



RN NURSING PROGRAM

Student Handbook

2022-2023

REVISED 2

ACCREDITATION

The Associate Nursing Program at The Hudson County Community College at the Journal Square/Jersey City Campus located in Jersey City, New Jersey is accredited by:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

Phone: (404) 975-5000

www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Nursing Program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this Program at:

<http://www.acenursing.com/accreditedprograms/programsearch.htm>

The HCCC Nursing Program is accredited by:

New Jersey Board of Nursing

124 Halsey Street, 6th Floor

PO Box 45010

Newark, New Jersey 07102

(973) 504-6430

www.state.nj.us/lps/ca/medical/nursing.html

Complaints regarding this Program may be submitted to the New Jersey Board of Nursing.

Further information can be obtained by writing the above.

PROGRAM DESCRIPTION

The Nursing Program includes a theoretical base of general education and science courses together with a range of nursing theory and practical course designed to prepare graduates to be eligible for the state licensure examination for Registered Nurses (NCLEX–RN). Graduates of the Nursing Program must pass the National Council of State Boards of Nursing Licensure Examination for Registered Nurses in order to practice nursing. Students who successfully complete this program will be awarded an Associate in Science Degree, Nursing from Hudson County Community College. Graduates of the Program may enter into upper division BSN Nursing Programs through articulation agreements at many four-year institutions.

Hudson County Community College Nursing Program does not discriminate based on race, color, age, religion, handicap, national or ethnic origin, gender, sexual orientation, or veteran status in the administration of its admissions, educational policies, scholarship and loan programs, or any other policies. However, there are also essential eligibility requirements for a professional nursing student's participation in clinical practice.

Failure to read this and other Hudson County Community College publications does not excuse students from rules and regulations in effect at the Hudson County Community College Nursing Program or Hudson County Community College. Hudson County Community College Nursing Program reserves the right to make changes, as circumstances require.

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ORGANIZING FRAMEWORK

The organizing framework of the Nursing Program is based on the Quality and Safety Education for Nurses (QSEN) concepts and National League for Nursing Competency Model. These concepts form the foundation of the philosophy and are threaded through each nursing course and measured by the end of program student learning outcomes. This framework provides for movement of delivery of care from one patient, to groups of patients and to the community through the completion of the program.

Philosophy

The faculty of the Nursing Program, in congruence with the mission of Hudson County Community College, is committed to provide effective, quality nursing education to a culturally diverse student population representative of Hudson County and the surrounding communities. The Program is an integral part of the community and Faculty believes that combining the resources and talent of all the members of the health care team, we can better serve and meet the health care needs of the population we serve.

The Program prepares graduates who recognize and respect the pluralism and diversity of the cultures and faith traditions of the community we serve. Students are expected to strive for high quality professionalism, act with integrity and demonstrate responsibility and honesty. Moreover, the values of social responsibility and community service are fostered throughout the curriculum.

The faculty believes that:

Human Flourishing is the ongoing growth of human beings. Human beings possess strengths that can be mobilized to meet needs throughout the life cycle. Human beings strive to achieve their potential within the context of family, work, social groups, culture and the global community. Inherent in human flourishing is the right to privacy, dignity, respect and autonomous decision-making regarding health care choices. Recognizing that diversity of values and beliefs influence decision making, it is knowledge that facilitates human beings to make informed choices. Nurses engage patient / family in active partnerships that promote health, safety and self-care management.

Nursing Judgment requires critical thinking, integration of evidenced based practice, and adherence to legal / ethical principles in decision making. Nurses make informed practice decisions utilizing available health information technology. Nurses develop collaborative relationships with members of the health care team to provide safe and quality care.

Professional Identity is the implementation of one's role as a nurse in ways that reflect integrity, responsibility and ethical practices. Students are expected to strive for high quality professionalism that encompasses the qualities of caring and advocacy for a diverse population within the community context. Students are required to act with integrity, demonstrate responsibility and honesty. The values of social responsibility and community service are fostered throughout the curriculum. Commitment to Evidence Based Practice is inherent in safe, quality care.

Spirit of inquiry is necessary for the continuous improvement of nursing practice. Nursing education is an interactive process between teachers and learners that fosters a spirit of inquiry. Students are expected to examine the evidence that underlies clinical nursing practice, challenge the status quo and offer new insights to improve the quality of care for patients, families, and communities through utilization of technology and Evidence Based Care. Faculty function as facilitators to foster learning by utilizing various strategies and techniques to accommodate students with diverse learning styles. Learning is a life-long process that is valued and required. The Nursing Program is committed to providing an environment conducive to this process.

Recognizing the economic and cultural diversity of the community, the Program provides affordable and quality nursing education to traditional and non-traditional students. The Nursing Program is committed to the welfare of the broader society by preparing individuals to play effective roles as citizens and to serve the greater community.

NON-DISCRIMINATION STATEMENT

The Hudson County Community College Nursing Program does not discriminate based on race, color, age, religion, handicap, national or ethnic origin, gender, sexual orientation, or veteran status in the administration of its admissions, educational policies, scholarship and loan programs, or any other policies. However, there are essential functional requirements in clinical practice for professional nursing student's participation in clinical practice.

The Hudson County Community College Nursing Program reserves the right to make changes, as circumstances require.

The Hudson County Community College Nursing Program adheres to the Department of Health and Human Resources Standards under Title VI Civil Rights Act of 1964, Title IX Educational Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended.

DIVERSITY, EQUITY AND INCLUSION (DEI) STATEMENT

Hudson County Community College (HCCC) fosters a welcoming environment that celebrates and encourages culturally responsive curricula, respects diverse viewpoints, and values discussions without censure or hostility. Our classrooms are strengthened by embracing all student voices and identities. The President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) encourages students to review DEI resources and initiatives at the following link: <http://myhudson.hccc.edu/teamsite.Pages.pacdei.aspx>

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion Associate in Science Degree–Nursing, the graduate will:

1. compare the function of the health care team in providing patient-centered care.
2. value a spirit of inquiry by utilizing evidence-based practice and critical thinking in the decision-making process.

3. engage in professional development activities that enhance the role of the nurse and facilitate life-long learning.
4. utilize the quality improvement process to improve care for patients, families, and communities.
5. incorporate health information technology in the practice of nursing to make informed clinical decisions.
6. exhibit sound clinical judgment in providing safe and quality care.
7. practice within the ethical/legal parameters of the profession.

PROGRAM OUTCOMES

1. 80% of graduates will pass NCLEX–RN examination on the first attempt.
2. 80% of graduates will be employed in nursing within 1 year of graduation.
3. 50% of students will complete the program of study within 2 years of the start of the first nursing course.

PROGRAM INFORMATION AND OPTIONS

NOTIFICATION OF REGULATIONS

Students have access to the Student Handbook via the Course Management System which specifies rights and responsibilities, academic policies, guidelines for behavior, and the grievance procedure. Students sign a statement indicating they have read, understand, and will adhere to stated policies and are held responsible for all policies in the Student Handbook. A printed hard copy of the handbook is located in the nursing program office.

Students are notified of policy changes through the distribution of written or electronic communications. Letters are sent to students' homes for those students not currently enrolled in nursing courses. Students must use their HCCC email address when communicating with members of the college.

TRANSFER CREDIT FOR STUDENTS WITH COLLEGE CREDITS/DEGREES FROM ACCREDITED US INSTITUTIONS-COLLEGE CATALOG STATEMENT:

• HCCC will accept up to 30 credits of general education and prerequisite courses, provided that the course work at the previous institution was comparable to course work at HCCC, and the student achieved a grade of "C" or better at the former institution. For the associate degree, the student must fulfill the HCCC residency requirement of a minimum of 30 credits, of which at least 12 credits must be in major-required courses. For certificate programs, students must complete all specialization courses at HCCC.

COURSE AGE RESTRICTIONS

English and/or mathematics courses taken more than 10 years prior to the first semester will be accepted if the student passes a proficiency test in writing and/or a placement test in mathematics. For other specified courses, age limits (typically 5 or 10 years) have been set by the appropriate academic areas. The granting of credits for such courses may require successful completion of a proficiency examination, or review by the Division Dean or Academic Program Director to determine currency of knowledge. The list of age-restricted

courses and requirements for granting credits is available in the Center for Academic and Student Success, Enrollment Services Office, and the Office of the Registrar.

TRANSFER CREDIT FROM FOREIGN INSTITUTIONS-COLLEGE CATALOG STATEMENT:

The following shall apply to students who have earned credits or college degrees from accredited foreign institutions of higher education: Students will be required to have their academic credentials translated and evaluated by any member agency of the National Association of Credential Evaluation Services (NACES) and demonstrate proficiency in English by passing the HCCC Writing Proficiency Test (WPT) before transfer credits for English Composition will be granted.

LPN ARTICULATION

The HCCC Nursing Program offers an articulation option for qualified Licensed Practical or Vocational Nurses who wish to continue their nursing studies. Licensed Practical Nurses who have satisfactorily completed an accredited program and meet admission criteria may have credit for prior nursing knowledge placed in escrow as per the following schedule

LPN ARTICULATION MODEL				
Months after Graduation	12 Months after Graduation	13 – 36 Months after Graduation	37 – 59 Months after Graduation	60 Months (5 Yrs.) or More after Graduation
Challenge Examination and Work Experience	Challenge Examination not required. Work experience not required.	Challenge Examination not required. Work experience not required.	Challenge Examination not required. Work experience not required.	Challenge Exam not required. Work experience not required.
Nursing Credits	Nursing credits for previous learning given upon successful completion of Nursing 120. If the Student is unsuccessful in Nursing 120, the credit for Nursing 110 (held in escrow) will not be given and the student must take Nursing 110 before repeating Nursing 120.			
Non-Nursing Credits	May be transferred, subject to approval by Hudson County Community College.			
*Bridge Program Option	All applicants accepted into the LPN articulation will be required to satisfactorily complete the <i>Bridge Program</i> before beginning Nursing 120.			

*The Bridge Program Option is a web-enhanced course with clinical skills testing, performed on-site.

BRIDGE PROGRAM OPTION

This program is required for students who have been accepted into the Nursing Program and are LPN's being admitted under the New Jersey LPN to RN articulation model. The Bridge Program is a web-enhanced program, which includes a drug calculation test and modules on therapeutic communication, physical assessment, and medication administration and performance of on-site skills assessment.

The Bridge Program Option provides the student with an orientation to the Nursing Program and it is required before beginning Nursing 120. After successful completion of the Bridge program Option, the student will matriculate into the generic day, evening or weekend division of the Nursing Program and enter NSG 120-Spring.

