ACCREDITATION

*Hudson County Community College Nursing Program is seeking accreditation by:*

**New Jersey Board of Nursing**

124 Halsey Street

PO Box 45010

Newark, New Jersey 07102

(973) 504–6430

*Accreditation Commission for Education in Nursing*

3343 Peachtree Road NE suite 850

Atlanta Georgia 30326

(404) 975-5000

*Complaints regarding the program may be submitted to the New Jersey Board of Nursing.*

Further information can be obtained by writing the above.

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.
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORGANIZING FRAMEWORK</td>
<td>9</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td>9</td>
</tr>
<tr>
<td>END OF PROGRAM STUDENT LEARNING OUTCOMES</td>
<td>10</td>
</tr>
<tr>
<td>PROGRAM OUTCOMES</td>
<td>11</td>
</tr>
<tr>
<td>PROGRAM INFORMATION AND OPTIONS</td>
<td>11</td>
</tr>
<tr>
<td>NOTIFICATION OF REGULATIONS</td>
<td>11</td>
</tr>
<tr>
<td>LPN ARTICULATION</td>
<td>11</td>
</tr>
<tr>
<td>RN-BSN JOINT ADMISSIONS PROGRAM</td>
<td>13</td>
</tr>
<tr>
<td>FUNCTIONAL REQUIREMENTS FOR THE NURSING PROGRAM</td>
<td>13</td>
</tr>
<tr>
<td>DISABILITY SUPPORT SERVICES</td>
<td>14</td>
</tr>
<tr>
<td>MENTOR–MENTEE PROGRAM</td>
<td>14</td>
</tr>
<tr>
<td>TIME FRAME OFFERINGS</td>
<td>15</td>
</tr>
<tr>
<td>TIME REQUIRED TO COMPLETE PROGRAM</td>
<td>15</td>
</tr>
<tr>
<td>CURRICULUM PLAN (DAY DIVISION)</td>
<td>15</td>
</tr>
</tbody>
</table>
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 School of Nursing is committed to the welfare of the broader society by preparing individuals to play effective roles as citizens and to serve the greater community.

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 judgement 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. Within 1 year of graduation and passing the NCLEX-RN Examination, 80% of responding graduates will be employed as Registered Nurses.

3. Within 1 year of completion, 75% of responding graduates will express satisfaction with the program of study.

4. Within 1 year of employment, 75% of responding employers will express satisfaction with graduates in the workplace.

5. 50% of students will complete the program of study within 3 years.

PROGRAM INFORMATION AND OPTIONS

NOTIFICATION OF REGULATIONS

Students have access to the Student Handbook via the Blackboard ™ System that 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 school computer lab.

Students are notified of policy changes through 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.

ADVANCED STANDING – NURSING COURSE

Applicants who have completed nursing credits comparable to Nursing 110 from another accredited school of nursing will be evaluated by the Admissions Committee of the Hudson County Community College Nursing Program for eligibility to challenge Nursing 110. For eligibility to challenge 110, the course must be at least 6 credits and have a clinical component and no older than three years. Students will be required to take a Bridge Program and the prerequisites must be satisfactorily completed prior to entry into Nursing 120. Students may not transfer beyond Nursing 120. Nursing students wishing to transfer enrollment to the Hudson County Community College Nursing Program must follow the Application Procedure for applying to the Program.

LPN ARTICULATION

The Hudson County Community College Nursing Program 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 Accreditation Commission for Education in Nursing, Inc. (ACEN), formerly NLNAC, National League for Nursing Accrediting
Commission, Inc. accredited program, or approved Board of Nursing Program and meet admission criteria may have credit for prior nursing knowledge placed in escrow as per the following schedule:

<table>
<thead>
<tr>
<th>Months after Graduation</th>
<th>Challenge Examination and Work Experience</th>
<th>Nursing Credits</th>
<th>Non-Nursing Credits</th>
<th>*Bridge Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Months after Graduation</td>
<td>Challenge Examination not required. Work experience not required.</td>
<td>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. Students’ final course grade must be between 75 – 79.4 to be eligible to return to Nursing 110.</td>
<td>May be transferred, subject to approval by Hudson County Community College.</td>
<td>All applicants accepted into the LPN articulation will be required to satisfactorily complete the Bridge Program before beginning Nursing 120.</td>
</tr>
<tr>
<td>13 – 36 Months after Graduation</td>
<td>Challenge Examination not required. Work experience not required.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37 – 59 Months after Graduation</td>
<td>Challenge Examination not required. Work experience not required.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 Months (5 Yrs.) or More after Graduation</td>
<td>Challenge Exam not required. Work experience not required.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The Bridge Program is a web-enhanced course with clinical skills testing, performed on site.*
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 with St. Peters University and a Memorandum of Understanding with Walden University and College of Saint Elizabeth.

