ASSOCIATE DEGREE NURSING DEPARTMENT

STUDENT HANDBOOK

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NOTICE OF NONDISCRIMINATORY POLICY

St. Clair County Community College is an equal opportunity institution and complies with all federal state laws and regulations prohibiting discrimination. It is the policy of St. Clair County Community College that no person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight, handicap, or any other criteria prohibited by law in its academic and vocational programs, activities, admissions, financial assistance or employment.

To implement this policy, the Board of Trustees has designated the Senior Labor Relations Executive to be the enforcement officer for receiving complaints and for reviewing the college's compliance.

Director of Human Resources and Benefits
Title VI, Title IX and Section 504 Coordinator
St. Clair County Community College
323 Erie St., P.O. Box 5015
Port Huron, MI 48061-5015
(810) 989-5537 or (800) 553-2427
Welcome to the Associate Degree Nursing program at St. Clair County Community College. You have chosen to become a member of a health profession that is rewarding, challenging, stimulating, and demanding. Your success depends on you. The faculty is here to guide and direct you, but you need to put forth the effort to learn and apply the material. The challenge of learning is up to you.

You will note each course and each semester builds upon previous courses and activities. You will also see increased expectations in your clinical experiences as you progress through the program. You are expected to bring knowledge from previous semesters into your current courses/semesters.

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. This could be a reading assignment or a client assignment. Every assignment is an opportunity for you to be successful in your chosen profession.

Your second responsibility is to do the very best you are capable of doing. Your mastery, retention, and application of the knowledge and skills required to provide quality care is of prime importance. You will have opportunities to acquire this knowledge during the program. Your knowledge and skill will be reflected in the care you deliver to your clients as well as in your grade for each course. Remember that with each contact you have with a client you are being tested on your ability to apply your knowledge and skills. Your client always deserves the best possible care you can give.

This handbook is provided so you will understand the philosophy, conceptual framework, program outcomes, competencies, and policies of the Associate Degree Nursing Program. You are expected to be familiar with the content of this handbook and are accountable for following the guidelines provided. This handbook does not replace the college catalog; therefore, both the Nursing Student Handbook and the College Catalog policies and procedures must be followed. You will need to read this information carefully and sign on the back page. Your signature indicates you understand and agree to abide by the policies.
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). SC4 was the first non-pilot ADN program in the United States and the first not instituted by Teacher's College, Columbia University. The Michigan State Board of Nursing, due to pressure from the community, granted Port Huron Junior College permission to start an ADN program in 1954. Sixteen students enrolled and classes began on September 11, 1954. In 1957, eight of the initial sixteen students graduated. Full approval for the ADN program was given in 1961 by the Michigan Board of Nursing. 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 Department of Nursing, as an integral part of St. Clair County Community College, derives its overall philosophy and purpose from the mission and goals of the college. The faculty support and implement the mission, goals, and philosophy by providing an innovative, creative, and comprehensive curriculum in an interactive environment. We acknowledge the diverse needs of our students and clinical agencies as we work together for community enrichment.

The purpose of the ADN program is to prepare students to provide safe and effective nursing care. In addition to the concepts included in the metaparadigm, faculty integrates education, teaching, and learning enrichment in the philosophy and conceptual framework.

Person: Each individual is a unique person (client and/or patient) who may also be part of a family or community. Individuals possess dignity and inherently desire respect. They have the right to make their own decisions. The person is viewed as a holistic being interconnected with others and their environment.

Environment: The environment is the sum of internal and external forces surrounding the person. The internal forces include physical, intellectual, emotional, cultural, and social factors. The external forces include circumstances and influences of the community and society. The nurse facilitates an environment conducive to optimal health.
Health: Health is defined as the individual attainment of optimal wellness and not merely the presence or absence of disease. Health perception is influenced by the person’s values and beliefs. Harmony between the person and the environment promotes holistic well-being throughout the lifespan. Health influences the roles of nursing.