RN-BSN JOINT ADMISSIONS PROGRAM

Hudson County Community College Nursing Program and New Jersey City University have joined together to offer a joint admissions program to enable nursing students to seamlessly earn a BSN in as little as 15 months after the completion of the RN / AS degree. HCCC also has a strong articulation Agreement between Montclair State University and Ramapo College.

FUNCTIONAL REQUIREMENTS FOR THE NURSING PROGRAM

In order for safe nursing practice to occur and for students to be qualified to participate in and complete the program a nursing student must be able to perform these essential functions. Listed below are the Essential Functions of a student nurse. Applicants need to be aware of these Essential Functions prior to acceptance. Students must be able to performance the essential functions with or without reasonable accommodations. It is the student's responsibility to notify the College of any disability impacting on his or her ability to perform the essential functions prior to entering the Nursing Program.

ESSENTIAL FUNCTION

PERFORMANCE REQUIREMENTS

Ability to Use Senses

Visual acuity with corrective lenses to identify color changes in skin, respiratory movement in patients; read fine print / writing on physicians' orders, monitors, equipment calibrations, measure medication in syringes, IV's, etc.

Hearing ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; to hear blood pressure, heart, lung and abdominal sounds with a stethoscope; to understand a normal speaking voice without viewing the speaker's face.

Tactile ability to feel differences in skin temperature and to perform physical assessment.

Motor Ability

Physical ability to walk long distances, to stand for prolonged periods, to lift, move, and transfer patients / equipment of 20 lbs. or more, to maneuver in limited space, to perform CPR, to provide routine and emergency care, to have manual dexterity and feeling ability of the hands to insert tubes, prepare medications, and perform technical skills.

Ability to Communicate

Ability to communicate effectively in English in verbal and written form through interactions with patients, family, and healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds; to write clearly and correctly on patient's record for legal documentation.

Ability to Problem Solve

Intellectual and conceptual ability to think critically in order to make decisions, which includes measuring, calculating, reasoning, analyzing, prioritizing and synthesizing data.

Coping Abilities

Ability to function safely under stress and adapt to changing clinical and patient situations.

ACCESSIBILITY SERVICES

Hudson County Community College is committed to the creation of an inclusive and safe learning environment for all students. The Office of Accessibility Services is responsible for determining reasonable accommodations for students who encounter barriers due to disability (conditions can include but are not limited to: mental health, attention-related, learning, cognitive/developmental, vision, hearing, and physical or health impacts). When the student completes the request process and reasonable accommodations are determined to be necessary and appropriate, an Accommodation letter (Letter) will be provided. The student must provide the Letter to each course instructor. This should be done as early in the semester as possible as accommodations are not retroactive.

You can contact Accessibility Services by phone at 201-360-4157, by email at as@hccc.edu, visit their website at <https://www.hccc.edu/student-success/personal-support/accessibility-services.html> or visit at 71 Sip Avenue, L011, Jersey City, NJ and all information provided will be kept confidential.

MENTOR-MENTEE PROGRAM

Students are assigned a faculty mentor at the start of Nursing 210. The faculty mentor acts as an advisor and guides the student in course selection and registration. Additionally, the mentor will assist the student in developing effective test taking strategies and help the student in preparation for the NCLEX examination. The student can make an appointment with the faculty mentor to discuss academic issues or concerns that impact student success in the Nursing Program.

TIME FRAME OFFERINGS (Day, Evening or Weekend)

The single curriculum offered by Hudson County Community College Nursing Program.

Day Division: A student enrolled in the Day Division attends classes and clinical experiences during the daytime.

Evening Division: Evening Division classes and clinical experiences are offered during the evening.

Weekend Division: Weekend Division classes are offered during the evening hours and clinical experiences are offered during the day on Saturday and/or Sunday.

Many non-nursing courses are also offered on the weekends. Course testing may occur outside of scheduled class time and may alternate between day and evening.

PROGRAM REQUIREMENTS: TIME REQUIRED TO COMPLETE PROGRAM

All students are required to complete the Nursing Program within **3 years** from the start of the first nursing course.

NURSING PROGRAM CREDIT BREAKDOWN					
<u>Nursing</u>	<u>Credits</u>	<u>General Education</u>	<u>Credits</u>		<u>Credits</u>
NSG 110	6	Algebra /Intro to Statistics	3	Humanities/Diversity	3
NSG 120	8	Anatomy & Physiology I	4	Microbiology	4
NSG 210	9	Anatomy & Physiology II	4	Psychology	3
NSG 220	9	Intro to Computer	3		
NSG 240	<u>2</u>				
		College Student Success	1	Life Span Dev.	3
		English Composition I	3	Speech	<u>3</u>
		English Composition II	<u>3</u>		
Total Nursing	34	Total Non-Nursing	37	Total Credits	71

CURRICULUM PLAN

DAY DIVISION CURRICULUM PLAN				
Fall Semester 15 wks.	Winter Semester 2 wks.	Spring Semester 15 wks.	Summer I 6 wks.	Summer II 6 wks.
			Credits CSS100 1 MAT100 / MAT114 <u>3</u> Total 4	Credits PSY101 <u>3</u> Total 3
Credits NSG110 6 BIO111 4 ENG101 <u>3</u> Total 13	Credits CSC100 <u>3</u> Total 3	Credits NSG120 8 BIO211 4 ENG102 <u>3</u> Total 15	Credits BIO250 <u>4</u> Total 4	Credits ENG112 <u>3</u> Total 3
Credits NSG210 9 PSY260 <u>3</u> Total 12	Credits Hum 101/ Diversity Elect <u>3</u> Total 3	Credits NSG220 <u>9</u> Total 9	Credits NSG Leadership 240 (2.5 weeks) <u>2</u> Total 2	
EVENING DIVISION CURRICULUM PLAN				
Fall Semester 15 wks.	Winter Semester 2 wks.	Spring Semester 15 wks.	Summer I 6 wks.	Summer II 6 wks.
			Credits CSS100 1 MAT100/ MAT114 <u>3</u> Total 4	Credits PSY101 <u>3</u> Total 3
Credits BIO111 4 ENG101 <u>3</u> Total 7	Credits CSC100 <u>3</u> Total 3	Credits BIO211 4 ENG102 <u>3</u> Total 7	Credits BIO250 <u>4</u> Total 4	Credits ENG112 <u>3</u> Total 3
Credits NSG110 <u>6</u> Total 6		Credits NSG120 <u>8</u> Total 8	Credits PSY260 <u>3</u> Total 3	Credits Hum101/ Diversity Elect <u>3</u> Total 3
Credits NSG210 <u>9</u> Total 9		Credits NSG220 <u>9</u> Total 9	Credits NSG Leadership 240 (2.5 weeks) <u>2</u> Total 2	

WEEKEND DIVISION CURRICULUM PLAN				
Fall Semester 15 wks.	Winter Semester 2 wks.	Spring Semester 15 wks.	Summer I 6 wks.	Summer II 6 wks.
	Credits	Credits	Credits	Credits
	CSS100 1	BIO111 4	BIO211 4	ENG101 3
	PSY101 3	MAT100/ MAT114 3		
	Total 4	Total 7	Total 4	Total 3
Credits	Credits	Credits	Credits	Credits
NSG110 6	CSC100 3	NSG120 8	BIO250 4	Hum 101/ Div Elect 3
ENG102 3		PSY260 3		
Total 9	Total 3	Total 11	Total 4	Total 3
Credits	Credits	Credits	Credits	
NSG210 2	ENG 112 3	NSG220 2	NSG Leadership 240 (2.5 weeks) 2	
Total 9	Total 3	Total 9	Total 2	

*Nursing Courses have Lecture on Friday Evening and Clinical / Lab on Saturday and / or Sunday.

NURSING COURSE DESCRIPTIONS

NURSING 110

Course Description: This introductory nursing course includes basic nursing concepts and skills. The focus is on wellness. Areas of emphasis will include the profession of nursing, values, communication, nursing process, physical/psychosocial assessment, nutrition, pharmacodynamics and care of patients in acute, long term and community health care settings. QSEN concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics, will be integrated throughout the course. 3 credit hours Theory and 3 credit hours Clinical (1:3). Theory 3 hours per week, Clinical 9 hours per week.

Pre-requisites: PSY 101, MAT100 or MAT114

6 CREDITS

NURSING 120

Course Description: This course focuses on the knowledge and skills learned in the first nursing course. The student will care for patients with simple acute and simple chronic health alterations. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity and rest, protection, sensing, fluid and electrolytes, neurologic and endocrine function. Pharmacology and QSEN concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics, will be integrated throughout the course. It will include Mental Health Nursing and physical/psychosocial assessment of those experiencing health deviations. Emphasis will be placed on managing nursing care for one patient. 4 credit hours Theory and 4 credit hours Clinical (1:3) Theory 4 hours per week, Clinical 12 hours per week.

Pre-requisites BIO111, ENG101

8 CREDITS

NURSING 210

Course Description: This course continues to examine more complex, acute and chronic health alterations. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity, rest, and sensing, protection, and endocrine function. Pharmacology and QSEN concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics, will be integrated throughout the course. The Childbearing Family is also included. 4 credit hours Theory and 5 credit hours Clinical (1:3.75) Theory 4 hours per week, Clinical 15 hours per week.

Pre-requisites: ENG102, CSS100, BIO211, CSC100

9 CREDITS

NURSING 220

Course Description: This course focuses on patients in crisis requiring complex nursing care. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity and rest, protection, sensing, fluid and electrolytes, neurologic and endocrine function. Pharmacology and QSEN concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics, will be integrated throughout the course. It will include Child Health Nursing. Emphasis will be placed on managing nursing care for multiple patients, delegation and assumption of a leadership role. 4 credit hours Theory and 5 credit hours Clinical (1:3.75). Theory 4 hours per week, Clinical 15 hours per week.

Pre-requisites: HUM101, PSY260, BIO250, ENG112

9 CREDITS

NURSING 240 NURSING LEADERSHIP

Course Description: This course consists of an analysis of selected current health trends and issues and their impact on the practice of nursing. Content will focus on exploration of contemporary ethical dilemmas, economic and social issues, and concepts related to nursing leadership role transition, and safety and quality concepts. Emphasis in clinical will be placed on functioning as a part of the interdisciplinary team, while managing patient care for multiple patients utilizing principles of leadership and management. 1 credit hour Theory and 1 credit hour Clinical (1:3). Total Theory 15 hours and 45 Clinical hours.

Pre-requisites: NSG220

2 CREDITS

Course Descriptions for non-nursing courses can be found in HCCC College Catalog.

