying to the program does not guarantee admission. When applying for readmission, keep in mind the fact that you may be required to repeat or audit previous courses. Readmission is subject to
correction of the problem, space availability in the program, and faculty approval. The nursing admissions committee has the duty to approve or deny applications for readmission.

Decisions for readmission by the faculty committee will be communicated to you through the nursing office. Readmitted students will be assigned a course schedule. Any student readmitted that is on clinical warning will remain on clinical warning. Faculty decisions regarding approval of readmission are final.

A student withdrawing from any nursing class in the program with a failing grade will be allowed to retake that class once.

If a student is on clinical warning and continues to demonstrate unsafe behaviors as stated in the clinical competencies, the student will fail before completion of clinical.

If a student transfers into the SC4 program due to a failure in another nursing program, this will be considered a first failure.

If a student does not receive a 2.0 in any Nursing Program course, both the theory and the corresponding clinical course(s) must be repeated.

When a student has failed a course, they are withdrawn from the program. The student may be readmitted only one time. In other words, if a student fails a second time, the student is ineligible for readmission.

If a student fails clinical before the end of the semester, they must withdraw from any corresponding courses. A student who fails clinical is considered unsafe and is not eligible for readmission.

**STUDENT SUPPORT**

Please check [www.sc4.edu](http://www.sc4.edu) for a complete listing of academic, financial, and support services.

**STUDENT APPEAL OF GRADES (Academic Performance)**

A student who has reason to believe that a grade he/she has received is incorrect should follow the College procedure established for appeal of grades.

**SCHOLARSHIPS & LOANS**

Available through Financial Aid Office; please make an appointment at 810-989-5530.

A confidential financial statement must be completed before making application.

If scholarships are awarded by special organizations or individuals; it is hoped that the student will acknowledge their appreciation by writing and sending a thank you note.

**DISABILITY & SPECIAL SERVICES**

Students who are experiencing academic difficulties and are in need of special support or testing services should contact the Achievement Center. Documentation is required for special testing accommodations.
CODE OF ETHICS

Students in SCCNC Nursing Program will adhere to the National Student Nurses' Association, Inc.-Code of Ethics (Part II). http://www.nsna.org/Publications/AcademicClinicalConduct.

NATIONAL STUDENT NURSES' ASSOCIATION, INC.--CODE OF ETHICS
Part II- Code of Academic and Clinical Conduct

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

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

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

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

*Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001*
NURSING
Organizational Chart

Every student is required to follow the chain of command within the organizational chart. Not following the organizational chart constitutes unprofessional behavior.
St. Clair County Community College
Practical/Associate Degree Nursing Program

HANDBOOK RECEIPT

I have received a copy of the Handbook for the Practical/Associate Degree Nursing Program at St. Clair County Community College. I have read the Handbook and agree to abide by the policies of the Nursing Department at St. Clair County Community College.

In addition:
• I have read the summary from the Public Health Code and understand the reasons for which the Michigan State Board of Nursing may deny a license to practice as a Registered Nurse.

• I have read and understand the section pertaining to access to information. At all times I will maintain the confidentiality of patient information.

• I have read and understand the section pertaining to academic integrity and understand that cheating of any kind will result in dismissal from the Program and make me ineligible for admission to any SC4 nursing program. I further agree that if at any time I know of a violation of this policy, I will discuss it with an instructor.

• I have read and understand the section pertaining to Intoxicants and Mind Altering Substances. I further understand that testing positive for alcohol or other drugs or declining to be tested, will subject me to discipline up to and including dismissal from the Program.

• I have read and understand the section pertaining to health requirements. I assume the responsibility for updating information on a yearly basis (i.e. Annual TB test, CPR update, influenza vaccine).

To be placed in student's file.

__________________________  ____________
Signature                      Date