Nursing: Nursing is the science and art of caring for and about the person, environment, and health. In addition to psychomotor and affective skills, nurses incorporate critical thinking and use the nursing process as a framework to care for diverse clients. Nursing is an applied science that uses critical thinking (CT), clinical reasoning (CR), clinical judgment (CJ), and evidence-based practice (EBP) as a foundation to deliver safe and effective care. The Associate Degree Nurse is a direct caregiver, communicator, teacher, manager, and member of a profession. Nursing education prepares individuals for nursing practice.

Nursing Education: Nursing education involves the teaching of theories, concepts, skills, attitudes and behaviors. These activities facilitate socialization into the role of the professional registered nurse. Nursing education is a team effort composed of both the educator and the learner.

Teaching: Teaching includes the ethical responsibility to develop curriculum focused on evidence based practice that directs the learning process. The faculty is committed to the assessment of student learning for continuing improvement of nursing curriculum. Standards of Practice, Standards of Professional Performance, and the Nursing Code of Ethics are used to guide the student toward safe practice. The nursing educator is viewed as a catalyst and facilitator for learning. The educator is available to the learner to clarify concepts and encourage critical thinking (CT), clinical reasoning (CR), and clinical judgment (CJ) using various learning experiences. Nurse educators at St. Clair County Community College use theoretical and practical knowledge in their own area of expertise to provide the best possible learning environment. Students are expected to make a commitment to learning and to professional values of nursing.

Learning: Learning is a process by which behavior is changed as a result of experience and/or acquisition of knowledge. Ethical and caring behaviors enhance the learning process. Learning is influenced by cultural beliefs, and the learning styles of the student. Students are accountable and responsible for their own learning. The learner must be self-motivated, flexible, and willing to engage in critical thinking (CT), clinical reasoning (CR), and clinical judgment (CJ). Technology has become an integral part of nursing education to assist the student in learning. Students learn to provide direct client care, communicate with various clients and colleagues, teach, manage self and others, develop collegial responsibilities, and to be a member of a profession. Life-long learning is necessary to continue the practice of nursing and is stressed throughout the program.
CONCEPTUAL FRAMEWORK

The conceptual framework is derived from the nursing philosophy. The student learning outcomes - direct care, communication, teaching, management, and professional - surround the conceptual framework. The lines are dotted to allow for information to be freely exchanged with the environment. This enhances evidence-based practice and encourages lifelong learning.

The metaparadigm of nursing is included within the conceptual framework. The concepts of person, health, environment, and nursing as well as teaching, and learning, are the focus of nursing education. The triangles are not connecting to each other or to the dotted lines in order to encourage strength and flexibility.

Concepts from the philosophy link to the conceptual framework. Essential elements of the nursing philosophy are listed under each concept.

Nursing education is the core of the Associate Degree program. Nursing education facilitates student learning.
St. Clair County Community College

Associate Degree Nursing
Conceptual Framework

Student Learning Outcomes

Learning
- Growth
- Accountable
- CT, CR, CJ
- Technology
- Lifelong

Person
- Unique
- Dignity
- Respect
- Autonomy
- Holistic

Nursing Education
- Theories
- Concepts
- Skills
- Attitudes
- Behaviors
- Team effort

Environment
- Internal
- External

Management
- Nursing
- Science and art
- Caring
- Nursing process
- EBP
- Safe and effective

Teaching
- Ethical responsibility
- EBP
- Assess student learning
- Catalyst
- Facilitator

Communication
- Health
- Optimal wellness
- Values
- Beliefs
- Harmony

Direct care

Teaching
STUDENT LEARNING OUTCOMES

Upon completion of the Associate Degree Nursing Program at St. Clair County Community College, the graduate will:

Direct Care Outcome-
provide holistic evidence-based (HEB) direct care to diverse clients using the nursing process.

Communication Outcome-
use effective communication to deliver holistic evidence-based (HEB) health care.

Teaching Outcome-
provide teaching for the diverse client.

Management Outcome-
manage the delivery of care for diverse clients within their environment.

Professional Outcome-
demonstrate accountability through the integration of ethical, legal, professional standards, and holistic evidence-based nursing practice (HEB).