COMMUNITY NURSING COMPONENT

Hudson County Community College Nursing Program is committed to meeting the needs of the community as well as preparing nurses with the necessary skills to meet the demands of the rapidly changing workplace. Students participate in various community health screenings and outreach programs throughout the curriculum in addition to their home health experiences.

CLASS SIZE AND HOURS

There may be as many as 70–75 students in nursing theory classes. The ratio of faculty to students in the clinical area may never exceed 1:10. Day theory classes are typically held between the hours of 8:00 a.m. and 3:30 p.m. and day clinical may begin at 7:00 a.m. or 8:00 a.m. depending on the particular nursing course. Evening theory courses typically begin at 5:30 p.m., but may begin sooner if all students and faculty contract to do so. Evening clinical begins at 5:30 p.m. and may end 12:30 a.m. Nursing 240 Leadership clinical are typically held 7:00 a.m. to 3:00 p.m. for the Day Division, 3:00 p.m. to 11:00 p.m. for Evening Division and 7:00 a.m. to 7:00 p.m., Saturday and Sunday for the Weekend division. Weekend theory classes are typically held Friday evenings beginning 5:30 p.m.

All students are responsible for providing their own transportation to and from Hudson County Community College and any clinical affiliations at their own expense.

RECEPTION, SKILLS SIMULATION LAB AND COMPUTER HOURS

Reception Area:

1. Nursing Program Reception Area will be opened as follows:
Monday through Friday, 8:30 a.m. – 7:30 p.m.

Students must have their current HCCC ID for access to the building.

Nursing Computer Lab:

2. The Computer Lab is open during the school year:
Monday through Friday, 9:00 a.m. – 8:00 p.m.

Hours are posted at the beginning of each semester on the course management system, and Computer Lab bulletin board.

The Computer Lab is closed during Standardized Testing.

Nursing Skills Simulation Lab Hours:

3. Hours are posted by the Skills Simulation Lab Coordinator and are posted on the bulletin board and course management system.

EVENING INFORMATION

1. **Friday Evening Access to the Nursing Program:**

Skills Simulation Lab or Skills Testing Evenings-

Hudson County Community College Nursing Program Reception Desk will be manned until 8:00 p.m. (*Please carry and display your student identification badge with you at all times.*)

On Clinical Nights

Report directly to your assigned clinical unit, unless otherwise instructed. Leave all valuables at home. Bring only those items that you will need for the evening and that you can keep on your person.

PROGRAM GUIDELINES FOR CLINICAL EXPERIENCE

1) **Clinical Preparation as designated by the clinical faculty.**

2) **On the Day of Clinical:**

- A. Pre-Conference will begin at the designated time by your clinical faculty. All students are required to attend.
- B. Introduce yourself to the RN partner. Make sure you inform the RN partner which patient(s) you have, how long you will be in clinical, if you will be giving meds.
- C. Take report from the RN partner. You will be collaborating with the RN partner on the care of your patient(s). Do not leave the floor without reporting off to the RN partner and instructor.
- D. Read the patient's chart thoroughly:
 - i. Take note of the patient's demographic data, admission date, chief complaints on admission, allergies, active and home meds, active problems initial history and physical, emergency room documentation and admitting diagnoses.
 - ii. Take note of the diagnostic/laboratory studies and results within the last 24 – 48 hours.
 - iii. Read the Doctors order and Nursing shift report.
 - iv. Review your medications from the MAR, noting the administration time, expiration dates. If you find any discrepancy, bring it to the attention of the RN partner or charge nurse.
 - v. Based on the information about your patient, begin to develop a plan of care.
- E. Unless otherwise specified, students are expected to have assessed their patients, checked IVs, NG/GT, Foley catheters, O₂ delivery, TPR and BP.
- F. Prior to doing a new procedure, the student is expected to review the Procedure. The student then discusses this with the clinical faculty prior to carrying out the procedure

- under supervision. A student should not independently perform a procedure which he/she has not done before without faculty supervision. Students **are not allowed** to give IV push medications and **will always require supervision** when flushing central lines (TLC, Portacath, etc.)
- G. Students are required to know about the assigned patient's medications. Meds can be administered after the student discusses them with the faculty. Inadequate medication knowledge is considered unsatisfactory performance in the clinical area.
 - H. Students may only give medications with faculty approval.
 - I. Students are expected to develop the initiative to seek out learning experiences in the clinical area.
 - J. Students are not allowed to use their cell phones in the public areas of the clinical facilities.

REQUIRED PROGRAM EQUIPMENT FOR THE CLINICAL EXPERIENCE

- A. 2 Black Pens
- B. Bandage Scissors
- C. Watch with a Second Hand
- D. Stethoscope
- E. Pen Light
- F. Small Measuring Device

PROGRAM GUIDELINES: FOR ESSENTIAL CLINICAL BEHAVIORS

The following is a list of necessary nursing behaviors applicable to clinical settings. This is **NOT** an exhaustive list! These essential clinical behaviors are **IN ADDITION** to essential nursing care plan formulation and to acceptable implementation and evaluation of nursing care. All nurses regardless of setting or position have an ethical obligation to create and sustain healthy work places and to foster an atmosphere of dignity, professionalism, and respect.

CLINICAL PREPARATION

- A. Appropriate data on clinical work sheet.
- B. Uses appropriate academic and professional resources from nursing and other related disciplines to prepare for clinical experience.
- C. Arrives on clinical unit, conferences and meetings on time or contacts appropriate personnel when unable to meet time commitments.
- D. Prepares for clinical or lab experiences and patient care assignments.
- E. Submits written work or documentation of preparation as requested by the faculty and at the time requested by the faculty.
- F. Follows hospital policies, procedures and accepted standards of patient care.
- G. Students not prepared for clinical will be sent off from clinical and given a clinical warning. The student is responsible to arrange for the clinical make up.
- H. No information from patient chart may be photocopied or digitally reproduced, any violations will result in dismissal from program.

SAFETY

- A. Bed locked.
- B. Bed in lowest position when leaving the patient.
- C. Side rails up.
- D. Call bell and bedside table (with phone) within reach.
- E. Restraints properly applied.
- F. Standard precautions maintained.
- G. No re-capping of needles.
- H. Protects patient from emotional jeopardy.
- I. Protects patient from physical jeopardy.

ON-GOING ASSESSMENT

- A. LOC, vital signs, neuro signs, turning and restraints monitored as needed.
- B. Compares patient's baseline data with current data to recognize changes in the patient's health status.
- C. Lab values monitored as needed.
- D. New physicians' orders reviewed.
- E. Intake (esp. Strict I & O) and urinary drainage (with date of bag change) monitored.

MEDICATION ADMINISTRATION

- A. Patient's allergies checked.
- B. Physicians' orders checked.
- C. Check the validity and accuracy of the ordered medication.
- D. Time, dosage, route and expiration date checked.
- E. Compute the dose correctly.
- F. Prepare the medication accurately.
- G. Identify patient's correctly.
- H. All medications verified with the instructor.
- I. Use the correct technique in administering medication.

I.V. INFUSION

- A. Physicians' orders checked.
- B. Correct solution infusing and amount left in bag/bottle (LIB)
- C. Verifies the accuracy of the flow rate within 20 minutes of caring for the patient.
- D. Checks insertion site of peripheral, central or implanted venous access devices for dislocation, infiltration or complications q 1 hr.
- E. Date of line change and dressing change determined.
- F. Administers the prescribed fluids.

COMMUNICATION

- A. Identifies nursing staff responsible for the care of assigned patient within 15 minutes of assuming care.
- B. Obtains report from staff about assigned patient within 20 minutes of assuming care.
- C. Communicates changes in the patient that potentially jeopardize health immediately to the professional staff and instructor.
- D. Documents care and assessment findings on the student's EHR at designated location.
- E. Maintains confidential nature of patient information.
- F. Responds to instructor in a professional manner.
- G. Maintains professional and therapeutic demeanor in stressful situations.
- H. Establishes effective interpersonal relationships with the patient, family and health team members.
- I. Seeks appropriate guidance.

PROGRAM REQUIREMENTS: ATTENDANCE CLASS / THEORY

Students are expected to attend all Nursing classes. In case of an emergency or illness, students are to notify the Nursing Course Coordinators prior to the scheduled class.

Attendance for the theory component of the Nursing course is critically important for successful progression in the Nursing Program.

Attendance will be taken at the beginning of each Nursing class to assure a correct record is maintained. Students who falsify another student's signature will be subject to disciplinary action.

The responsibility for any work/assignments missed because of the absence rests entirely with the student.

If a Nursing class absence occurs on a testing day, the student must notify the instructor prior to the scheduled beginning of the exam. Opportunity for a make-up exam will be considered only once during the course. The highest grade obtainable on a make-up exam is an 80%. Failure to take the exam in the student's scheduled division (Day, Evening or Weekend) will be considered as an absence on a testing day.

THERE ARE NO MAKE-UPS FOR QUIZZES. A STUDENT WHO IS ABSENT FOR A QUIZ WILL RECEIVE A SCORE OF ZERO (0). EXAM REVIEWS WILL BE CONDUCTED AS OUTLINED IN THE NURSING PROGRAM COURSE SYLLABI.

PROGRAM GUIDELINES-PUNCTUALITY: CLASS AND CLINICAL

CLASS

To prevent disruption of a class in progress the door will be closed at the beginning of Nursing class. Students who are not present at the beginning of the class will not be admitted until the break.

CLINICAL

Students are required to be in the clinical area promptly at the assigned time. Students who are late may be dismissed and the day will be counted as a clinical absence.

Students are required to attend all Skills Simulation Laboratory and clinical experiences in order to meet the course objectives. Only extenuating circumstances for absence will be considered and documentation will be required.

Students who are absent must notify the Nursing Program faculty and **call the assigned unit ½ hour** before the start of the clinical experience. In addition, the student must request and supply the name of the person taking the message on the clinical unit. Make-up will be required for all clinical absences. Absence for more than one clinical day may result in clinical failure.

IT IS THE RESPONSIBILITY OF THE STUDENT TO ARRANGE ALL CLINICAL MAKE-UPS WITH THEIR CLINICAL FACULTY. STUDENTS NOT PRESENT AT THE ASSIGNED TIME WILL BE DISMISSED AND THAT DAY WILL BE COUNTED AS A CLINICAL ABSENCE.