FUNCTIONAL REQUIREMENTS FOR THE NURSING PROGRAM

Any student who because of a disabling condition may require some special arrangements in order to meet the essential eligibility requirements and meet course requirements should contact the Dean at HCCC as soon as possible to make necessary accommodations. Students should be prepared to present a disability verification form from their physician and update information periodically. The student will then be referred to the Disability Support services at HCCC.

The Nursing Program applicant and/or student would be considered ineligible to participate in the nursing program when his/her physical, emotional, and/or intellectual disability and/or incapacitated state:

1. hinders the student from being able to achieve the cognitive knowledge and/or psychomotor skills required for the cooperative nursing program student and expected of the registered nurse in the performance of the functions for which he/she is preparing to be employed.
2. creates a potential health hazard to self or others.

Listed below are the Essential Functions of a student nurse. Applicants need to be aware of the Essential Functions prior to attendance. 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

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTION</th>
<th>PERFORMANCE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to Use Senses</td>
<td>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.</td>
</tr>
<tr>
<td>Motor Ability</td>
<td>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</td>
</tr>
</tbody>
</table>
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.

**DISABILITY SUPPORT SERVICES**

Students with disabilities who believe they might need accommodations must identify themselves to HCCC Disabilities Support Services (201) 360-4157 by submitting documentation to the Counselor/Coordinator of Disability Support Services. Documentation provided by students is kept confidential. All disabilities must be documented by a qualified professional who is qualified to assess the disability that the student claims to have and make recommendations on accommodations for the student. Only information regarding specific recommendations is released to faculty and only with student permission. Every effort is made to review the documentation of each individual student to identify appropriate accommodations to provide optimum learning environments.

It is the responsibility of the student who has documented the physical and learning disabilities to identify him/herself and request assistance from HCCC. These services must be arranged before the beginning of each semester.

**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)**

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 and include select weekends.

Many non-nursing courses are also offered on the weekends.
### TIME REQUIRED TO COMPLETE PROGRAM

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

### CURRICULUM PLAN

#### NURSING PROGRAM CREDIT BREAKDOWN

<table>
<thead>
<tr>
<th>Nursing</th>
<th>Credits</th>
<th>General Education</th>
<th>Credits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 110</td>
<td>6</td>
<td>Algebra /Intro to Statistics</td>
<td>3</td>
<td>Humanities/Diversity</td>
</tr>
<tr>
<td>NSG 120</td>
<td>8</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
<td>Microbiology</td>
</tr>
<tr>
<td>NSG 210</td>
<td>9</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
<td>Psychology</td>
</tr>
<tr>
<td>NSG 220</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSG 240</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Student Success</td>
<td>3</td>
<td>Life Span Dev.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>English Composition I</td>
<td>3</td>
<td>Speech</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Nursing</td>
<td>34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Non-Nursing</td>
<td>37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>71</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### DAY DIVISION CURRICULUM PLAN

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester (15 weeks)</th>
<th>Winter Semester (2 weeks)</th>
<th>Spring Semester (15 weeks)</th>
<th>Summer I (6 weeks)</th>
<th>Summer II (6 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSG110</td>
<td>6</td>
<td>CSC100</td>
<td>NSG120</td>
<td>BIO250</td>
<td>ENG112</td>
</tr>
<tr>
<td>BIO111</td>
<td>4</td>
<td></td>
<td>BIO211</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG101</td>
<td>3</td>
<td></td>
<td>ENG102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
<td>Total 3</td>
<td>Total 15</td>
<td>Total 4</td>
<td>Total 3</td>
</tr>
<tr>
<td>Credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSG210</td>
<td>9</td>
<td>HUM 101/</td>
<td>NSG220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 260</td>
<td>3</td>
<td>Diversity Elective</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
<td>Total 3</td>
<td>Total 9</td>
<td>Total 2</td>
<td></td>
</tr>
</tbody>
</table>
### EVENING DIVISION CURRICULUM PLAN