STUDENT LEARNING OUTCOMES, COMPETENCIES, AND LEVELED COMPETENCIES

For the student to progress through the ADN program, student learning outcomes, and competencies must be met. By graduation, all students must meet overall student learning outcomes and level three competencies. Competencies are leveled according to the student’s courses in the program and will need to be accomplished by the student to meet the student learning outcomes.
<table>
<thead>
<tr>
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<th>Level 1 Competencies</th>
<th>Level 2 Competencies</th>
<th>Level 3 Competencies</th>
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<tbody>
<tr>
<td>Direct Care Outcome</td>
<td>Demonstrates critical thinking in the delivery of HEB direct care to diverse clients</td>
<td>Demonstrates clinical reasoning in the delivery of HEB direct care to diverse clients</td>
<td>Demonstrates clinical judgment in the delivery of HEB direct care to diverse clients</td>
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<tr>
<td></td>
<td>Relates the nursing process into practice in order to provide HEB direct care to diverse clients</td>
<td>Uses the nursing process into practice in order to provide HEB direct care to diverse clients</td>
<td>Integrates the nursing process into practice in order to provide HEB direct care to diverse clients</td>
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<td>Demonstrates safety standards in the delivery of HEB direct care to diverse clients</td>
<td>Utilizes safety standards in the delivery of HEB direct care to diverse clients</td>
<td>Integrates safety standards in the delivery of HEB direct care to diverse clients</td>
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<tr>
<td>Communication Outcome</td>
<td>Identifies caring behaviors which influence the communication process to deliver HEB health care</td>
<td>Uses caring behaviors to facilitate the communication process to deliver HEB health care</td>
<td>Integrates caring behaviors into the communication process to deliver HEB health care</td>
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<tr>
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<td>Practices therapeutic communication strategies to deliver HEB health care.</td>
<td>Demonstrates therapeutic communication strategies to deliver HEB health care.</td>
<td>Modifies therapeutic communication strategies to deliver HEB health care.</td>
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<tr>
<td></td>
<td>Communicates health care information (oral, written, and/or electronic) accurately with assistance</td>
<td>Communicates health care information (oral, written, and/or electronic) accurately with minimal assistance</td>
<td>Communicates health care information (oral, written, and/or electronic) accurately with assistance</td>
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The graduate will provide holistic evidence-based (HEB) direct care to diverse clients using the nursing process.

The graduate will use effective communication to deliver holistic evidence-based (HEB) health care.
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<td><strong>Teaching Outcome</strong></td>
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<td>The graduate will provide teaching for the diverse client</td>
<td>Assesses health care teaching needs of the diverse client</td>
<td>Prioritizes health care teaching needs of the diverse client</td>
<td>Evaluates health care teaching needs of the diverse client</td>
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<td></td>
<td>Describes health care teaching to meet the needs of the diverse client</td>
<td>Implements health care teaching to meet the needs of the diverse client</td>
<td>Modifies health care teaching to meet the needs of the diverse client</td>
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<tr>
<td><strong>Management Outcome</strong></td>
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<tr>
<td>The graduate will manage the delivery of care for diverse clients within their environment</td>
<td>Identifies resources (time, equipment, supplies, human) to optimize delivery of health care for diverse clients within their environment</td>
<td>Demonstrates use of resources (time, equipment, supplies, human) to optimize delivery of health care for diverse clients within their environment</td>
<td>Manages resources (time, equipment, supplies, human) to optimize delivery of health care for diverse clients within their environment</td>
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<td>Identifies the need to prioritize the delivery of healthcare for diverse clients within their environment</td>
<td>Demonstrates the ability to prioritize the delivery of healthcare with assistance for diverse clients within their environment</td>
<td>Demonstrates the ability to prioritize the delivery of healthcare for diverse clients within their environment</td>
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<td>Identifies health care tasks that may be delegated according to Standards of Practice</td>
<td>Distinguishes health care tasks that may be delegated according to Standards of Practice</td>
<td>Delegates health care tasks according to Standards of Practice</td>
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<td><strong>Professional Outcome</strong></td>
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<td>The graduate will demonstrate accountability through the integration of ethical, legal, professional standards, and holistic evidence-based nursing practice (HEB)</td>
<td>Adheres to policies, protocols and procedures with guidance</td>
<td>Adheres to policies, protocols and procedures</td>
<td>Adheres to policies, protocols and procedures</td>
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<td>Describes the Code of Ethics, Scope and Standards of Practice, Standards of Professional Performance and evidenced based nursing practice</td>
<td>Adheres to the Code of Ethics, Scope and Standards of Practice, Standards of Professional Performance and evidenced based nursing practice</td>
<td>Integrates the Code of Ethics, Scope and Standards of Practice, Standards of Professional Performance and evidenced based nursing practice into individual practice</td>
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<td>Demonstrates professional behavior</td>
<td>Demonstrates professional behavior</td>
<td>Demonstrates professional behavior</td>
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<td>Describes collegiality, teamwork and conflict resolution</td>
<td>Develops collegiality, teamwork and conflict resolution</td>
<td>Demonstrates collegiality, teamwork and conflict resolution</td>
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ADN-Student Learning Outcome Definitions