PROGRAM GUIDELINES-UNSAFE CLINICAL PRACTICE

Unsafe clinical practice may be defined as any incident or behavior on the part of the student that placed a patient in physical and/or emotional jeopardy. Such practice includes but is **NOT** limited to:

- A. Lying, cheating, stealing or knowingly providing false information.
- B. Failure to assess, report or record changes in a patient's condition.
- C. Failure to safeguard a patient's well-being by omitting protective or restraining devices, or applying them incorrectly. Failure to follow institutional policy for care of a patient in restraints.
- D. Inability to calculate medication doses correctly.
- E. Administering medications improperly, failure to observe the "6" Rights.
- F. Violations of surgical and medical asepsis.
- G. Failure to inform the instructor of need for assistance and/or unfamiliarity with required nursing intervention.
- H. Failure to notify instructor of absence or tardiness.
- I. Lack of preparation for care being administered and/or failure to demonstrate appropriate competence in the presence of the patient.
- J. Breach of the patient's privacy and / or confidentiality.
- K. Failure to report a patient's threats of harm to self, others and interference with treatment plan.
- L. Leaving patient unattended in clinical area without reporting to instructor and primary nurse.

PROGRAM REQUIREMENTS: CLINICAL FAILURE

All students are required to pass both the theory and clinical portions of each nursing course. A student will fail clinically if he/she sustains a second warning in the same area of deficiency or he / she receives more than two clinical warnings within any clinical nursing course. The faculty reserves the right to issue an immediate clinical failure for unsafe clinical practice. A clinical failure is a dismissal from the Nursing Program.

TEST ADMINISTRATION GUIDELINES

Staffing of Examinations:

1. At least two faculty members are required to proctor course examinations for student groups greater than 20 and three for over 50 students. One faculty will be situated at the front of the testing space and the other will be situated in the rear. In addition, staff members will be used to meet the staffing needs.

Seating of Examinees:

2. Chairs will be arranged by faculty prior to the exam to ensure the integrity of the exam. Students are not permitted to move the configuration of the chairs.

Test Timing:

3. Tests will be timed. Start and finish times will be written on the board in front of the classrooms. Students who show up late for the examination will forfeit any time that they had missed and will be required to hand in their examinations when the allocated time for the examination has expired.

Student Guidelines:

1. Honesty & Integrity is expected from all Nursing Students prior to taking their Exams.
2. There will be a specific time frame allotted for each exam. All exams will begin and end as scheduled.
3. Exams are administered via an online testing platform. Each student is responsible for keeping track of exam timeframe.
4. All students are required to remain in the classroom until the completion of the exam with the exception of the Final Exam.
5. Under no circumstances should students exit testing during the Exam. Students will not be allowed to leave the room once the Exam begins.
6. Upon completion of the exam, laptops must be turned off and closed. Utilization of cell phones is prohibited until the end of the exam.
7. Students must take seats assigned by the faculty.
8. All hats will be removed prior to the Exam.
9. Desk table should be cleared of all materials. This means the removal of all books, papers, notebooks, and calculators, unless specifically permitted in the posted guidelines for the Exam.
10. All personal items are to be placed in a designated location.
11. Cell phones must be stored out of view with personal belongings and silenced. Smart watches are prohibited during the exams.
12. No other computers, monitors, screens, or tablets should be on during Exam.
13. In case of technological issues, the student must immediately inform the proctor.

14. No Exam items should be copied, saved, or shared during or following the Exam.
15. Pictures or screenshots of Exam questions or information are prohibited.
16. No personal calculator will be used.
17. For paper exams, only No.2 pencils are allowed.
18. Once the exam is submitted, the answers are final.
19. All online exams are developed in a forward moving fashion. Students will not be allowed to book mark questions to be reviewed at a later time.

TECHNOLOGY IN THE CLASSROOM

HCCC NURSING PROGRAM COMPUTER REQUIREMENT

The Nursing Program strongly recommends that all students have a computer or a laptop and reliable high-speed Internet access to meet course requirements and instructional activities. These activities include online testing, course assignments, and simulation programs. Chromebooks and notebooks may not meet minimum requirements and have limitations.

Minimum laptop specifications

- Webcam
- Microphone
- Windows 10 (preferred) or MacOS 10.10 or higher
- 8GB RAM
- High-speed Internet access

Students who do not have a computer or laptop, or reliable Internet service may borrow a laptop or hot spot, based upon availability, from the College for the semester. To borrow a laptop or hot spot, submit a Chromebook request form by clicking on the following link.

[Hudson Helps \(hccc.edu\)](https://www.hccc.edu/hudsonhelps)

Once you are on the website, scroll down until you see “Chromebook Loaner Program” and click on the link it displays. On the form state that you are a nursing student and need a laptop or hot spot for nursing exams and course assignments. Students should submit the Chromebook Request Form before the start of the semester.

ONLINE–BEHAVIORS AND EXPECTATIONS

A successful online class depends on the same commitment that we bring to the physical classroom.

- Online classes will meet through Zoom or WebEx.
- Students are expected to take notes and participate by asking and answering questions.
- Wear classroom-ready clothing.
- Join the class in a quiet environment, whenever possible.
- Turn on your video whenever possible.
- Mute your microphone unless you are speaking.
- Close browser tabs not required for participating in class.

NETIQUETTE GUIDE

Netiquette provides some basic guidelines about how to behave online to reduce online misunderstandings and miscommunications. Communicating in an online course is not the same as chatting or sending text messages to friends on social media sites. You should conduct yourself in an online class with the same politeness and professionalism as in a real-life classroom.

You will find the complete netiquette guide under course materials in Canvas.

PROGRAM GUIDELINES: FOR NURSING FINAL EXAMINATIONS

Final Examinations for nursing courses will be administered at the same time for both day and evening divisions as reflected in the course calendar.

Students who cannot take the final exam on the date and time scheduled will be given the opportunity to take a make-up exam where the highest grade they can achieve is an 80%.

Exams maybe administered outside of class times.

PROGRAM GUIDELINES: PROGRESSION THROUGH PROGRAM

All students must pass nursing course and course requirements in order to progress to the next nursing course. A student must achieve a (B-) (80) in a nursing course and pass the clinical component in order to pass a nursing course.

A student will be dismissed from the Nursing Program for failure of more than one nursing course and or clinical failure.

A student who has been dismissed must wait three (3) years before reapplying to the Nursing Program.

All graduation requirements must be completed for eligibility to exit the Program.

PROGRAM PROCEDURE: REGISTRATION FOR NSG 220

Students will not be allowed to register for Nursing 220 if all prerequisites have not been completed and a passing grade is reflected on their college transcript. Pre-requisites for Nursing 220 are as follows: **CSS 100, BIO 111, BIO 211, HUM 101, ENG 101, ENG 102, MAT 100, CSC 100, PSY 101, PSY 260, ENG 112, NSG 110, NSG 120, NSG 210 and BIO 250.**

It is the responsibility of the students to ensure that all transfer credits have been approved by Hudson County Community College and is reflected on the college transcript.

NURSING ASSESSMENT & TESTING PROGRAM

An assessment, testing, and remediation program is used throughout the nursing program curriculum. It is a comprehensive on-line program with end of course tests, focused review tests, remediation, videos and case studies. Students are orientated to the program at the beginning of NSG 110.

The goal of the program is to enhance overall student learning and performance, and to prepare students for a successful outcome on the NCLEX–RN Exam.

Nursing Students are expected to utilize the program as required in each nursing course as well as use independently.

PROGRAM GUIDELINES: TEST REMEDIATION

Remediation is not allowed for faculty developed Nursing exams or finals. For the proctored standardized exams, the students must remediate within 72 hours after the proctored exam is taken. Students who do not remediate within the specified time frame will receive a grade of zero (0). This remediation policy applies to end of course standardized exams as specified in the syllabus.

GRADING GUIDELINES FOR NURSING & NON–NURSING COURSES

(College Courses)

Grading for non–nursing courses is according to the grading College Catalog Statement of Hudson County Community College. A grade of (C) or higher is required, while in the Nursing Program, for all non–nursing courses.

GRADING FOR NURSING PROGRAM COURSES

A student must achieve a (B–) (80) in a nursing course and pass the clinical component to pass the course. Clinical failure or a grade of less than 80 in theory will result in a zero (0) (F) for the nursing course.

The theory grade for a nursing course will be based on quizzes, exams and a final exam and paper/project(s), as per the course syllabus. The student must pass both the theoretical and clinical components of the course.

All students enrolled in a nursing course are required to pass both the theory and clinical portions of the course to receive credit for the course. A student who fails either the theory or clinical portion of a nursing course will receive a grade of (F), and must repeat the course in its entirety. Students enrolled in a nursing course must meet the clinical objectives of the course in order to pass the clinical portion of the course.

GRADING SYSTEM

HUDSON COUNTY COMMUNITY COLLEGE	NURSING PROGRAM
Non-Nursing	
A = 4.0	A = 4.0 92 - 100
A- = 3.7	A- = 3.7 89 - 91
B+ = 3.3	B+ = 3.3 86 - 88
B = 3.0	B = 3.0 83 - 85
B- = 2.7	B- = 2.7 80 - 82
C+ = 2.3	
C = 2.0	
D = 1.0	
F = 0.0	*Failure in nursing course is below 80(B-)

CALCULATION OF GPA

To determine the grade point average (GPA), multiply the number of grade point equivalents for each grade received by the number of credits for the course, then divide the total number grade points by the total number of credits attempted.

NURSING PROGRAM PROGRESS REPORT

Student Progress Reports reflecting their cumulative grade point average below 80% will be issued at mid-semester.

Any student who receives a midterm academic warning will be referred to Skills/Simulation lab for academic tutoring.

PROGRAM GUIDELINES: PROGRAM DISMISSAL

A student will be dismissed from Hudson County Community College Nursing Program for:

1. Failure of more than one nursing course
2. Unsafe clinical practice
3. Clinical Failure
4. Displaying conduct or behaviors requiring disciplinary action as outlined in the Hudson County Community College Student Handbook and Nursing Program Handbook
5. Violation of The Code of Conduct of the Hudson County Community College Nursing Program as outlined in the Student Handbook
6. Any HIPAA Violations

NURSING PROGRAM COMPLETION REQUIREMENTS

Students are promoted on the basis of scholastic achievement and clinical performance.

Requirements for Nursing Program graduation are:

1. Completion of the Academic Program as outlined in the curriculum plan
2. Cumulative grade point average of 2.0 or above, with an 80 or higher, in all Nursing Courses and a C or higher, in all non-nursing courses.
3. Fulfill all financial obligations to Hudson County Community College Nursing Program and Hudson County Community College.
4. Completion of a standardized comprehensive nursing readiness exam. If the student receives less than the acceptable score a second exam will be required.
5. Completion of the required NCLEX Review Course and NCLEX preparation requirements.
6. Students eligible for HCCC graduation must pay the graduation fee, complete and submit an application form to HCCC Registrar's Office by May for January Graduation and By December for May Graduation.
7. A letter will be sent to the Board of Nursing for NCLEX eligibility after **all graduation** requirements are met and not before.