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Spring Semester</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>(15 weeks)</td>
<td>(2 weeks)</td>
<td>(15 weeks)</td>
<td>(6 weeks)</td>
<td>(6 weeks)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td>BIOS100</td>
<td>MAT 100/</td>
<td>CSS100</td>
<td>1</td>
<td>PSY101</td>
</tr>
<tr>
<td></td>
<td>MAT 114</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>4</td>
<td>Total</td>
<td>4</td>
<td>Total</td>
</tr>
<tr>
<td>BIO 111</td>
<td>CSC100</td>
<td>BIO 211</td>
<td>4</td>
<td>ENG 112</td>
</tr>
<tr>
<td>ENG 101</td>
<td></td>
<td>ENG 102</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>7</td>
<td>Total</td>
<td>7</td>
<td>Total</td>
</tr>
<tr>
<td>NSG110</td>
<td>NSG120</td>
<td>PSY260</td>
<td>3</td>
<td>HUM101/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Diversity Elective</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
<td>Total</td>
<td>8</td>
<td>Total</td>
</tr>
<tr>
<td>NSG 210</td>
<td>NSG 220</td>
<td>NSG Leadership</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>240 (2.5 weeks)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
<td>Total</td>
<td>9</td>
<td>Total</td>
</tr>
</tbody>
</table>

**General Education Credits:** 34  
**Nursing Credits:** 37  
**Total Number of Credits:** 71
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. 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 rotation.

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. except for the 2 weeks Nursing Leadership in Nursing 240 that begins at 3:00 p.m. Day clinical will begin at 7:00 a.m. for the 2 weeks of practicum in Nursing 240.

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 Thursday, 8:00 a.m. – 8:00 p.m.
   Friday, 8:00 a.m. – 6:00 p.m.

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

Computer Lab:

2. The Computer Lab is open during the school year:
   Monday through Thursday, 8:00 a.m. – 9:00 p.m.
   Friday, 8:00 a.m. – 4:00 p.m.

   Weekend hours and schedule changes are posted on the course management system, and Computer lab bulletin board.

Skills Simulation Lab Hours:

3. Hours are posted by the Skills Simulation Lab Coordinator/Lecturer.

EVENING INFORMATION

1. Friday Evening Access to the School:

   On 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.)
2. **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.

3. **Student and Administrative Services**

Individuals from Administration, and Student Services, will be available one evening per week from 4:30 p.m. – 6:30 p.m. The evening will be posted at the beginning of the semester and will be in accordance with the class schedules.

**GUIDELINES FOR CLINICAL EXPERIENCE**

1) **Pre – Clinical Preparation:**

   a. Read the patient’s chart thoroughly:
      i. Take note of the patient’s demographic data, admission date, chief complaints on admission and admitting diagnoses.
      ii. Read the nursing admission notes and the nursing plan of care. You need to know the current aspects of care, why they are being addressed and the underlying principles behind the selection, so you can design your plan of care accordingly.
      iii. Take note of the diagnostic/laboratory studies and results.
      iv. Read the nurses notes and the doctor’s progress notes. This will give you an idea of the patient’s course during this hospital stay.
      v. Read the doctor’s orders, consult notes, and documentation of other allied health care providers (*Physical, Respiratory, Dietary & Speech therapy, Case Management, Social Services, etc.*).
      vi. Copy your medications from the MAR, noting the expiration dates. Discontinued medications are highlighted in yellow. Check the medications listed in the MAR with the Doctor’s orders. If you find any discrepancy, bring it to the attention of the RN partner or charge nurse.

   b. Check your patient’s medications, especially the IVPB which you may have to prepare or come as mini bags or add-vantage system. Note the volume of the IVPB’s, you will need this information to calculate the IVPB rate.

   c. based on the information about your patient, begin to develop a plan of care.

   d. Write out a schedule for your clinical day.
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. Students must come prepared to clinical with information on patient and plan of care.

   C. 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, documenting, etc.

   D. 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.

   E. Be sure to check the Kardex and Chart for any new orders (meds, treatments, diagnostic tests, etc.), and to get an update on the patient’s condition.

   F. Unless otherwise specified, students are expected to have assessed their patients, checked IVs, NG/GT, Foley catheters, O2 delivery, TPR and BP, (written in the TPR notebook) prior to the conference. **Students in critical care should have checked the ventilator settings, latest ABGs and lab results & calculated the drips (bring your calculator to clinical).**

   G. Prior to doing a new procedure, the student is expected to read the Procedure Manual. 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.)

   H. Students are required to know about all 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. **Students in critical care will follow the procedure for medication administration as indicated and, in addition, should check with the RN partner before administering any medication. Students cannot independently mix, hang or titrate any vasoactive medications in critical care. These activities may be done collaboratively with the RN partner.**

   I. Students are responsible for writing the nurses’ notes on assigned patients for the period of time spent with them. The narrative portion of the nurse’s notes are written on a separate sheet of paper for review by the faculty prior to writing notes in the chart. Nurses’ notes as well as meds have to be countersigned by your faculty. Make sure you leave enough room for faculty signature after you sign yours.