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| Nursing Process: | Is the foundation of nursing practice. It provides the framework which allows nurses to deliver safe holistic evidence-based care. The five phases (assessment, nursing diagnoses, planning, implementation, and evaluation) of the nursing process mirror the first five American Nurses Association Standards of Practice. |

| Critical Thinking: | Utilizes cognitive processes to critique and analyze knowledge |
| Clinical Reasoning: | Is the use of critical thinking in a clinical situation. Clinical reasoning is the utilization of theoretical knowledge in a variety of client care situations. |

| Clinical Judgment | Involves both critical thinking and clinical reasoning to analyze data and draw conclusions about a client’s condition and needs. Clinical judgment is based on involvement with the client. It involves not just cognitive processes, but also includes psychomotor and affective processes. |

| Student Learning Outcomes | Statements of expectations that express what a student will know, do, or think at the end of the learning experience. These are measurable, learner-centered objectives and/or abilities that are consistent with standards of professional practice. |

| Competencies | Statements of specific expected behaviors that students need to demonstrate in order to meet Student Learning Outcomes. |

**ADN GRADING SCALE**

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

- 96% - 100% = A
- 94% - 95% = A-
- 92% - 93% = B+
- 90% - 91% = B
- 87% - 88% = B-
- 84% - 86% = C+
- 80% - 83% = C
- 78% - 79% = C-
- 76% - 77% = D+
- 74% - 75% = D
- 73% = D-
- 72% and ↓ = E

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 80; that is 79.4 is not acceptable.
MATH COMPETENCY

Medication safety and accuracy of medication dosages are of utmost importance. Nursing students are expected to demonstrate math competency on an ongoing basis. Students must score 100% on the math quiz that is administered at the beginning of every semester.

ADN READMISSION DATES:

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

- When reapplying for fall admission (freshman) - February 1
- When reapplying for fall admission (sophomore) - May 1
- When reapplying for winter admission - September 1

STUDENT ACTIVITIES & COMMITTEES:

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, the sophomore class will appoint representatives to serve on the ADN Student Committee (both tracks will be represented). The purpose of the committee is to facilitate communication between all tracks and coordinate advanced nursing student activities. Examples of activities include community offerings such as B/P screenings, Fun & Fitness Fair, and coordinating the Nursing Pinning Ceremony. This Committee reports to the Director of Nursing. In addition, each class has representatives that volunteer to serve on the Student/Faculty Advisory Committee to address the student's issues and perspective of the program.
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.
- 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), chatter 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. All students are required to sign and adhere to the Honor Code.

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 healthcare team. The student must recognize that information about clients and their families is confidential and therefore, to be shared only with other healthcare personnel who are directly involved in their care.