PROGRAM REQUIREMENTS: NCLEX PREPARATION

In preparation for NCLEX, the student is required to complete the following:

1. Completion of a comprehensive readiness exam.
2. Completion of required NCLEX review course.
3. Meet with assigned mentor.

If a student does not achieve the recommended score on the NCLEX readiness exam, a plan for NCLEX success will be developed with the mentor. A second NCLEX readiness exam will be administered. (**Faculty will determine the passing score**). Remediation if unsuccessful on the exit exam(s). Prior to taking the 2nd HESI Exams students will be required to complete 1000 questions at 80% proficiency before the exit exam as per scheduled below.

**KAPLAN INTEGRATED TESTING AND NCLEX QUESTION
ASSIGNMENTS FOR RN PROGRAM SUCCESS**

NUR 110	WINTER INTERCESSION	NUR 120	SUMMER BREAK	NUR 210	WINTER INTERCESSION	NUR 220	NUR 240
Fundamentals	Normal Nutrition 500 NCLEX Review Questions on Fundamental Concepts	Psychosocial Nursing Gerontology	Pharmacology 1500 NCLEX Review Question	Medical Surgical 2 OB	Medical Surgical 1 500 NCLEX Review Questions	Kaplan Diagnostic Medical Surgical Comprehensive Pediatric RN CAT 1	Kaplan Trainers 1, 2 & 3 Community Health Leadership 1000 NCLEX Review questions prior to second HESI

- 1 All tests will be given during the course unless specified otherwise.**
- 2 80% proficiency on NCLEX review questions is required**
- 3 Questions on tests assigned during the Summer Break and Winter Intercession can be counted towards the required NCLEX review questions.**

PROGRAM PROCEDURES & GUIDELINES

A. PROGRAM PROCEDURE: WITHDRAWAL

The policy for withdrawal from non–nursing courses is in the **HCCC COLLEGE CATALOG STATEMENT**.

Students may withdraw from a nursing program course without academic penalty until the midpoint of the semester. Withdrawal beyond the midpoint will be considered only in cases of emergency. The student must have a passing grade 80% in the course at the time of withdrawal. If the student does not have a passing grade in the course at the time of withdrawal, it will be counted as a failure and a grade of (F) will be recorded on the student’s HCCC transcript. The Nursing Program Director must approve all withdrawals. Clinical failure at any time during the course constitutes a course failure and the student may not withdraw. Students may only withdraw once though out the length of the program.

Students who stop attending class/clinical or withdraw after the mid-point will receive grade of (F) on the HCCC transcript.

PROCEDURE:

Students requesting a withdrawal must put the request in writing and submit directly to the Nursing Program Director and notify the Course Coordinator(s). The Course Coordinator(s) will then notify the clinical instructor. The written request must include reason for withdrawal and include any supporting documents. The withdrawal will not be processed until written request is received.

B. PROGRAM PROCEDURE: LEAVE OF ABSENCE

Students may be granted one leave of absence for up to one year during the nursing program. A failure in a nursing course is considered a leave of absence. Refer to the Nursing Program Student Handbook regarding how to apply for a Leave of Absence.

C. PROGRAM GUIDELINES: MANAGEMENT OF ID BADGES

The clinical nursing faculty is responsible to collect all special ID Badges that were issued by the institution at the end of the clinical rotation and return them to the designated person at the clinical facility.

D. PROGRAM PROCEDURE: CHANGE IN STUDENTS NAME, ADDRESS, PHONE NUMBER & EMAIL

Change in Student Name, Address, Telephone Number and/or Email Address must be reported to Hudson County Community College Nursing Program and to Hudson County Community College Enrollment Services.

Hudson County Community College Nursing Program is not responsible for any information that the student does not receive due to an incorrect Name, Address, Telephone Number or Email Address.

1. Submit change of Address, Telephone Number and/or Email Address to Hudson County Community College Nursing Program and Enrollment services.
2. Submit change of Name and Official Proof (*marriage certificate, driver's license, of that change to Hudson County Community College Nursing Program and HCCC Enrollment Services*).
3. Students must also notify Hudson County Community College and submit change of address form to HCCC. Students must follow the procedure outlined in the HCCC College catalog.

CHECKING HCCC EMAIL

All students are responsible for checking their HCCC email and are responsible for any information sent via email. HCCC email must be checked while on a leave of absence (LOA). Students shall use HCCC email to communicate with all faculty and staff at HCCC.

PROGRAM REQUIREMENTS: READMISSION-NURSING

A student who has failed one nursing course may retake the course the next time it is offered by the Nursing Program. A letter of intent and monetary deposit must be submitted to the Nursing Program for approval. It is important to communicate this early as registration is based on the availability of space in each division.

*A student planning to re-enter the Nursing Program must submit a request in writing to the Guidance and Promotion Committee. **Readmission is not automatic.** Placement in day, evening or weekend division is based on availability of space within the nursing course. The student will be notified of the decision.*

A student who fails clinically will not be reconsidered for readmission. Students are only allowed one failure in the Nursing Program

Students who stop attending class/clinical or withdraw after the mid–point will receive grade of (F) on the HCCC transcript.

A student who has completed Nursing 110 or a higher-level nursing course, who has been out of a nursing course for more than one year, may re-apply to the nursing program and if re-admitted enter NSG 110.

RETURNING REQUIREMENTS FOR STUDENTS

All returning requirements for students are due prior to the first day of class.

Nursing 110

Kaplan Focus Review: Basic Math A

Kaplan Focus Review: Health Assessment A

Kaplan Focus Review: Fluids and Electrolytes A NGN

CS: Fundamental of Nursing / Geriatrics

Nursing 120

500 NCLEX Review questions on Fundamental concepts at 80% proficiency

Kaplan Integrated Exam: Nutrition

Kaplan Focus Review: Pharmacology A NGN

Kaplan Focus Review: Mental Health A

Kaplan Focus Review: Pathophysiology A NGN

CS: Adult Health/ Psychiatric Nursing

CS: Adult Health/Type 2 Diabetes

Nursing 210

1500 NCLEX Review Questions at 80% proficiency

Kaplan Integrated Exam: Pharmacology

Kaplan Focus Review: Maternity A

Kaplan Focus Review: Pathophysiology A NGN

Kaplan Focus Review: Cardiovascular A NGN

CS-OB Nursing/PROM

CS: Adult Health –COPD

Nursing 220

500 NCLEX Review Questions at 80% proficiency

Kaplan Integrated Exam: Medical-Surgical 1

Kaplan Focus Review: Advanced Math CC A

Kaplan Focus Review: Advanced Math Peds A

Kaplan Focus Review: Pediatric C NGN

Kaplan Focus Review: Cardiovascular B NGN

CS: Pediatric Nursing / Epilepsy

PROGRAM PROCEDURE: TRANSFER BETWEEN DIVISIONS

Transfer between nursing divisions is approved on the basis of availability of space in the desired course.

1. Students seeking a change in nursing division (Day to Evening, Evening to Day or to Weekend) must put the request in writing, Attention: Curriculum Committee. Approval will be made by order of written request.
2. Student must register for the division in which they are currently enrolled while awaiting approval of a division change.
3. Students will be notified when a space is available and the change of division is approved.
4. Students must complete an Add / Drop Form to signify the change of division.
5. Students who receive a grade of F in a nursing course in the Day or Evening division **may not** enter the Weekend Division upon return to the Nursing Program.

*Transfer and approval of change of division is at the discretion of the Curriculum Committee in collaboration with the nursing course coordinator.

NURSING PINNING CEREMONY

The Nursing Pin is presented to the graduates at the Pinning Ceremony. Awards are also presented.

LICENSING EXAMINATION

Each graduate is eligible for, and expected to take the National Council Licensing Examination for Registered Nurse Licensure (NCLEX–RN).

NURSING PROGRAM UNIFORM REQUIREMENTS

All students will dress in a manner consistent with the dress code of Hudson County Community College Nursing Program.

The uniform of Hudson County Community College Nursing Program consists of the following:

- The official Nursing Program Uniform, white hose and white shoes
- HCCC ID and Clinical Facility ID Badge
- Students will not be permitted on the Clinical Units without the ID Badge.
- A full-length Lab Coat is worn for all community activities. Lab coats are not worn on the clinical units.

1. APPEARANCE IN UNIFORM

- The complete official school uniform is required for practice in the clinical area and for official school functions.
- All students must wear a valid identification badge with photograph and name when at Hudson County Community College Nursing Program or clinical agencies.

- All students are required to maintain personal hygiene as to not offend others.
- Fragrances should not be overpowering and may be prohibited in certain patient care areas.

2. HAIR & NAILS

- Hair must be clean, neat, arranged above the collar when in uniform and should not fall in the face when the neck is flexed forward.
- Extreme hair styles and colors are not permitted.
- Elaborate hair ornaments are prohibited.
- Beards and/or mustaches should be neatly trimmed.
- Fingernails must be kept clean, short and rounded. Natural fingernails longer than ¼” and artificial nails/enhancers (tips and wraps) are not permitted.
- Nail polish, if worn, must be of a natural tone or colorless. During certain rotations, i.e. OR and OB, nail polish is prohibited.

3. MAKE-UP AND JEWELRY

- Cosmetics and jewelry should be worn with discretion.
- Only a wedding ring, a wristwatch with a second hand, and one earring per lobe.
- Earrings must be small post earrings. No dangling earrings may be worn. A Medic–Alert necklace/bracelet may be worn. *(This policy may vary with OR and OB).*
- No body piercing ornaments are allowed in eyebrows, nose, lips, tongue or any part of the body exposed.
- Tattoos should not be visible when in uniform.
- Heavy perfume may not be worn.

4. SHOES AND STOCKINGS

- White socks or stockings must be worn. Stockings are to be white, designless, clean and without stains, runs or tears.
- All white rubber–soled shoes are required while in uniform. Shoes and shoestrings must be kept clean.
- High–topped sneakers, clogs, crocks or open–toe shoes are not allowed while in uniform.
- Sneakers must be white without designs
- Shoes should be clean/polished and in good repair at all times.

5. SCRUB SUITS / GOWNS

- Service Scrub Suits / Gowns are worn in designated areas. The student must abide by the regulations of the department regarding wearing apparel.