   J. Students are expected to develop the initiative to seek out learning experiences in the clinical area.

**REQUIRED EQUIPMENT FOR THE CLINICAL EXPERIENCE**

A. 2 Black Pens  
B. Bandage Scissors  
C. Watch with a Second Hand  
D. Stethoscope
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 appropriate nursing care plan formulation and to acceptable implementation and evaluation of nursing care.

**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 commitment.
D. Demonstrates preparation for each clinical experience.
E. Prepares for clinical or lab experiences and patient care assignments.
F. Submits written work or documentation of preparation as requested by the faculty and at the time requested by the faculty.
G. Follows hospital policies, procedures and accepted standards of patient care.
H. 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.
I. 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 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 and documented on the flow sheet within 15 minutes of monitoring.
B. Compares patient’s baseline data with current data to recognize changes in 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 and
documented on flow sheet within 15 minutes of monitoring

MEDICATION ADMINISTRATION

A. Patient’s allergies checked.
B. Physicians’ orders checked.
C. Check 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 correctly.
H. All medications verified with instructor.
I. Use correct technique in administering medication.
J. Administered medications signed out within 15 minutes after administration.
K. Medication cards available.

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. Regulates flow rate within +/- 5 drops.
E. Checks insertion site of peripheral, central or implanted venous access devices for dislocation, infiltration or complications q 1 hr.
F. Date of line change and dressing change determined.
G. 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 agency forms according to legal standards and agency policy.
E. Completes documents and reports care prior to scheduled post conference.
F. Maintains confidential nature of patient information.
G. Responds to instructor in a professional manner.
H. Maintains professional and therapeutic demeanor in stressful situations.
I. Establishes effective interpersonal relationships with the patient, family and health team members.
J. Seeks appropriate guidance.
MANAGEMENT OF CRITICAL SKILL LOG

All students will be given a Critical Skill Log upon entering the nursing program. It is the responsibility of both the faculty and students to review and sign the log at the completion of the skills in the clinical area.

ATTENDANCE CLASS / THEORY

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

Attendance for the theory component of the course is critically important for successful progression in the nursing program. Students must not have four (4) absences per semester for courses which have theory class twice per week. For courses that have one theory day, two (2) absences will be permitted.

Only extenuating circumstances for absence will be considered and documentation will be required.

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

Tuition will not be reimbursed if a student is withdrawn from a course due to excessive absences.

If a student is withdrawn after midterm because of excessive absences, an “F” will be reflected on the transcript.

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

If the 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 a 80%. Failure to take the exam in the student’s scheduled division (Day or Evening) 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 COURSE SYLLABI

PUNCTUALITY: CLASS AND CLINICAL

CLASS
To prevent disruption of a class in progress the door will be closed at the beginning of 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.
CLINICAL

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 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 UP WITH THEIR CLINICAL FACULTY. STUDENTS NOT PRESENT AT THE ASSIGNED TIME WILL BE DISMISSED AND THAT DAY WILL BE COUNTED AS A CLINICAL ABSENCE.

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.
CLINICAL FAILURE

All students are required to pass both the theory and clinical portions of each nursing course. A student failing one portion will receive a grade of F for the entire course and must repeat the entire 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.

PROTOCOL FOR TAKING TESTS

1. Test will begin and end as scheduled.
2. All personal items are to be placed in a designated location.
3. Only no. 2 pencils are allowed.
4. ALL cell phones will be collected and placed in a plastic bag along with your ID.
5. Students will not be allowed to leave the room once the test begins.
6. All students are required to remain in the classroom until the completion of the test. (With the exception of final exam.)
7. Students must take seat assigned by faculty.
8. No food or beverages are allowed in the exam room.
9. No personal calculator will be used.
10. All hats will be removed prior to the start of the exam.
11. Talking will NOT BE permitted during the exam period.
12. The Scantron sheet is considered the final answer.

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.

All tuition and fees must be paid in full prior to the final exam. All library materials must be returned and fees paid prior to the exam. Students who cannot take the 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%.
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. Readmission will only be considered if the course grade is between 75-79.4%.

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.

SKILLS RE-ASSESSMENT

Students are required to complete skills reassessment prior to the start of the clinical rotation. The schedule will be posted for practice of the identified skills two weeks prior to the start of the semester in the spring and fall. A student who fails to complete the skills reassessment will not be allowed to attend clinical and a clinical warning will be issued for the missed clinical day. For each missed clinical day a clinical warning will be issued. A student who receives two clinical warnings for failure to complete skills reassessment will fail the nursing course and receive a grade of (F) on their transcripts. Students will not be allowed to withdraw from the nursing course.

REGISTRATION FOR NSG 220

POLICY

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.