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 requests 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 as listed above during clinical hours, regardless of facility location, and both person and clothing should be free of smoke odor. Note that some healthcare 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 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. Students in online nursing classes are expected to access the online classroom a minimum of 4-5 times per week and complete all assignments by the due dates listed. Online students must be actively participating in class to remain in clinical. In addition, they must attend all on campus course activities such as presentations, skills check offs, testing, etc.

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 and call (810) 989-5675 (Main campus) 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 each 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 once. It is the responsibility of the student to be prepared for all testing.

Fall and Winter semester starts with the first day of classes according to the College calendar and ends the Friday of final exam week. 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/OUTCOMES
Any unsuccessful attempts at program courses must be repeated at SC4; they are not able to be taken elsewhere and transferred in.

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/outcomes and grading system for each course.

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

<table>
<thead>
<tr>
<th>HAIR</th>
<th>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 barrettes</strong> 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.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACIAL HAIR</td>
<td>NO mustaches or beards are allowed.</td>
</tr>
<tr>
<td>COSMETICS</td>
<td>Cosmetics, if worn, must be subtle. This includes eye make-up, lipstick, and blush.</td>
</tr>
<tr>
<td>JEWELRY</td>
<td>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 <strong>one earring per ear lobe</strong> is allowed; no industrial posts. No necklaces, bracelets, or rings with stones are to be worn during clinical.</td>
</tr>
<tr>
<td>PIERCINGS</td>
<td>No visible piercings. No facial piercings including tongue rings, eyebrow, nose, or lip.</td>
</tr>
<tr>
<td><strong>NAILS</strong></td>
<td>Nails should be kept short, no longer than the fingertip, clean and well rounded. Nail polish is not permitted, including clear nail polish. Absolutely <strong>NO artificial nails.</strong></td>
</tr>
<tr>
<td><strong>TATTOOS</strong></td>
<td>Tattoos may not be visible.</td>
</tr>
<tr>
<td><strong>ODOR</strong></td>
<td>Perfume, lotions, or aromatic after shave are not to be worn. Smoke odor is not allowed.</td>
</tr>
<tr>
<td><strong>UNIFORM</strong></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, &amp; other times as assigned.</td>
</tr>
<tr>
<td><strong>ID BADGE &amp; PATCH PLACEMENT</strong></td>
<td>An SC4 ID badge and student nurse patch is worn with the uniform. The student nurse patch is available in the College Book Store. A picture ID badge is obtained from your instructor the first week of class and <strong>worn on the right side of the collar.</strong> 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 <strong>only</strong> for student assignments and/or clinical experiences and not for any other work assignments independent of SC4.</td>
</tr>
<tr>
<td><strong>SHOES</strong></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><strong>HOSIERY</strong></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><strong>COMMUNITY EXPERIENCE</strong></td>
<td>Individual lead faculty will instruct on attire.</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td>No gum chewing during any clinical experiences.</td>
</tr>
</tbody>
</table>
CLINICAL SUPPLIES

| STETHOSCOPE,  
<table>
<thead>
<tr>
<th>6&quot; METRIC RULER, PENLIGHT</th>
</tr>
</thead>
</table>
| 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. |

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 available 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. Immunizations & Screenings include the following:

- **MMR** *(Measles, Mumps, Rubella)* – Proof of MMR x2 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 (or 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. 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 make-up clinical experience at your own expense. Students must submit a copy of all results to the 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. Should the student 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></td>
<td></td>
</tr>
<tr>
<td>Acute stage (diarrhea with other symptoms)</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 &gt;24 hours apart are negative</td>
</tr>
<tr>
<td>Enteroviral infections</td>
<td>Restrict from care of infants, neonates, &amp; immunocompromised 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>Disease/problem</td>
<td>Work restriction</td>
<td>Duration</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------</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 surface antigemia who do not perform exposure-prone procedures</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></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>Herpes simplex</td>
<td>No restriction</td>
<td>Until lesions heal</td>
</tr>
<tr>
<td>Genital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hands (herpetic whitlow)</td>
<td>Restrict from patient contact &amp; contact with the patients environment</td>
<td></td>
</tr>
<tr>
<td>Orofacial</td>
<td>Evaluate for need to restrict from care of high-risk patients</td>
<td></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>Disease/problem</td>
<td>Work restriction</td>
<td>Duration</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude from duty</td>
<td>Until 7 days after the rash appears</td>
</tr>
<tr>
<td>Active</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postexposure (susceptible personnel)</td>
<td>Exclude from duty</td>
<td>From 5&lt;sup&gt;th&lt;/sup&gt; day after 1&lt;sup&gt;st&lt;/sup&gt; exposure through 21&lt;sup&gt;st&lt;/sup&gt; day after last exposure &amp;/or 4 days after 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</td>
<td>Exclude from duty</td>
<td>Until 9 days after onset of parotids</td>
</tr>
<tr>
<td>Active</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postexposure (susceptible personnel)</td>
<td>Exclude from duty</td>
<td>Until 12&lt;sup&gt;th&lt;/sup&gt; day after 1&lt;sup&gt;st&lt;/sup&gt; exposure through 26&lt;sup&gt;th&lt;/sup&gt; 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>Pertussis</td>
<td>Exclude from duty</td>
<td>From beginning of catarrhal stage through 3&lt;sup&gt;rd&lt;/sup&gt; week after onset of paroxysms or until 5 days after start of effective antimicrobial therapy</td>
</tr>
<tr>
<td>Active</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postexposure (asymptomatic personnel)</td>
<td>No restriction, prophylaxis recommended</td>
<td>Until 5 days after start of effective antimicrobial therapy</td>
</tr>
<tr>
<td>Postexposure (susceptible personnel)</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>Rubella Active</td>
<td>Exclude from duty</td>
<td>Until 5 days after rash appears</td>
</tr>
<tr>
<td>Postexposure (susceptible personnel)</td>
<td>Exclude from duty</td>
<td>From 7th day after 1st exposure through 21st day after last exposure</td>
</tr>
<tr>
<td>Scabies <em>Staphylococcus aureus</em> infection</td>
<td>Restrict from patient contact</td>
<td>Until cleared by medical evaluation</td>
</tr>
<tr>
<td>Active, draining skin lesions</td>
<td>Restrict from contact with patients &amp; patient’s environment or food handling</td>
<td>Until lesions have resolved</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 Active disease</td>
<td>Exclude from duty</td>
<td>Until proved noninfectious</td>
</tr>
<tr>
<td>PPD converter</td>
<td>No restriction</td>
<td></td>
</tr>
<tr>
<td>Varicella Active</td>
<td>Exclude from duty</td>
<td>Until all lesions dry &amp; crust</td>
</tr>
<tr>
<td>Postexposure (susceptible personnel)</td>
<td>Exclude from duty</td>
<td>From 10th day after 1st exposure through 21st day (28th day if VZIG given) after last exposure</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>Restrict from patient contact</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></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 traditional ADN 2-year students, the nursing department will provide malpractice insurance that will cover you only in your assigned clinical areas.

Transition students are required to provide their own malpractice insurance and verification must be submitted to the nursing department. Transition students who do not currently have malpractice insurance should contact the nursing department. Failure to provide proof of malpractice insurance will result in the inability to attend the clinical experience and require a make-up clinical experience at your own expense.

**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 or fire stations 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 & 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**
Students are given the opportunity to self-schedule after completing the first semester. The Director has the final authority on schedules. 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 caregivers 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 makeup 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 makeup 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 student learning outcomes and 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. Those faculty 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 and health course.

Students must follow the model schedule sequencing for all 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) and NCLEX review session (ADN following 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 RN 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 368 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
   (vii) 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 AND LOANS**

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

A confidential financial statement must be completed before making an 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 AND 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 SCCCC Nursing Program will adhere to the National Student Nurses’ Association, Inc.-Code of Ethics (Part II). [http://www.nsna.org/Publications/AcademicClinicalConduct](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 authorizations 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.
Print Name ________________________________

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