6. PROHIBITED DRESS

- The following styles of dress are inappropriate and are prohibited in the clinical areas: dungarees / jeans, shorts, tee shirts, very short skirts, sweat pants, spandex leggings / pants, hats, caps, visors, clothing bearing provocative, obscene or lewd statements, and / or symbols are prohibited. This section is not all-inclusive. It is the responsibility of the student nurse to foster a professional appearance.

EXPENSES

The student should have sufficient funds to meet personal needs and to provide traveling expenses for affiliations and field trips.

PROGRAM REQUIREMENTS: CPR CERTIFICATION

All students are required to maintain active CPR Certification for health care providers and AED. Failure to complete requirements prior to clinical will constitute a clinical absence and a warning for that day. Two clinical absences for failure to complete requirements can lead to a clinical failure and dismissal from the program. **All requirements must be submitted prior to the 1st day of clinical.**

PROGRAM REQUIREMENTS: STUDENT MALPRACTICE

All students of Hudson County Community College Nursing Program are required to have Student Nurse Malpractice Insurance (minimum \$2 million / \$4 million). Applications for malpractice insurance are available at Hudson County Community College Nursing Program. Failure to complete requirements prior to clinical will constitute a clinical absence and a warning for that day. Two clinical absences for failure to complete requirements can lead to a clinical failure and dismissal from the program. **All requirements must be submitted prior to the 1st day of clinical.**

PROGRAM REQUIREMENTS: HEALTH INSURANCE

All students are required to carry their own. The student must present evidence of insurance coverage prior to the first day of clinical. In the event of illness, students are responsible for all fees incurred at any affiliating agencies. **All requirements must be submitted prior to the 1st day of clinical.**

HEALTH PROGRAM REQUIREMENTS

Failure to complete ALL health requirements prior to clinical will constitute a clinical absence and a warning for that day. Two clinical absences for failure to complete requirements can lead to a clinical failure and dismissal from the program. **All requirements must be submitted prior to the 1st day of clinical.**

ADDITIONAL STUDENT EXPENSES

Students may be required to pay any additional expenses, for the nursing program, related to the clinical agency requirements including but not limited to (i.e.: Transportation cost, drug testing, malpractice insurance, background checks, parking, field trips and integrated standardized testing fees).

PROGRAM REQUIREMENTS: DRUG TESTING

NEWLY ADMITTED STUDENTS:

Drug testing / screening is a requirement for all students prior to entering the nursing sequence of the program. Refusal to provide a urine sample for drug / alcohol screening will prohibit students from attending classes at the Nursing Program.

An applicant who receives a positive or dilute positive result on the drug test will not be admitted to the Nursing Program. In the event of a dilute negative or an inconclusive result, the student must repeat a drug screen within 24 hours after receiving such results. If the repeated drug test is positive, dilute positive, dilute negative or inconclusive, the student will not be admitted to the program.

Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy.

All expenses associated with drug screening will be the responsibility of the student.

RETURNING STUDENTS:

Prior to returning to the Nursing Program from a leave of absence, failure or withdrawal, students must submit to drug testing as part of the readmission process.

A student who receives a positive or dilute positive result on the drug test will not be readmitted to the Nursing Program. In the event of a dilute negative or an inconclusive result, the student must repeat a drug screen within 24 hours after receiving such results. If the repeated drug test is positive, dilute positive, or dilute negative or inconclusive, the student will not be readmitted to the program.

Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy. All expenses associated with drug screening will be the responsibility of the student. All students may be subject to random drug screening while in the Nursing Program.

ALL NURSING STUDENTS–MARIJUANA USE

Although the state of New Jersey has legalized the use of marijuana, the Federal government continues to identify it as illegal and use of it constitutes a crime. Due to this any company that receives federal funding must abide by federal law. All hospitals and health care facilities receive funding thru Medicare and Medicaid. All clinical sites which include hospitals, long term care facilities and patient care clinics receive federal funding and subject to federal rules. The Nursing program is required to send an attestation that students have a drug free clearance prior to going to any clinical affiliation site.

Thus, marijuana found in the admission/returning/continuing urine drug test prohibits admission to/ continuing attendance in the nursing program. Nursing students are not allowed to practice at these facilities if their drug test was positive for marijuana, even if the marijuana use is for medical purposes and/or prescribed by a physician.

PROGRAM REQUIREMENT: CRIMINAL HISTORY BACKGROUND CHECK

Newly Accepted Students: All accepted applicants to Hudson County Community College Nursing Program must submit to and satisfactorily complete a criminal background check as a condition to admission into the Nursing Program. An offer of admission will not be final until completion of the background check with results as deemed favorable. Admission may be denied or rescinded based on a review of the background check. Students who refuse to submit to a background check will be denied acceptance to the Nursing Program.

Returning Students: Prior to returning to the Nursing Program from a Leave of Absence, failure, drop, or withdrawal, students must submit and satisfactorily complete a criminal background check as part of the readmission process.

In congruence with the New Jersey Board of Nursing which requires a criminal history background check as a condition of licensure. A past criminal history may have an impact upon the ability to obtain licensure and employment as a registered nurse. All fees for the criminal background check are the responsibility of the student. All background screenings are conducted by a third party to ensure privacy. The results of the criminal background check are sent to the Director of Hudson County Community College Nursing Program and all reports are kept strictly confidential.

ALCOHOL, DRUG RESOURCES AND SERVICES AT HCCC

The Office of the Vice President for Student Affairs and Student Services Staff are available to assist HCCC students with educational information and referral services for alcohol and drug abuse.

Counselors are available to provide students with help in understanding and identifying factors that may point to abuse of alcohol or drugs by themselves, family or friends. Counseling is offered to students who need to take the first step in acknowledging a problem. Counselors provide referrals to treatment programs and support to students as the contact outside agencies.

PARKING

Students are required to pay a parking fee if they choose to park in the parking facilities for clinical assignments. Hudson County Community College area parking lots are available at a discounted fee for students with a valid HCCC ID.

REQUIRED COURSE RESOURCES

Students are notified by the nursing program regarding textbooks and electronic resources required in the nursing courses. Resources for the nursing courses are also listed by department (NSG) and course number.

Resources may be ordered online at <https://www.hccc.edu/student-success/student-resources/bookstore.html> or purchased at the HCCC bookstore on the HCCC campus.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to freedom of expression in the classroom and protection against improper academic evaluation.

Instructor and student have mutual obligations to maintain a sound and effective educational process.

1. The instructor has a commitment to the student to:
 - a. Encourage each student to study various points of view and respect her/his rights to form her/his own judgment.
 - b. Continuously improve learning facilities and opportunities.
 - c. Indicate clearly in the first classes of the term/semester the objectives and requirements of the course.

2. The student has a commitment to the instructor to:
 - a. Respect the viewpoints of the instructor.
 - b. Accept her/his responsibility to explore various point of view and to form her/his own opinions, thus helping to create a true learning environment.
 - c. Utilize the learning facilities and opportunities to the best of her/his ability.

CONFIDENTIALITY OF STUDENT RECORDS

The program endorses the Family Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

FAMILY RIGHTS AND PRIVACY ACT (FERPA)

Records are maintained and released in compliance with Public Law 93–380, The Family Educational and Privacy Act of 1974 as amended. For students over the age of 18, grades will be released to the parent(s) or guardian(s) only with written consent of the student. Students, graduates and parent(s) or guardian(s) are guaranteed their rights to inspect student records under this act upon written request by the student / graduate. Students have the right to challenge the content of their records to ensure that they are accurate and do not contain misleading or inappropriate data.

PROGRAM GUIDELINES: ZERO TOLERANCE

All students at Hudson County Community College Nursing Program are required to adhere to zero tolerance of academic misconduct, academic dishonesty, professional misconduct, and illegal activities. The commitment to zero tolerance is intended to foster and uphold academic and professional integrity as well as to create a safe, secure, and healthy environment in which to learn and work. The college has a zero tolerance for any forms of cyber–stalking, cyber–bullying, or cyber sexual harassment. The behaviors listed below are examples of academic dishonesty, professional misconduct and illegal activities but are not limited to the following:

- I. Academic Dishonesty: are those behaviors such as cheating, plagiarism, falsification
- II. Professional Misconduct is possession, use, distribution of alcoholic beverages, sexual harassment and / or assault against any individual
- III. Illegal activities: The possession, use, sale or transfer of illegal drugs / substances, weapons or material that can be used to inflict bodily harm, and theft

Any student exhibiting any of the above behaviors will be subject to immediate dismissal from the program.

CODE OF CONDUCT
HUDSON COUNTY COMMUNITY COLLEGE NURSING PROGRAM GUIDELINES
<p>A student will be considered in violation of the Code of Conduct and subject to disciplinary action and / or dismissal for demonstrating any of the following:</p> <ul style="list-style-type: none"> 1.) All behaviors listed as violating Hudson County Community College’s Rules and Regulations as outlined in the College handbook. 2.) Conduct involving violations of the civil criminal laws of the State of New Jersey. 3.) Any form of dishonesty, cheating, or plagiarism. 4.) Theft, damage or defacement of school property. 5.) Unauthorized entry or use of school property. 6.) Violations of published school and / or hospital regulations. 7.) Use, possession, distribution, or exhibiting effects of alcohol or drugs while in the school or clinical environment. 8.) Verbal or nonverbal harassment, direct threat or assault, of any individual. 9.) Conduct potentially harmful, creates risk, or causes injury to another individual. 10.) Inappropriate language, disorderly conduct, or lewd, indecent, obscene conduct or expression. 11.) Demeaning race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age of any individual. 12.) Insubordination or deformation of character, bullying to any administrative, faculty, or staff member of HCCC Nursing Program 13. Participation in any activity that disrupts the normal operation of the program and infringes on the rights of other members of the program; leading or inciting others to disrupt scheduled and or normal activities within any college building or area. 14. Falsification, distortion, or misrepresentation of information regarding Nursing Program matters or Nursing Program personnel.

CONDUCT

Professional behavior is to be demonstrated at all times during the student’s enrollment in the Nursing Program. Students are expected to follow the Code of Conduct of Hudson County Community College Nursing Program and the Rules and Regulations of HCCC.

STUDENT BEHAVIOR

Student behavior that is incongruent with the Mission and Philosophy of the Hudson County Community College Nursing Program will result in suspension or dismissal from the Nursing Program.

NURSING PROGRAM GUIDELINES: BULLYING

The Hudson County Community College Nursing Program believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance.

The Hudson County Community College Nursing Program will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Program expects students and / or staff to immediately report incidents of bullying to the Dean or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity.

Students who bully are in violation of this policy.

SOCIAL MEDIA

Any posting including pictures that depict the Nursing Program should represent the values of the nursing profession.