ASSESSMENT & TESTING PROGRAM

An assessment and testing program is used throughout the nursing school curriculum. It is a comprehensive on line program with end of course tests, focused review tests, 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.
Students are expected to utilize the program as required in each nursing course as well as use independently.

TEST REMEDIATION

Remediation is not allowed for faculty developed exams or finals. For the proctored standardized exams, the students must remediate within 72 hours after the proctored exam is taken. Proof of remediation using the information must be submitted to the course coordinator(s). Students who complete remediation in the specified time frame will receive half the points back that were lost on the standardized proctored exam. Students who do not remediate within the specified time frame will not receive additional points. This remediation policy applies to end of course standardized exams as specified in the syllabus.

GRADING FOR NURSING COURSES AND NON-NURSING COURSES

Grading for non-nursing courses is according to the grading policy of Hudson County Community College. 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 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. Students will fail clinical if they do not successfully pass the medication competency test, according to the nursing program requirements because they will be deemed unsafe to administer medications and, therefore, not meet the clinical objectives of the course.

GRADING SYSTEM

<table>
<thead>
<tr>
<th>HUDDSON COUNTY COMMUNITY COLLEGE</th>
<th>NURSING PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Nursing</strong></td>
<td></td>
</tr>
<tr>
<td>A = 4.0</td>
<td>A = 4.0</td>
</tr>
<tr>
<td>A- = 3.7</td>
<td>A- = 3.7</td>
</tr>
<tr>
<td>B+ = 3.3</td>
<td>B+ = 3.3</td>
</tr>
<tr>
<td>B = 3.0</td>
<td>B = 3.0</td>
</tr>
<tr>
<td>B- = 2.7</td>
<td>B- = 2.7</td>
</tr>
<tr>
<td>C+ = 2.3</td>
<td></td>
</tr>
<tr>
<td>C = 2.0</td>
<td></td>
</tr>
<tr>
<td>D = 1.0</td>
<td></td>
</tr>
<tr>
<td>F = 0.0</td>
<td>*Failure in nursing course is below 80(B-)</td>
</tr>
</tbody>
</table>
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.

ACADEMIC PROBATION

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

Any student who receives a midterm academic warning will be referred to HCCC student support services.

DISMISSAL

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

1. Failure of more than one nursing course
2. Failure of a nursing course with a final grade below 75%
3. Unsafe clinical practice.
4. Clinical Failure
5. Displaying conduct or behaviors requiring disciplinary action as outlined in the Hudson County Community College Student Handbook and Nursing Program Handbook.
6. Violation of The Code of Conduct of the Hudson County Community College Nursing Program as outlined in the Student Handbook.
7. Any HIPAA Violations

GRADUATION REQUIREMENTS

Students are promoted on the basis of scholastic achievement and clinical performance. Requirements for graduation are:

1. Completion of the Academic Program as outlined in the curriculum plan.
2. Cumulative grade point average of 2.7 or above, with a 80 (B-) or higher, in all nursing courses and a C or higher, in the science courses.
3. Fulfill all financial obligations to Hudson County Community College Nursing Program and Hudson County Community College.
4. Completion of a NCLEX comprehensive nursing readiness exam. Achievement of less than the acceptable score a second exam will be required.
5. Completion of the required NCLEX Review Course and NCLEX preparation requirements.

6. A completion of program letter will be sent to the New Jersey Board of Nursing after all graduation requirements are met and not before graduation.

7. Meet with mentor to establish a study plan.

**GRADUATION REQUIREMENT TIME LIMIT**

Students must meet graduation requirements within six months of Nursing 240 completion. Failure to do so will result in permanent ineligibility to receive an Associate in Science Degree- Nursing from Hudson County Community College Nursing Program.

**SCHOOL POLICIES**

**A. WITHDRAWAL**

The policy for withdrawal from non-nursing courses is in the HCCC Catalog. Students may withdraw from a nursing 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 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 throughout 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. To be considered for readmission, the course grade must be between 75.0 -79.4 at time of last attendance.

**Procedure:**

Students requesting a withdrawal must put the request in writing and submit directly to the Nursing Program Coordinator 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. LEAVE OF ABSENCE

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

C. MANAGEMENT OF ID BADGE

The clinical 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. CHANGE IN STUDENT NAME, ADDRESS, PHONE NUMBER AND 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.

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 Student Services.
2. Submit change of Name and Official Proof (marriage certificate, driver’s license, or other change to Hudson County Community College Nursing Program Student 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 Student catalog.

READMISSION

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 Coordinator of 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 or evening division is based on availability of space within the nursing course. The student will be notified by mail of the decision.