A student will be dismissed from the Nursing Program for violation of patient confidentiality which includes but is not limited to taking pictures of patients and posting patient information on the social media network.

HANDWRITING

Students' handwriting must be legible at all times. When a signature is required students must print and write their name. Students must use a blue or black pen when signing all clinical documents.

STUDENT LIFE

The Office of Student Activities seeks to educate the "whole person" through co-curricular activities that complement a student's academic experience. The office oversees all of the clubs and organizations that offer events on campus, and operates the Student Lounge.

These clubs are supported fiscally by the Student Activities Fee, and since every student pays this fee, every student should take advantage of the opportunity to become involved.

Students are strongly encouraged to participate in clubs and organizations to further their development as responsible members and leaders of the College community. New clubs can be formed as new interests are identified.

STUDENT GOVERNMENT ASSOCIATION

One of the most significant aspects of student life at the College is the Student Government Association (SGA). The student Government Association is the voice and governing body for Hudson County Community College students. The SGA consists of an executive board of senators, and a representative from each student club and organization.

ACADEMIC CALENDAR

Courses at the Hudson County Community College run throughout the year. Nursing courses are in session from August through June. Holidays, Christmas and spring vacations are as per Hudson County Community College calendar located on the HCCC Portal/HCCC Website.

CAMPUS SECURITY ACT

For the current information regarding the Student Right-to-Know and Campus Security Act of 1990, please refer to the HCCC Student Handbook and HCCC College Catalog for Security on Campus as well as view the annual campus security report at:

https://www.hccc.edu/abouthccc/resources/documents/hccc-annual-security-report-asr-2018-2019-2020_09232021.pdf

STUDENT SERVICES

The College offers a variety of resources and services to facilitate students' achievement of academic success throughout the program. Students are strongly encouraged to utilize all available resources through the Nursing Program and at Hudson County Community College. These services are generally available during the day and with evening hours.

A. GUIDANCE AND ADVISEMENT PROGRAM

This program helps students adjust to school situations and develop skills to handle their changing environment. Advisors are available through Hudson County Community College to assist with academic, personal, and career choices. Instructors may provide Nursing academic counseling and advisement.

B. FINANCIAL ASSISTANCE

Hudson County Community College offers scholarships and participates in a number of state and federal grant and loan programs that are available to students in the Nursing Program. Applications for financial aid may be obtained and processed through The Office of Student and Financial Assistance at Hudson County Community College and information regarding scholarships is obtained from the Dean of Student Affairs.

C. SCHOLARSHIPS

All Hudson County Community College Nursing Program students have the opportunity to apply for scholarships through the HCCC Foundation at <https://www.hccc.edu/paying-for-college/scholarships/index.html>. Information about these scholarships is also found in the College Catalog.

D. STUDENT HEALTH

Students are responsible to obtain their pre-admission physical at their own expense. A leave of absence, in the nursing program, may be granted for up to one year for prolonged illness or for other reasons at the discretion of the nursing program Curriculum Committee. Written medical clearance is required before returning to school if a leave of absence was for a medical reason.

E. COUNSELING-OFFICE OF MENTAL HEALTH COUNSELING

HCCC offers short-term personal counseling and community resources referrals to students. College counselors are available to assist students in addressing student life challenges through counseling, as well as provide students with referrals to agencies when they are in need of more long-term therapeutic counseling. Counseling and support is available to all HCCC students through the Counseling and Wellness Center at: <https://www.hccc.edu/student-success/personal-support/mental-health-counseling-wellness-center.html>.

F. ACADEMIC ADVISEMENT AT THE NURSING PROGRAM

Nursing Program faculty and College staff are available to assist and guide students in selection of courses and to assist students throughout the Nursing Program. The faculty provides advisement for students registering for nursing courses. The Coordinator, Admissions completes curriculum verifications sheets on each student and prepares the registration materials for all faculty every semester. Students meet with nursing faculty/staff to review course progress, to register for pre-requisite courses, nursing courses and for academic advisement and guidance.

G. ADVISEMENT SERVICES AT THE COLLEGE

Students in the Nursing Program have access and full use of all academic advisement services at the College. Information about advisement is located in the College Student Handbook, College Catalog and on the College website. Counselors and advisors at the College can provide update information and accurate information about academic programs and college policies. Academic Advising is available to all students for discussion of academic concerns, registration and advance standing. Academic Counselors are available at Hudson County Community College at: <https://www.hccc.edu/student-success/advisement-transfer/advising.html>

HUDSON HELPS

Hudson helps seeks to provide a through list of services, programs, and resources that address basic needs of HCCC students and community members beyond the classroom. The mission is to provide thoughtful, caring and comprehensive information on access to programs, services, and resources that will assist in addressing basic needs beyond the classroom resulting in greater student success. Resources include HCCC career closet, on campus food pantry, and HCCC talk campus resources at:

<https://www.hccc.edu/student-success/personal-support/hudsonhelps/index.html>

HCCC SINGLE STOP

Offers a one stop off-ramp out of poverty by supporting families in meeting their basic needs. This focuses on essentials such as food stamps, local food pantries, housing programs, and jobs. This connects students and families to much needed resources at: <https://www.hccc.edu/student/single-stop> or email to SingleStop@HCCC.edu

LIBRARY

The HCCC Gabert Library serves the research and informational needs of students and faculty. The Library is located at 71 Sip Avenue. The Library Website, <https://library.hccc.edu/home> serves as a portal to all library resources and services.

Computers, scanners, copiers printers, and study rooms are available in the library. Books and journals are available in both print and electronic formats. Databases and streaming videos are accessible from home. Professional librarians hold classes in research skills and provide individualized research assistance. Students are encouraged to seek help in using the resources of the library.

NURSING PROGRAM COMPUTER LAB

The Nursing Program Computer Lab serves the curricular needs of students and faculty in the Nursing Program. Computers, and a printer for limited printing are available. Proctored standardized testing takes place in the Computer Lab. When not testing the Computer Lab provides a quiet place for studying as well as provides access to a small collection of nursing books for use in the Computer Lab. The Coordinator of Instructional Technology & Testing helps students and faculty with electronic resources used in the nursing courses. Students are alerted to use the College Library for full collection of nursing books; as well as the use of other open Computer Labs at the Library and STEM Building for unlimited printing. The Computer Lab adheres to the College's academic rules and regulations published in the HCCC Student Handbook.

NURSING SKILLS SIMULATION LABORATORY

In the Skills Simulation Lab students have opportunity to learn and practice nursing skills in a state-of-the art learning environment with the assistance of Skills Simulation Lab Instructors and Assistants. Students are encouraged to visit the Skills Simulation Lab and practice procedures prior to performance in the clinical areas. Staffed hours are posted during the school year on the Nursing Bulletin Boards and the Course Management System.

PROGRAM PROCEDURE: STUDENT ACCESS TO SKILLS SIMULATION LAB

Skills Simulation Lab hours are determined each semester based on students' needs. Skills Simulation Lab hours are posted each semester on the Skills Simulation Lab Bulletin Board and on the Course Management System.

PROCEDURE:

1. Students may utilize the Skills Simulation Lab for practice during lab hours.
2. Hours of operation are posted on the Skills Simulation Lab bulletin board, Nursing Student Bulletin Boards and the Course Management System.

3. Students may contact the Skills Simulation Lab Coordinator to make an appointment for supervised practice.
4. Students must sign in the Skills Simulation Lab Log In-Sheets when entering and leaving the Skills Simulation Lab.
5. Students must adhere to all Policies regarding use of the Skills Simulation Lab.

CLINICAL GUIDELINES/PROCEDURE: FOR STUDENTS IN THE SKILLS SIMULATION LAB

Clinical simulations are to be treated in the same way as clinical assignments and students are expected to be prepared for scenarios that are to take place on the assigned day. Review of case and patient information may be provided prior to each simulation.

PROCEDURE:

1. Students are to be dressed in full clinical uniform and expected to have appropriate clinical supplies required.
2. Students must address and communicate with the mannequin as a real patient, using assigned name.
3. Students must be prepared to respond to the presenting symptoms and complaints of the mannequin and / or standardized patient.
4. Students that are not participating must observe the scenario in progress and take notes of the participants' interactions and interventions.
5. Debriefing will take place after each scenario and students are expected to discuss their experience and provide feedback regarding the activity.
6. Scenario is to be treated as a true clinical learning experience.

PROGRAM GUIDELINES / PROCEDURE: HANDLING MANNEQUINS

Mannequins and equipment are to be maintained and handled in a safe and effective manner. Utilization and management of Laerdal products comply with their respective manuals.

PROCEDURE:

1. Gloves must be worn at all times when in contact with mannequins.
2. No mannequin or parts of mannequins should be moved without supervision of Skills Simulation Lab Personnel.
3. Mannequins must be handled gently to avoid damage to any of their working parts.
4. SimMan can only be utilized under supervision of Skills Simulation Lab Personnel.
5. Maintenance, directions for use, and care of equipment is available in the Skills Simulation Lab Binder.
6. Mishandling of mannequins or equipment may result in disciplinary action.

STUDY ROOMS

Study rooms for individual and group study are available in HCCC Gabert Library and HCCC Student Center. Students may sign up for a study room with their College ID.

DOCUMENTATION ACCESS

Students who wish to review accrediting and / or licensing documentation are asked to submit a written request to the Director of Hudson County Community College Nursing Program at which time an appointment will be confirmed.

TUTORING

Academic and clinical tutoring is available by Skills Simulation Lab instructors and assistants. Peer tutoring is also available by qualified nursing students.

NURSING PROGRAM TUTORIAL SERVICES

- The purpose of Tutorial Services is to provide academic support to clarify questions students may have related to course materials.
- Tutors will answer questions and guide students to better understand subject matter.
- Tutoring is available for all students in all nursing courses.
- Tutorial Services provide opportunities to help you succeed.
- The tutors are Skills Simulation Lab Instructors who are Registered Nurses and qualified student peers.

HOURS OF OPERATION

Tutoring schedule, at the Nursing Program, is posted on the course management system and on the Skills Simulation Lab bulletin board.

SERVICES

- Group tutoring before exams
- Individualized tutoring
- Peer tutoring

LOCATION OF NURSING PROGRAM TUTORING

Student should go to the Skills Simulation Lab. The location of the tutoring session will be posted on the bulletin board and course management system. Tutoring is available online and on ground.

TUTORING PROGRAM GUIDELINES:

- Be on time.
- **Identify your objectives and concerns.** Be as specific as possible about what you want to achieve and what you want the session to focus on.
- **Please be advised tutors do not lecture.** Tutors clarify questions in order to develop your understanding of concepts.
- You must be an active participant in your learning experience. Be sure to bring all necessary materials (*class notes, textbooks, etc.*) to the session.