Readmission will only be considered if the final course grade is between 75 and 79.4. A final course grade below 75, students will not be eligible for readmission. 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 a grade of F on the HCCC transcript. To be considered for readmission, the course grade must be between 75.0 -79.4 at time of last attendance.

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, must do the following to be considered for readmission.

1. Put the request in writing addressed to the Guidance & Promotion Committee.
2. Challenge Nursing 110.
3. Take the Bridge Program.

After successful completion of Nursing 110 Challenge Examination and the Bridge Program, the student will be permitted to enter Nursing 120 in the spring semester.

RETURNING REQUIREMENTS FOR A PREVIOUS NURSING FAILURE

Nursing Students who have failed one previous nursing course or has been on a leave of absence must complete mandatory returning requirements. These requirements must be completed in accordance with the established schedule. Students must sign a contract at the time of registration. Failure to adhere to any part of the contract will forfeit the student’s readmission status.

TRANSFER BETWEEN DIVISION

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) must put the request in writing, Attention: Guidance and Promotion 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.

*Transfer and approval of change of division is at the discretion of the Guidance and Promotion Committee in collaboration with the course coordinator.
GRADUATION

Commencement ceremonies are held annually. The Nursing pin is presented to the graduates. Awards are presented at the graduation ceremony.

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

UNIFORM POLICIES

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

1. APPEARANCE IN UNIFORM

- The complete official school uniform is required for practice in the clinical area and for official school functions.
- The student must wear their uniform or a full-length lab coat over appropriate dress when obtaining their patient assignments.
- 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, 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 HOSE**

• White socks or stockings must be worn. Hose are to be white, design less, 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, crocs 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) gowns/suits 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.

**TUITION, FEES AND EXPENSES**

*School Tuition and Fees* must be **PAID IN FULL** by the Final Exam. A payment plan may be arranged via The Office of Financial Aid. See Hudson County Community College Catalog, Tuition and Fees section, for information about Financial Aid and Payment Options. All payments must be made on time.

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

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.**

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 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 related to the clinical agency requirements to include but not limited to i.e.: drug testing, field trips etc. Students will be notified in advance of all required fees.

DRUG TESTING

ALCOHOL AND DRUG RESOURCES AND SERVICES AT HCCC

**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.*

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.
TEXTBOOKS

Students are notified by the school of nursing regarding textbooks and electronic resources required in the nursing courses. Required textbooks and electronic resources are to be purchased by the student. Textbooks for the nursing courses are listed at www.hccc.bkstr.com by department (NSG) and course number. Textbooks may be ordered online or purchased at the HCCC bookstore on the HCCC campus.

STUDENT LIFE

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.

COMPLAINT POLICY / PROCEDURE

1. Students/class have the right to file a complaint regarding the educational program.
2. The complaint must be in writing using the appropriate form located in the Nursing Program Office. The form must be completed, signed and submitted to the Director
3. The Director will review the complaint and notify the parties involved.
4. All parties involved will meet and try to resolve the complaint.
5. A response/resolution of the complaint will be forwarded to all parties involved in a timely manner and filed in the complaint book which will be kept in the Director’s office for a three-year period of time.

37
Failure to follow the above procedure when filing a complaint will be subject to disciplinary and / or dismissal from the program.

CONFIDENTIALITY OF STUDENT RECORDS

The school 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 insure that they are accurate and do not contain misleading or inappropriate data.

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 behaviors listed below are examples of academic dishonesty, professional misconduct and illegal activities but are not limited to the following:

The college has a zero tolerance for any forms of cyber-stalking, cyber-bullying, or cyber sexual harassment.

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.

<table>
<thead>
<tr>
<th>CODE OF CONDUCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUDSON COUNTY COMMUNITY COLLEGE NURSING PROGRAM</td>
</tr>
</tbody>
</table>

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:

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.
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.

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.

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 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 (myhudson.hccc.edu/academic affairs/academic calendar).

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 for Security on Campus.

STUDENT SERVICES

The School 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. A HCCC Counselors are available to assist with academic, personal and career choices. Instructors may provide academic counseling and tutoring.

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 on line at www.HCCC.edu/foundation scholarships.

For more information on HCCC Foundation scholarships, contact the Development Office at (201) 360-4006 and for additional information on other scholarship opportunities, students should contact the Student Affairs Office at (201) 360-4020.

D. STUDENT HEALTH

Students are responsible to obtain their pre-admission physical at their own expense. Students are responsible for arranging their own dental and eye care.

A leave of absence may be granted for up to one year for prolonged illness or for other reasons at the discretion of the committee on Guidance and Promotion. Written medical clearance is required before returning to school if a leave of absence was for a medical reason.

E. COUNSELING

Academic counseling is available to all students for discussion of academic concerns, registration and advance standing. Academic Counselors are available at Hudson County Community College.

LEARNING RESOURCES

COLLEGE LIBRARY

The HCCC Library serves the research and informational needs of students and faculty. The College Library is located at 71 Sip Avenue. The Library website, http://www.hcclibrary.net, serves as a portal to all library resources and services.

Computers, scanners, copiers and printers 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 computer lab serves the curricular needs of students and faculty in the Nursing Program. The computer lab is located at 870 Bergen Avenue in the Cundari Building. Computers, printers, and a small collection of nursing books are available for use in the computer lab. Assistance with electronic resources used in the nursing courses is provided by the Testing Specialist and trained assistants. Students are encouraged to seek help in using the Nursing Program’s electronic resources.

SKILLS SIMULATION LAB

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.

TUTORING

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

STUDY ROOMS

Study rooms for individual and group study are available in the College Library. 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.

GENERAL INFORMATION

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, nurse residents and qualified student peers.

**Hours of Operation**

Tutoring sessions are posted on the course management system at the beginning of each semester and on the Skills Simulation Lab bulletin board. A reminder for tutoring sessions is posted on the course management system every Monday by 4 p.m.

**Services**
- Group tutoring before exams
- Individualized tutoring
- Peer tutoring

**How do I sign up for tutoring?**

**Group Tutoring / Peer Tutoring**
- Schedule is posted on course management system at the beginning of each semester and on the Skills Simulation Lab bulletin board.
- Student must sign-up with the Skills Simulation Lab Coordinator no later than one week of the schedule by emailing mmasias@hccc.edu.
- Confirmation will be sent to the student.

**Individualized Tutoring**
- Email Skills Simulation Lab Coordinator at mmasias@hccc.edu.

**LOCATION OF TUTORING**

Student should go to the Skills Simulation Lab. The location of the tutoring session will be posted on the bulletin board.

**Tutoring Protocol:**
- 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.
- If you signed up for a tutoring session and wish to cancel, please inform the Skills / Simulation Lab coordinator.
• Do not forget to sign-in and complete Tutoring Evaluation.

STUDENT LOCKERS

Students may request a locker from the Receptionist, to secure their personal belongings. It will be the students’ responsibility to create and retain their own combination code to the locker they choose and advise the Receptionist of the locker number located on the front of the locker. Please make note, the Receptionist 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 Receptionist must be notified of this change and new locker number given so that proper tracking can be kept at all times.

SCHOOL CLOSINGS / HCCC

For school 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 Policy, and follow the directions that are announced for the school regarding the day(s) /evening(s) in question.

2. Students scheduled to attend classes/clinical at the Nursing Program – use good judgment. An announcement will be sent out via Course Management System for nursing classes.

3. The decision to cancel or postpone opening 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.

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

4. Information regarding cancellation of nursing classes and delayed openings will be available on the Nursing Program telephone number and updated as warranted, (201) 360-4754 – Prompt #3

   Please contact your nursing course faculty with any questions that you may have regarding implementation of this procedure.
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.

COMMUNICATION OF POLICY CHANGES

Changes in policies are communicated to current student by posting information on the school’s bulletin boards, by direct mail, e-mail 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

Students may go to the clinical units for assignments only during scheduled pre-clinical time or a time designated by the instructor of the unit. Student must wear business attire with lab coat and school ID.

At no time is a student to be in the hospital area other than the assigned clinical unit, and the cafeteria. 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.

SUBSTANCE ABUSE POLICY 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 policy and procedure on sexual misconduct.

GRIEVANCE POLICY / PROCEDURE – HCCC COLLEGE COURSES

Please refer to the Judicial Process in the Hudson County Community College Student Handbook for complaints and grievance procedures for College Courses.

GRIEVANCE PROCEDURE – NURSING PROGRAM

The purpose of the Grievance Procedure is to settle individual grievances or complaints concerning academic or clinical issues related to nursing courses at Hudson County Community College Nursing Program, where students feel they are unfairly treated, they did not receive due process, and/or grades were determined by a non-academic procedure.

This procedure is intended to encourage resolution of a grievance at the earliest possible stage. When an informal resolution is not possible, the process provides for a formal review of the situation.

No grievance will be honored unless the following steps are adhere to:

A. Meet with involved faculty member within 2 contact days.
B. If unresolved submit a written statement to Director within 2 contact days.
C. The Director will schedule a meeting with the student and the involved faculty member within four contact days after receiving a written request.
D. If the grievance is unresolved the student may request a hearing by the grievance committee.