STUDENT LOCKERS AT THE NURSING PROGRAM

Students may request a Locker from the Administrative Assistant, to secure their personal belongings. There is a form that will need to be filled out. This form can be obtained from the Administrative Assistant. It will be the students' responsibility to create and retain their 4-digit

code to the locker they choose and this code will have to be listed on the form along with the locker number displayed on the front of the locker. Please make note, the Administrative Assistant will not keep record of any students' combination codes. If you decide to vacate the locker or change a locker at any time during the duration of the school semester, the Administrative Assistant must be notified of this change and new locker number given so that proper tracking can be kept at all times. Upon exiting of the Nursing Program, student must retrieve belongings from the locker. The Nursing Program will not be responsible for any items left in the locker upon exiting the program. Please make sure your belongings are retrieved. Lockers can be kept for the duration of the Nursing Program and as long as you remain a nursing student.

HCCC COLLEGE CLOSINGS

For College Closings during inclement weather, call 201-714-7100 (press #1) and listen for radio announcements on WINS 1010 AM, WADO 1280 AM, WVNJ 1160 AM, WCBS 880 AM and WOR 710 AM; television announcements at WNBC-TV and News 12 New Jersey; or visit the College website, **MyHudsonPortal** and HCCC's Facebook and Twitter pages.

INCLEMENT WEATHER

1. Students scheduled to attend classes at Hudson County Community College should become familiar with Hudson County Community College School Closing procedure and follow the directions that are announced for the program regarding the day(s) /evening(s) and weekend in question.
2. Students scheduled to attend classes/clinical at the Nursing Program—use good judgment. An announcement will be sent out via Canvas for nursing classes.
3. Under special circumstances the decision to cancel or postpone clinical for the Evening Division will normally be made at 3:00 p.m. Evening faculty will be notified by the Director of Nursing Program. The faculty will, in turn, be requested to activate their student emergency notification chain to notify the students of the cancellation of classes.
4. Under special circumstances the decision to cancel or postpone clinical for the Weekend Division will normally be made at 6:00 am Weekend faculty will be notified by the Director of Nursing Program. The faculty will, in turn, be requested to activate their student emergency notification chain to notify the students of the cancellation of classes.

A student emergency notification chain is developed at the beginning of each nursing course by the course faculty.

CALLING THE NURSING PROGRAM

You may call *Hudson County Community College Nursing Program* at (201) 360-4754 and follow the Auto Attendant instructions to reach key personnel and departments.

BULLETIN BOARDS

Students shall be held responsible for reading all current notices on the student bulletin board in the Nursing Program location.

PROCEDURES AND PROGRAM REQUIREMENTS: COMMUNICATION OF PROGRAM CHANGES

Changes in Nursing Program guidelines, procedures and program requirements are communicated to current student by posting information on the school's bulletin boards, course management system, by direct mail, email and/or by student meetings with administration and faculty. Depending on the nature of the information, students may be asked to sign indicating that they received and understood the new information/policy. Letters are mailed to students on leave of absence and/or who are not currently enrolled in a nursing course.

ACCESS TO CLINICAL FACILITY

At no time is a student to be in the hospital area other than the assigned clinical unit, and the cafeteria and must wear their college ID at all times.

Security members, and Department Heads, or their designee, have the authority to ask students to leave any unauthorized hospital area.

ACCESS TO NURSING PROGRAM BUILDING

Students are required to exit Hudson County Community College Nursing Program building by 9:30 p.m. or as designated by prearrangements. Violation of this policy will result in disciplinary action. On the weekend students must exit by 5:00 p.m. or as designated by prearrangements.

NURSING PROGRAM SUBSTANCE ABUSE STATEMENT

The Hudson County Community College Nursing Program is committed to providing a drug and alcohol-free environment. Thus, no student or employee of Hudson County Community College Nursing Program shall unlawfully manufacture, distribute, dispense, possess or use any controlled substance or illegal drug anywhere on Hospital property while participating or attending any Medical Center function or event or meeting.

Students are subject to disciplinary action for use, possession or distribution of narcotics, alcohol or other dangerous substances on the Schools grounds. Disciplinary action may result either in suspension, dismissal or disciplinary probation for any of these actions. Civil authorities may be contacted in regard to any violation of local, state or federal law concerning possession or distribution of narcotics, dangerous substances or alcohol abuse.

Counselor are available at Hudson County Community College to provide both academic and personal counseling to students. It is a student's obligation to be accountable for his or her own behavior and to seek out the available resources when such help is needed.

SEXUAL MISCONDUCT

Please refer to Hudson County Community College Student Handbook for the college catalog statement and procedure on sexual misconduct.

GRIEVANCE AND ACADEMIC APPEALS

The College has a written College Catalog Statement and a published Academic Appeals College Catalog Statement for students that believe they have not been properly evaluated in terms of academic performance. This is published in the College Catalog. The College also has a published Grievance Procedure that is in place to settle individual grievances. This is published in the College Student Handbook.

STUDENT FUNDRAISING

Please refer to the College statement and Procedures under the HCCC Office of Student Life.

FEDERAL WORK STUDY PROGRAM

Undergraduate students with financial need who are enrolled at least half time at HCCC may earn part of their educational expenses through the **Federal Work Study Program**. Please refer to the HCCC Catalog for further description of the Program.

A Federal Work Study Program is offered by the Hudson County Community College Nursing Program, and is aimed to assist students to meet their financial needs while developing a sense of commitment and responsibility.

Federal Work Study Students may be assigned to the following areas:

- 1) Computer Lab
- 2) Skills Simulation Lab
- 3) Peer Tutors
- 4) Front Desk Reception and / or Office Assistant

PROCEDURE:

- 1) Federal Work Study Students must:
 - a) Be in good academic standing.
 - b) Have a history of favorable conduct.
- 2) Upholds the rules and regulations of the Nursing Program as defined in the Student Handbook and the Federal Work Study Student Handbook of the College.
- 3) Federal Work Study Students must re-apply each semester.

NURSING PROGRAM COMPUTER LAB

Title: FWS Student Monitor for Computer Lab

Department: Hudson County Community College Nursing Program

Reports To: Coordinator, of Instructional Technology & Testing

Main Function: Monitors the Computer Lab and provides basic assistance to students and users.

Duties & Responsibilities:

1. Enforces HCCC academic laboratory rules and regulations
2. Maintains appropriate and orderly environment
3. Assists students in the Computer Lab
4. Runs errands
5. Answers telephone and records messages
6. Notifies Coordinator of Testing of situations that require attention
7. Completes other duties as assigned
8. Upholds the rules and regulations of the Nursing Program as defined in the Student Handbook and the Federal Work Study Student Handbook of the College.

Education & Experience:

1. Must be able to work independently after orientation
2. Must be reliable, work-oriented and exhibit leadership qualities
3. Have good computer skills

NURSING PROGRAM SKILLS SIMULATION LAB

Title: FWS Student Simulation Lab Monitor / Office Assistant

Department: Hudson County Community College Nursing Program

Reports To: Simulation Lab Coordinator

Main Function: Assists the Simulation Lab Coordinator in an administrative capacity as requested.

Duties & Responsibilities:

1. Assist in maintaining the policies and procedures as outlined in Skills Simulation Lab book.
2. Responsible for securing equipment in the Simulation Lab and assisting with inventory.
3. Maintain records of student attendance and referrals to the Simulation Lab.
4. Maintains appropriate communication amongst peers and nursing faculty.
5. Maintains all student's confidentiality.
6. Completes other duties as assigned.

Education & Experience

1. Maintain good academic standing.
2. History of favorable conduct and student involvement in school functions.
3. Upholds the rules and regulations of the Nursing Program as defined in the Student Handbook and the Federal Work Study Student Handbook of the College.
4. Accountable, reliable, independent individual who can remain flexible with schedule to meet the needs of day, evening and weekend student population.
5. Must have a working knowledge of MS Word, Excel and various computer applications.

NURSING PROGRAM PEER TUTOR

Title: FWS Student Peer Tutor

Department: Hudson County Community College Nursing Program

Reports To: Simulation Lab Coordinator

Main Function: Assist students in academic achievement

Duties & Responsibilities:

1. Tutors students when requested in course / clinical components.
2. Accurately documents attendance.
3. Maintains student confidentiality in providing services to the student body.
4. Responsible for finding coverage if unable to work.
5. Promotes communication among peers and nursing faculty.
6. Completes other duties as assigned.

Education & Experience:

1. Nursing student who has completed Nursing 110 and Nursing 120.
2. Have a good academic standing with a cumulative GPA of at least 3.0
3. History of favorable conduct and student involvement in school functions.
4. Accountable, reliable, independent individual who can remain flexible with schedule to meet the needs of day, evening, weekend student population.
5. Exhibits clinical proficiency on the clinical units and shows working relationships with peers and an enthusiasm and is recommended by faculty.

NURSING FRONT DESK / OFFICE ASSISTANT

Title: FWS Student Front Desk Reception Monitor / Office Assistant

Department: Hudson County Community College Nursing Program

Reports To: Administrative Assistant

Main Function: Assists in carrying out assigned and/or specified responsibilities.

Duties & Responsibilities:

1. Works a minimum of 4 hours per week, not to exceed a maximum of 20 hours per week, during the fall and spring semesters.
2. Acts as a Front Desk Receptionist for designated shift(s) assigned for.
3. Answers the front desk main phone for the Nursing Program and relays messages appropriately.
4. Upholds the rules and regulations of the Nursing Program as defined in the Student Handbook and the Federal Work Study Student Handbook of the College.
5. Calls to the attention of Administrative Assistant any emergency situations that require immediate attention, when necessary.
6. Types, files, photocopies, etc. and handles light clerical duties upon request.
7. Meets with Administrative Assistant at least twice a year for evaluation (fall & spring semester).
8. Completes other duties as assigned.
9. Must re-apply on per semester basis.

RIGHT TO MAKE CHANGES

Hudson County Community College Nursing Program, Cooperative Nursing Program reserves the right to modify, alter or discontinue any of its courses, programs or services. The Hudson County Community College Nursing Program reserves the right to change or modify any provision or policy when such action serves the interest of the Nursing Program or its students.

COMPLAINTS

Complaints regarding the Nursing Program can be made to:

The New Jersey Board of Nursing
PO Box 45010
124 Halsey Street
Newark, New Jersey 07102
(973) 504-6430

www.state.nj.us/lps/ca/medical/nursing.html