Details regarding the grievance committee membership and proceeding can be found in The Director’s office.

STUDENT FUNDRAISING

Please refer to the Policies and Procedures under the Office of Student Life.
STUDENT MONITOR PROGRAMS

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 Student Monitor 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.

Work study students may be assigned to the following areas:

1) Computer Lab
2) Skills Simulation Lab
3) Peer Tutor
4) Student Receptionist

PROCEDURE

1) Student Monitors must:
   a) Be in good academic standing.
   b) Have a history of favorable conduct.
   c) Comply with the stipulations as outlined in the student monitor agreement.

2) Student Monitors must reapply each semester.

COMPUTER LAB

Title: Computer Lab
Department: Hudson County Community College Nursing Program
Reports To: Testing Specialist
Main Function: Monitors the Computer Lab and provides basic assistance to its users.
Duties & Responsibilities:

1. Executes rules and regulations of the Computer Lab.
2. Maintains quiet study atmosphere.
3. Assists students in the Computer lab.
4. Assists users with photocopier machine.
5. Answers telephone and records messages.
6. Responsible for finding coverage if unable to work as scheduled.
7. Notifies Testing Specialist of situations that require attention.
8. Completes other duties as assigned.

Education & Experience:

1. Nursing student who has completed Nursing 110.
2. Prefer cumulative GPA of 2.8 or higher and must be in good academic standing.
3. Must be able to work independently after orientation.
4. Must be reliable, work-oriented and exhibit leadership qualities.
5. Have good computer skills.

SKILLS SIMULATION LAB

Title: Student Skills Simulation Lab Monitor
Department: Hudson County Community College Nursing Program
Reports To: Skills Simulation Lab Coordinator/ Lecturer
Main Function: Acts in a leadership capacity as a mentor resource person to assist students’ proficiencies regarding nursing clinical skills, theoretical tutoring, studying and test taking skills.

Duties & Responsibilities:

1. Skills Simulation Lab monitor must enforce and maintain Skills Simulation Lab rooms for day and evening use according to policy.
2. Enforces policies and procedures as outlined in Skills Simulation Lab book.
3. Responsible for securing equipment in the Skills rooms and assisting with inventory annually.
4. Assists nursing students with clinical nursing skills for all courses.
5. Accurately documents attendance and referrals for students in the Skills Simulation Lab.

6. Responsible for finding coverage if unable to work.

7. Promotes communication among peers and nursing faculty.

8. 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 2.8.

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 and evening student population.

5. Exhibits clinical proficiency on the clinical units and shows working relationships with peers and an enthusiasm and is recommended by faculty.
PEER TUTOR

Title: Student Peer Tutor

Department: Hudson County Community College Nursing Program

Report To: Skills Simulation Lab Coordinator/Lecturer

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 and evening student population.

5. Exhibits clinical proficiency on the clinical units and shows working relationships with peers and an enthusiasm and is recommended by faculty.
**RECEPTIONIST**

**Title:** Front Desk Receptionist Monitor

**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 at least 4 hours per week or as assigned during the fall and spring semesters.
2. Makes final evening rounds.
3. Acts as the Receptionist for designated shift(s) assigned for.
4. Answers the phone in the office and relays messages appropriately.
5. Upholds the rules and regulations of the nursing program as defined in the Student Handbook.
6. Calls to the attention of Administrative Assistant any emergency situations that require immediate attention, when necessary.
7. Meets with Administrative Assistant at least twice a year for evaluation (fall & spring semester).
8. Completes other duties as assigned.
9. Must reapply on per semester basis.

**Education & Experience:**

1. Freshman or Senior Nursing Student
2. Maintains a good scholastic standing.
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.

Title: Guidelines for Paper Assignments

Description: To outline the standards for completing all paper requirements

Content: All papers are to be typed using APA style. Papers must be double-spaced with 1 inch margins on each side of the page. Proper punctuation, spelling and correct grammar are expected. Abbreviations (such as pt., gtt., oz., etc.) should not be used.

A reference page using correct APA format should accompany the formal typed assignment.

Papers should be stapled together. Papers with erasures, crossed out errors, or ragged edges will not be accepted. Late papers will not be accepted without prior approval from the clinical instructor.

Web sites for APA formatting and style guides:

1. Purdue OWL (online writing lab)
   http://owl.english.purdue.edu/owl/

2. www.hccc.edu
   a. Type in search box “library”
   b. Click “library/lrc”
   c. Click: “online research”
   d. Click: “style sheet (MLA and APA)
   e. Click “noodle tools” this site will format your citations

4. American Psychological Association
   http://www.apastyle.org